

CCS FEE ESTIMATE

There may be occasions when a parent would like to add days to their existing booking but would like to know first how much extra it is going to cost. Additionally, prospective parents may want to know how much their fees are going to be prior to enrolling at your centre.

The Fee Estimator allows you to do "what-if" calculations and it is important to note that any changes you make in the Fee Estimator do not affect the guardian's actual bookings or entitlements.

Fee Estimates can be saved and printed or emailed to the guardian. Once a Fee Estimate is saved, you can edit the Fee Estimate and make additional changes and then save the new estimate details.

This Tip Sheet will cover the following:

- [Creating a Fee Estimate for a New Parent/Guardian](#)
- [Creating a Fee Estimate for an existing Parent/Guardian](#)
- [Print/Email/Edit/Delete Fee Estimate](#)
- [Troubleshooting](#)

Summary

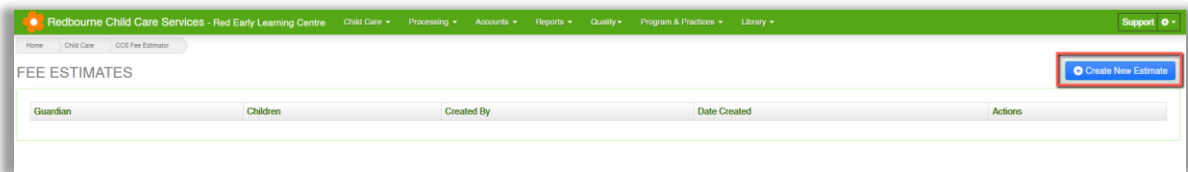
- Click on Child Care menu
- Select CCS Fee Estimator
- Click on Create New Estimate
- Enter information for step 1, click apply
- Click Add Child in step 2, enter the child details, click apply
- Click Edit on the new line that appears to select the sessions that the estimate will apply to
- Step 3 – Estimate with subsidy calculated. Click Fee Details to see a summary
- Click Save then Print/Email

CCS FEE ESTIMATE

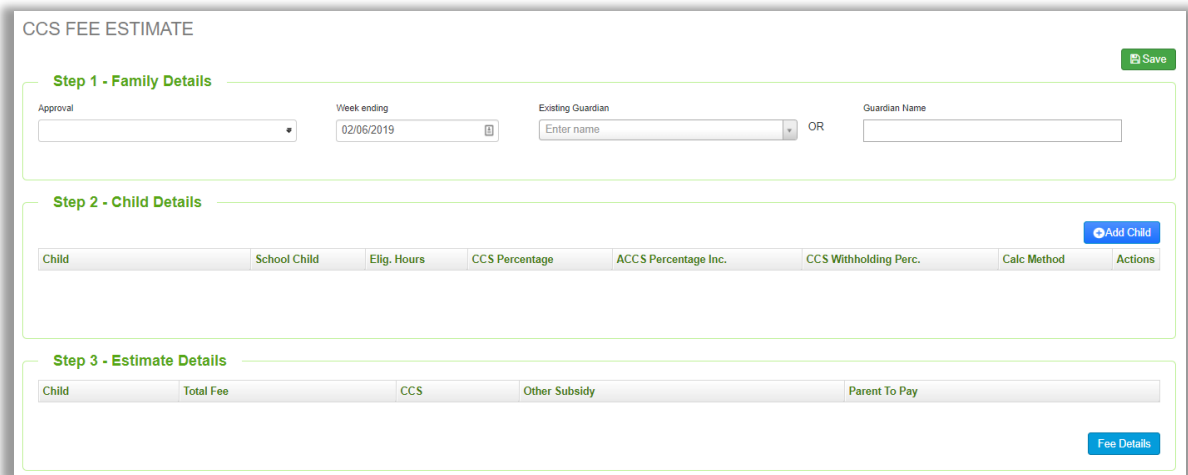
Detailed

Creating a Fee Estimate for a New Parent/Guardian

From the Child Care menu, select CCS Fee Estimator then select Create New Fee Estimate:



This will open the Fee Estimate window

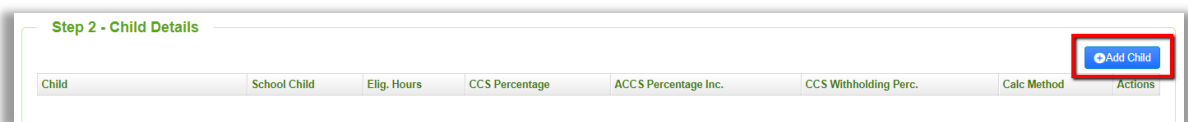


You will need to complete **Step 1** and **Step 2** in order to generate the Fee Estimate.

To complete **Step 1**, enter the below details:

- Week Ending Date
- Type in the Guardian's name
- Click Apply

To complete **Step 2**, Click **Add Child**:



Detailed cont.

The following screen will then display:

Data will prefill so just enter the required information:

- Child Name
- Eligible hours for this week
- CCS Percentage
- ACCS Percentage (leave as 0 if they are not on ACCS)

Once all details have been completed, click **Apply** then **close**

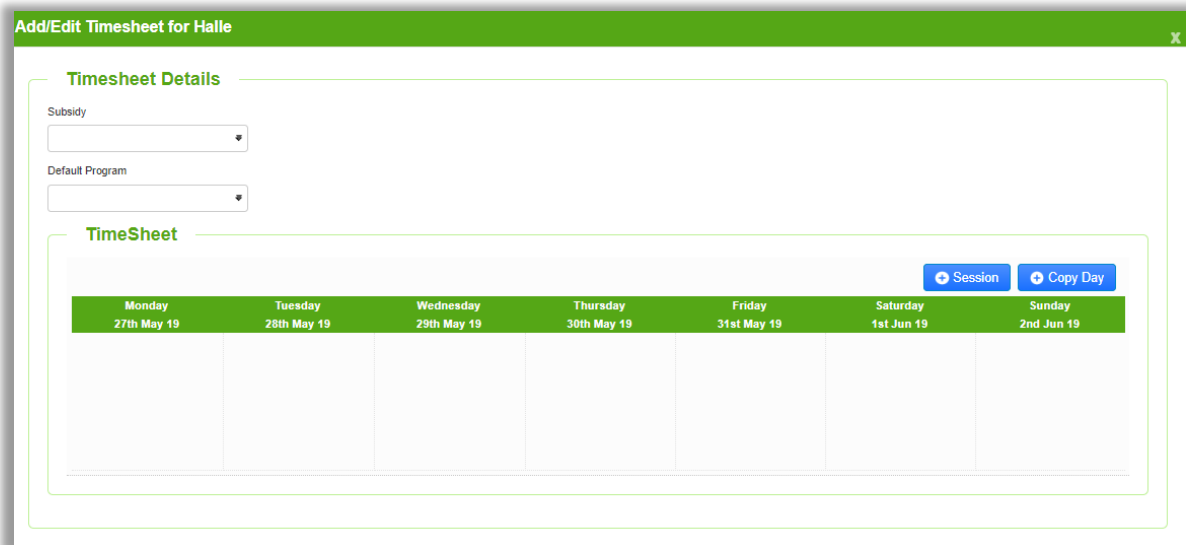
You will now need to add sessions for the child in order to create the estimate. Underneath the child record you have created, a default timesheet will be created. Click the **Edit** button:

Child	School Child	Elig. Hours	CCS Percentage	ACCS Percentage Inc.	CCS Withholding Perc.	Calc Method	Actions
- Halle	Non-School	50	85	0	5	CCB	Edit

Subsidy Scheme	
1	

The following window will appear:

Detailed cont.



Add/Edit Timesheet for Halle

Timesheet Details

Subsidy

Default Program

TimeSheet

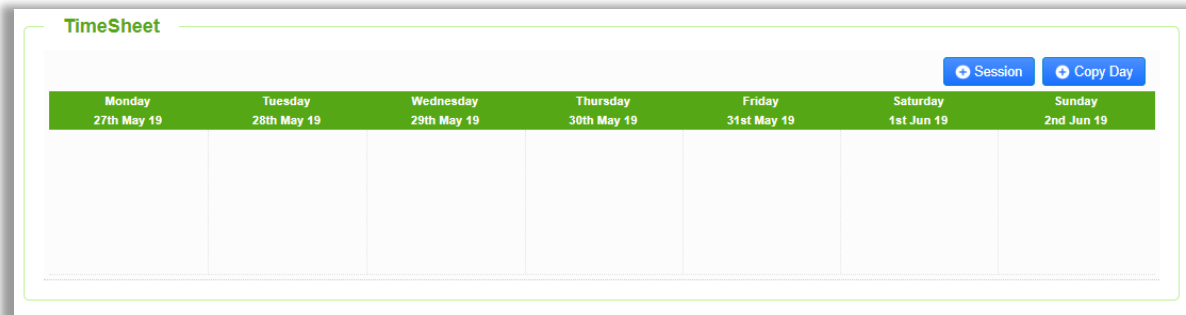
+ Session + Copy Day

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27th May 19	28th May 19	29th May 19	30th May 19	31st May 19	1st Jun 19	2nd Jun 19

Select an option from the dropdown menus for the following criteria:

- Subsidy
- Program

You will then need to add the sessions:



TimeSheet

+ Session + Copy Day

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27th May 19	28th May 19	29th May 19	30th May 19	31st May 19	1st Jun 19	2nd Jun 19

+session to add a session per day

+copy day to copy all sessions from one day to another

Each session you create you will also have the ability to override fees like you would within your daily sessions.

Click **Apply** and **Close**

If there is a 2nd child then click on +Add Child and repeat these steps.

Detailed cont.

Step 2 - Child Details

Child	School Child	Elig. Hours	CCS Percentage	ACCS Percentage Inc.	CCS Withholding Perc.	Calc Method	Actions
- Halle	Non-School	50	85	0	5	CCB	Edit

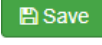
[Add Child](#)

No	Subsidy Scheme	Actions
1	Subsidy	Edit

Step 3 will gather all this information and provide you with a fee estimate per child.

Step 3 - Estimate Details

Child	Total Fee	CCS	Other Subsidy	Parent To Pay
- Halle	\$145.20	\$71.25	\$0.00	\$73.95
	1 \$145.20	\$71.25	\$0.00	\$73.95
- Julie	\$96.80	\$47.50	\$0.00	\$49.30
	1 \$96.80	\$47.50	\$0.00	\$49.30

Scroll back up to the top of your page and click on 

This will store the fee estimate you have created.

Creating a Fee Estimate for an Existing Parent/Guardian

Select Create **New Fee Estimate**

This will open the Fee Estimate window. You will now need to complete **Step 1** and **Step 2** in order to generate the Fee Estimate.

To complete Step 1, enter the below details:

- Week Ending Date
- Guardian Name (from the 'Existing Guardian' dropdown menu)

Click Apply

Any children attached to the parent will display in Step 2. This will include any subsequent active bookings.

Detailed cont.

Step 2 - Child Details

Child	School Child	Elig. Hours	CCS Percentage	ACCS Percentage Inc.	CCS Withholding Perc.	Calc Method	Actions
- Toby Lang	Non-School	69.5	50	0	5	CCB	Edit
		No	Subsidy Scheme			Actions	
		1	Subsidy			Edit	
- Joel Lang	Non-School	69.5	50	0	5	CCB	Edit
		No	Subsidy Scheme			Actions	
		1	Subsidy			Edit	

The child entitlement and session details may be edited

Step 2 - Child Details

Child	School Child	Elig. Hours	CCS Percentage	ACCS Percentage Inc.	CCS Withholding Perc.	Calc Method	Actions
- Toby Lang	Non-School	69.5	50	0	5	CCB	Edit
		No	Subsidy Scheme			Actions	
		1	Subsidy			Edit	
- Joel Lang	Non-School	69.5	50	0	5	CCB	Edit
		No	Subsidy Scheme			Actions	
		1	Subsidy			Edit	

Note: Red boxes and arrows in the original image point to the 'Edit' buttons in the 'Actions' column for both children and their respective subsidy schemes.

The estimate will then display in **Step 3**

To save the fee estimate, click the **Save** button at the top of the page. This will store the fee estimate you have created.

Print/Email/Edit/Delete Fee Estimates

Once you have completed and saved a fee estimate, navigate back to the CCS fee estimate home page.

The **Print** and **Email** buttons will display through the actions option:

Home > Child Care > CCS Fee Estimator

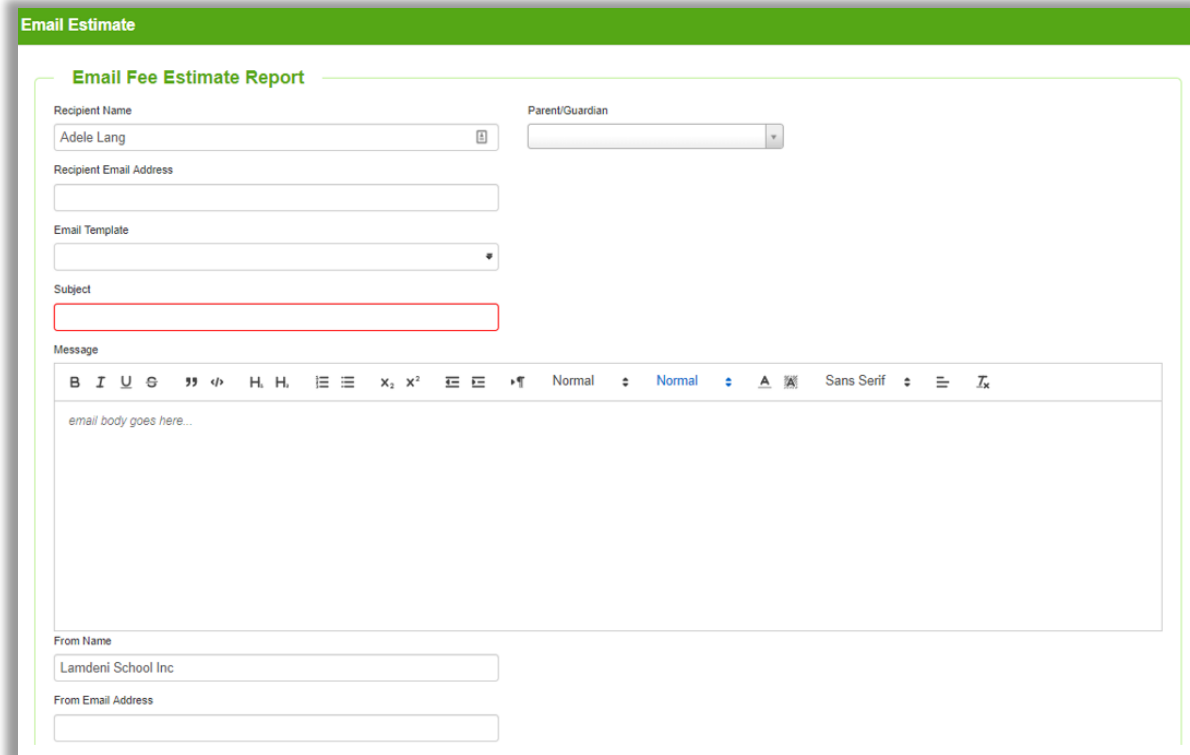
FEE ESTIMATES Create New Estimate

Guardian	Children	Created By	Date Created	Actions
Lang, Adele	Toby Lang, Joel Lang	Kylie G	28/05/2019	Print

Note: A dropdown menu is shown for the 'Print' button, containing 'Edit', 'Delete', and 'Email' options.

Print option will generate a PDF of the fee estimate.

If you click on **email** the following window will appear:



The screenshot shows a web interface titled "Email Estimate" with a sub-section "Email Fee Estimate Report". The form contains several input fields: "Recipient Name" (pre-filled with "Adele Lang"), "Parent/Guardian" (a dropdown menu), "Recipient Email Address", "Email Template" (a dropdown menu), "Subject", and "Message" (a rich text editor with a toolbar and the placeholder text "email body goes here..."). At the bottom, there are fields for "From Name" (pre-filled with "Lamdeni School Inc") and "From Email Address".

Enter the following details:

- Recipient Name (will prepopulate if chosen from existing Parent/Guardians)
- Recipient Email Address (will prepopulate if chosen from existing Parent/Guardians)
- Email Template (for more information on Email Templates, see the tip sheet: Service Setup)
- Subject
- Message (this will display as per the email template, but can be edited as required)
- From Email Address (will default to the service's email address but may be edited).

Once all details have been entered, you may click **Email Report**. The Fee Estimate Report will be emailed.

The fee estimate may also be printed and emailed from the **Fee Estimates** home page here you will also find your edit and delete options as well.

CCS FEE ESTIMATE

Troubleshooting

Issue: The estimate is not the same as what is coming back from CCS each week.

Resolution: The following should be checked:

- The parent may be going over their eligible fortnightly hours.
- The CCS percentage or hours of entitlement may change after the estimate is provided.
- The parent may have a debt with Centrelink that needs to be paid back from CCS amounts being paid.

Remember, this is only an estimate of CCS and cannot be a guaranteed amount that is going to be paid on the account.

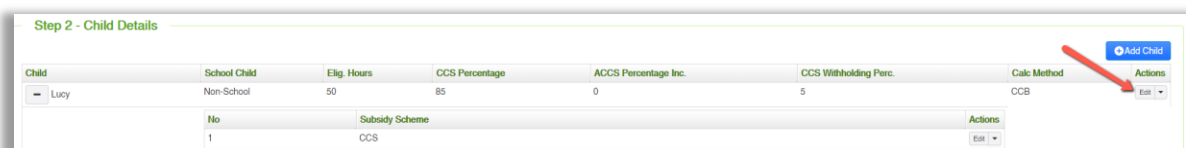
Issue: The child is using more hours than what is entitled in the 2nd week, but the fee estimate isn't showing this.

Why? The fee estimate is only for one week of care and doesn't take into consideration CCS weeks.

Resolution: In this scenario you will need to create 2 estimates.

- One estimate for week 1, and
- another estimate for week 2.

In week 2 you will then override the eligible hours. To do this on the estimate, scroll down to **Step 2 – Child details**, click on edit under the Actions heading:



Child	School Child	Elig. Hours	CCS Percentage	AGCS Percentage Inc.	CCS Withholding Perc.	Calc Method	Actions
- Lucy	Non-School	50	85	0	5	CCB	Edit
	No	Subsidy Scheme					Actions
	1	CCS					Edit

Tick **override child's eligible hours** and enter in the number of hours left after week 1 has been utilised, then click **apply**.

Troubleshooting cont.



Add/Edit Child

Child Details

Child Name:

School Status:

Eligible Hours for this week*:

Override Child's Eligible Hours:

Issue: I want to change the wording on the email template.

Resolution: Email Templates can be created for emailing the fee estimate. For more information please see the tip sheet called [Email Templates](#).