CCS SESSION SUBSIDY

CCS calculate the fee reduction (CCS/ACCS) on each individual session of care in a weekly session report.

The fee reduction is calculated starting with the first session for the week and on each subsequent session until the child's eligible hours are exhausted for the CCS Fortnight. The fee reduction is actually calculated to 4 decimal places for each session, but rounded to 2 decimal places when the total is calculated for the week.

Apart from the 5% CCS withheld, it is important to realise that the fee reduction paid to the service may not match the fee reduction the child is entitled to because:

- The parent may have debts or adjustments and Centrelink may withhold all or a portion of the fee reduction for a session report to recover these debts or adjustments.
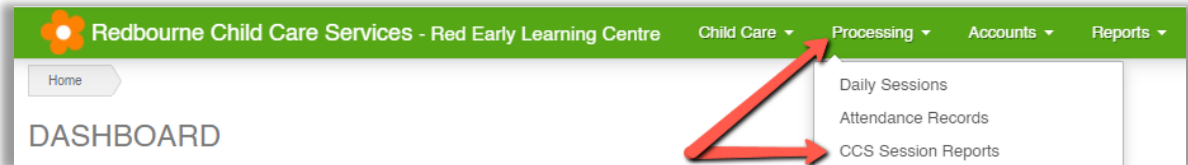- All or part of the fee reduction may be paid to the Guardian instead of the Service.

Summary

1. Click on Processing menu
2. Select CCS session reports
3. Find the session report using the search options
4. Click on the details button
5. The session report details window will open
   a. Click on CCS Session Subsidies Tab
   b. Select Authorised Person
   c. Click Read
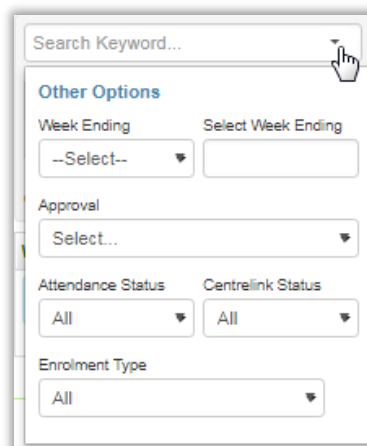
CCS SESSION SUBSIDY

Detailed

Click **Processing** menu and select **CCS Session Reports**:

Enter the child's Enrolment Id or First Name or Surname in the Search Keyword box, then click the ▾ **Down Arrow** in the Search Keyword to display the dropdown menu

Click the **Select Week Ending** then click the **Search** button to display the session reports for the selected Week and Child.

Click the **Details** button:

Detailed cont.

When the session report details window opens, click on the CCS Session Subsides tab:

Click the **Down Arrow** and select an authorised person then click **Read**.

A page similar to the following will be displayed:

Detailed cont.

NOTE: If the session report has been revised or withdrawn, the session subsidy details for each instance of the session report will be displayed, with the most recent instance displayed at the top of the window.

Each instance begins with "Intial Submitted UTC". For example,

> Intial Submitted UTC (Unique identifier): 2019-02-22T03:18:02

The following explains each of the fields in the session report header:

Intial Submitted UTC (Unique identifier): 2018-07-18T05:10:02	
Total Absence Days: 2	Weekly Entitlement Amount: $400.00
Weekly Fee Charged By Service: $400.0000	Weekly Subsidised Hours: 40.0000
Weekly Hours In Care: 40.0000	Weekly Preschool Subsidised Hours: 0.0000

Intial Submitted UTC (Unique identifier)

The day/time is displayed in the format: "YYYY-MM-DDTHH:MM:SS".

Each instance of a session report is uniquely identified by a UTC (Coordinated Universal Time) indicating when the instance of the session report was received by CCS.

To convert to local time,

- For Brisance, you need to add 10 hours to obtain the Brisbane local day/time.
- For Sydney, you need to add 10 hours or (11 hours in Daylight Saving Time) to obtain the Sydney local day/time.

Total Absence Days:

Displays the total number of absence days for the current financial year as of today.

Weekly Fee Charged By Service:

The total fee charged by the service for the session report.

Weekly Hours In Care:

The total number of hours submitted in the session report.

Detailed cont.

Weekly Entitlement Amount:

The total fee reduction calculated for the session report. This value includes the fee reduction paid to the service, as well as, the Guardian.

NOTE: In the example above, the fee reduction matches the total fee because the child is on ACCS and there is no 5% withholding and the hourly rate charged for each session is below the maximum allowed for ACCS.

Weekly Subsidised Hours:

Total number of hours used to calculate the CCS entitlement for the session report, excluding preschool hours.

Weekly Preschool Subsidised Hours:

Total number of "preschool" hours used to calculate the CCS entitlement for the session report.

The following explains each of the columns for a **session**:

Date	Start-End	Total Hours	Educator	Session Amt.	Hourly Amt.	Is Absent	Entitlements				
							Processed At	Amt	Subsidised Hrs	Recipient	Reason
2018-07-09	08:00:00 - 18:00:00	10.0000	()	$100.0000	$10.0000	Y	2018-07-18T17:00:14	$15.0000 (ACCS)	0.0000	SERVIC	
							2018-07-18T17:00:14	$85.0000 (ACCS)	10.0000	SERVIC	
							Processed At	Amt	Subsidised Hrs	Recipient	Reason
2018-07-10	08:00:00 - 18:00:00	10.0000	()	$100.0000	$10.0000	Y	2018-07-18T17:00:14	$15.0000 (ACCS)	0.0000	SERVIC	
							2018-07-18T17:00:14	$85.0000 (ACCS)	10.0000	SERVIC	
							Processed At	Amt	Subsidised Hrs	Recipient	Reason
2018-07-11	08:00:00 - 18:00:00	10.0000	()	$100.0000	$10.0000	N	2018-07-18T17:00:14	$15.0000 (ACCS)	0.0000	SERVIC	
							2018-07-18T17:00:14	$85.0000 (ACCS)	10.0000	SERVIC	

Date:

The date of the session of care in the format "YYYY-MM-DD".

Start-End:

The charged start and end time for the session.

Total Hours:

The total charged hours for the session.

This value is a decimal value and displayed to 4 decimal places.

Educator:

This column is not applicable for CBC and OSHC services and will always display "()".

Detailed cont.

Session Amt:
The amount charged for this session of care.

Hourly Amt:
CCS calculate the hourly rate for the session of care by dividing the **Session Amt** by the **Total Hours** in the session and rounding the result to 4 decimal places.

This value is used in the fee reduction calculation for the session.

Is Absent:
Is either "Y" or "N" to indicate if the child was absent for the session.

The following explains each of the **entitlement columns**:

Entitlements
A child's entitlement for a session of care may be calculated one time:

Processed At	Amt	Subsidised Hrs	Recipient	Reason
2019-03-10T14:18:56	$57.7980 (CCS)	9.0000	SERVIC	

Or multiple times:

Processed At	Amt	Subsidised Hrs	Recipient	Reason
2018-07-07T16:00:14	$82.3650 (ACCS)	10.0000	SERVIC	
2018-07-08T23:02:57	$15.3000 (ACCS)	0.0000	SERVIC	
2018-07-08T23:02:57	$4.3350 (ACCS)	0.0000	SERVIC	
2019-02-22T04:00:11	$-15.3000 (ACCS)	0.0000	SERVIC	REPLAC
2019-02-22T04:00:11	$-86.7000 (ACCS)	-10.0000	SERVIC	REPLAC

Detailed cont.

Entitlements – Processed At:

Indicates the day/time the entitlement was calculated or recalculated for the session.

The day/time is displayed in the format: "YYYY-MM-DDTHH:MM:SS".

Each processed time is identified by a UTC (Coordinated Universal Time), which needs to be converted to local time if required.

To convert to local time,

- For Brisance, you need to add 10 hours to obtain the Brisbane local day/time.
- For Sydney, you need to add 10 hours or (11 hours in Daylight Saving Time) to obtain the Sydney local day/time.

Entitlements – Amt:

Contains the amount of fee reduction (less the 5% withholding) for the session.

The fee reduction is calculated to 4 decimal places by CCS.

The fee reduction type: "CCS" or "ACCS" is displayed within parenthesis after the amount. For example, $57.7980 (CCS) or $57.7980 (ACCS).

Positive amounts indicate the fee reduction will be paid to the Service or the Guardian.

Negative amounts indicate the fee reduction will be recovered from the Service or the Guardian.

You need to total all the values to determine the total fee reduction for the session of care.

Entitlements - Subsidised Hrs:

The number of hours that fee reduction was paid for the session of care, displayed to 4 decimal places.

This value will be less than the Total Hours if the child has used their total eligible hours for the CCS Fortnight in a previous session.

Detailed cont.

Entitlements - Recipient:

Indicates the recipient of the fee reduction. Either:

- "SERVIC" – Service
- "INDIVI" - Individual - Guardian or Parent

The following example shows the fee reduction initially paid to the Guardian, but later recovered from the Service:

Processed At	Amt	Subsidised Hrs	Recipient	Reason
2018-07-16T10:47:26	$0.0000 (CCS)	0.0000	SERVIC	DISENR
2018-07-23T01:38:34	$3.5007 (CCS)	0.5000	INDIVI	
2019-02-19T03:23:47	$-3.5007 (CCS)	-0.5000	SERVIC	PENENR

Entitlements - Reason:

A code that indicates the reason for calculating a nil or partial entitlement.

For example:

Date	Start-End	Total Hours	Educator	Session Amt.	Hourly Amt.	Is Absent	Entitlements				
2020-08-03	07:30:00 - 17:00:00	9.5000	()	$108.5700	$11.4284	N	Processed At	Amt	Subsidised Hrs	Recipient	Reason
							2020-11-02T05:00:35	$0.0000 (CCS)	0.0000	SERVIC	RECENR - Enrolment Received (CRN Pending)