First & Last Day Absences

A child is taken to be first attending care on the first actual day of attendance and ceased care on the last actual day of attendance. CCS is not able to be claimed for sessions not attended prior to the first day of attendance or after the last day of attendance.

Any CCS that is claimed on a first and last absent will be automatically recovered unless action is taken to submit the sessions without attempting to claim CCS.

There are two potential processes with recording a first or last day absences depending on the sessions of care for the week:

This tip sheet will walk you through both processes:

- **There are other sessions eligible for subsidy**
- **There are NO other sessions eligible for subsidy**
- **Troubleshooting**

Summary

Where there is a mix of sessions that are eligible and not eligible for CCS

1. Click Processing
2. Click Daily Sessions
3. Find the child and session, then click on the cog
4. Tick This session is not eligible for subsidy
5. Click Save

Where there are no sessions in the week eligible for CCS

1. Select Processing menu
2. Select Daily Sessions
3. Click +Casual Session
4. Select the child
   a. Select Approval, Room, Program, Date of Session and Subsidy Scheme
   b. When choosing Subsidy Scheme select EXEMPT
5. Select Save

First & Last Day Absences

Detailed

If a child begins or ends care with an absence, the parent is not entitled to receive subsidy for the session/s.

Note: when no action is taken to submit the sessions without claiming CCS, the CCS will be automatically withdrawn from the sessions by CCSS. When the absent is on first day/s of care, it will be withdrawn after the first actual attended sessions are submitted. When the absent is on the last day/s of care the CCS will be withdrawn after the CCS enrolment ceases.

Recording in daily sessions where there are other sessions eligible for Subsidy

To flag this in daily sessions, you will need to open the session settings by clicking on the **cog**:
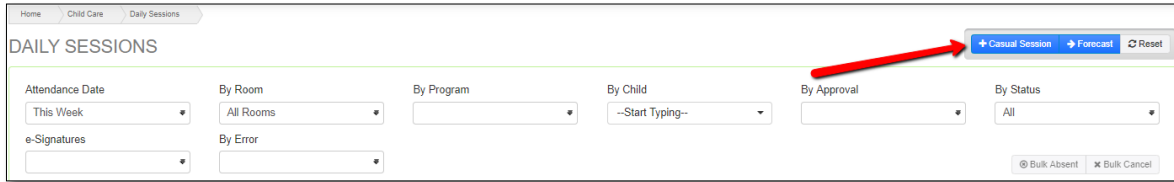

Tick the box **This session is not eligible for subsidy**:

Click the **Save** button to apply the change. Process the rest of the sessions as normal.
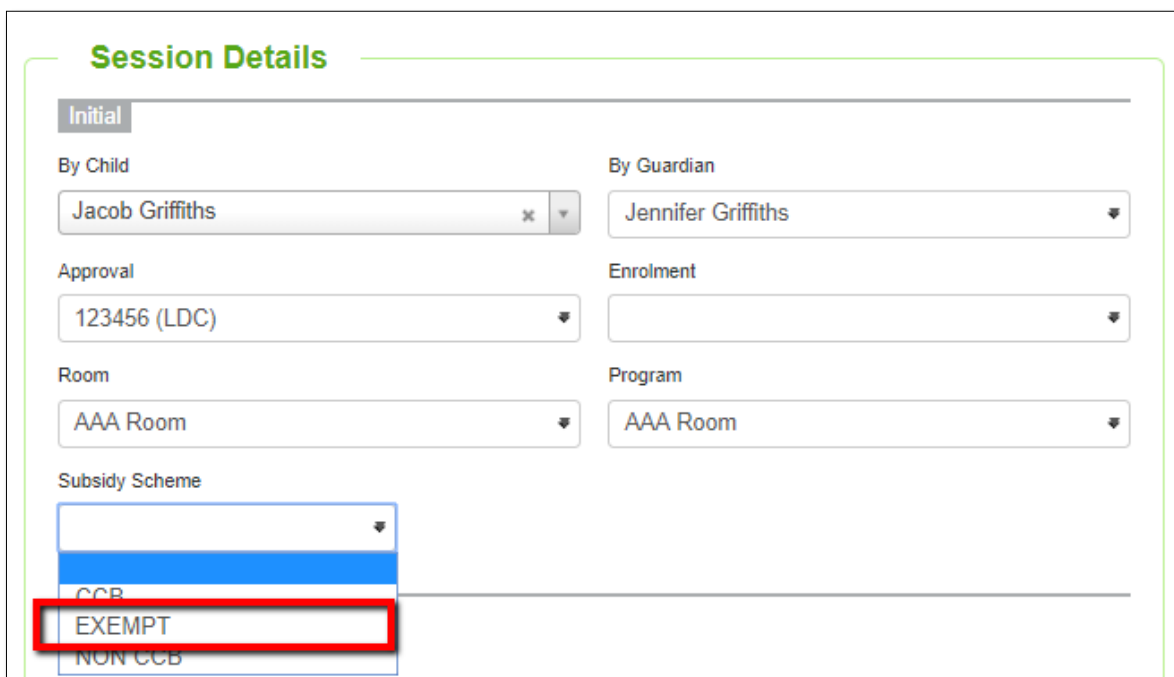
Recording in daily sessions where NO other sessions in the week are eligible for Subsidy

While in **Processing** and **Daily Sessions** click on **+Casual Session**

Start with the top row entering in child and parent as you fill in more details you will come to the option subsidy scheme - select **EXEMPT**:

You will continue to add information about fee and program like you would for other casual sessions being created.

Add in casual sessions for each day that is exempt.

NOTE: This does NOT need an enrolment so this will not ask you for one, nor do you need to select one.

First & Last Day Absences

Troubleshooting

Issue: I've revised the CCS session report, but I can't change the subsidy scheme to exempt on the daily session.

Resolution: The subsidy scheme cannot be changed. Therefore, you will need to follow the below process to re-submit the session report, then cancel it, then you can submit an exempt session.

First, resubmit the session report:

1. Click Processing menu
2. Select Daily Sessions
3. Apply the appropriate filters to find the child
4. Click on the cog
5. Scroll down to the fee's heading and put a full stop or type something here (this will ensure the session report doesn't fail when you try and submit it again as nothing has changed)
6. Click Save
7. Now, go back to Processing
8. Select CCS session reports
9. Click Generate Attendance
    a. Enter Child's Name
    b. Weekending Date
    c. Generate
10. Submit

Next, cancel it:

1. Click Processing menu
2. Select CCS Session Report
3. Use the search keyword options to find the session report
4. On the processed attendance, click on the down arrow and select cancel
    a. Select a Reason
    b. Authorised Person
    c. Then click Withdraw Session Report.

Create the correct sessions

1. Click Processing menu
2. Select Daily Sessions
3. Click on the +Casual Session button

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4. Select the child
5. Select Approval, Room, Program and Subsidy Scheme – EXEMPT and Date of Session

Note: you will not need/use an enrolment

6. Fee's will also pull through. Select a Fee Tier
7. Click Add

Follow this same process for each additional session.

8. Now, go back to Processing
9. Select CCS session reports
10. Click Generate Attendance
    d. Enter Child's Name
    e. Weekending Date
11. Generate

You do not need to submit. And you will see the session report located under the heading **Exempt Complete**.

Issue: I've marked all sessions as not eligible, but it won't let me submit to CCS.

Why? The daily sessions are linked to your CCS enrolment and therefore will try to submit as a CCS session.

Resolution: You will need to cancel all CCS sessions and create casual exempt sessions.

1. Click Processing menu
2. Select Daily Sessions
3. Click on the +Casual Session button
4. Select the child
5. Select Approval, Room, Program and Subsidy Scheme – EXEMPT and Date of Session

Note: you will not need/use an enrolment

6. Fee's will also pull through. Select a Fee Tier
7. Click Add

Follow this same process for each additional session.

8. Now, go back to Processing
9. Select CCS session reports

10. Click Generate Attendance
    f. Enter Child's Name
    g. Weekending Date
11. Generate

You do not need to submit. And you will see the session report located under the heading **Exempt Complete**.