

NSW Long Day Care Preschool Fee Relief Funding Report

As part of your obligations to receive the NSW Start Strong 2024 Preschool Fee Relief Funding, eligible long day care services must provide a twice-yearly data collection to the NSW Department of Education:

- In July/August 2024 to cover Jan to June 2024.
- In January /Feb 2025 to cover June to December 2024

To support these requirements, we have updated the existing "NSW Preschool Fee Relief Funding Report" option that produces a PDF report and an associated CSV file for a selected period of time.

The PDF report and associated CSV file match the technical specification provided by the NSW Department of Education for a selected preschool year, such as 2023, 2024, etc.

Consent Form

For data to be included on the report and shared with the NSW Department of Education, each guardian must sign a consent form provided by NSW Department of Education and give the signed form to the service.

If the guardian hasn't signed the form and/or you haven't collected the form, you must mark the "NSW Preschool Funding Consent Form Signed and Collected" as "No" on the child's preschool funding record for required year to exclude the child from the report.

To update the child record

Select Child Care menu

Select Children

Select **Edit** button for the required child

Select **Start Strong** tab

A page similar to the following will be displayed:

Year	CCS Approval	ACECQA Id	Guardian	Category	Yearly Amount	Weekly Amount	Declaration Form Signed	Apply Fee Relief	Guardian Address	Note	Action
2023	190016364C - My LDC and Preschool	SE-00000897	Maizy Day	3YO	\$1,860.00	\$32.00	Yes	Yes	Yes	No	Action
2024	190016364C - My LDC and Preschool	SE-00000897	Maizy Day	4YO+	\$2,000.00	\$27.00	Yes	Yes	Yes	Yes	Action

NOTE:

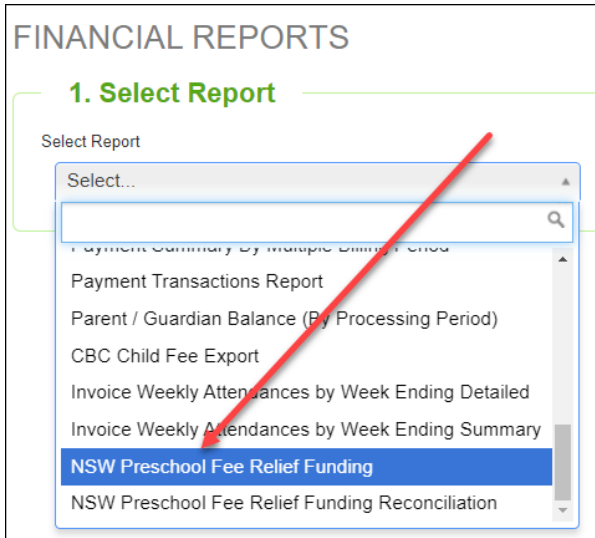
A record must exist for each preschool year the child receives Start Strong funding.

To Access the Report

Select **Reports** menu

Select **Financial**

Select **NSW Preschool Fee Relief Funding** from the report drop down



FINANCIAL REPORTS

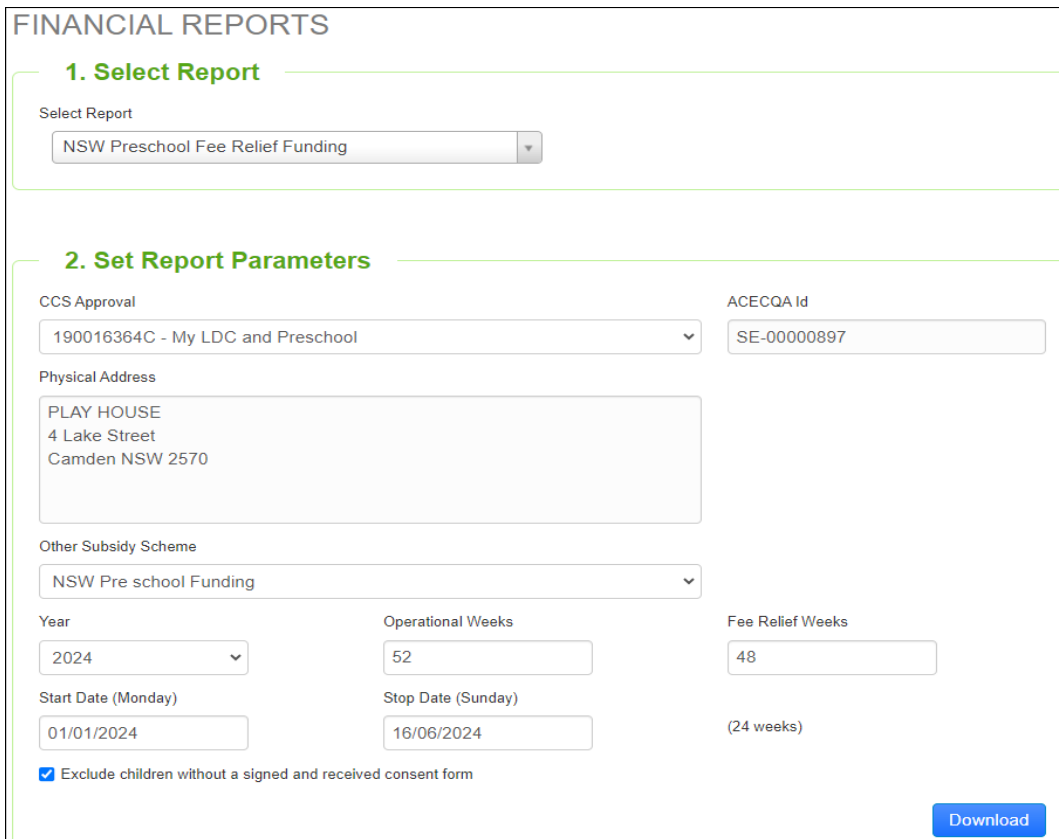
1. Select Report

Select Report

Select...

- Payment Summary by Multiple Billing Cycles
- Payment Transactions Report
- Parent / Guardian Balance (By Processing Period)
- CBC Child Fee Export
- Invoice Weekly Attendances by Week Ending Detailed
- Invoice Weekly Attendances by Week Ending Summary
- NSW Preschool Fee Relief Funding**
- NSW Preschool Fee Relief Funding Reconciliation

A page similar to the following will be displayed:



FINANCIAL REPORTS

1. Select Report

Select Report

NSW Preschool Fee Relief Funding

2. Set Report Parameters

CCS Approval: 190016364C - My LDC and Preschool

ACECQA Id: SE-00000897

Physical Address: PLAY HOUSE, 4 Lake Street, Camden NSW 2570

Other Subsidy Scheme: NSW Pre school Funding

Year: 2024

Operational Weeks: 52

Fee Relief Weeks: 48

Start Date (Monday): 01/01/2024

Stop Date (Sunday): 16/06/2024 (24 weeks)

Exclude children without a signed and received consent form

[Download](#)

Report Options

CCS Approval

- You must select a CCS Approval (Service).
- If you have multiple approvals, you will need to run the report for each approval.
- When you select an approval, the approval's "Physical Address" and "ACECQA Id" details will be display.
 - These details are returned when the CCS Service Profile is queried.)

Other Subsidy Scheme

- You must select the Other Subsidy Scheme that you created to apply the other subsidy (preschool funding) to each of the timesheets (daily sessions).
- We recommended using the name "**NSW Preschool Funding**" and this option is automatically selected when the page is displayed or when you select a CCS Approval if it exists.

Year

- Enter the preschool funding year, such as 2023, 2024, etc.
- The year is a calendar year (Jan to Dec).
- The Year determines the format of the 6-monthly report, which has changed for 2024.

Operational Weeks

- Enter the number of weeks the service is operation in the selected funding year.

Fee Relief Weeks

- Enter the number of weeks fee relief is applied in the selected funding year.

Date Range

- Both the Start and Stop dates must be entered/selected.
- The Start Date must be a Monday and the Stop Date must be a Sunday.
- The selected dates must fall within the selected preschool funding year.

Exclude children without a signed and received consent form

- If you check this check box, any children where the service hasn't received a signed consent from will be excluded from the report.
- If you uncheck this check box, all children will be included in the report.

- Refer to the "Consent Form" section above for recording the consent form for a child.

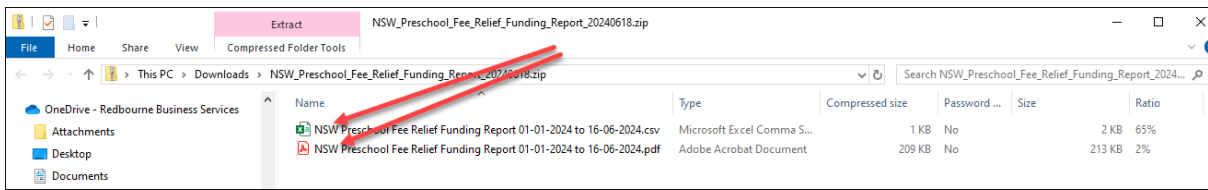
NOTE:

Only timesheets that have been processed by CCS that match the above report options will be included in the report.

Download button

- When you select the Download button, a PDF report and a CSV file will be created.

For example




PDF Report Layout

The report will look similar to the following:

Centre Based Care
12 Lakeview Drive
Campbelltown QLD 2560

Provider Id: 190014172L
Name: Redbourne Child Care Services
ABN: 6334867xxxx
Date of Issue: 18/06/2024



NSW Preschool Fee Relief Funding Report
Statement Period: 01/01/2024 to 16/06/2024 (24 weeks)

Service Id: 190016364C
ACEQA Id: SE-00000897
Subsidy: NSW Pre school Funding
Software: Harmony Software

Name: My LDC and Preschool
Address: PLAY HOUSE 2-6 BANDULLA ST COONABARABRAN NSW 2357
Operational Weeks: 52
Fee Relief Weeks: 48

Child Id	Child Name	Guardian Name	Gender	Date of Birth	Address	First Nation	Other Lang.	Declaration Signed	Receive F/R	F/R Category	Total F/R	First F/R	Final F/R	Surplus F/R
460	Julie Andrews	Maria Andrews	F	2019-12-06	19 Grandview Drive Camden NSW 2570	N	N	Y	Y	4YO+	\$160.00	2024-02-05	2024-05-28	\$0.00
228	Arielle Day	Maizy Day	F	2019-08-22	56 Newtown Road Campbelltown NSW 2560	N	N	Y	Y	4YO+	\$132.00	2024-02-05	2024-02-20	\$18.00
249	Alice Paccar	James Paccar	F	2019-09-01	78 Lithgow Street Campbelltown NSW 2560	Y	Y	Y	Y	4YO+	\$264.00	2024-02-06	2024-05-28	\$16.70
Total: Children: 3											\$556.00			\$34.70

Total Children Excluded: 3 (due to a signed consent form not received by the service.)

Report Header

- The report header is only printed on the first page and includes the report options, such as Service details, ACEQA Id, NSW Preschool Funding subsidy scheme, date range, approval address, operational weeks, fee relief weeks, and Software trading name.

Column Header

- The column header is printed at the top of each page on the report.

Sort order

- A single record is printed for each Child/Guardian who has NSW Preschool Funding during the specified date range.

- Preschool Funding (Total F/R and Surplus F/R) are accumulated for the specified date range for each child.
- The report is always printed in child surname name order.

Child Id

- This is an internal child id that can be used to differentiate children with the same name.
- The Child Id is not included in the CSV file.

Child Name

- The child's name.

Guardian Name

- The guardian's name.

Gender

- "M" for male and "F" for female.

Date of birth


- The child's date of birth.

Address

- The child's address.
- Obtained from the child's Start Strong record for the selected preschool funding year.

First Nation

- "Y" if any of the following are selected on the child's record; otherwise "N" is printed.



Indigenous Status *

Not Aboriginal nor TS Islander

Select...

Aboriginal not TS Islander

TS Islander not Aboriginal

Aboriginal and TS Islander

Not Aboriginal nor TS Islander

Not stated

Primary Language

Eng

First Nation

Other Language

- "N" if the child's Primary Language is "English"; otherwise "Y" is printed.

Declaration Signed

- "Y" if the consent form was signed by the guardian and collected by the service; otherwise, "N" is printed.
- Obtained from the child's Start Strong record for the selected preschool funding year.

Receive F/R

- "Y" if the guardian requested to receive Start Strong fee relief funding from this service; otherwise, "N" is printed.
- Obtained from the child's Start Strong record for the selected preschool funding year.

F/R Category

- Either "3YO" or "4YO+".
- Obtained from the child's Start Strong record for the selected preschool funding year.

Total F/R

- The total "regular" fee relief NSW Preschool Funding that was assigned for all the weeks.

First Subsidy

- The first day in the specified date range that the child was in care (or absent) and "NSW Preschool Funding" that was paid for that week.

Final Subsidy

- The last day in the specified date range that the child was in care (or absent) and "NSW Preschool Funding" that was paid for that week.

Surplus F/R

- The total "surplus" fee relief NSW Preschool Funding that was assigned for all the weeks.

NOTE:

If child details are missing such as, "Receive F/R", "Category", etc, you will need to create a Start Strong fee relief funding record for the child and reprint the report. See "To update the child record" above for details.

Footer

A count of the children (included and excluded) and totals for Total F/R and Surplus F/R are included at the bottom of the report.

For example

249	Alice Paccor	James Paccor	F	2019-09-01	78 Lithgow Street Campbelltown NSW 2560	Y	Y	Y	Y	4YO+	\$264.00	2024-02-06	2024-05-28	\$16.70	
Total Children:											3				
Total Children Excluded:											3 (due to a signed consent form not received by the service.)			\$556.00	\$34.70

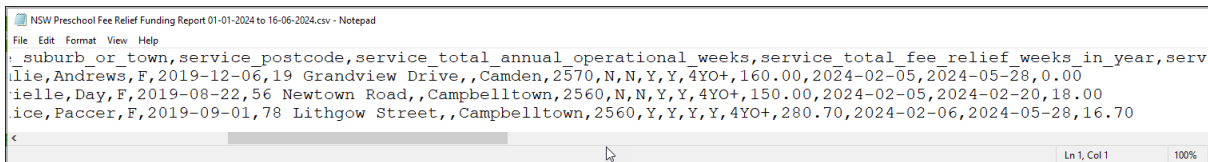
CSV Report

A CSV text file is also created that you send to the NSW Government.

This file can be opened in "NotePad" or "Excel".

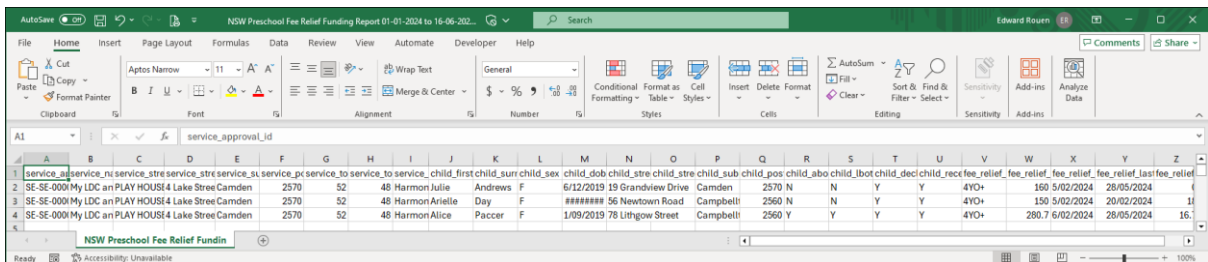
For example

NotePad



```
NSW Preschool Fee Relief Funding Report 01-01-2024 to 16-06-2024.csv - Notepad
File Edit Format View Help
: suburb_or_town,service_postcode,service_total_annual_operational_weeks,service_total_fee_relief_weeks_in_year,service
lie,Andrews,F,2019-12-06,19 Grandview Drive,,Camden,2570,N,N,Y,Y,4YO+,160.00,2024-02-05,2024-05-28,0.00
ielle,Day,F,2019-08-22,56 Newtown Road,,Campbelltown,2560,N,N,Y,Y,4YO+,150.00,2024-02-05,2024-02-20,18.00
ice,Paccer,F,2019-09-01,78 Lithgow Street,,Campbelltown,2560,Y,Y,Y,Y,4YO+,280.70,2024-02-06,2024-05-28,16.70
<
Ln 1, Col 1 100%
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Excel



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
1	service_approval_id																									
2	SE-SE-0001	My LDC an PLAY HOUSE	4 Lake Stree	Camden	2570	52	48	Harmon	Julie	Andrews	F	6/12/2019	19 Grandview Drive	Camden	2570	N	N	Y	Y	4YO+		160	5/02/2024	28/05/2024		
3	SE-SE-0001	My LDC an PLAY HOUSE	4 Lake Stree	Camden	2570	52	48	Harmon	Arielle	Day	F	#####	56 Newtown Road	Campbell	2560	N	N	Y	Y	4YO+		150	5/02/2024	20/02/2024		
4	SE-SE-0001	My LDC an PLAY HOUSE	4 Lake Stree	Camden	2570	52	48	Harmon	Alice	Paccer	F	1/09/2019	78 Lithgow Street	Campbell	2560	Y	Y	Y	Y	4YO+		280.7	6/02/2024	28/05/2024	16.7	