

# Start Strong Fee Relief Funding 2024

There are three main changes in the 2024 Start Strong requirements compared to 2023.

- Reporting a separate "Surplus" fee relief payment.
- Reporting the child's fee relief category as 3 year old (3YO) or 4 year old (4YO+).
- A new 6-monthly fee relief report layout.

## Surplus Payment

Surplus funds occur when a child's gap fee is reduced to zero before the full preschool fee relief allocation is applied to the child for the week.

The service can allocate the surplus funds to other eligible children who are not receiving fee relief funding and/or children who have a gap fee after the regular preschool fee relief is applied.

For example, a child is entitled to \$44.00 preschool fee relief per week, but the child's gap fee after CCS/ACCS is deducted is only \$38.00, leaving \$6.00, which is considered surplus and can be allocated to another child to reduce that child's gap fee. The \$6.00 must be reported as a surplus payment for the child who receives the surplus.

The 2024 NSW Preschool Fee Relief payment must be reported as a **regular payment** and as a separate **surplus payment** for each child on the 6-monthly fee relief report and also on the child's Statement of Entitlement.

To cater for the new 2024 requirements, the following changes have been made:

## Other Subsidy

The NSW Preschool Fee Relief payment must still be entered as a weekly amount using Other Subsidy on the Booking and in the Daily Sessions as was the case in 2023.

If you allocate any surplus fee relief to the child for a week, the full amount of the fee relief – **regular amount plus any surplus amount** - must be entered as the Other Subsidy amount.

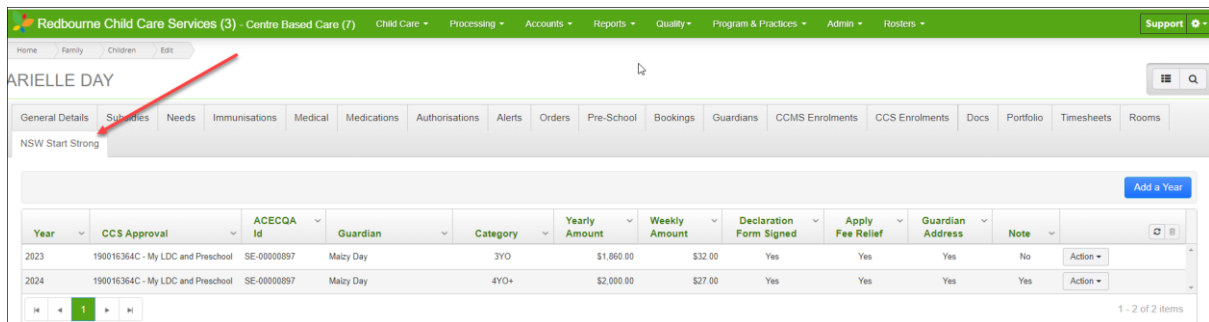
For example, if a child normally receives \$44.00 regular fee relief per week and you have decided to allocate an additional \$6.00 surplus from another child to this child, you enter \$50.00 (\$44.00 + \$6.00) in the other subsidy for the child receiving the surplus.

Services will be able to identify the \$6.00 as surplus and \$44.00 as regular in the new Start Strong tab located on the Child page.

## Start Strong Tab

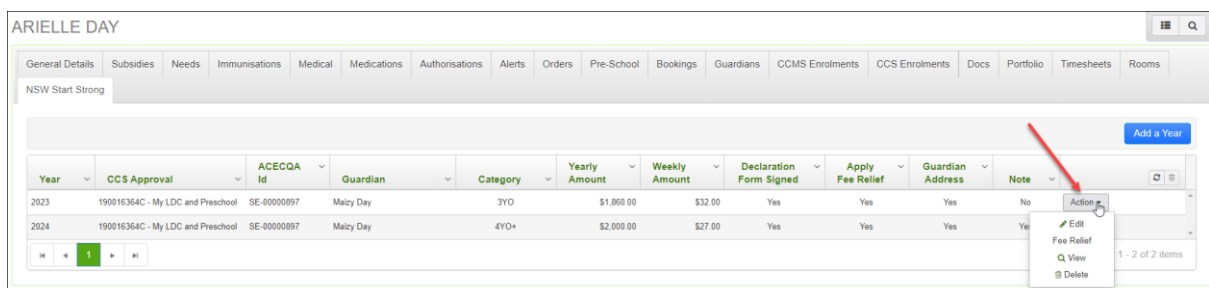
A new 'Start Strong' tab has been added to the Child page that will allow you to record the preschool year (2023, 2024, etc), child category (3YO or 4YO+), yearly and weekly regular fee relief amounts, child address, declaration and consent form signed value, receive fee relief value, and a note to record relevant details regarding the fee relief, such as surplus amount given or received.

For example,



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

The 'Add Year' button allows you to add a new preschool year record for the child.



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

The 'Action' menu against an existing preschool year entry allows you to:

- 'Edit' the record.
- 'View' the record.
- 'Delete' the record.
- View and update the Fee Relief details for the processed session reports.

The 'Add Year' button and 'Edit' menu option allows you to add/edit the fee relief details for a specific preschool year.

The **'View'** option allows you to view the fee relief details for a specific preschool year without the options of making changes.

The **'Fee Relief'** menu option allows you to view the amount of fee relief allocated to each week that has been submitted to CCS and to also identify how much of that other subsidy is regular fee relief and how much is surplus fee relief.

The **'Delete'** option allows you to delete the fee relief details for a specific preschool year if it was created in error. A new record must be created if you delete a record by mistake.

**IMPORTANT:**

It is essential that you create a separate fee relief record for each preschool year for each child on Start Strong because many of the details are required for the 6-monthly fee relief report that must be submitted to the NSW Government and the details change from year to year for a child.

## Preschool Year Child Details

A page similar to the following will be displayed if you select the **'Add Year'** button or the **'Edit'** menu option for an existing record:

Edit NSW Start Strong Child Details

Child Details

Child Name

Date of Birth  Age  Gender

Indigenous Status  Language Spoken At Home

Child Address

Guardian\*

Child Lives at a different address

Address Line 1

Address Line 2

Suburb  State  Postcode

Fee Relief Details

Year\*  CCS Approval\*  ACECQA Id

Declaration and Consent Form Signed  
 Receive Fee Relief from this service

Category\*  Year Allocation\*  Weekly Allocation\*

Note

## Child Details

- Name, Date of Birth, Age, Gender, Indigenous Status, and Language spoken at home details are view only and obtained from the General Details tab.

## Fee Relief Details

### Year

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

### CCS Approval / ACECQA Id

- Select the CCS Approval that has been approved for the fee relief payment.
- When an approval is selected, the ACECQA Id is displayed.
- The ACECQA Id is returned from CCS when the CCS Approval is queried.

### Declaration and Consent Form Signed check box

- Check this control if you have received the signed declaration and consent form from the guardian for this preschool year.
- The child cannot be included in the 6-monthly report unless this check box has been checked.

### Receive Fee Relief from this service check box

- Check this check box if the guardian has elected to receive fee relief from your service instead of another service.
- This option is required for the 6-monthly report.

### Category

- Select the child's fee relief category – either 3YO or 4YO+.
- When selecting the category, the child's age should be calculated as of 1<sup>st</sup> July in the selected preschool year.
- This option is required for the 6-monthly report.

### Yearly / Weekly Allocation

- Enter the amount of regular fee relief that the child is entitled to for the selected preschool year and the amount to allocate to each week. (Yearly Amount / number of fee relief weeks).
- At this stage, the amounts are for documentation purposes only and are not used to automatically calculate the weekly allocation in Daily Sessions.

- The amounts are displayed in the new 'NSW Preschool Fee Relief Funding Reconciliation Report' to allow you to manage your fee relief allocation for each child.

## Child Address

### Guardian

- When you select the child's guardian, the guardian's address is displayed.

### Child Lives at a different address check box

- Check this check box if the child **doesn't** live with the selected guardian.
- If the check box is checked:
  - The 'Address Line 1', 'Address Line 2', 'Suburb', 'State', and 'Postcode' fields become modifiable to allow you to enter the child's address.
- If the check box is unchecked:
  - The selected guardian's address is displayed in the 'Address Line 1', 'Address Line 2', 'Suburb', 'State', and 'Postcode' fields which become view only.
- The child's address is reported in the 6-monthly report.

### Note

- Enter any information that is relevant to the child's fee relief for the preschool year.
- For example, document any surplus that has been given to another child or has been received from another child.

## Preschool Year Fee Relief Details

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		Action
2024	190016364C - My LDC and Preschool	SE-00000897	Maizy Day	4YO+	\$2,000.00	\$27.00	Yes	Yes	Yes	Yes	Action

A page similar to the following will be displayed if you select the 'Fee Relief' menu option for an existing preschool year record for a child.

NSW Preschool Fee Relief Funding - Fee Relief

### Child Details

Child:  Guardian:

Year:  CCS Approval:

### Regular F/R

Category:  Year Allocation:  Weekly Allocation:

### CCS Processed Weeks

Week Ending	Total Fee	CCS	Other Subsidy	Other Subsidy Amount	Gap Fee	Regular F/R Applied	Surplus F/R Applied	Potential Surplus for Transfer	
11/02/2024	\$400.00	\$0.00	NSW Pre school Funding	\$50.00	\$350.00	\$44.00	\$6.00	\$0.00	<input type="button" value="Surplus F/R"/>
18/02/2024	\$400.00	\$0.00	NSW Pre school Funding	\$50.00	\$350.00	\$44.00	\$6.00	\$0.00	<input type="button" value="Surplus F/R"/>
25/02/2024	\$400.00	\$0.00	NSW Pre school Funding	\$50.00	\$350.00	\$44.00	\$6.00	\$0.00	<input type="button" value="Surplus F/R"/>
<b>Total</b>	<b>\$1,200.00</b>	<b>\$0.00</b>		<b>\$150.00</b>	<b>\$1,050.00</b>	<b>\$132.00</b>	<b>\$18.00</b>	<b>\$0.00</b>	

1 - 3 of 3 items

## Child Details

- The child's name, selected guardian, preschool year, and CCS Approval Id are displayed and are view only.

## Regular F/R

- The Category, Weekly Allocation, and Weekly Allocation details are displayed as view only and relate to the selected preschool year.
- These details are displayed for documentation purposes only and are **not used** to automatically allocate Other Subsidy to a week.

## CCS Processed Weeks

- The data grid displays a list of weeks in the preschool year for the child and guardian for the CCS Approval that have been **fully processed by CCS** (submitted and queried) and contain Other Subsidy amounts that were identified as 'NSW Preschool Funding'.

## Week Ending

- The Sunday date for the week.
- Only week endings that fall within the Preschool year are displayed.

## Total Fee

- The cost of care for the week.

## CCS

- The amount of CCS or ACCS that has been allocated by Centrelink for the week.

## Other Subsidy

- The name of the other subsidy scheme that is attached to the CCS Approval that was allocated to the week. Normally 'NSW preschool Funding'.

## Other Subsidy Amount

- The amount of other subsidy (preschool fee relief) that was applied to the week.
- The amount includes regular and surplus fee relief.

## Gap Fee

- The parent payment amount for the week after the Total Fee is reduced by CCS and Other Subsidy amounts.

## Regular F/R Applied

- The amount of Other Subsidy fee relief that has been identified as 'regular' fee relief.
- This amount can be adjusted using the 'Surplus F/R' button.

## Surplus F/R Applied

- The amount of Other Subsidy fee relief that has been identified as 'surplus' fee relief.
- This amount can be adjusted using the 'Surplus F/R' button.

## Potential Surplus for Transfer

- The amount of regular Weekly fee relief allocation that could potentially be given to one or more other children.
- This value is calculated based on the 'Weekly F/R Allocation' and the 'Other Subsidy Amount'.

IF 'Weekly Allocation' is greater than the 'Other Subsidy Amount'

'Potential Surplus for Transfer' = 'Weekly Allocation' less the 'Other Subsidy Amount'

For example, in the screen shot below:

Week = 11/02/2024  
 Weekly Allocation = \$48.00  
 Other Subsidy = \$40.00  
 Potential Surplus = \$48.00 - \$40.00 = \$8.00

The column is included to highlight possible surpluses that could be used to benefit other children/guardians.

For example,

**NSW Preschool Fee Relief Funding - Fee Relief**

**Child Details**

Child: Julie Andrews  
 Guardian: Maria Andrews  
 Year: 2024  
 CCS Approval: 190016364C - My LDC and Preschool

**Regular F/R**

Category: 4YO+  
 Year Allocation: 2,000.00  
 Weekly Allocation: 48.00

**CCS Processed Weeks**

Week Ending	Total Fee	CCS	Other Subsidy	Other Subsidy Amount	Gap Fee	Regular F/R Applied	Surplus F/R Applied	Potential Surplus for Transfer
11/02/2024	\$400.00	\$0.00	NSW Pre school Funding	\$40.00	\$360.00	\$40.00	\$0.00	\$8.00
25/02/2024	\$400.00	\$0.00	NSW Pre school Funding	\$40.00	\$360.00	\$40.00	\$0.00	\$8.00

**Surplus F/R button**

### Surplus F/R button

- This button displays a popup window similar to the following that allows you to identify how much of the Other Subsidy applied to a week is regular fee relief and how much is surplus fee relief.
- A popup window similar to the following is displayed when you select the button:

**NSW Preschool Fee Relief Funding - Surplus Fee Relief Amount**

Week Ending: 11/02/2024  
 Total Fee: 400.00  
 CCS: 0.00  
 Other Subsidy: 50.00  
 Gap Fee: 350.00

Other Subsidy contains: 6 Surplus F/R applied from other child(ren)

Leaving Regular F/R: 44.00

Close Save

- All the fields are view only except the Surplus F/R value.



- As you type the Surplus Fee F/R amount, the Regular F/R value is calculated (Other Subsidy less Surplus F/R).
- You cannot change the Other Subsidy amount, you can only change the proportion of Surplus F/R to Regular F/R.
- Any changes to the Other Subsidy amount must be done in the Session Settings popup window in the Daily Sessions for the week.