

NSW LONG DAY CARE PRESCHOOL FUNDING

From 1 January 2023, eligible NSW long day care services will receive funding through the Start Strong 2023 program to provide affordable preschool funding to eligible children aged 4 and above attending a long day care preschool program

The preschool Fee Relief Payment (max \$2,110 per child for 2023) for each eligible child will be in addition to the Child Care Subsidy (CCS) paid by the Commonwealth Government.

This tip sheet will walk you through:

- [Create a NSW Preschool Funding Subsidy Scheme](#)
- [Add “NSW Preschool Funding” Other Subsidy Settings to Bookings](#)
- [Add Other Subsidy Settings to Timesheets \(Daily Sessions\)](#)[Add Other Subsidy Settings to Timesheets \(Daily Sessions\)](#)
- [Displaying Other Subsidy on the Statement of Entitlement](#)
- [Displaying Other Subsidy on Invoices](#)
- [How to See How Much Funding Has Been Allocated to a Child](#)

Summary

To report NSW preschool funding in your software, you need to:

- Create a special “NSW Preschool Funding” other subsidy record.
- Add “NSW Preschool Funding” other subsidy settings to each eligible child’s booking.
- Every fortnight, send the guardians their Statement of Entitlement, which now includes the “NSW Preschool Funding” values.

- Regularly print the “Submitted Weekly Attendances by Child – Detail/Summary” report to keep track of how much “NSW Preschool Funding” has been allocated to each child.

Detailed

Create a NSW Preschool Funding Subsidy Scheme

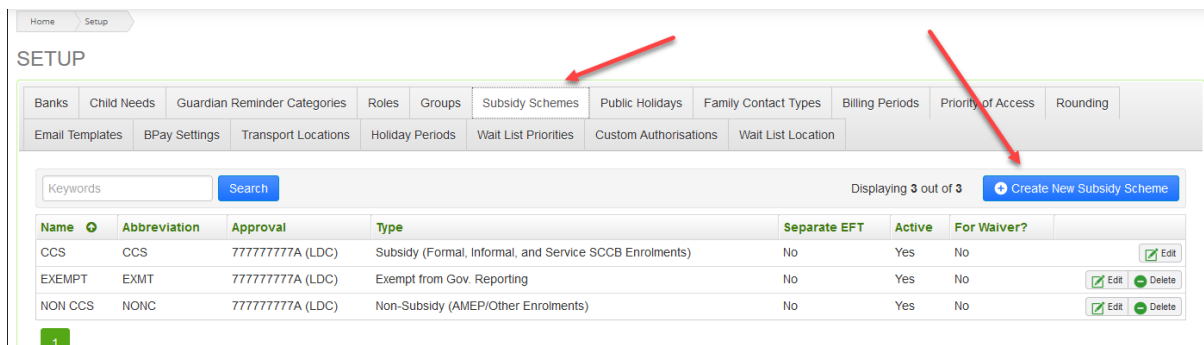
Before you can add “NSW Preschool Funding” to a booking or a timesheet (daily session), you must first create a special “NSW Preschool Funding” other subsidy record for your eligible long day care approval.

This step only needs to be done once.






Select  **Settings Cog** button (located at the top right corner of the page)

Select **Setup** option

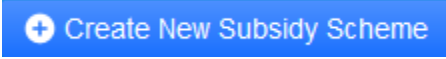
A page similar to the following will be displayed:



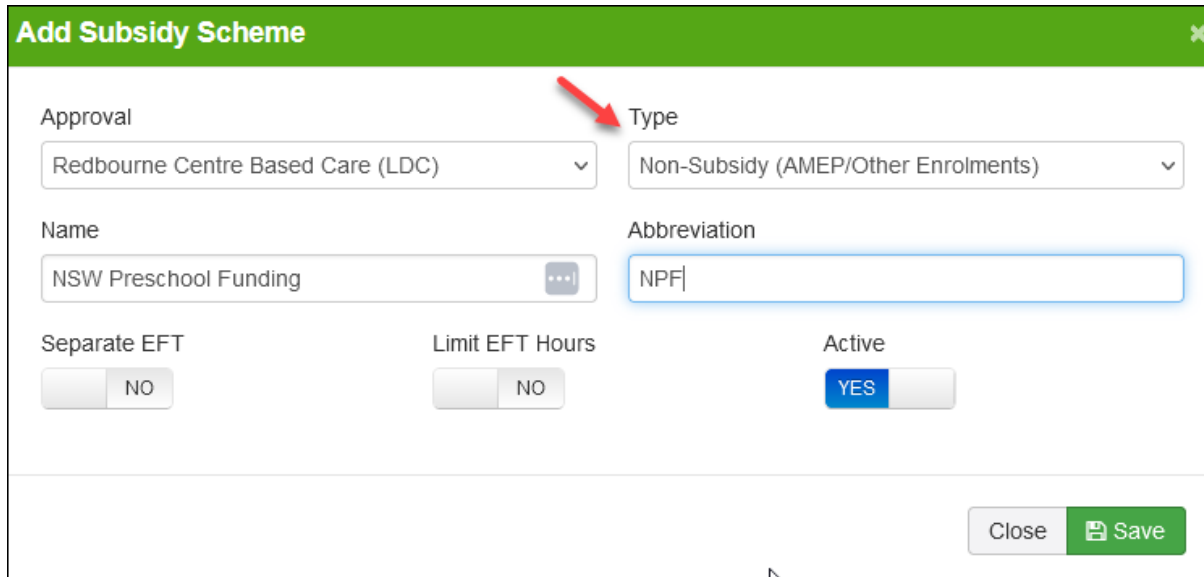
The screenshot shows the 'SETUP' page with a navigation menu. The 'Subsidy Schemes' tab is highlighted with a red arrow. Another red arrow points to the 'Create New Subsidy Scheme' button in the top right corner. Below the navigation menu is a search bar and a table of existing subsidy schemes.

| Name | Abbreviation | Approval | Type | Separate EFT | Active | For Waiver? | |
|---------|--------------|-----------------|---------------------------------------------------------|--------------|--------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CCS | CCS | 77777777A (LDC) | Subsidy (Formal, Informal, and Service SCCB Enrolments) | No | Yes | No |  |
| EXEMPT | EXMT | 77777777A (LDC) | Exempt from Gov. Reporting | No | Yes | No |   |
| NON CCS | NONC | 77777777A (LDC) | Non-Subsidy (AMEP/Other Enrolments) | No | Yes | No |   |

Select **Subsidy Schemes** tab

Select  button

A popup window similar to the following will be displayed:



Approval

Select your Long Day Care Approval from the dropdown list.

Type

IMPORTANT: Select “Non-Subsidy (AMEP/Other Enrolments)” from the dropdown list.

Name

Enter “NSW Preschool Funding”.

Abbreviation

Enter “NPF”

Separate EFT


Leave as “No”.

Limit EFT Hours

Leave as “No”.

Active

Leave as “Yes”

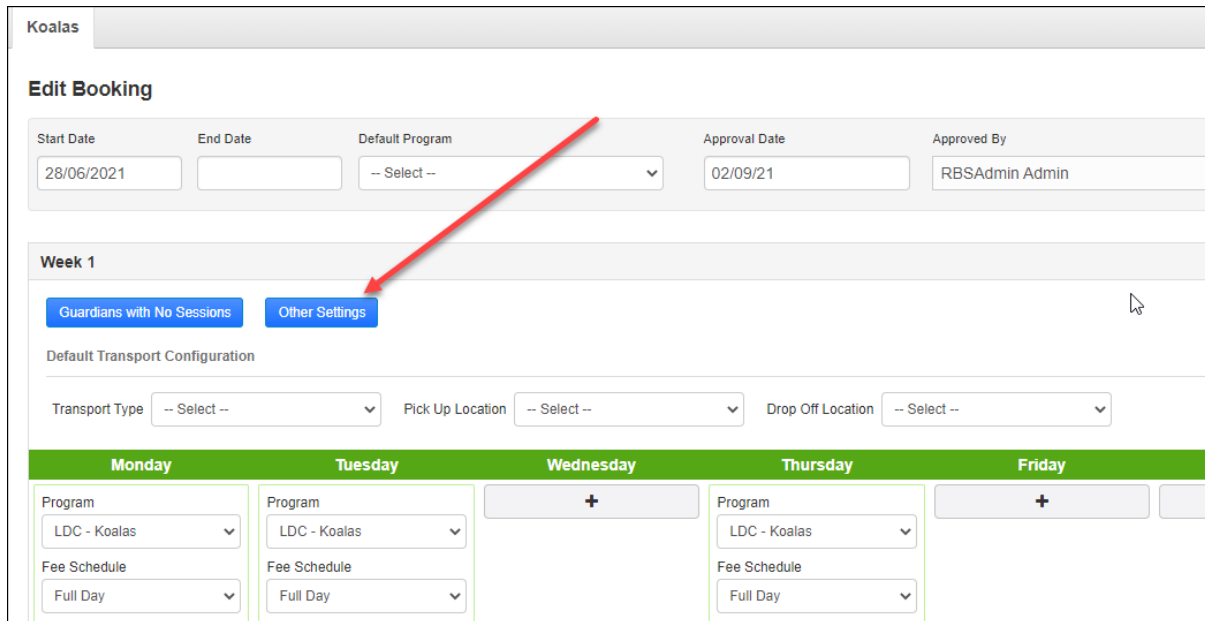
When you have completed the above, select the  button to save the subsidy scheme

Add “NSW Preschool Funding” Other Subsidy Settings to Bookings

To add “NSW Preschool Funding” to a booking:

Open an eligible child’s booking

For example



The screenshot shows the 'Edit Booking' page for a booking named 'Koalas'. At the top, there are fields for 'Start Date' (28/06/2021), 'End Date', 'Default Program' (set to '-- Select --'), 'Approval Date' (02/09/21), and 'Approved By' (RBSAdmin Admin). Below this is a section for 'Week 1' with two buttons: 'Guardians with No Sessions' and 'Other Settings'. A red arrow points to the 'Other Settings' button. Underneath are 'Default Transport Configuration' fields for 'Transport Type', 'Pick Up Location', and 'Drop Off Location', all set to '-- Select --'. At the bottom, there is a table with columns for 'Monday', 'Tuesday', 'Wednesday', 'Thursday', and 'Friday'. Each column has a 'Program' dropdown (set to 'LDC - Koalas') and a 'Fee Schedule' dropdown (set to 'Full Day'). Wednesday and Friday columns have a '+' sign in a grey box, indicating they are currently empty.

Select **Other Settings** button

A popup window similar to the following will be displayed:

Other Settings

Other Subsidies

Guardian: Alexander Anders

Program
LDC - Possums

Type
NSW Preschool Funding

Calculation Type
Subsidy Amount \$

Value
20

NOTE:
This override allows you to specify the Other Subsidy calculation for the timesheet.
If you select the Rate % calculation method the rate applies to the amount remaining after CCS has been deducted.

Close Save

Program

Select a program from the dropdown list.

The program identifies the CCS Approval, and the other subsidy will be applied to all programs for the same approval.

Type

Select the “NSW Preschool Funding” subsidy scheme from the dropdown.

Calculation Type / Amount

Select one of the 4 calculation types from the dropdown list:

Guardian Daily \$

In the **Amount** field, enter the **amount you want the guardian to pay per day** after CCS is deducted from the fee.

For example,

Child is in care 2 days at \$95per day, CCS is \$130 per week, and you want the parent to pay a maximum of \$10 per day.

Gap Fee = \$190 (fee) less \$130 (CCS) = \$60

Parent should only pay \$10 per day (\$20 for 2 days)

Other Subsidy = \$60 (Gap) less \$20 (parent to pay) = \$40

Gap Fee = \$190 (fee) less \$130 (CCS) less \$40 (Oth Sub) = \$20

Guardian Weekly \$

In the **Amount** field, enter the **amount you want the guardian to pay for the week** after CCS is deducted from the fee.

For example,

Child's weekly fee is \$195, CCS is \$130 per week, and you want the parent to pay a maximum of \$30 per week.

Gap Fee = \$195 (fee) less \$130 (CCS) = \$65

Parent should pay a max of \$30 per week

Other Subsidy = \$65 (Gap) less \$30 (parent to pay) = \$35

Gap Fee = \$195 (fee) less \$130 (CCS) less \$35 (Oth Sub) = \$30

Subsidy Amount \$

In the **Amount** field, enter the amount of other subsidy **you want the guardian to receive fir the week**.

For example,

Child's weekly fee is \$195, CCS is \$130 per week, and you want the parent to receive \$60 in other subsidy for per week.

Gap Fee = \$195 (Fee) less \$130 (CCS) less \$60 (Oth Sub) = \$5

Helpful Hint

You might find the Subsidy Amount option useful because you can divide the child's yearly "NSW Preschool Funding" allocation by the number of weeks the child will be in care throughout the year and use that as the amount to allocate to the child's booking each week.

Subsidy Rate %

In the **Amount** field, enter the other subsidy amount as a **percentage of the gap fee for the week**.


For example,

Child's weekly fee is \$195, CCS is \$130 per week, and you want the parent to receive 75% of the gap fee as other subsidy for per week.

Gap Fee = \$195 (Fee) less \$130 (CCS) = \$65

Other Subsidy = \$65 (Gap) x 75% = \$48.75

Gap Fee = \$195 (Fee) less \$130 (CCS) less \$48.75 (Oth Sub) = \$16.25

When you have completed the above, select the  button to save the other subsidy details for the booking.

NOTE:

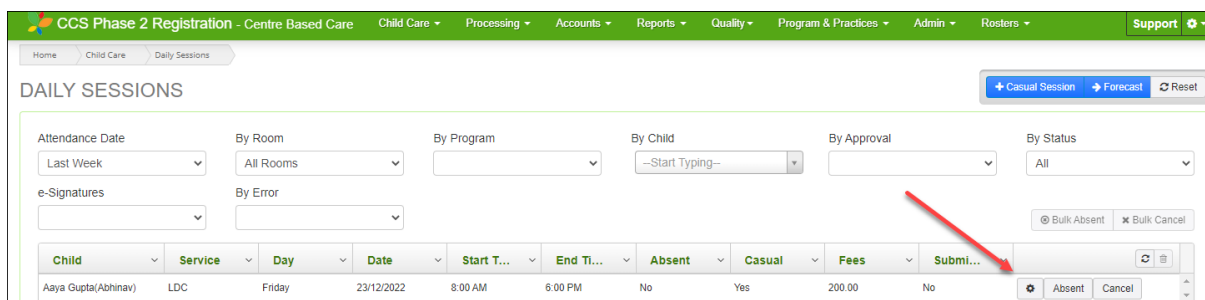
- Other subsidy must be set up for each week for a multi-week booking.
- If a child has multiple guardians, other subsidy will need to be entered for each guardian
- If a child has bookings in multiple rooms for the same CCS Approval, the other subsidy setting will need to be entered in the booking for each room.

Add Other Subsidy Settings to Timesheets (Daily Sessions)

When you forecast daily sessions, the other subsidy settings from the booking will be applied to the timesheet that is created for the Daily Sessions.

To view or change the Other Subsidy settings for a timesheet for a child:

Select the  **Session Settings** button for a session



A page similar to the following will display

Session Editor ✕

Child: Aaya Gupta **Guardian:** Abhinav Gupta
Approval: 190016364C (LongDayCare) **Enrolment ID:** E8000104404 **TimeSheet ID:** 190348

Session Details

General

| | | | |
|-----------------------------------------|--------------------------------------|--------------------------------------|----------------------------------|
| Date Of Session | Start Time | End Time | Subsidy Scheme |
| <input type="text" value="23/12/2022"/> | <input type="text" value="8:00 AM"/> | <input type="text" value="6:00 PM"/> | <input type="text" value="CCS"/> |

Attendance

 This session is not eligible for subsidy

The Other Subsidy details are displayed at the bottom of the window:

Generate Zero-Fee Session when an enrolment ends with an absence (Lockdown sites only)

Generate Zero-Fee Session when an enrolment starts with an absence

Zero-Fee Session Date

Other Subsidies

| | | |
|----------------------------------------------------|------------------------------------------------|--------------------------------------------------------------------|
| Type | Calculation Type | Value |
| <input type="text" value="NSW Preschool Funding"/> | <input type="text" value="Subsidy Amount \$"/> | <input style="border: 1px solid #add8e6;" type="text" value="34"/> |

NOTE:
This override allows you to specify the Other Subsidy calculation for the timesheet.
If you select the Rate % calculation method the rate applies to the amount remaining after CCB has been deducted.

Please refer to the “Add “NSW Preschool Funding” Other Subsidy settings to Bookings” section above for an explanation of the other subsidy fields.

NOTE:

- Although the Other Subsidy is accessed by selecting a session, the other subsidy settings belong to the hidden timesheet for the session, not the individual selected session.

- This means you can select any of the sessions for the approval for that week to view/change the other subsidy settings.

View Change History button

The “View Change History” button is always enabled and allows you to view a log of the dates/times the other subsidy calculation values were changed.

Logging is only available from 01/01/2023.

For example,

| Other Subsidy Change History | | | | |
|------------------------------|----------------|-----------------------|-------------------|-------|
| Date Upda... | Updated By | Type | Calculation T... | Value |
| 13/03/2023 01:31 PM | Melissa Brodie | NSW Preschool Funding | Subsidy Amount \$ | 45 |
| 03/01/2023 12:48 PM | Melissa Brodie | NSW Preschool Funding | Subsidy Amount \$ | 34 |

1 - 2 of 2 items

Close

Helpful Hint

The "Revise" button allows you to revise the amount of other subsidy applied to a timesheet without having to revise the associated CCS session report.

Revise button

The “Revise” button is only enabled if the associated timesheet has been included in a Session Report that has been Generated (ready for submission), Submitted, or Processed.

When you select the “Revise” button, the Other Subsidy “Type” and “Value” fields are enabled, but the “Calculation Type” remains disabled and is automatically set to “Subsidy Amount \$”.

When revising, you must enter the amount of Other Subsidy to apply for the week.

When you select the “Save” button, the other subsidy details are saved in the timesheet and a record is created in the “Other Subsidy Change History” log.

Important

- If you invoice your parents using the software, you must manually re-invoice the parent for the week for the other subsidy change to appear in the parent's account.
- If you invoice your parents using an external debtor system, entries will automatically be created in the current billing period and included when you export your data.

Displaying Other Subsidy on the Statement of Entitlement

Other Subsidy values allocated to a timesheet now appear on the statement of entitlement.

For example:

| Statement of Entitlement | | | | | | | | | | | | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-------|-------|------------|----------|-------|----------------------|---------------------|------------|-----------|--------------------------|----------|---------------|----------------|----------------------|
| Statement Period: 23/03/2020 to 29/03/2020 (1 weeks) | | | | | | | | | | | | | | | |
| Copeland-7887, Cyrus 18 William Slim Drive Chermside QLD 4032 Copeland-7887, Enrique Enrolment ID: E8000083475 Service Type: Centre Based Care Service ID: 190016364C YTD Absences: 0 Absences for Period: 0 | | | | | | | | | | | | | | | |
| Date | Session | | | Attendance | | | Fee before Discounts | Total Fee (for CCS) | Hourly Fee | CCS Hours | Fee Reduction to Service | | Other Subsidy | Parent Payment | Fee Red. to Guardian |
| | Start | End | Hours | Sign In | Sign Out | Hours | | | | | CCS | ACCS | | | |
| Week 23/03/2020 to 29/03/2020 (CCS Week 1) | | | | | | | | | | | | | | | |
| Fri 27/03/2020 | 08:00 | 17:00 | 9.00 | | | | \$0.00 | \$0.00 | | 9.0000 | 87.0390 | | 18.59 | | |
| Fri 27/03/2020 | 17:00 | 18:00 | 1.00 | | | | \$0.00 | \$0.00 | | 1.0000 | 9.6710 | | 2.07 | | |
| Total: | | | 10.00 | | | | \$0.00 | \$0.00 | | 10.0000 | \$96.7100 | \$0.0000 | \$20.6600 | \$0.0000 | \$0.0000 |
| Child Total: | | | 10.00 | | | | .00 | \$0.00 | \$0.00 | 10.0000 | \$96.7100 | \$0.0000 | \$20.6600 | \$0.0000 | \$0.0000 |
| NOTE: 1. The data displayed in the "Fee Reduction to Service" and "Fee Reduction to Guardian" columns is entitlement data and not necessarily the amount that was actually paid to the service/guardian because the actual payment may have been reduced by Centrelink adjustments or debts. | | | | | | | | | | | | | | | |
| 2. Other Subsidy payments for: NSW Preschool Funding | | | | | | | | | | | | | | | |

NOTE:

- There is now an "Other Subsidy" column that shows the amount of other subsidy apportioned to each session.
- "Note 2" on the report contains the name(s) of the other subsidy that was applied to the child during the specified period.
- Other subsidy is calculated at the timesheet level for a week and the weekly amount is apportioned to each session when the statement is printed.
- The "Fee Red. To Guardian" is no longer included in the "Parent Payment" column and is included on the report to show the amount of CCS/ACCS that was paid directly to the guardian and not to the service.

Displaying Other Subsidy on Invoices

Other Subsidy is shown on invoices similar to CCS.

For example

If you view an invoice:

INVOICE - INV-00001707 Print

Contact Info

First Name: Surname:

Number/Street: Suburb:

State: Postcode:

Invoice Info


Invoice Date: Payment Terms: Due Date:

Status: redPAY Status:

Comments:

| Charge | Description | Week Ending | Child (Optional) | Quantity | Price Each | Apply GST? | Price Inc GST | |
|----------------------|---------------|-------------|-----------------------|----------|------------|------------|-----------------|--|
| Childcare Fee | Childcare Fee | 08/03/2020 | Enrique Copeland-7887 | 1 | \$200.00 | No | No | |
| Other Subsidy | Other Subsidy | 15/03/2020 | Enrique Copeland-7887 | 1 | -\$40.00 | No | No | |
| Childcare Fee | Childcare Fee | 15/03/2020 | Enrique Copeland-7887 | 1 | \$200.00 | No | No | |
| Total Amount: | | | | | | | \$360.00 | |

If you print an invoice:



Centre Based Care

12 Lakeview Drive, Chermside QLD 4032, Ph: 07 2435 1234 F: 07, ABN: 63348671239

Copeland-7887, Cyrus

18 William Slim Drive, Chermside QLD 4032, Ph: 07 1234 5432 M: 0412 234 555

redPAY Status: Active

Invoice: INV-00001707

Date Issued: 26/03/2020 **Due Date: 05/04/2020**

Copeland-7887, Enrique YTD Absences: 0

| Fee Type | Week Ending | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Total Hours | Total Amount | Subsidy | Oth. Subsidy | GST | Total Payable | |
|----------------------|-------------|------|------|------|------|-------|------|------|-------------|--------------|-----------------|---------------|----------------|---------------|-----------------|
| Attendance (CCB/CCS) | 08-Mar-2020 | 0.00 | 0.00 | 0.00 | 0.00 | 10.00 | 0.00 | 0.00 | 10.00 | \$200.00 | \$0.00 | \$0.00 | \$0.00 | \$200.00 | |
| Attendance (CCB/CCS) | 15-Mar-2020 | 0.00 | 0.00 | 0.00 | 0.00 | 10.00 | 0.00 | 0.00 | 10.00 | \$200.00 | \$0.00 | \$40.00 | \$0.00 | \$160.00 | |
| Total: | | | | | | | | | | | \$400.00 | \$0.00 | \$40.00 | \$0.00 | \$360.00 |

How to See How Much Funding Has Been Allocated to a Child

As each eligible child is allocated a specific amount of “NSW Preschool Funding”, you can check how much has been allocated to each child for the year by running the “Submitted Weekly Attendances by Child” report. (Detailed and/or Summary Versions.)

In both cases, the reports are accessed from the Reports, Financial menu option and you need to specify the date range starting from the beginning of the year up to the date of the last session report submitted to CCS for the year.

For example

The **Summary version** lists the total for each child for the specified period:

| | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------|------------------|----------------------|
| Centre Based Care 12 Lakeview Drive Chermside, QLD, 4032 07 2435 1234 | ABN: 63348671239 | | | |
| <p>CCS Phase 2 Registration</p> <p>Submitted Weekly Attendances by Child - Summary</p> <p>Report Options: 4/01/2021 to 1/01/2023</p> | | | | |
| Child | Total Fee | CCS | Other Sub | Total Payable |
| Allison Anders | \$800.00 | \$0.00 | \$0.00 | \$800.00 |
| Amelia Jeffries | \$1000.00 | \$0.00 | \$500.00 | \$500.00 |
| Trey Flores-3844 | \$400.00 | \$0.00 | \$0.00 | \$400.00 |
| | \$2200.00 | \$0.00 | \$500.00 | \$1700.00 |

The Detailed version lists each child on a separate page and lists the amount that was allocated per week for the child.

| | | | | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------|------------------|---------------|------------------|----------------------|--------------------|---------------|
| Centre Based Care 12 Lakeview Drive Chermside, QLD, 4032 07 2435 1234 | ABN: 63348671239 | | | | | | | |
| <p>CCS Phase 2 Registration</p> <p>Submitted Weekly Attendances by Child - Detailed</p> <p>Report Options: 4/01/2021 to 25/12/2022</p> | | | | | | | | |
| Amelia Jeffries | | | | | | | | |
| Week Ending | Guardian | Days | Total Fee | CCS | Other Sub | Total Payable | Total Hours | Status |
| 11/12/2022 | Helen Jeffries | Mon Tue Wed Thu Fri | \$1000.00 | \$0.00 | \$500.00 | \$500.00 | 50.00 | Processed |
| | | | \$1000.00 | \$0.00 | \$500.00 | \$500.00 | | |
| | | Grand Total: | \$1000.00 | \$0.00 | \$500.00 | \$500.00 | | |