VIC FREE KINDER FUNDING

From 1 January 2023, eligible Victorian kindergarten services will receive funding through the Best Start, Best Life program to provide families with access to free 3 and 4 year-old kindergarten programs.

The free kinder funding rates are as follows:

Program Type	Funding Amount
Integrated long day care programs (15 hours)	$2,000 per child
Sessional (standalone) services (15 hours)	$2,500 per child
Integrated ad sessional 3-year old programs operating less than 15 hours	Pro rata amount

This tip sheet will walk you through:

- Create a VIC Free Kinder Subsidy Scheme
- Add "VIC Gov Free Kinder Offset" Other Subsidy Settings to Bookings
- 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 capture VIC free kinder funding in your software, you need to:

- Create a special "VIC Gov Free Kinder Offset" other subsidy record.
- Add "VIC Gov Free Kinder Offset" other subsidy settings to each eligible child's booking.
- Every fortnight, send the guardians their Statement of Entitlement, which now includes the VIC free kinder values.
- Regularly print the "Submitted Weekly Attendances by Child – Detail/Summary" report to keep track of how much VIC free kinder funding has been allocated to each child.

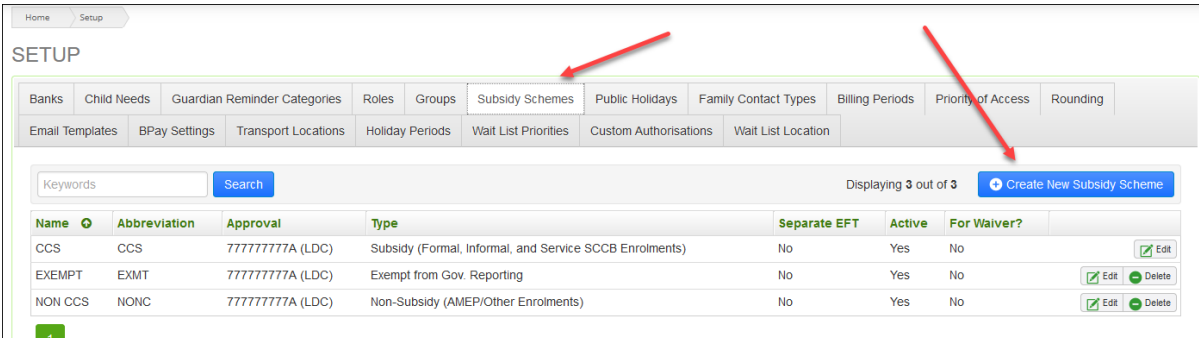# Detailed

Create a VIC Free Kinder Subsidy Scheme

Before you can add VIC Free Kinder funding to a booking or a timesheet (daily session), you must first create a special "VIC Gov Free Kinder Offset" 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:

Select **Subsidy Schemes** tab

Select **⊕ Create New Subsidy Scheme** button
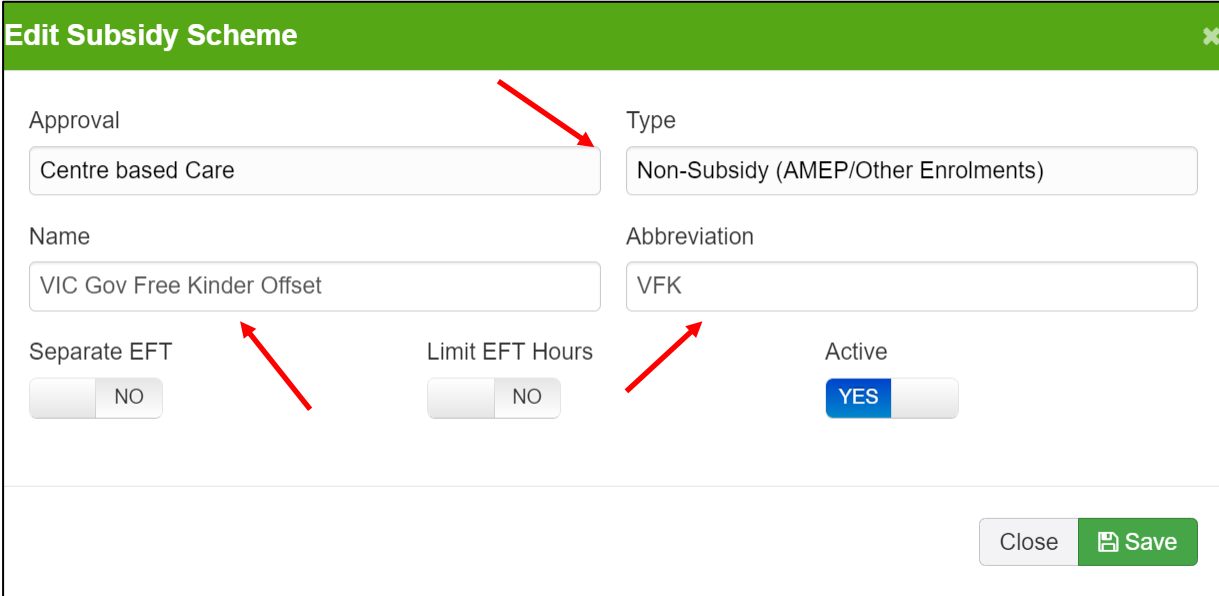
A popup window similar to the following will be displayed:

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 "VIC Gov Free Kinder Offset".

Abbreviation

Enter "VFK"

Separate EFT

Leave as "No".

Limit EFT Hours

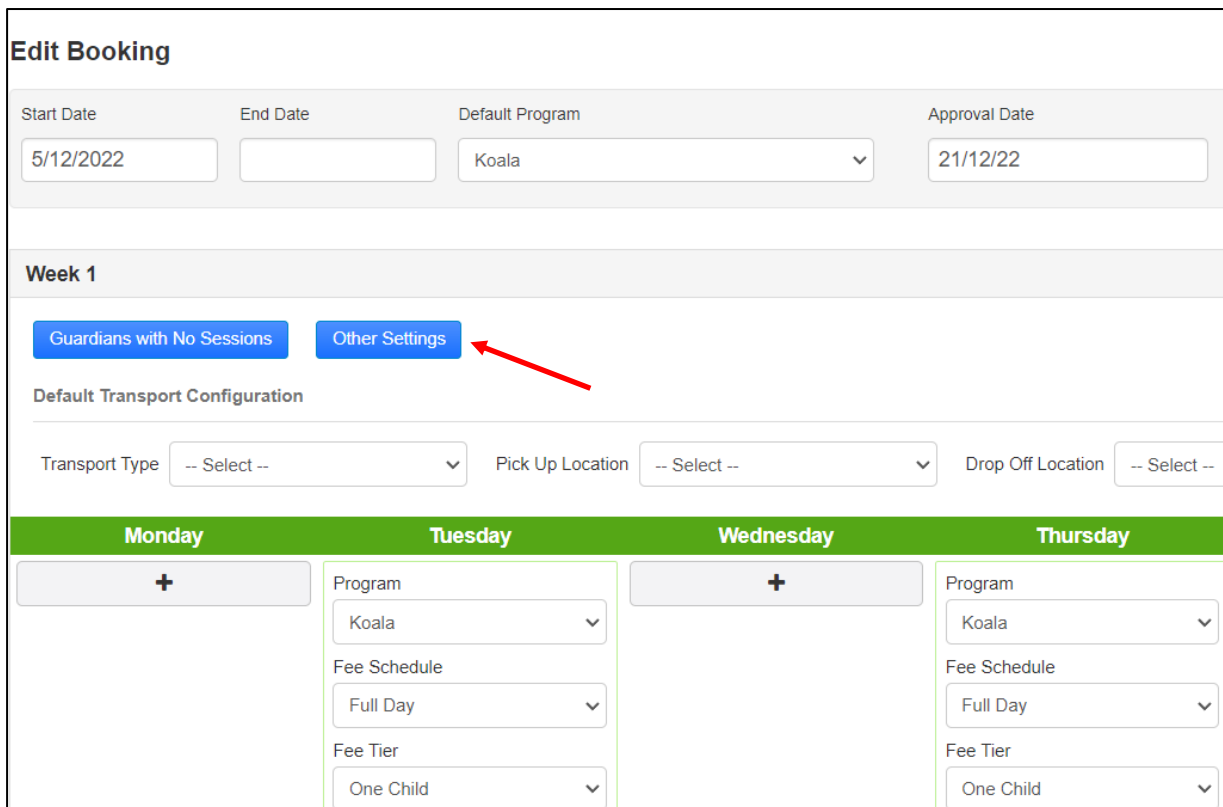Leave as "No".

Active

Leave as "Yes"

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

Add "VIC Gov Free Kinder Offset" Other Subsidy Settings to Bookings

To add "VIC Gov Free Kinder Offset" other subsidy to a booking:

Open an eligible child's booking

For example

Select Other Settings button

A popup window similar to the following will be displayed:

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 "VIC Gov Free Kinder Offset" 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 for 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 VIC free kinder 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 gee 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

Helpful Hint

If you offer purely kinder programs, you might find the Subsidy Rate % option useful because you can use this rate to set the subsidy calculation method as 100% percent.

When you have completed the above, select the 💾 Save 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

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A page similar to the following will display

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

Please refer to the "**Add "VIC Gov Free Kinder Offset" 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.

Displaying Other Subsidy on the Statement of Entitlement

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

For example:

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

Contact Info

| First Name | | Surname | |
| Cyrus | | Copeland-7887 | |

| Number/Street | | Suburb | |
| 18 William Slim Drive | | Chermside | |

| State | | Postcode | |
| QLD | | 4032 | |

Invoice Info

| Invoice Date | Payment Terms | Due Date |
| 26/03/2020 | 10 - Days | 05/04/2020 |

| Status | redPAY Status |
| Issued | Not Sent |

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:

Invoice: INV-00001707

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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

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 VIC free kinder 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

CCS Phase 2 Registration
Submitted Weekly Attendances by Child - Summary
Report Options: 4/01/2021 to 1/01/2023

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

CCS Phase 2 Registration
Submitted Weekly Attendances by Child - Detailed
Report Options: 4/01/2021 to 25/12/2022

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**		