CCS Payment Reconciliation Report

The report is designed to assist services to reconcile the CCS Payments with the amount of fee reduction (CCS and ACCS) that was allocated to the timesheets (Session Report) for each child for each week.

For each week, the report will:

- For each clearing number, calculate and print the total CCS and ACCS amounts returned in the CCS Payments Query that refer to the week.

- Calculate and print the total CCS and ACCS amounts returned for the week for all clearing numbers.

- Calculate and print the total fee reduction (CCS + ACCS) allocated to the timesheets.

- Calculate the difference between the total fee reduction returned in the CCS Payment Query with the total fee reduction allocated to the timesheets.

- If differences are identified, the details for the individual child "enrolment + week ending" will be printed in a separate section to allow the service to investigate further.

- Calculate and print any fee reduction the service may have returned to CCS for the week.

This report is located via Reports – Financial – CCS Service Payment Reconciliation

Select the **CCS approval**
Click on the **From/To** dates and use the calendar to select your date range.
Click the **Download** button to produce the report in PDF format.

Sample

Section 1 – Summary for each week:

CCS Payment Reconciliaion Report
For the Period: 4/06/2018 to 10/06/2018 (1 week)

Service: 190016362L - Redbourne Family Day Care

| Week Ending | Clearing Number | Date Paid | CCS Payment | | | Allocated to Timesheets | Difference | Returned Fee Reduction |
			CCS	ACCS	Total			
10/06/2018								
	000190000113	3/07/2018	4.32	....	4.32			
	000210000320	11/12/2019	-80.75	....	-80.75			
	000230000227	4/07/2018	82.37	....	82.37			
	000310000058	27/06/2018	646.00	....	646.00			
	000380000050	4/07/2018	82.36	....	82.36			
	001700000001	3/07/2018	4.32	....	4.32			
Week Total:			738.62	0	738.62	819.37	-80.75	80.75
Approval Total:			738.62	0	738.62	819.37	-80.75	80.75

Section 2 – The list of timesheets with a difference

CCS Payment Reconciliaion Report
For the Period: 4/06/2018 to 10/06/2018 (1 week)

Service: 190016362L - Redbourne Family Day Care

Differences

| Week Ending | Enrolment Id | Child | Total Fee | CCS Payment | | Allocated to Timesheets | | Difference | Returned Fee Reduction |
				Amount	Count	Amount	Count		
10/06/2018									
	E8000034122	Sandy Branch-4794	300.00	161.50	2	242.25	3	-80.75	80.75
Week Total:				161.50		242.25		-80.75	80.75
Approval Total:				161.50		242.25		-80.75	80.75

In the above example:

- CCS paid the service $80.75 that the service couldn't pass on to the parent for Enrolment Id E8000034122 (identified in section 2).

- This happened as the timesheet was cancelled before CCS calculated and paid the fee reduction to the service. (Fee reduction can only be allocated to a non-cancelled session report.)

- The "Returned Fee Reduction" column shows that the service has used the "Return Fee Reduction" interface to return the $80.75 to CCS.

- However, CCS haven't recovered the $80.75 from the service through the CCS Payments as yet.

- Once CCS recover the $80.75, the CCS Payment will be reduced by the $80.75 and the Total CCS Payment will match the Total amount Allocated to the Timesheets and the difference will be zero.

How is the Difference Calculated?

For each week, the difference is calculated by subtracting the Amount Allocated to Timesheets from the Total CCS Payments.

Difference = CCS Payment Total   less   Allocated to Timesheets

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What would cause a Difference to occur?

A "**Positive**" difference indicates CCS have paid the service more fee reduction than has been allocated to the timesheets.

The most common causes for a "Positive" difference for an "Enrolment Id + Week Ending" include:

1. Fee Reduction paid to a service after a timesheet (Session Report) has been cancelled

This is the cause of the overpayment in the sample report above.

As fee reduction cannot be passed on to a parent/guardian for a cancelled timesheet, the only recourse is for the service to use the "Return Fee Reduction" interface, accessed from the Processing, Session Reports, menu to return the fee reduction back to CCS.

Once this has been done, CCS will reduce a future CCS Payment by the amount that has been returned and CCS Payment/Timesheet Allocation should balance.

2. CCS Double/Triple pay the service the fee reduction.

Back in July 2018 to Feb 2019, CCS had a number of Overlapping/Versioning Enrolment issues that were caused when some services innocently updated a CWA or ACCS enrolment.

As each Overlapping/Versioning enrolment issue was fixed, CCS recalculated the child's entitlements for the period affected by the enrolment issue, and unfortunately in a small number of cases, CCS double/triple paid the fee reduction to the service.

This overpayment occurred because CCS recovered the original payment from the parent/guardian instead of the service and then repaid the fee reduction back to the service instead of the guardian. This resulted in the service being paid twice and the parent/guardian receiving a debt for money they never received.

You can easily identify this situation if you print a child's Statement of Entitlement.

For example,

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In the above example, even though CCS has paid $1335.29 in fee reduction for the 2 weeks, only $660.00 was allocated to the 2 timesheets because the system will only allocate fee reduction up to the total cost of care. The remaining fee reduction is sitting in the service's bank account.

As the excess fee reduction cannot be passed on to a parent/guardian, the only recourse is for the service to use the **Return Fee Reduction** function to return the excess fee reduction, the difference identified in the Reconciliation Report, back to CCS.

NOTE: The tip sheet 'Return Fee Reduction' can be accessed via your support portal under the Processing Heading

3. The service queries the CCS Payments, but doesn't query the Session Reports

The fee reduction returned in the CCS Payments is allocated to the session reports (timesheets) when the Session Reports are queried.

"Positive" differences will occur if the service runs the Reconciliation report after querying the CCS Payments, but before querying the Session Reports, which allocates the CCS Payments to the session reports (timesheets).

To overcome this situation, query the session reports for the period identified by the Reconciliation Report or for an individual Enrolment Id + Week Ending if there are only a small number of differences identified in the report. This should allocate the CCS Payments to the session reports (timesheets). Running the Reconciliation Report for a second time should indicate no differences.

A "Zero" difference indicates all the fee reduction paid by CCS has been allocated to the timesheets.

A Zero difference is what we hope for because all the fee reduction returned in the CCS Payments query has been allocated to the timesheets for the week.

A "Negative" difference indicates CCS has paid the service less fee reduction than has been allocated to the timesheets.

This is unlikely, but may have occurred in the early days of CCS when fee reduction was allocated to each timesheet using the amount of fee reduction returned in the Session Report query.

Unfortunately, in some instances, CCS returned fee reduction amounts that were paid to the parent/guardian and not the service, but as we had no way of telling at that time, the fee reduction was innocently allocated to the timesheets.

You can identify this situation by running the Statement of Entitlement for the child. You should see the fee reduction in the "Fee Reduction to Guardian" column instead of the "Fee Reduction to Service" column.

To fix this situation, you can revise the session report.

However, as most of these situations would most likely occur in a previous financial year (July 2018 to Oct 2018), the service would need to contact the CCS Help Desk to temporarily enable revisions for that year. Approval may be unlikely as the child care details are correct.

Alternatively, the service could write off the over payment or show the parent/guardian the Statement of Entitlement and request the parent to repay the overpayment.

NOTE: You need to look at Section 2 to identify the actual differences because the difference in Section 1 may be the nett value of multiple positive and negative entries in Section 2.

For example, for a week, the difference in section 1 may be $100.00, but that may be comprised off 4 separate child entries in Section 2: $20.00, $-60.00, $35.00 and $105.00.