



APPLICATION TO SUBMIT, VARY OR WITHDRAW SESSION REPORTS FOR A PREVIOUS FINANCIAL YEAR

WHEN TO USE THIS FORM?

In limited specified circumstances a provider may need to submit, vary or withdraw session reports after the end of the financial year in which the care occurred. Where this occurs this form needs to be completed and a delegate of the Secretary of the Department of Education (the department) will make an assessment and decide whether to agree to the provider's request.

This form must be completed when applying to submit, vary or withdraw session reports for a previous financial year for **one family only**. A separate form is required for each family.

Please note that submission, withdrawal or variation of session reports relating to care provided in a previous financial year may financially impact both child care providers and individuals. This application process seeks to ensure changes to previous year session reports are permitted only in appropriate circumstances and in accordance with the department's policy and process in this regard (refer to [Fact Sheet – Restriction on submitting, varying or withdrawing session reports in a previous financial year](#)).

Where a provider has not complied with a condition for continued approval under Family Assistance Law, the department will determine if the provider is subject to a sanction or another compliance response. Making changes to the session reports does not negate non-compliance, however action will generally not be taken where there is an honest mistake.

APPLICATION PROCESS

Where child care providers wish to submit, vary or withdraw session reports for the previous financial year, they need to apply to the department using this online application form and provide all required information.

Submitting, varying or withdrawing a session report for a previous financial year may only be permitted:

1. in limited specified circumstances, including:
 - to correct an inaccurate enrolment notice;
 - to correct an inaccurate attendance record;
 - to correct a fee error; **and**
2. where the change will impact on an individual's CCS entitlement for the session of care; **and**
3. where there is an acceptable reason for the change being requested in the subsequent financial year; **and**
4. where the application and proposed change contain true and accurate information.

The assessment outcome will be communicated to you along with advice regarding next steps or request for supporting documentation via the nominated email address you have provided to the department. If you need to update this email address, please do so using your approved child care software or Provider Entry Point before submitting this form.

PART A – Service details (all fields mandatory)

Service name

CCS Service ID (CRN – nine digit number with a letter on the end)

Service address

Telephone number ()

NOTE: If you are applying to submit/vary/withdraw attendance data for multiple individuals, you may provide information in **Part B, Part C** and **Part D** in an excel file spreadsheet. This will only be accepted if relevant information is provided in full. You must use a separate form for each family.

PART B – Family details

Parent/Guardian (all fields mandatory)

Parent/Guardian name

Parent/Guardian CRN

Parent/Guardian date of birth

Child One

Child name

Child CRN (CRN – nine digit number with a letter on the end)

Child date of birth

Child Enrolment ID

Child Two

Child name

Child CRN (CRN – nine digit number with a letter on the end)

Child date of birth

Child Enrolment ID

Child Three

Child name

Child CRN (CRN – nine digit number with a letter on the end)

Child date of birth

Child Enrolment ID

Child Four

Child name

Child CRN (CRN – nine digit number with a letter on the end)

Child date of birth

Child Enrolment ID

Child Five

Child name

Child CRN (CRN – nine digit number with a letter on the end)

Child date of birth

Child Enrolment ID

Please note that if the family has more children an additional form will need to be completed

PART C – Attendance details – current data and intended changes

Please note: If you are applying to submit, vary or withdraw sessions for multiple weeks of attendance, you may provide the information required in **Part B, Part C** and **Part D** in an excel file spreadsheet. **Please note a separate form is required for each family.** You can add this excel file spreadsheet to the automatically generated email which will be accessible when you hit the 'submit' button at the end of this form. Do not send this spreadsheet as a separate email. This information will only be accepted if relevant details are provided in full.

In the table below selection options are available by using the drop down box/s. If you are applying to submit session reports that have never been previously submitted, please enter NIL in the required table. This also applies if you are intending to submit via an excel file spreadsheet.

Please complete the table below

| | Attendance Week Ending (Sunday) | Educator Name for In Home Care/Family Day Care only | Dates of session of care in the week ending period | Hourly fee charge per session of care | Total hours per session of care | Total Fee for week ending period |
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| | Attendance Week Ending (Sunday) | Educator Name for In Home Care/Family Day Care only | Dates of session of care in the week ending period | Hourly fee charge per session of care | Total hours per session of care | Total Fee for week ending period |
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PART D – Detailed explanation of changes (all mandatory)

Please provide a detailed explanation that supports your application. You must specify the reason for submitting, varying or withdrawing session reports for a previous financial year.

PART E – Declaration by service (all mandatory)

Authorised person – this must be digitally signed by the person/s responsible for submitting, varying and or withdrawing the session records

I declare that the information provided on this form is true and correct.

I understand that submitting, varying or withdrawing session reports for a previous financial year can only occur in limited specified circumstances and where the requested changes impact on the individual's Child Care Subsidy (CCS) entitlement.

I understand that giving false or misleading information is a serious offence.

Name

Date

Signature

Date of birth

Position

PRODA number

Before submitting this form

Part A - Service details have been entered

Part B - Parent/Guardian and child/ren details

- If you are applying to submit, vary or withdraw sessions for multiple weeks of attendance, you may provide the information required in **Part B**, **Part C** and **Part D** in an excel file spreadsheet. **Please note a separate form is required for each family.** You can add this excel file spreadsheet to the automatically generated email which will be accessible when you hit the 'submit' button at the end of this form. **Do not send this spreadsheet as a separate email.** This information will only be accepted if relevant details are provided in full.

Part C - Attendance details

Part D - Detailed explanation of changes

Part E - Declaration by service

If you have any questions about how to complete this form, please contact the CCS Helpdesk on 1300 667 276 or email ccshelpdesk@education.gov.au