

Centrelink online account help- Confirm your child's enrolment details for Child Care Subsidy

Subsidy.

Instructions on how to confirm your child's enrolment details for Child Care

Step 2: view and confirm your child's details

in this guide

Step 1: get started

Step 3: review and submit

Step 5: sign out

your Centrelink online account in myGov.

Step 4: receipt

We'll cancel your enrolment details in our system if your child has not attended child care for 8 continuous weeks. If we do this, we'll stop paying your subsidy. Read more about if we cancel your enrolment details.

If you've submitted a claim for Child Care Subsidy, you may still need to confirm your child's enrolment details. If you need to do this, it will appear as an outstanding task in

If your child attends the service again in the future, your provider will need to resubmit your child's enrolment details. Once they've done this, you'll need to confirm your child's enrolment online. If the details are wrong or missing, you need to ask your provider to send this information to us. Once they've given us these details, you need to confirm them online.

details. Step 1: get started

If you're not already in your Centrelink online account, sign into myGov and access your

We can only pay Child Care Subsidy to your child care provider if you've confirmed these

Select MENU From your homepage. ξζ centrelink

ñ My Details Payments and Claims

> Attendance record > Temporary financial hardship > Transition to work > Additional Child Care Subsidy

account.

Q What are you looking for? 0 Did you need to apply for a Centrelink payment? Customise / Tavourite services

My Family

Income and Assets

 Upload documents Manage appointments Documents and Appointments

Manage deductions

Help 😱

Help 😱

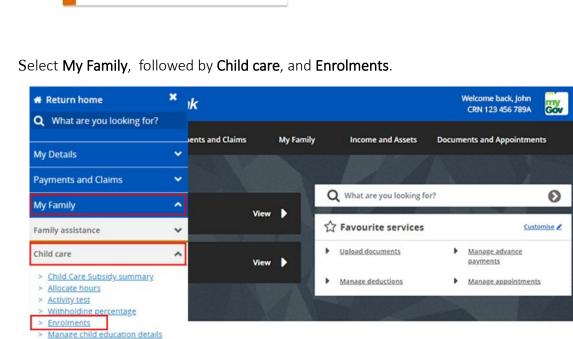
\$100.00 per session

Back Cancel Submit

▶ My profile

Outstanding tasks

Confirm Enrolment, Confirm THOMAS CITIZEN enrolment at Child Care Centre.



Start task

Grandparent > View child care details and payments Income and Assets **Documents and Appointments** Legal Notices ♥ Your Rights ♥ Contact us ♥ Submit a complaint or provide Step 2: view and confirm your child's details On the Child Care Subsidy Enrolments page you can view your child's enrolment details. Under Enrolment status you can see if you've confirmed the details or not. If the status is Pending Confirmation you must confirm or dispute the details. Select view details to do this.

Child Care Centre

You will need to indicate if these enrolment details are correct by selecting view details and then make selections based on the options presented

Child Care Subsidy Enrolments

This is required for your Child Care Subsidy to be processed.

This page shows a summary of your enrolments for current financial year.

Enrolment status Child name Child care service name

Pending Confirmation THOMAS CITIZEN Child Care Centre

JANE CITIZEN

Your child care enrolments

Confirmed

done this, select Next.

This will take you to a new page. Check the information on this page carefully. If your

child's enrolment details are correct, select Yes. If they're wrong, select No. Once you've

Child care service type

Centre-based Day Care

Centre-based Day Care

Received date

05/02/2019

05/02/2019

Action

View details

View details

Child Care Subsidy Enrolments Help 👰 THOMAS SMITH'S enrolment for CHILD CARE CENTRE Care type Centre-based Day Care Enrolment period 30/01/2019 -Week 1 Monday 08:30 - 12:30 \$100.00 per session Back Cancel

If you select No you'll need to speak to your child care service. They'll need to submit the

correct details. Once they do this you'll need to start this process again from Step 1.

If you select **Yes**, go to <u>Step 3</u> to review and submit.

Step 3: review and submit

Child Care Subsidy Enrolments

You have indicated the following enrolment is correct THOMAS CITIZEN'S enrolment for CHILD CARE CENTRE

You have indicated that the enrolment details are correct

The information I have given is correct.

I accept this declaration

Review & submit

✓ Pending Confirmation Care type Centre-based Day Care

Your submission

Regular sessions Week 1 Session Day Monday

Declaration I declare that:

Submit.

We'll give you a summary of your details. Make sure all the information is correct. If you understand and agree with the declaration, select I accept this declaration, then

08:30 - 12:30

Giving false or misleading information is a serious offence.
I must contact the Department of Human Services of any changes to this information as soon as possible.
I have read and accept the <u>privacy statement</u>.

Step 4: receipt

Date and time

Your submission

We'll notify you once we've assessed your claim.

Child Care Subsidy Enrolments Help 🚱 Receipt Enrolment update was successfully completed. Receipt ID

26 June 2018 at 3:50 pm AEST

Please make a note of the **Receipt ID** for your records, then select **Return to Home**.

We'll give you a receipt to let you know we've got your update. There's no need to call us.

From the homepage you can check if you've confirmed your child's enrolment details. To do this select MENU, followed by My Family then Child care then Enrolments. # Return home Welcome back, John CRN 123 456 789A Q What are you looking for? ents and Claims My Family Income and Assets **Documents and Appointments** My Details Payments and Claims v Q What are you looking for? 0 My Family Tavourite services Customise 2 Family assistance v Upload documents Manage advance > Child Care Subsidy summary Manage deductions Manage appointments > Allocate hours > Activity test Withholding percentage

Your child care enrolments This page shows a summary of your enrolments for current financial year. You will need to indicate if these enrolment details are correct by selecting view details and then make selections based on the options presented. This is required for your Child Care Subsidy to be processed. Enrolment status Child name Child care service name Child care service type Received date Action Confirmed THOMAS CITIZEN Child Care Centre Centre-based Day Care **View details** JANE CITIZEN Centre-based Day Care Confirmed Child Care Centre 05/02/2019

your child's enrolment details, the enrolment status will show as Confirmed.

This will take you to a page that shows you an enrolment summary. If you've confirmed

Help 🚱

0

Customise &

Manage advance

Manage appointments

> Attendance record > Temporary financial hardship You have no tasks or reminders to complete. > Additional Child Care Subsidy Grandparent > View child care details and payments Income and Assets Documents and Appointments Legal Notices ♥ Your Rights ♥ Contact us ♥ Submit a complaint or provide

Child Care Subsidy Enrolments

Cancel Step 5: sign out Welcome back, John CRN 123 456 789A centrelink My Family My Details **Payments and Claims** Income and Assets **Documents and Appointments**

View |

View

Q What are you looking for?

Tavourite services

Upload documents

Manage deductions

Outstanding tasks

Next Reporting Date

\$561.28 on 13 August 2018

24 August 2018

Last Payment

Legal Notices ♥ Your Rights ♥ Contact us ♥ From your homepage, you can complete other transactions or select the myGov icon to return to myGov.

You have no tasks or reminders to complete.

For more information please see the link below: https://www.humanservices.gov.au/individuals/online-help/centrelink/confirm-your-<u>childs-enrolment-details-child-care-subsidy</u>

For your privacy and security, **sign out** when you've finished using your myGov account.