



# Child Care Subsidy Assessment Tips

## How do I complete the Child Care Subsidy assessment?

There is a guide to completing the Child Care Subsidy assessment at:

[humanservices.gov.au/individuals/online-help/centrelink/complete-your-child-care-subsidy-assessment](https://humanservices.gov.au/individuals/online-help/centrelink/complete-your-child-care-subsidy-assessment).

## What is a combined family income estimate?

You need to include an estimate of you and your partner's (if you have one) adjusted taxable income for the full financial year. Your previous year's tax return may help you estimate income for next financial year.

A number of things could affect your and your partner's income. You will need to consider any expected changes to your income such as pay rises, planned unpaid leave, leaving work or becoming a student.

If you and/or your partner pay child support, you will need to subtract the full amount paid from your income estimate. Detailed information on estimating your combined family income can be found at [humanservices.gov.au/individuals/enablers/your-family-income-estimate](https://humanservices.gov.au/individuals/enablers/your-family-income-estimate).

## My income might change after I complete my Child Care Subsidy assessment

If your income changes after you complete your online Child Care Subsidy assessment you can go back online to update your details. You can do this once you have completed your Child Care Subsidy assessment. You can update your income estimate through your Centrelink online account via myGov or through the Express Plus Centrelink App.

## What activities meet the activity test?

A broad range of activities will meet the activity test requirements, including:

- paid work, as an employee or self-employed, noting that paid work includes paid and unpaid leave (including parental leave)
- participating in an approved course of education or study
- training courses for the purpose of improving work skills or employment prospects
- voluntary work
- unpaid work experience or internships
- doing unpaid work in the family business owned by an immediate family member
- actively looking for work
- actively setting up a business that has not yet started to operate.

There will be exemptions to the activity test for parents who legitimately cannot meet activity requirements. The parent with the lowest activity test result will determine the hours of subsidised care per fortnight for each child in the family.

Families with income of \$66,958 or less a year who do not meet the activity test will be able entitled to 24 hours of subsidised care per fortnight under the Child Care Safety Net. You will need to complete the Child Care Subsidy assessment if you think this applies to you.

If you are not sure whether you will meet the activity test you should still submit your Child Care Subsidy assessment in case your circumstances change. Further information can be found at [education.gov.au/new-child-care-package-infoaction-resources-families](https://www.education.gov.au/new-child-care-package-infoaction-resources-families)

### Useful tips

You can combine your hours of recognised activity to work out the number of hours of subsidy you are entitled to per fortnight.

You can also include a reasonable amount of travel time to and from the child care service to your place of work, study or other recognised activity. You cannot include travel time between your home and the child care service because your children will not be in the care of the service at those times.

More information about the activity test can be found at [education.gov.au/child-care-subsidy-activity-test](https://www.education.gov.au/child-care-subsidy-activity-test).

## How does being on paid or unpaid parental leave affect my activity test result?

Your parental leave hours will be taken into account for the activity test in the same way as your regular hours of paid work are considered, if paid or unpaid parental leave is a condition of your employment. For example, if you were working full time immediately before you went on parental leave you should count your full time hours of paid work while you are on parental leave. This is the same as the current system.

There is no time limit on the amount of time you can be on unpaid parental leave, but there is an expectation that you will be returning to work at some point as a condition of your employment.

## How do I estimate my hours of activity if my paid work hours vary from one fortnight to the next?

If your hours of paid work vary unpredictably from one fortnight to the next, as they do for some casual workers, you should provide an estimate of the highest number of hours you expect to work in a single fortnight over a three-month period. This will be used to work out the maximum number of hours of subsidised child care you will be entitled to each fortnight. This method only applies to reporting hours of paid work, and not to the other recognised activities.

## My activity details might be changing soon

If this is the case, you should still complete your Child Care Subsidy assessment now. Your details can be updated online via your myGov account or the Express Plus Centrelink App whenever there is a change to your activity details, or other details such as your income estimate.

## How do I complete the Child Care Subsidy assessment if the enrolment details for my child are missing or incorrect in the system?

### **If an enrolment is missing from your Child Care Subsidy assessment task**

If an enrolment is missing when you complete your Child Care Subsidy assessment, you should still provide your combined family income, and details of your/your partner's activity and submit the online form. This will allow Centrelink to assess your Child Care Subsidy eligibility and entitlement ready for 2 July 2018. You should then contact your child care provider and ask if they have created an enrolment for the child/ren not showing on your child care assessment task.

Once you confirm your child's new enrolment, your Child Care Subsidy entitlement can be paid where you have been assessed as eligible and entitled.

### **If your child's enrolment details are incorrect**

If your child's enrolment is available when you complete your Child Care Subsidy assessment, you will be asked if the enrolment details you can see are correct. If they are correct, you should indicate this, and complete your Child Care Subsidy assessment. If they are not correct, you should indicate which detail is incorrect and then complete your Child Care Subsidy assessment.

If you indicate the enrolment details are incorrect, Centrelink will ask your provider to update your child's enrolment in the system. Once your provider has done this Centrelink will notify you and advise you to confirm the updated enrolment. Enrolments must be lodged in the system by your child care provider and confirmed by you before any Child Care Subsidy payments can be made on your behalf – so it is important to do this as soon as you can.