



Task card

How to create a new Additional Child Care Subsidy certificate in the Provider Entry Point

Overview

The following task card will provide an overview of how to create a new Additional Child Care Subsidy (ACCS) (child wellbeing) certificate via the Provider Entry Point (PEP).

A description of the fields and important information is outlined above each image.

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Step 1: Opening the Additional Child Care Subsidy menu

After signing into the PEP (using your username and password you created for your PRODA account), select the **'More details'** button from the **'Additional Child Care Subsidy'** tile.

The screenshot shows a dashboard with six menu tiles, each with an icon, a title, a brief description, and a 'More details' button. The 'Additional Child Care Subsidy' tile is highlighted with a yellow border.

- Sessions**: Create, vary/substitute or withdraw session reports. More details >
- Enrolments**: Create, view and edit child enrolments. More details >
- Manage Details**: Update, add or remove details about the Provider and/or Provider Services and Personnel. More details >
- My Inbox**: View received correspondence and notification messages. More details >
- Additional Child Care Subsidy**: For a child identified as being at risk, create, edit and renew certificates and determinations. More details >
- Payments**: View your Child Care Subsidy payment information. More details >

The Additional Child Care Subsidy screen

This screen details any children identified as being “at risk” by the service within the last 12 months. If no certificates or determinations have been created, the message ‘No children have been identified as ‘at risk’ at this service in the last 12 months’ will appear.

The screenshot shows the 'Additional Child Care Subsidy' screen. It includes a home icon and the title 'Additional Child Care Subsidy'. Below the title, there are summary statistics for the ACCS (child wellbeing) cap percentage, which is currently at 100% (previously 50%). The percentage reached is 0%. A search bar is present for the cap percentage calculation date, currently set to 01/11/2021. Below this, there is a section titled 'Children 'at risk' in the last 12 months' with instructions on how to view history or search for new certificates. A search bar is provided for this section. A table lists the children at risk, with columns for Child CRN, Child name, Date of birth, Type, Status, and Actions. The table shows one child, TOMMY TEST, with a CRN of 123456789A, born on 20/10/2019, with a Certificate status that is Provisional. A 'View' button is available for this child. At the bottom, there are buttons for 'Return Home' and 'New Certificate or Determination'.

Additional Child Care Subsidy

ACCS (child wellbeing) cap percentage: **100 %**
Percentage reached (as at calculation date): **0 %**

Cap percentage calculation date:

Children 'at risk' in the last 12 months

The following children have been identified as being 'at risk' by your service within the last 12 months.
The most recent certificate or determination is shown.

Select **View** to see the ACCS (child wellbeing) history for the selected child.
Select **New Certificate or Determination** to search for an 'at risk' child at your service.

Search

Child CRN	Child name	Date of birth	Type	Status	Actions
123456789A	TOMMY TEST	20/10/2019	Certificate	Provisional	<input type="button" value="View"/>


Showing 1-1 of 1


- **ACCS (child wellbeing) cap percentage:** Previously this was 50%, now will show as 100% unless a lower percentage has been imposed on the service.

- **Percentage reached (as at calculation date):** This field is no longer in use, unless the service has a percentage cap less than 100%
- **Cap percentage calculation date:** View and calculate the ACCS cap for the service by inputting a calculation date. You can use the calendar icon to select the date.
- **Search function:** The search text allows you to filter to individual children
- **View:** Selecting this button will allow you to see the ACCS (Child wellbeing) history for the child
- **New Certificate or Determination:** Select this button to create a new certificate for a child.


Step 2: Searching for the child

In the PEP, search for the child you wish to create a certificate for by entering in the child's CRN and clicking on the magnifying glass:

 Additional Child Care Subsidy / **ACCS Child Wellbeing Application**


ACCS (child wellbeing) cap percentage: **100 %**
 Percentage reached (as at calculation date): **0 %**
 Cap percentage calculation date: 

Children enrolled at calculation date

Search 

Step 3: Entering in the start date

Update the “**Cap percentage calculation date**” field to the date you’re wanting the certificate to start from and click ‘**Search**’. The day the certificate takes effect must be a Monday under Family Assistance Law. Certificates can be backdated up to 28 days, or up to 13 weeks where services can demonstrate exceptional circumstances. Use the “**select**” button to select the appropriate child

 Additional Child Care Subsidy / **ACCS Child Wellbeing Application**

ACCS (child wellbeing) cap percentage: **100 %**
 Percentage reached (as at calculation date): **0 %**
 Cap percentage calculation date: 

Children enrolled at calculation date

Search 

Child CRN	Child name	Date of birth	Enrolment start date	Actions
123456789A	Tommy Test	20/10/2019	15/02/2021	<input style="border: 2px solid yellow;" type="button" value="Select"/>

Showing 1-1 of 1

Step 4: Read and accept the Minister's Rules 2017, then select "Next" to proceed

Additional Child Care Subsidy / ACCS Child Wellbeing Application

Minister's Rules 2017

The Child Care Subsidy Minister's Rules 2017 describe the circumstances where a child is considered 'at risk of serious abuse or neglect':

A child is taken to be at risk of serious abuse or neglect if the child is at risk of suffering harm as a result of being subject to, or exposed to, one or more of the following events:

- a) serious physical, emotional or psychological abuse;
- b) sexual abuse;
- c) domestic or family violence;
- d) neglect.

A child is at risk if:

- a) the child is currently experiencing one or more of the events set out above; or
- b) the risk of the child experiencing one or more of the events in the future is real and apparent.

A child may be taken to be at risk of suffering harm in relation to an event mentioned above even if the event occurred before a certificate was given or an application for a determination was made.

A child is also taken to be at risk of serious abuse or neglect where the child is in need of care and protection under relevant State/Territory law.

For more information please see the Child Care Provider Handbook - Child Care Provider Handbook | Department of Education, Skills and Employment.

Step 5: Enter the details of the Certificate

The screens presented will vary, dependant on how you respond to the questions.

Question: Child under the care and protection of the State/Territory and in formal foster/kinship question

If you answer **YES** to this question, You need to upload supporting evidence.

Additional Child Care Subsidy / ACCS Child Wellbeing Application

Based on your response, you cannot proceed with this application for a **Certificate** for **TOM**

Certificate Details

Start date: 29/11/2021

Is **TOM** under the care and protection of the State/Territory and in formal foster/kinship care? Yes No/Unsure

Do you hold evidence that supports this view? Yes No

If you answer **NO/Unsure** to this question, You must notify an appropriate Support Agency within the relevant timeframes. For more information, refer to the [Guide to ACCS \(child wellbeing\)](#). You are able to submit this information at a later stage, refer to the “*Changes to Certificates and Determinations*” task card for instructions on how to complete this function.

Additional Child Care Subsidy / ACCS Child Wellbeing Application

If the child is not under the care and protection of the State/Territory and in formal foster/kinship care, or you are unsure, you must notify an appropriate Support Agency of the child being at risk within the relevant timeframes. Please see the Guide to ACCS (child wellbeing) for more information on referrals.

Certificate Details

Start date: 29/11/2021

Is **TOM** under the care and protection of the State/Territory and in formal foster/kinship care? Yes No/Unsure

Have you formed the view that **TOM** is or was at risk, or continues to be at risk?: Yes No

Do you hold evidence that supports this view? Yes No

Have you notified an appropriate Support Agency that **TOM** is at risk? Yes No

Question: Number of weeks considered to be at risk & Risks identified:

Providers may issue certificates covering up to six weeks in any 12 month period. Once the six-week limit is reached, providers must apply for a determination. For this question, use the drop down box to select between 1-6 weeks.

Next, select the risks you have identified by clicking on the box next to each one.

Number of weeks considered to be at risk:

Risks identified - please select all that apply:

Is currently suffering harm due to:

- Experiencing physical, emotional or psychological abuse
- Being subjected to sexual abuse
- Exposure to domestic or family violence
- Neglect

Suffered harm in the past due to:

- Experiencing physical, emotional or psychological abuse
- Being subjected to sexual abuse
- Exposure to domestic or family violence
- Neglect

Question: Please select reason for backdating child wellbeing more than 28 days



This question will appear if at Step 3 you keyed in a date which is more than 28 days. If ACC008 – Evidence of exceptional circumstance is not attached to the certificate, when attempting to submit you will receive an error.

Please select reason for backdating child wellbeing more than 28 days:

Please Select
Please Select
Delay in evidence beyond Provider's control
Other

Step 6: Evidence Requirements

Providing evidence is optional at the certificate stage, aside from where a certificate is being backdated for more than 28 days. *When applying to backdate an ACCS (child wellbeing) certificate up to 13 weeks the evidence **must** demonstrate the relevant exceptional circumstance. This is **in addition** to the evidence required to show that a child is considered at risk. Refer to [the Guide to ACCS \(child wellbeing\) on backdating in exceptional circumstances](#).*

A list of evidence requirements will display based on the responses you selected.

Evidence Required

Please attach any evidence you have to support your claim that **TOM** is or was at risk, or continues to be at risk of the following:

Current risk reasons

- Experiencing physical, emotional or psychological abuse
- Being subjected to sexual abuse
- Exposure to domestic or family violence
- Neglect

Any evidence that you provide should be no more than six (6) months old.

Where this case is known to Child Protection, you should attach the information that was supplied to you by the notifying body.

Select the evidence that you have to attach. If you have more than one document they will need to be attached individually.

<input type="checkbox"/> Attach	ACC002 - ACCS child wellbeing evidence
<input type="checkbox"/> Attach	ACC003 - Notice from a State/Territory body (204K)
<input type="checkbox"/> Attach	ACC004 - ACCS child wellbeing supporting document
<input type="checkbox"/> Attach	ACC005 - Advise of child no longer at risk evidence or supporting document
<input type="checkbox"/> Attach	ACC008 - Evidence of exceptional circumstance
<input type="checkbox"/> Attach	Statutory declaration

Back Cancel **Next**

As evidence is not mandatory, if there is no evidence to be supplied, click 'next'.

If evidence needs to be supplied, click on the Attach button next to the evidence you are wanting to include and click '**next**'. To select the documents to be uploaded, click on '**Choose a file**'



Select your document

Accepted formats: **PDF, PNG, TIFF, JPG.**

Total file size cannot exceed 10 Mb

Please ensure all pages are in a single file and review your document for clarity and correctness before submitting.

Choose a file

Return

Navigate through your folders to find the file you're wanting to attach. The file must be an accepted format (PDF, PNG, TIFF or JPG) and not exceed 10 MB.

Once you have located the evidence, click **"Open"**.

You will know the evidence is attached when you see a green tick next to the document name:

Select your document

Accepted formats: **PDF, PNG, TIFF, JPG.**

Total file size cannot exceed 10 Mb

Please ensure all pages are in a single file and review your document for clarity and correctness before submitting.

Status	Document name
✓	TEST.pdf

Choose a file

Return

Select **"Return"**

Evidence Required

Please attach any evidence you have to support your claim that **TOM** is or was at risk, or continues to be at risk of the following:

Current risk reasons

- Experiencing physical, emotional or psychological abuse
- Being subjected to sexual abuse
- Exposure to domestic or family violence
- Neglect

Any evidence that you provide should be no more than six (6) months old.

Where this case is known to Child Protection, you should attach the information that was supplied to you by the notifying body.

Select the evidence that you have to attach. If you have more than one document they will need to be attached individually.

<input type="button" value="Attach"/>	ACC002 - ACCS child wellbeing evidence
<input type="button" value="Attach"/>	ACC003 - Notice from a State/Territory body (204K)
<input type="button" value="Attach"/>	ACC004 - ACCS child wellbeing supporting document
<input type="button" value="Attach"/>	ACC005 - Advise of child no longer at risk evidence or supporting document
<input type="button" value="Attach"/>	ACC008 - Evidence of exceptional circumstance

Status	Document name	Evidence Type	Action
✓	TEST.pdf	ACC002	<input type="button" value="Delete"/>
<input type="button" value="Attach"/>	Statutory declaration		

This will take you back to the “Evidence Required” screen. From here you can “Delete” any evidence which was added incorrectly, or select “Next” to progress.

Step 7: Summary of the Certificate

Here you will be presented with a summary of all the selections you have made for the certificate. Review the information and hit “Edit” to amend any information which isn’t correct.

If all sections are accurate, click “Next” to progress.

Summary

You are about to give a Certificate for ACCS (child wellbeing)

Name of child: **TOMMY TEST**

Start date: 05/07/2021

Expected end date: 25/07/2021

The certificate is valid at: **Jolly Rainbow Service, TEST CITY, NSW 2000**

Is child under care and protection: No

Edit

Have you formed a view that child is or was at risk: Yes

Do you hold evidence that supports this view: Yes

Have you notified an appropriate Support Agency that child is at risk: Yes

Number of weeks considered 'At Risk': 3

Reason child wellbeing backdated: Delay in evidence beyond Provider's control

Current Risks identified: Experiencing physical, emotional or psychological abuse
Being subjected to sexual abuse
Exposure to domestic or family violence
Neglect

Past Risks identified:

Name of Support Agency notified: Tester

Edit

Type of body/class of organisation: Parenting Assist, Family Support Program

Date advised: 01/07/2021

Additional details: Tester

Type/s of evidence attached: Third Party Files

- TEST.pdf

Statutory File

Edit

Back

Cancel

Next

Step 8: Declaration

When the certificate declaration is displayed, review for accuracy, before checking the checkbox and clicking “**Submit**”.

Declaration

I declare that:

- The information I have provided is true and correct; and
- Where necessary, I have made reasonable but unsuccessful attempts to identify an individual eligible for CCS for this child; and
- That this certificate is provided under 85CB of the A New Tax System (Family Assistance) Act 1999.

I understand that:

- The provider must give an appropriate State and Territory body notice that this provider considers the child to whom this certificate relates is or was at risk of serious harm of abuse or neglect no later than six (6) weeks after the day this certificate takes effect.
- Giving false or misleading information is a serious offence.
- I must notify Services Australia of any change(s) to this information.
- I must keep records of observations and evidence to support my certifying that the child is at risk.

I declare that I have read, understand and accept my obligations.

Declaration made by: Margaret Makebelieve

Declaration made on: 01/12/2021

Back

Submit

Step 9: Receipt

A receipt will display, notifying you of the outcome of your update. For cases of backdating more than 28 days, you will receive a message to say that you will be ‘notified of the outcome’ and the certificate will show as provisional on the Additional Child Care Subsidy screen in the PEP. A provisional status means the Certificate is being assessed by the relevant team.

Receipt

The ACCS (child wellbeing) certificate for TOM has been received. You will be notified of the outcome.

ACCS Document ID: 9000016191

Submitted by: KO PO

Submitted on: 01/12/2021

Time: 12:21:28 pm

Continue