



# Nomination of eligible hours where a child is attending more than one service

You should complete this form if your child or children attend more than one approved child care service in the same week, and where the hours of child care used are likely to exceed your weekly Child Care Benefit (CCB) eligible hours limit. This form will enable you to direct your CCB eligible hours to the service of your choice.

CCB can only be paid up to your weekly limit of eligible hours.

The total number of hours you nominate across all services should not exceed your weekly CCB eligible hours limit. Your weekly CCB eligible hours limit is shown on your CCB assessment notice, issued by the Family Assistance Office (FAO).

You can change this nomination at any time and should inform your service if your weekly CCB eligible hours limit changes.

The information you include on this form will be used by the FAO when calculating your weekly CCB and Child Care Rebate (CCR) fee reductions.

The nomination of CCB eligible hours in these circumstances is voluntary and your child care service cannot insist that you complete this form.

If you choose to nominate how your CCB eligible hours are allocated to your child care services you will need to complete a nomination form **at all services** used by your child or children in the week.

If you choose not to nominate how your eligible hours are allocated to all the services you use, CCB will be paid on a first-in first-served basis (that is, firstly to whichever service reports your weekly usage first, and then to other services if there are still hours in the week for which you are eligible).

If you complete a nomination form your service will inform the Department of Education, Employment and Workplace Relations (DEEWR) of how many hours you nominate, along with other information provided about your child's attendance. This will be used to determine the amount of CCB and/or CCR paid to services on your behalf.

Services must keep a copy of this form and may need to provide it to DEEWR to verify that they have reported your nominated hours in accordance with your nomination.

If you have any questions about how to complete this form, please speak to your child care service.

## Your details

Family name

Given name(s)

Home address

Postcode

Home phone number  (    )

What is the weekly CCB eligible hours limit on your CCB assessment notice issued by the FAO?  Hours

## Child details

	Child 1	Child 2
Family name	<input type="text"/>	<input type="text"/>
Given name(s)	<input type="text"/>	<input type="text"/>
Number of CCB eligible hours you wish to claim for this child at this service?	<input type="text"/> Hours	<input type="text"/> Hours
Does this nomination apply for a specific period or is it ongoing? <b>Note:</b> Start date cannot be earlier than the Monday of the current week.	Ongoing <input type="checkbox"/>	Ongoing <input type="checkbox"/>
	Specific period <input type="checkbox"/> Start date <input type="text"/>	Specific period <input type="checkbox"/> Start date <input type="text"/>
	End date <input type="text"/>	End date <input type="text"/>

## Child details - *continued*

Family name

Child 3

Given name(s)

Number of CCB eligible hours you wish to claim for this child at this service?

Does this nomination apply for a specific period or is it ongoing?

Ongoing

Specific period  Start date

End date

**Note:** Start date cannot be earlier than the Monday of the current week.

Child 4

Ongoing

Specific period  Start date

End date

## Statement

- I declare that the information I have provided on this form is complete and correct.
- I understand the FAO will calculate my weekly CCB and/or CCR fee reductions using the information contained in this form.
- I understand that I can only nominate up to my CCB eligible hours for each child across all services used during the week.

Signature

Date

Families who require translating and/or interpreting assistance should call the FAO Multilingual Telephone Service on 13 12 02.

## Service to complete

### Service details

Service name

  

Service CCB Approval Id

Enrolment ID –

Child 1

Child 2

Child 3

Child 4

### What you must do with this form

You must record the nominated hours as specified by the family on this form on each weekly attendance record, for the period nominated by the family.

You must retain a copy of this form for 36 months from the end of the calendar year in which the care was provided.