



# Child care service statements for families

It is a condition of approval and continued approval of Child Care Benefit (CCB) that services must comply with Family Assistance Law.

Child care service statements are governed by section 219E of the *A New Tax System (Family Assistance) (Administration) Act 1999* (the Act) and are detailed in the associated statutory rules, *A New Tax System (Family Assistance) (Administration) (Child Care Benefit - Statements) Rules 2009 (No. 1)*.

Failure to meet these obligations is a criminal offence and may incur a penalty of up to \$6,600 for an individual and up to \$33,000 for a body corporate. Financial penalties under the civil penalty and infringement notice scheme may also be imposed (see Instruction Sheet 7 for more information about the Civil Penalty and Infringement Notice Scheme). A service that does not comply with its obligations may also be sanctioned under the Act.

## Statement requirements

Services are currently required to provide statements to families outlining total fees, hours of child care used and Child Care Benefit entitlements, every four weeks,. From Tuesday 11 May 2010, services will have more flexibility in how they issue these statements, provided they are issued at least once every three months and within one month after the end of the statement period. The increased flexibility also means that services will be able to issue statements for all children in their service at the same time.

Services that are approved for CCB under section 195 of the Act after Tuesday 11 May 2010 are required to start their first statement period from the day they receive approval.

The first statement period under the new rules will start from 11 May 2010. This means if your service makes a business decision to issue statements quarterly, the first statement will need to cover the period 11 May 2010 to 11 August 2010 and be issued by 11 September 2010, to meet the requirement to issue the statement within one month after the end of your statement period.

The statements must contain the following information:

- name of the service
- CCB Approval Id of the service
- service's Australian Business Number (ABN) (if any)
- name of the person to whom the statement is issued
- name/s of the child/children in respect of whom the session of care was provided
- enrolment Id for the child or children
- weekly total of the number of hours in the sessions of care for which the fees were reduced
- total number of hours of care provided to the child shown as both daily *and* weekly amounts if more than one session of care is provided

- total number of absence days taken during the period covered by the statement
- start and end dates of the statement period
- amount of fees charged for the session or sessions, before any CCB fee reductions are taken into account, that is, the total fee
- amount of CCB fee reductions provided for the session or sessions (if any)
- date of issue of the statement.

## Issuing statements

The service can decide how often they issue statements, provided the period covered by the statements is no longer than 3 months. Statements must be provided to parents within one month of the end of the statement period. If requested, a statement must also be given to another person paying the child care fees. Statements must be provided in writing. A service may provide statements electronically (that is, via email) as long as the person to whom it is given consents to receive the statements electronically.

## Signature requirements

There is no longer a requirement to endorse a statement with a signature. However, the name of the approved child care service must appear on the statement.