



Mandatory Documents for Child Care Subsidy Approval Applications

What is in this fact sheet?

This fact sheet provides Child Care Subsidy (CCS) applicants with information about the documents they may be required to include with their application for CCS provider approval.

Who should read this fact sheet?

Child care providers who intend to apply for CCS approval.

What will the information help you to do?

Understand what document and information must be submitted with your provider's application for CCS approval.

Obligation to provide mandatory documents with application

The family assistance law - Section 194A(2) of the *A New Tax System (Family Assistance) (Administration) Act 1999*, states that an application for CCS provider approval must be in the form and manner and include any information and accompanying documents as set in the *Child Care Secretary's Rules 2017*. This means that you will not be able to submit your CCS application in the IT system unless the required documents are attached.

Evidence of Provider Entity Type

In the application, the applicant must confirm the provider's legal entity status and provide the relevant documentation:

Sole Trader

- Evidence of the place of business – such as a lease agreement or utility invoice showing that the address of the business is consistent with the address on the service approval issued by the relevant state or territory regulatory authority.

Private or Public Company

- Historical and Current Company Extract Report from the Australian Securities and Investment Commission (ASIC) no older than three (3) months from the date of application.

Registered Co-operative

- List of Directors - NOTE: This should include details of Director addresses and occupations.
- Certified copy of the rules as registered.
- Board appointed person - NOTE: Name of person appointed by the Board who is responsible for daily activities of the Society.

Australian, State or Local Government

- Governing document(s) outlining the relevant rules and how the governing body will be operated.
- In the case of local government, extract of the relevant legislation which sets out the manner in which the Council can enter into contracts.

Unincorporated Body/Association

- Governing document(s) outlining the relevant rules of how the governing body will be operated.
- Evidence that the person has authority to apply (e.g. delegation letter).

Incorporated Body/Association

- Rules/Constitution of Association.
- Annual General Meeting Minutes (if applicable).
- List of elected office bearers.
- Financial statement for previous financial year (if available).
- A Letters Patent (if applicable).

Indigenous Association

- Rules/Constitution of Association.
- Annual General Meeting Minutes (if applicable).
- List of elected office bearers.

Partnership

- A copy of the signed partnership agreement/deed between all members of the Partnership.
- Identification documents for each of the entities included in the Partnership (as specified for each of the entity types in this document).

Evidence of Fit and Proper checks

The *Child Care Minister's Rules 2017* describes checks that providers must undertake to ensure the fitness and propriety of specified personnel within their organisation. CCS applicants must provide evidence that the required checks have been undertaken as follows:

Criminal History Checks

For each individual nominated in the role of *Person with Management or Control of the Provider*, *Person with Responsibility for the Day-to-Day Operation of the Service*, *Family Day Care Educator* or *In-Home Care Educator*:

- A certified copy of an Australian National Police Criminal History Check (commonly referred to as a police check) which has been obtained through the criminal records section of your relevant state or territory Police Service or CrimTrac accredited agency, dated no more than six (6) months before the date of the application.

Working With Children Checks

- Working with Children Checks are issued by state and territory regulatory authorities. The checks are called different things in some state and territories. The [Australian Parenting website](#) provides more information about what these checks across Australia. Child care regulations in each state or territory also have different requirements about who needs to have a Working with Children Check. You will need to contact the regulatory authority in your state or territory to find out what the requirements are for your organisation. You can find [contact details for each regulatory authority](#) on the Australian Children's Education Quality Assurance (ACECQA) website.
- A CSS application must include the Card Number and Expiry Date of each Working With Children Card for each person in the application who is required to have one.

Financial Management Checks

For each individual nominated in the role of *Person with Management or Control of the Provider*:

- An extract from the National Personal Insolvency Index Bankruptcy search for each of the key personnel, including a Nil Result, dated no more than three (3) months before the date of the application.
- A current and historical personal name extract search of the Australian Securities and Investments Commission (ASIC), dated no more than three (3) months before the date of the application.
- Evidence that the person does not appear on the banned and disqualified register held by ASIC (in the form of a computer printout of the results of the search) dated no more than three (3) months before the date of the application.

Evidence of State or Territory Regulatory Approval

Section 194C(a) of *A New Tax System (Family Assistance) (Administration) Act 1999* requires that, to be eligible for CCS approval, a provider must hold (for each service) approvals or licences required to operate a child care service under the law of the state or territory in which the service is situated. Where the law requires a service to hold approval issued under the *Education and Care Services National Law Act 2010* (the National Law), evidence of that approval must be included with a CCS application as follows:

- Approvals numbers from both Provider and Service approvals issued by the relevant state or territory regulatory authority.
- If not covered by Section 52 of National Law, a letter of evidence from the state or territory regulatory authority that the service is out of scope of the *Education and Care Services National Law Act 2010*.
- If there is no state or territory regulatory authority approval, evidence of any other approvals or licenses required by the law of the state or territory in which it is located;

More Information

Information about how to apply to become a CCS approved service is available on the department's [Applying for CCS Approval website](#).

If you need additional information or assistance, you can contact the CCS Assessment Team in your state or territory on **1300 363 079** or you can email your query to CCSApplicationDocuments@education.gov.au.