PRODA Information Sheet

**In order to apply for the Commonwealth Child Care Subsidy (CCS):**

**ALL** Board/Committee members and staff with management or control or decision making power of the provider (which means the legal entity or organisation):

* **Must** have an individual **PRODA**

(Note: Once registered for an individual PRODA your staff/committee members will receive an RA number - this number needs to be given to the person (Kevin) who will be lodging the CCS application so they can add them to the application).

**What is PRODA?**

**PRO**vider **D**igital **A**ccess (PRODA) is a Commonwealth Government online portal.

Provider Digital Access (PRODA) provides secure access to online government services including:

* Disability Medical Assessment
* Health Professional (Online Services)
* ndis (myplace Provider Portal)
* Child Care (provider entry point) ***This is the one that concerns us***
* My Health Record
* **NDIS** Quality and Safeguards Commission (Provider Portal)
* **National Redress Scheme** (for people who have experienced institutional child sexual abuse)

**What is a Registered Authority (RA) number?**

This number is required for Health Professional Online Services (HPOS) delegation.

**MORE THAN ONE**\* Board/Committee members and staff with management or control or decision making power of the provider (which means the legal entity or organisation):

* **Must** be linked to your **organisational PRODA**
* **Must** undertake ALL of the **fit and proper checks** including:
  + Police check
  + Working with children
  + Personal name search
  + Bankruptcy search
  + Banned and disqualified search

**ONLY** the person (President/Chair) responsible for creating the organisational PRODA:

* **Must** be linked to the ABR

# GOVERNANCE REQUIREMENTS As part of your CCS application you are required to provide evidence of governance. Simply put, an "organisation’s governance controls the manner in which its business is organised, managed and operated". Governance defines who makes the decisions, what policies or processes are adopted, how risks are managed and how the organisation remains financially viable. The Department therefore needs to be satisfied that your organisation has sufficient administrative processes in place and is capable of managing your business in a way that protects the integrity of the money (paid to your organisation on behalf of the families), and in doing so comply with family assistance law.