



## Transitioning to SmartFees CCMS

### Information for Parents

You may be aware that the Government has introduced a new system for reporting attendances and claiming Childcare Benefit. This system is called CCMS (Child Care Management System) and is being phased in for all Child Care Services by June 2009.

All Services will be required to transition to CCMS as an ongoing condition of CCB funding. It is compulsory to use a software product which is registered with DEEWR (Department of Education, Employment and Workplace Relations, formerly FaCSIA) for CCMS. SmartFees CCMS was officially registered on 26 September 2007.

### Changes you may notice with CCMS

- Each service will be required to create an enrolment for your child(ren). To do this they will require not only your child's date of birth but also **your** date of birth as the parent or guardian of the child. This is a new mandatory government requirement to maintain your eligibility for CCB funding.
- CCB will no longer be calculated by the service. Each week, your child(ren)'s attendance details will be sent via the internet to the CCMS from your service's SmartFees software. The CCMS is operated by DEEWR. DEEWR in turn sends this data via the internet to Centrelink who already have your CCB details. Centrelink will calculate the amount of CCB for each child for the week and this information will be sent back down the line to your service's SmartFees software which will then calculate your gap fee.
- If your service currently bills you in advance using SmartFees' Projected Care facility, you will need to be aware that any advance billing will now be subject to change once the CCB is calculated by Centrelink and your gap fee is finalised.
- If you currently pay your childcare fees using SmartFees Online, you will notice changes to these web pages but the service will still operate in exactly the same manner.
- If your family has a shared care arrangement (for example, Dad pays the fees one week and Mum the next and each has their own separate Centrelink CRN), your service will be able to now record your child's details once but still bill each of you separately.

## **What won't change**

- Funding regulations and formulas will not change under CCMS, only the method of payment to your service. The only exception to this is that each child will now be allowed up to 42 days of absences in a financial year and still be eligible to receive CCB on those absence days.
- Families will still deal with Centrelink directly to determine their CCB eligibility.
- If you currently use Direct Debit to pay your childcare fees, this will not change.

When your Child Care Service transitions to CCMS they will have new computer software (SmartFees CCMS) to use which will communicate with the new government software as well as new procedures to learn. Each of these things will take some time to master so please be patient; the new system is designed to simplify reporting and reduce the services' administrative responsibilities.

If you need further information about CCMS, go to DEEWR's website and read the latest Child Care News Special Edition.

[http://www.dest.gov.au/sectors/early\\_childhood/programmes\\_funding/child\\_care\\_management\\_systems\\_ccms.htm](http://www.dest.gov.au/sectors/early_childhood/programmes_funding/child_care_management_systems_ccms.htm)