



Australian Government
Family Assistance Office

Claim form & notes

for people using registered
child care who want to claim
Child Care Benefit.

For more information,
call the

Family
Assistance
Office

13 6150

between 8am and 8pm
(local time) Monday to
Friday, or visit our
website at
www.familyassist.gov.au

**Please REMOVE this Notes booklet and read it
before you complete the claim form.**

To speak to the Family Assistance Office in languages other than
English, call 13 1202.

**The Family Assistance Office is located in all Medicare offices,
Centrelink Customer Service Centres and Tax Office shopfronts.**

what is Child Care Benefit?

Child Care Benefit is assistance to help with the costs of child care. Child Care Benefit can be claimed in different ways depending on the type of child care you use. It is not available through the tax system.

Child Care Benefit is a payment to help families who use:

- **registered** child care, and/or
- **approved** child care.

Registered care is care provided by nannies, grandparents, relatives or friends who are registered with the Family Assistance Office. In some circumstances it can also include care provided by private pre-schools, kindergartens and some outside school hours care services. Your child care service provider must be registered with the Family Assistance Office for you to claim Child Care Benefit. Your carer can contact the Family Assistance Office on **13 6150** for information on how to become registered.

Approved childcare is care provided by a service provider that has been approved to receive Child Care Benefit payments on behalf of eligible families.

For families using registered care — You can only claim Child Care Benefit by completing this form and lodging it with your child care receipts at the Family Assistance Office within 12 months from the date of your child care receipts, for example, if you use child care on 13 August 2004, you must lodge your claim by 13 August 2005.

You cannot be paid for any sessions of care for your child if you are the registered child care service provider.

For families using approved care — please do not use this form.

For information about the different ways you can claim Child Care Benefit for approved care, call the Family Assistance Office on **13 6150**. Your child care service provider can tell you if they are an approved provider. For an approved provider in your area call 1800 670 305 (TTY 1800 639 327) to find out, or if you are already using a child care provider you can ask if they are approved.

For families using registered care AND approved care — You will need to claim Child Care Benefit separately for each type of care.

We also need to know if each child attends school. For Child Care Benefit purposes, a **school child is** a child who attends primary or secondary school or is on a break from school (for example, school holidays) and will be returning to primary or secondary school after that break. For Child Care Benefit purposes, children who are in the following classes are regarded as being in the first year of primary school:

- kindergarten in NSW or ACT
- preparatory or year 1 in QLD
- pre-primary in WA
- transition in NT
- preparatory in VIC and TAS
- reception in SA

Once you have completed this form and lodged it with your child care receipts*, the Family Assistance Office will send your payment to your nominated account. **The Family Assistance Offices does not make cash payments.**

* **Child care receipts** should include:

- the service provider's CRN,
- dates when the care commenced and ended,
- the hours of care, and
- the amount paid for each child in care.

To be eligible for Child Care Benefit if you are using a registered child care provider, you and your partner (if you have one) must satisfy the work test at some time during the week (Monday to Sunday) in which the care was provided.

For example, if you had your child in registered care on Wednesday 7 July 2004, you and your partner must satisfy the work test at any time during the week beginning Monday 5 July and ending Sunday 11 July.

You satisfy the work test if:

- you OR your partner get Carer Allowance for a child (Carer Allowance is a Centrelink payment that provides assistance to parents and guardians who care for a child with a disability)

OR

- you AND your partner (if you have one) meet the eligibility requirements listed below at some time during the week in which the care was provided.

Eligibility requirements

Working Working includes: paid full time, part time or casual work; self employment; paid leave; unpaid sick leave; paid or unpaid maternity leave; and setting up a business

Voluntary work Voluntary work for 15 hours or more per week; any voluntary or unpaid work to improve your work skills

Looking for work

Studying/training Studying and training includes undertaking a course to increase your job prospects; attending a school, university or college; and being on a semester break

Other circumstances Have a disability, caring for an adult, child who has a disability, are overseas or in prison

For example To be eligible for up to 50 hours of Child Care Benefit per week for a child in **registered care**, a couple could be (and these are not the only possibilities):

- both working
- one working and one studying
- one with a disability and the other partner working
- one with a disability and the other partner caring for that person
- one studying and the other partner caring for a child with a disability
- one receiving Carer Allowance for a child.

For **approved care**, the work test requirements are different.

Please note: If you have a partner, you and your partner:

- do not have to be in the same category, and
- do not have to satisfy the work test on the same day—so long as you both satisfy the work test at some time during the week in which the care was provided.

Remember, if you have a partner then both of you must meet any one of these requirements to claim Child Care Benefit for registered care, unless one of you receives Carer Allowance for a child.

about the work test (continued)

Parents returning to work

From 1 July 2005, parents who return to work after the birth of a child may be entitled to the maximum rate of Family Tax Benefit Part B for the financial year period before returning to work. Eligibility for this extra assistance will be calculated after the end of the financial year when Family Tax Benefit payments are balanced.

Note: If you and/or your partner are currently on a break from work to care for a newborn or young child, and return to work later this financial year or a subsequent financial year, you should tell the Family Assistance Office when you return to work.

To claim **Child Care Benefit** for any child who is under seven years old, you need to prove that your child's immunisation is up-to-date or that you have an approved exemption for your child.

If the child's immunisation is up-to-date, the easiest way to prove this is to provide the number on the current Medicare card the child is listed on.

If you do not want to provide the current Medicare number or you do not know it, and you do not have an approved exemption, you can provide:

- an '**Immunisation History form**' completed by your doctor or other recognised immunisation provider, or
- an '**Immunisation History Statement**' from the Australian Childhood Immunisation Register (ACIR).

There are several exemptions from the requirement to have your children immunised for family assistance purposes. If you think you should be exempt, call the Family Assistance Office on **13 6150**.

terms and conditions

Short Message Service (SMS)

The Family Assistance Office may send you information messages appropriate to your circumstances via your mobile phone. No Family Assistance Office generated SMS will contain your name or contact details.

You will not be required to respond via SMS to any Family Assistance Office generated message.

Messages you may receive include:

- appointment reminders the business day prior to your appointment
- reminders to provide up-to-date information
- reminders to provide documents, and
- possible future suspension or cancellation alerts.

These services is voluntary and you are able to withdraw at any time.

about the information you give

Privacy and your personal information

Personal information is protected by law including the Commonwealth Privacy Act. The authority to collect this information is contained in family assistance law.

The information you provide on this form will be used by the Family Assistance Office to determine your eligibility for, and provide payments and services to you, and where relevant, third parties (for example, other family members). Certain information may be used to detect or prevent fraud and/or recover overpayments.

The Family Assistance Office may give some or all of your information to the Commonwealth Department of Human Services, the Department of Families, Community Services and Indigenous Affairs and partner agencies including Centrelink, the Australian Taxation Office, and Medicare Australia for the purposes of assessing, delivering and monitoring these payments and services provided to you.

The Family Assistance Office may disclose limited information (for example, income) about you to other parties when your circumstances affect their entitlement to payments and services.

Limited personal information may be used to conduct customer research run by the Family Assistance Office, the Commonwealth Department of Human Services, the Department of Families, Community Services and Indigenous Affairs, its partner agencies or by research organisations on their behalf. Your participation in customer research is valued, however, if you do not wish to take part, please call the Family Assistance Office on **13 6150**.

The Family Assistance Office can give your information to other persons, bodies or agencies without your permission in circumstances where Commonwealth legislation requires or authorises the disclosure. For example, the Family Assistance Office may give some or all your information about your income to the Australian Taxation Office and the Child Support Agency for their use.

For more information about privacy call the Family Assistance Office on **13 6150** or visit our website at **www.familyassist.gov.au**

**For more information,
call the**

Family Assistance Office

13 6150

**between 8am and 8pm (local
time) Monday to Friday**

or visit our website at

www.familyassist.gov.au

TTY service

Freecall™ 1800 810 586*

A service for people who are deaf or have a hearing or speech impairment. A TTY phone is required to use this service.

To speak to the Family Assistance Office in languages other than English, call **13 1202***

* Calls to '13' numbers can be made from anywhere within Australia for the cost of a local call. Calls to 1800 numbers are free of charge. Calls from pay phones or mobile phones will be charged at a higher rate.



Australian Government
Family Assistance Office

Claim for Child Care Benefit for registered care

For more information,
call the

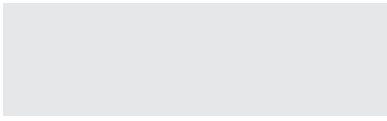
Family
Assistance
Office
13 6150

between 8am and 8pm (local
time) Monday to Friday, or
visit our website at
www.familyassist.gov.au

- Please read the Notes booklet before you complete this form.
- You must provide the **receipts from your registered carer** with this claim to confirm how much care you have used and paid for.
- The 'period you are claiming for' is the period covered by the receipts you provide with this form.
- DO NOT use this form to claim Child Care Benefit for approved care. Please call the Family Assistance Office on **13 6150** for the correct form.

To speak to the Family Assistance Office in languages other than English, call 13 1202.

The Family Assistance Office is located in all Medicare offices, Centrelink Customer Service Centres and Tax Office shopfronts.



personal details

Question 1

Please give the following details

	You	Your current partner
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>
Family name		
Given names		
Other names you have been known by ♦ e.g. maiden name, previous married or de facto name		
Date of birth	/ / male <input type="checkbox"/> female <input type="checkbox"/>	/ / male <input type="checkbox"/> female <input type="checkbox"/>
Customer Reference Number (if known)	- - - - -	- - - - -
Home address		
	postcode	
Postal address (if different)		
	postcode	
Home telephone	()	
	Is this a silent number? no <input type="checkbox"/> yes <input type="checkbox"/>	
Work telephone	()	()
Mobile phone number		
E-mail address		

Question 2

Short Message Service

i For more information see *terms and conditions* on Page 6 of the Notes booklet.

This is an optional question which will not affect your payment. You **must read** the **Terms and Conditions** in the **Notes booklet**.

Have you read the Terms and Conditions?

no yes

Do you agree to the Family Assistance Office using your mobile phone number to send you messages through a Short Message Service (SMS)?

no yes ▶ Have you provided **your mobile phone details** in Question 1?

Do you currently receive Child Care Benefit for approved care or have you received payment for registered care before?

no ▶ *You will need to complete all this form.*

yes ▶ Have any of your details changed? no ▶ *You must complete Questions 4, 5 and 7 and sign the Statement.*

yes ▶ *Please provide the changed details. You must also complete Questions 4, 5 and 7 and sign the Statement.*

◆ This question is to help direct you through this form.

Note: If you have claimed before but you did not provide your Medicare number you need to provide proof of immunisation.

personal details

Question 3

Australian residence

Only give the following details if this is your first claim for registered care, or if any of these details have changed since you last told us

You

Your partner

Are you living permanently in Australia?

no yes

no yes

Are you an Australian citizen AND born in Australia?

no yes go to Question 4

no yes go to Question 4

When did you start living in Australia?

____ / ____ / ____

Country of birth

Which of the following best describes your residence status? (Please complete all that apply to you)

Citizenship:

Australian Date citizenship granted

____ / ____ / ____

Other Country of citizenship

Arrived on a New Zealand passport.

A permanent visa holder granted on:

____ / ____ / ____

Visa subclass no.

A temporary visa holder granted on:

____ / ____ / ____

Visa subclass no.

An Australian Government sponsored student.

When did your partner start living in Australia?

____ / ____ / ____

Country of birth

Which of the following best describes your partner's residence status? (Please complete all that apply to your partner)

Citizenship:

Australian Date citizenship granted

____ / ____ / ____

Other Country of citizenship

Arrived on a New Zealand passport.

A permanent visa holder granted on:

____ / ____ / ____

Visa subclass no.

A temporary visa holder granted on:

____ / ____ / ____

Visa subclass no.

An Australian Government sponsored student.



Documents: Please provide proof of residence status.

For example, Australian Citizenship Certificate, passport or other documentation as proof.

child details

Question 4

Please give details of each of the children you are claiming Child Care Benefit for

	Child 1	Child 2
Child's full name		
Date of birth	/ / male <input type="checkbox"/> female <input type="checkbox"/>	/ / male <input type="checkbox"/> female <input type="checkbox"/>
When did this child enter your care?	/ /	/ /
Does this child attend school?	no <input type="checkbox"/> yes <input type="checkbox"/>	no <input type="checkbox"/> yes <input type="checkbox"/>
<small>◆ This includes children who are on a break from school —e.g. school holidays— who will be attending school after that break.</small>		
Did this child start school during the period you are claiming for?	no <input type="checkbox"/> yes <input type="checkbox"/> ▶ Date started / /	no <input type="checkbox"/> yes <input type="checkbox"/> ▶ Date started / /

- Note:**
- If you are claiming Child Care Benefit for more than 2 children, write the details of the other children on a separate sheet and attach it to this form.
 - You will need to provide proof of birth to claim for any children where proof has not been previously provided to the Family Assistance Office, for example, Birth Certificate or extract, adoption papers or other documents issued by the government.

account details

Question 5

Only give your account details if you are claiming for the first time or you want to change the account your payments are made to

The account that you nominate for your payment must be an account held in your name or jointly with another person. It cannot be in a child's name unless you are the signatory or trustee.

Which account do you want your lump sum payment made to?	<input type="checkbox"/> I have given my account details to the Family Assistance Office before and it may be used for this claim ▶ go to Question 6 <input type="checkbox"/> I am providing new account details to be used for this claim
Bank, building society or credit union	branch _____ branch number (BSB) _____ account held in the name(s) of _____ account number (this is not always the number on your plastic card e.g. Key Card, Visa Card. Account numbers have a maximum of 9 digits) _____
Note: You can change these account details by contacting the Family Assistance Office on 13 6150	

immunisation

Question 6

Immunisation records for children under seven years old

i For more information see *immunisation* on Page 5 of the Notes booklet.

To claim Child Care Benefit for any child who is under seven years old, you need to prove that your child's immunisation is up-to-date or that you have an approved exemption for that child.

The easiest way to do this is to provide details of the current Medicare card your child is listed on.

Are any of the children in this form under the age of seven?

no ▶ go to **Question 7**

yes ▶ Have you already provided your child's current Medicare card details to the Family Assistance Office?

no yes ▶ go to **Question 7**

Can you provide details of the current Medicare card that your child is listed on, so that we can check their immunisation status?

yes ▶

Number on the current Medicare card

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Child's Medicare reference number

reference number	first given name and second initial

no ▶



We need you to provide your Medicare card number or one of the documents below that confirms each child's immunisation is up-to-date, or that they have an approved exemption.

My child is not yet listed on a Medicare card.
I will provide the card number when it has been issued.

An Immunisation History Statement from the Australian Childhood Immunisation Register (ACIR)

An Immunisation History form from a doctor or immunisation provider

A letter from a doctor or immunisation provider

A Medical Contraindication form from a doctor or immunisation provider

A Conscientious Objection form from a doctor or immunisation provider

A letter from an official of the Church of Christ, Scientist stating you and/or your partner are practising members of this church

Note: Your child's Personal Health Record is NOT acceptable proof of immunisation for Child Care Benefit purposes.

your statement

Statement

- I declare the information provided in this form is complete and correct.
- I declare that I have received the Notes booklet which includes the privacy notice.
- I understand giving false or misleading information is a serious offence.
- I understand that the Family Assistance Office can make relevant enquiries necessary to ensure I receive my correct entitlement.

Signature



lodging your claim

Please lodge this form and your receipts at, or post them to, your nearest Family Assistance Office. The Family Assistance Office is located in all Medicare offices, Centrelink Customer Service Centres and Tax Office shopfronts.

If you don't know the address of your nearest Family Assistance Office, please call **13 6150** or visit our website at **www.familyassist.gov.au**

Remember—You must provide the **original receipts from your registered carer** with this claim to confirm how much care you have used and paid for.

Your claim for Child Care Benefit for registered care must be **lodged** within 12 months of the care being **provided**.

Keep the Notes booklet for your information—please do not return it with this form.

**For more information,
call the**

Family Assistance Office

13 6150

**between 8am and 8pm (local
time) Monday to Friday
or visit our website at
www.familyassist.gov.au**

TTY service

Freecall™ 1800 810 586*

A service for people who are deaf or have a hearing or speech impairment. A TTY phone is required to use this service.

To speak to the Family Assistance Office in languages other than English, call **13 1202***

* Calls to '13' numbers can be made from anywhere within Australia for the cost of a local call. Calls to 1800 numbers are free of charge. Calls from pay phones or mobile phones will be charged at a higher rate.