

Requirements when enrolling a child that is associated with The Department of Child Protection/ other Support Agency

Contact email address: accsaccounts@happyhaven.sa.edu.au

What is required by the enrolling Person/Carer/Guardian?

All accounts must be registered to meet all of our requirements in order to make bookings at the service they are enrolling in. The enrolling person must include their payment details, even in instances where the account will not be paid by using those details.

The account holder (person who's email address is used to enrol) is liable and responsible for forwarding all accounts weekly through to their social worker or nominated contact through The Department of Child Protection/ outside agency covering fees. Happy Haven OSHC is unable to forward these accounts.

To avoid the enrolling account holder being debited weekly, we will manually switch off the debit arrangement when and where a letter is provided by The Department of Child Protection/ or the outside agency that stipulates another payment arrangement. Again, the invoices would need to be forwarded weekly by the account holder to ensure the account is paid in a timely matter.

Child Care Subsidy/Additional Child Care Subsidy (CCS / ACCS)

It is the responsibility of the enrolling person to ensure they have completed and met all the requirements of the Australian Government's Department of Education in order to have their CCS applied. This is a requirement of being eligible for ACCS. Happy Haven OSHC can only back date or resubmit as per the Department of Education's regulations and rules regarding backdating of child care attendances. If the enrolling person does not meet the eligibility requirements, they will be liable for all full sessional fees as per Happy Haven OSHC's Payment of Fees Policy, to which the enrolling person agrees to upon enrolment.

Please note: the enrolment fee of \$25 is not covered by any subsidies and must be paid by the enrolling person.

Paternal Grandparents – Additional Child Care Subsidy – Grandparent Subsidy

Where a paternal Grandparent is the primary carer for a child that is associated with the Department, the grandparent is *usually* entitled to the Grandparent Subsidy. Grandparents need to apply for this subsidy through Services Australia (Centrelink). Services Australia will then apply this subsidy directly to your account with Happy Haven OSHC.

For more information, please see the link below and or contact the Grandparents line on 1800 245 965.

<https://www.servicesaustralia.gov.au/individuals/services/centrelink/additional-child-care-subsidy/who-can-get-it/grandparent-subsidy>