



Child Care Subsidy – Specified Personnel Quick Reference Guide

Provider Personnel

| Role | Description | Authorisation |
|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Person with Management or Control of the Provider | <ul style="list-style-type: none">Any person who has, or will have, management or control of the Provider.Anyone who participates directly or indirectly in the decision making or management of the Provider (the legal entity) that operates the child care service/s.Examples of Persons with Management & Control are all partners in a partnership, all directors of a company or organisation board, all members of an executive committee. | <ul style="list-style-type: none">Communicate with the department about any aspect of the service's operation and family payments.Submit an application for Child Care Subsidy (CCS) provider or service approval using the Child Care Subsidy System (CCSS).Notify the department of all Change of Circumstances for all their approved services using the CCSS.Change Bank Account Details using the CCSS.Add or remove Provider Management or Control Personnel, Persons Responsible for the Day-to-Day Operation of the Service and Service Contacts using the CCSS.Authorise enrolment and attendance data submission. |

Service Personnel

| Role | Description | Authorisation |
|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Persons Responsible for the Day-to-Day Operation of the Service</p> | <ul style="list-style-type: none"> • Each person who is, or will be, responsible for the day-to-day operation of the service and this includes persons from external management agencies. • Examples of a Persons Responsible for the Day-to-Day Operation of the Service are a Service Director, Manager or Authorised Supervisor. | <ul style="list-style-type: none"> • Communicate with the department about any aspect of the service's operation and family payments. • Notify the department of Change of Circumstances, excluding change of ownership, at the service/s for which they have day-to-day responsibility using the CCSS. • Add or remove Persons Responsible for the Day-to-Day Operation of the Service and Service Contacts using the CCSS (but only at the service/s for which they have day-to-day responsibility). • Authorise enrolment and attendance data submission (but only at the service/s for which they have day-to-day responsibility). |
| <p>Service Contacts</p> | <ul style="list-style-type: none"> • Individuals who are nominated by either Persons with Management or Control of the Provider or Persons Responsible for the Day-to-Day Operation of the Service and who are required to communicate with the department about the service or family payments. | <ul style="list-style-type: none"> • Communicate with the department about any aspect of a family's payments (but only at the service at which they are Service Contacts). • Notify the department of non-financial Change of Circumstances but only for the service at which they are Service Contacts. |

| Role | Description | Authorisation |
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| FDC and IHC Educators | <ul style="list-style-type: none"> • A person who provides care for children in their home on behalf of an approved Family Day Care (FDC) or in the child's home on behalf of an approved In-Home Care (IHC) service. • Operate as contractors or employees of the FDC or IHC service. | <ul style="list-style-type: none"> • Create source records of children's care usage on behalf of the Provider (i.e. keep timesheets of care provided) which are later authorised by Persons with Management or Control of the Provider or Persons Responsible for the Day-to-Day Operation of the Service. |