



How to submit an application to become a CCS Approved Provider

What is this task card for?

This task card provides instructions on how to submit an online application to become an approved Child Care Subsidy (CCS) provider.

Who will need this task card?

Child care providers who intend to apply for CCS Provider Approval.

Please note:

Before you can apply to become an approved provider you must have a current PRODA (Provider Digital Access) individual account and you must also create a PRODA account for your organisation to link to the Child Care Subsidy System (CCSS). Please refer to the following task cards:

- [How to Register for an Individual Account](#)
- [How to Register an Organisation](#)

Tips

- To proceed through the application, you need to complete all fields and upload all required documents. The **Next** button in the form will not be available until all fields are completed. Automatic validation checks will occur on some details.
- To return to a previous page in the application, select the **Back** button within the application. Do **not** use the **Back** button in your browser.
- The application can be saved and closed at any time, but must be completed and submitted within 60 days. After 60 days of inactivity all saved data will be deleted and a new application will need to be started. At the end of this task card you will find instructions on accessing a Saved Application.
- Once you have submitted your application, please log back in to the Provider Entry Point (PEP) regularly and check **My Inbox** for correspondence from the Department of Education, Skills and Employment, including requests for information and notification of the outcome of your application.

Required Information

Before you commence the application, gather information that you will need.

The following information and documentary evidence will be required in your application for CCS approval. It would be beneficial to gather as much of this information as possible before starting the application:

- Details of provider and service approval under *the Education and Care Services National Law Act 2010* (the National Law) as issued by the relevant state or territory regulatory authority (where this is relevant).
- National Quality Agenda IT System (NQA ITS) sign in details (email address and National Law Provider Approval Number).
- Provider entity name and Australian Business number (ABN). You will be required to provide particular identification documents for your entity. There are different required documents for each legal entity type. Read the [Mandatory Requirements for CCS Applications Fact Sheet](#) on the [Applying for Child Care Subsidy \(CCS\) Approval website](#) for a description of the documents required for your entity.
- Provider entity name and ABN for the Ultimate Holding Entity (if there is one).
- Documents for your relevant entity type for example - Rules/Constitution of Association, Financial Statement, signed partnership agreement etc.
- Bank account details.
- Individual PRODA RA number and contact details for the person completing the application and for each individual listed as having a specified personnel role type.
- Working With Children Card details including card number, expiry date and State/Territory of issue for all applicable personnel linked to your organisation that are required to hold one and other suitability checks as they are required for each personnel role. Read the [Specified Personnel Roles Fact Sheet](#) on the [Applying for Child Care Subsidy \(CCS\) Approval website](#) to find out the suitability evidence required for each of your personnel roles.
- Details of any Registered Training Organisation or other child care related business in which the provider or their personnel have an interest.
- Details of the External Management organisation/individual (if there is one).
- Operational details – such as hours of opening, inclusions and fee schedules – for each service.

To commence your application

- Before you make an application for CCS approval for a new child care provider, you must first register and then link your Organisation in PRODA. Please refer to the following task cards:
 - [How to Register for an Individual Account](#)
 - [How to Register an Organisation](#)
- Once you have a PRODA account, select the [Child Care Provider Entry Point Tile](#) from the department's website.
- Under **Organisations and Nominees**, select your organisation. Do **not** select 'No Organisation' – you **must** have a linked organisation to make a valid application.

Child Care Subsidy System

Organisation and Nominees

Organisation

Please choose an organisations to act on behalf of.

~~No Organisation – Proceed as an individual only~~

Department of Education Test Parent

Cancel

Continue

Click **Continue**.

You will be taken to the first page of the CCS Provider Approval application.

Part 1: Provider Eligibility Screening

- Select **Yes** or **No** as appropriate to the provider eligibility questions.
- If you select **No** to any of these questions, you will not be eligible to make an application for approval for CCS under Family Assistance Law.

Part 2: Provider Identification Number

- Select **Yes** or **No** as applicable if you hold or have applied for approval to operate under the National Law.
- If **Yes**, enter your NQA ITS sign in details to validate your National Law Provider Approval Number.
- To verify the information you have provided, click **Request Access Code**.
- If you have not applied for provider approval under National Law, **you will need to provide a reason why this is so**.

Part 3: Provider Details

- Your provider name, ABN and ABR Entity name.
- Your provider entity type. The entity type you select will determine what information and documents you need to provide to us as part of your application.
- Whether the provider has an ultimate holding entity (if the answer is **Yes**, the ABN of the ultimate holding entity is required).
- Whether the provider is for profit or not-for-profit.
- Whether the provider is a charitable institution.
- The provider address details and contact information.
- The bank account details of the provider for Child Care Subsidy payments.

Part 4: Provider Personnel

Provider Management or Control Personnel Records

Before you can complete this section, each *Person with Management or Control of the Provider* must:

- Have created a PRODA account and provided you with their PRODA Registration Authority (RA) number.
- Have obtained an Australian National Police Criminal History Check dated no earlier than 6 months before the date of application.

Click **Add an individual with Management or Control**. Enter details for each *Person with Management or Control of the Provider* including PRODA ID number. Click **Next** for the individual to be added to your personnel dashboard. Repeat this step to add more personnel.

At least one *Person with Management or Control of the Provider* must be nominated to complete this application.

You will need:

- For each individual with management or Control of the provider, gather details of current Working With Children cards (or equivalents) held by the individual(s) with Management or Control of the Provider, where these persons are required to have one, including card number, expiry date and State/Territory of issue.
- A copy of the Australian National Police Criminal History Check, dated no more than 6 months earlier than the date of application.
- Details about having owned, operated or been employed by a child care service(s) in the past five years, gather details about this service.
- Details of financial management history of the individual(s) including if they have been subject to administration, receivership, liquidation, bankruptcy or debt recovery proceedings in the last 5 years.
- An extract from the National Personal Insolvency Index Bankruptcy search including a Nil Result, dated no more than three (3) months before the date the application is made.
- A current and historical personal name extract search of the Australian Securities and Investments Commission dated no more than three (3) months before the date of application.
- Evidence that the person does not appear on the banned and disqualified register held by the Australian Securities and Investments Commission (in the form of a computer printout of the results of the search) dated no earlier than three (3) months before the date of application.
- Details of any interest an individual(s) has in a Registered Training Organisation (RTO) or other business associated with child care.

You cannot submit your application without this information and documents for each individual.

Part 5: Services and Service Personnel

- Select Add a service. At least one service must be added to each application for Provider Approval.



- Answer the questions about Service Approval to operate under the National Law. If you have not applied for service approval under the National Law, you will need to provide a reason.
- Select **Yes** or **No** as appropriate to the service eligibility questions.
- If you select **Yes** to any of these questions you will not be eligible to apply to add a service for approval for CCS under Family Assistance Law.

- Answer the questions about;
 - Service type (Centre-based Day Care / Outside School Hours Care / Family Day Care/ In Home Care).
 - Trust/ Trustee details - if the provider is acting in the capacity of a trustee in the operation of the service then the trust deed must be attached.
- Provide the following information:
 - Bank account for Child Care Subsidy payments. The provider bank account details may be used for one or all services.
 - External Management details – if the provider has engaged an external management organisation or individual then a signed agreement with the External Management must be attached.
 - Service address and contact details.
 - Proposed commencement date for CCS Approval.
 - Change of ownership details if the provider is purchasing or taking over the operation of an existing service.
 - Governance arrangements for the service.
 - Details to display on the Child Care Finder website.
 - Hours of operation.
 - Session fees and inclusions.
 - Number of child care places offered.
 - Number of operating weeks per year.
 - Add service personnel to the service. Before you can complete this section, you will need to gather the following information about the personnel you are adding.

Mandatory Information and Documents

Persons with Responsibility for Day to Day Operation of a Service

Information required:

- Name, date of birth, position, PRODA RA number
- Phone numbers and email address
- Working with Children Card number, expiry dates and state or territory of card issue (if they are required to hold this card under applicable state or territory law).

Documents required

- Australian National Police Criminal History Check (commonly referred to as a police check) (mandatory).

Service Contact

Information required:

- Name, date of birth, position
- PRODA RA Number
- Working with Children Card number, expiry dates and state or territory of card issue (if they are required to hold this card under applicable state or territory law).

Documents required:

- No additional documents required.

Family Day Care Educator and In Home Care Educator

Information required:

- Name, date of birth, position, PRODA RA number
- Phone numbers and email address
- Working with Children Card number, expiry dates and state or territory of card issue (if they are required to hold this card under applicable state or territory law).

Documents required:

- Australian National Police Criminal History Check (commonly referred to as a police check) (mandatory).

Part 6: Review Application

Review and edit all the parts of the application.

Part 7: Upload Evidence

You need to upload all the documents required as part of your application. Without these documents, your application cannot be submitted.

- Click on the **Upload** button to browse for the document in your computer drive.
- Once you have uploaded the mandatory documentation the status of **Required** will change to **Done**.

You can change the document that you have uploaded by selecting **+ Edit**.

Part 8: Declaration

Once you have completed the mandatory information and uploaded the required documents you will be able to complete the declaration and submit the application.

Read the **Declaration** carefully. The person submitting the application must have the authority to make the declaration. If you are the person authorised to provide this information on behalf of the Provider, select the **Declaration** button then click **Submit**. You will be presented with a **Provider Approval Receipt**. It is recommended that you make a record of the **receipt number** for this application.

Processing your application

Each application for CCS approval is assessed on its merits and against specific criteria. There is no provision within Family Assistance Law that defines the period in which the department must come to a decision to approve the application or not. The department endeavours to reach a decision as soon as possible for all applicants.

It is very important that you regularly log into the Provider Entry Point and check My Inbox for letters sent by the Department of Education, Skills and Employment as this is how you will be notified of the outcome of your application, as well as of any requests from the department to provide more information.

While they are waiting for the outcome of the assessment of their application, child care providers may advise families using their service/s that they are currently seeking approval to operate for the purposes of CCS. There is no definite timeframe for the assessment of an application and no guarantee that an application will be approved.

Resuming a saved application

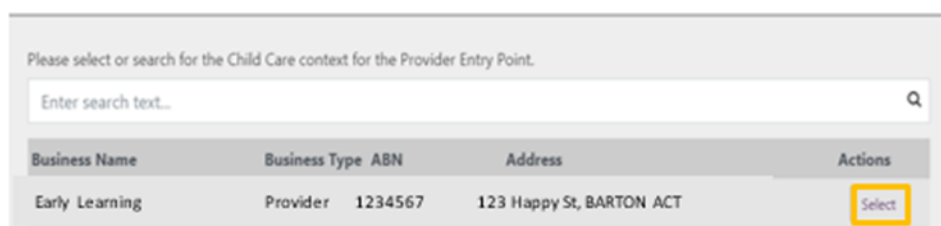
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To resume a saved application:

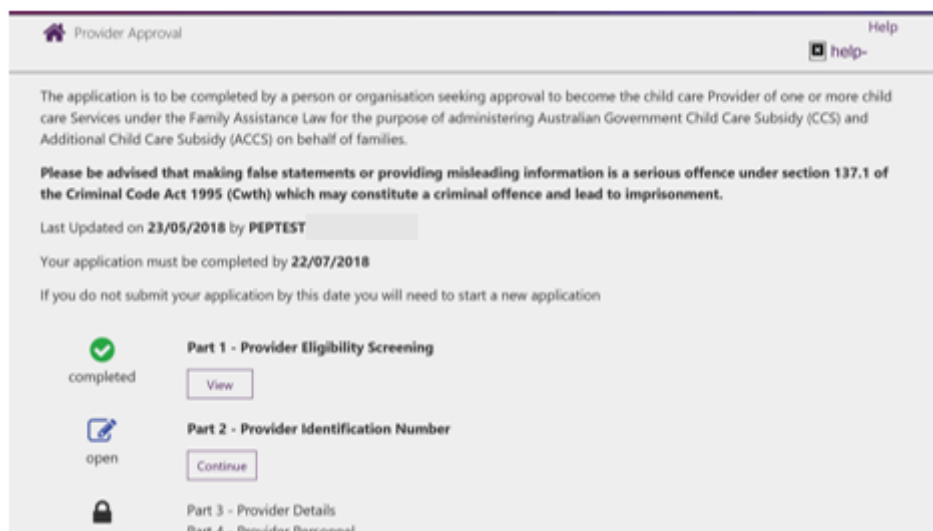
- [Login to PRODA](#).
- From the PRODA home page, select the **Child Care Provider Entry Point (PEP)** tile.
- Navigate to the Provider home page

Note: alternatively, you can also log on to the Provider Entry Point (using your PRODA log in credentials), by [clicking on the PEP tile](#) on the department's website.

- You will be shown a list of organisations you are linked to in the PEP. Choose the **Select** button to return to the application you have saved.



- You will be taken to the Application Summary page where you can resume your application.



Need Help?

Call Services Australia's PRODA Helpdesk (**1800 700 199**, select Option 1) with questions relating to PRODA.

For further assistance on other matters, contact the department's CCS Assessment Team by email at CCSAssessments@dese.gov.au