

10.29 Hardship and Administration of Additional Child Care Subsidy Policy

The service is committed to ensuring that Special Child Care Benefit (SCCB) is administered effectively and in accordance with relevant legislation. The procedures outlined in this policy describe the steps taken to ensure compliance with the service's obligations as an approved child care service for the purpose of administering SCCB.



Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- *Australian Government Child Care Service Handbook*
- *National Quality Standard, Quality Area 7 – Governance and leadership*
- *Policies: 10.4 - Fees 10.30 - Conflict of Interest*



Procedures

The service shall maintain a current copy of the Australian Government Child Care Provider Handbook on site.

Additional Child Care Subsidy

The service is authorised to administer Additional Child Care Subsidy.

This shall be done in accordance with the legislated requirements requiring that families/parents complete the relevant application form and that the service representative (Coordinator, Director, Administrator) is able to approve in the first instance up to 13 weeks of SCCB for applicants who meet the described eligibility criteria.

In the case of a perceived or real conflict of interest for the service representative, advice will be sought from the Approved Provider in proceeding with the approval or rejection of the application.

DATE DEVELOPED	DATE RATIFIED	DATE REVIEWED	DATE RATIFIED
August 2018	24 August 2018	26.07.21	October 2021
		October 2024	November 2024