



YMCA WA ADDITIONAL CHILD CARE SUBSIDY PROCEDURE

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YMCA WA is officially accredited as a Child Safe Organisation

DOCUMENT CONTROL

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1.0 PURPOSE

To enable families to access childcare, where limited financial means may have otherwise been a barrier. All families are required to meet the specific criteria for access, as stipulated by the department.

2.0 SCOPE

This Policy applies to educators, the family day care service staff and families.

3.0 ROLES AND RESPONSIBILITIES

Role Title	Responsibilities

4.0 RELATED LEGISLATION AND STANDARDS

Legislation/Standard
Current Child Care Services Handbook.

5.0 SUPPORTING PROCEDURES, POLICIES AND OTHER DOCUMENTS

Refer to the YConnect page for the current link to related documents listed below.

Document ID	Document Title

6.0 STEPS

Additional Child Care Subsidy (ACCS) is designed to assist eligible families with the cost of child care. ACCS covers up to the full cost of child care and is available to assist families at risk of serious abuse or neglect or families experiencing financial hardship. YMCA staff will refer to the department for current criteria.

1. Charging more than the usual fee is an offence. It may result in the educator being sanctioned under the family assistance law. Civil penalties may also apply.

2. Prior to families receiving ACCS the family must be assessed for fee assistance and have a current formal enrolment.
3. Educators will be advised in writing by the service of the approval of ACCS and any contractual requirements.
4. Educators will be required to charge their usual fee and request parent payment until notification of approval of ACCS is received.
5. Approval of ACCS is not guaranteed.
6. Any changes to the contract must be approved by the service. If approval has not been given, a parent portion will be charged.
7. The service will request the documentation be submitted from relevant agencies to support the application.
8. An application will be within the guidelines set by the department.
9. Additional applications must be presented to the department for approval.
10. Service staff will refer to the department and their available resources for additional information regarding ACCS.
11. There is a cap of \$12.67 set by the department for ACCS, and gap fee will be the responsibility of the family.

7.0 FEEDBACK

Feedback on this procedure must be directed to the Document Owner outlined in the cover of this procedure.

The Document Owner is responsible for maintaining the currency of this document.

8.0 DEFINITION OF TERMS

Term	Definition
Current Child Care Services Handbook	Current Child Care Services Handbook.