



Registered Child Care Provider Application

When to use this form

Use this form if you are an individual who wants to be a Registered Child Care Provider. As a Registered Child Care Provider your customers are entitled to Child Care Benefit but not the Child Care Rebate.

For more information

Go to our website at www.familyassist.gov.au or call the Family Assistance Office on **13 6150** or visit your local **Family Assistance Office**.

To speak to the Family Assistance Office in languages other than English, call **13 1202**.

Note: Calls from your home phone to the Family Assistance Office 13 numbers from anywhere in Australia are charged at a fixed rate. That rate may vary from the price of a local call and may also vary between telephone service providers. Calls from public and mobile phones may be timed and charged at a higher rate.

If you have a hearing or speech impairment

TTY service Freecall™ **1800 810 586**. A TTY phone is required to use this service.

Interpreters and translations

If you need an **interpreter** or **translation** of any documents for Family Assistance Office business, we will arrange this for you free of charge.

Filling in this form

Please use black or blue pen.

Mark boxes like this with a ✓ or ✗.

Where you see a box like this ► **Go to 5** skip to the question number shown.

You do not need to answer the questions in between.

Returning your form

Check you have answered all of the questions you need to answer and that you have signed and dated this form.

Return your completed claim form (and required documents) to the Family Assistance Office in person or by post.

If you return required documents (and claim form):

- by post – we will photocopy your documents and return the originals to you by registered post.
- in person – we will photocopy your documents and return the originals to you.

You can return your form to any Family Assistance Office, located in all Medicare offices and Centrelink Customer Service Centres.

Keep these Notes (pages 1 to 4) for your information.

Registering with the Family Assistance Office

If you provide child care and are not the operator of an approved child care service, you can register with the Family Assistance Office by completing and lodging this application. Becoming a Registered Child Care Provider will allow families for whom you provide child care to claim Child Care Benefit. Registered Child Care Providers can include nannies, grandparents, relatives or friends.

Organisations cannot become Registered Child Care Providers, however, an individual within an organisation can apply.

To register with the Family Assistance Office, you must:

- have a tax file number
- be licensed to provide child care where this is required by state or territory law
- be at least 18 years of age*, **and**
- provide proof of your date of birth to the Family Assistance Office.
Acceptable proof includes:
 - birth certificate or certified extract
 - passport or naturalisation certificate
 - driver licence.

You will need to provide the original documents (not photocopies).

* If you are under 18 years of age you can register as an individual carer if you have an acceptable qualification in child care, home based help or as a nanny. Proof of your qualification must be supplied with your application.

Registering as an individual

The form should be completed by the individual carer who provides the child care.

- For an individual providing care in your own home, or the child's home, you should be the person providing the actual care.
- Registered Child Care Providers are registered with the Family Assistance Office only for the purposes of entitling families to Child Care Benefit.

Licensing

All states and territories have licensing requirements for individuals who provide child care services. These requirements differ for each state or territory. To be registered in the Child Care Benefit program as a carer, you must meet the requirements of your state or territory legislation in respect of the child care you are, or will be, providing. If you are required to be licensed, you will be asked to give details about the licence number and expiry date.

If your state or territory licence is cancelled, your Registered Child Care Provider registration will also be cancelled.


For information about licensing requirements in your state or territory please contact:

New South Wales	Department of Community Services Children's Services Directorate
Victoria	Department of Education and Early Childhood Development, Early Years Services
South Australia	Department of Education and Children's Services (DECS), Children's Services Licensing and Standards Unit
Queensland	Department of Communities Office for Early Childhood Education and Care, Regulation Services Unit
Western Australia	Department for Communities Childcare Licensing and Standards Unit
Tasmania	Department of Education, Child Care Unit
Northern Territory	Department of Education and Training Early Childhood Services Division, Children's Services Unit
Australian Capital Territory	Department of Disability, Housing and Community Services, Office for Children, Youth and Family Support, Children's Policy and Regulation Unit

Check your local telephone directory for numbers

You will need to provide valid receipts to the person who paid for child care. They need the receipt to claim Child Care Benefit for care that you have provided.

- You can use Family Assistance Office printed receipt books (see example) that are supplied free of charge. Full details about how to get these receipt books will be sent to you with your Carer Reference Number when your registration is accepted.
 - You can use your own receipts as long as they show all the necessary information. To be valid, your receipt must be completed in pen and contain the following details:
 - your details – name, address* and Carer Reference Number (CRN)
 - the full name of the person paying for the care
 - the details of the care you have provided for the person's children – receipt must be for a Monday to Sunday period and show each child's full name, period of care, number of hours of care in the week and total fee during the period, **and**
 - you must also sign and date each receipt.
- * **Note:** If you are an individual in an organisation you work for, provide the same address that you provide on this Registered Child Care Provider Application form when completing receipts.



Australian Government
Family Assistance Office

Receipt for Registered Child Care

Carer's details

Name

Address

Carer Reference Number

Received from

Full name

Child's full name	Week of care *		No. of hours of care		Fee this week
	from (Monday)	to (Sunday)	(hours)	(mins)	
<input style="width: 60%;" type="text"/>	/ /	/ /	:		\$
<input style="width: 60%;" type="text"/>	/ /	/ /	:		\$
<input style="width: 60%;" type="text"/>	/ /	/ /	:		\$
<input style="width: 60%;" type="text"/>	/ /	/ /	:		\$
<input style="width: 60%;" type="text"/>	/ /	/ /	:		\$

* For information about 'Week of care', please read the 'Care details' instructions on the inside cover.

Claims for registered care must be lodged within 12 months of the care being provided.

Carer's signature

Original: retained by payer
Duplicate: lodged with the Family Assistance Office
Triplicate: retained by carer

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Privacy and your personal information

Personal information is protected by law, including the *Privacy Act 1988*. The authority to collect this information is contained in family assistance law.

The information you provide on this form will be used by the Family Assistance Office to register you as a child care provider. Certain information may be used to detect or prevent fraud.

The Family Assistance Office may give some or all your information to the Department of Education, Employment and Workplace Relations for the purposes of administering and auditing Child Care Benefit.

The Family Assistance Office can give your information to other persons, bodies or agencies without your permission in circumstances where Commonwealth legislation requires or authorises the disclosure.

For more information about privacy, go to our website at www.familyassist.gov.au or call the Family Assistance Office on **13 6150**.



Registered Child Care Provider Application

1 Are you the operator of an approved child care centre?

No Go to next question

Yes You cannot become a Registered Child Care Provider.

2 Do you work as a carer with an approved child care service, family day care service or an approved in-home service?

No Go to next question

Yes You cannot become a Registered Child Care Provider.

3 Are you the individual who is providing the child care on behalf of an Organisation?

No Only individuals within the organisation who are providing the child care can become registered carers.

Yes Go to next question

4 Do you have a tax file number?

No You cannot become a Registered Child Care Provider. Contact the Australian Taxation Office for information about applying for a tax file number.

Yes Go to next question

5 Your name

Mr Mrs Miss Ms Other

Family name

First given name

Second given name

6 Your date of birth

Attach proof of birth (e.g. birth certificate), if you have not already done so.

7 Are you under 18 years old?

No Go to next question

Yes You need to provide proof of child care qualification.

8 Your permanent address

Postcode

9 Your postal address (if different to above)

Postcode

10 Your contact details

Home phone number ()

Mobile phone number

Work phone number ()

Email

@



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11 Are you required to be licensed in your state or territory to provide child care?

For information about licensing requirements, refer to page 2 of the attached notes.

No ► *Go to next question*

Yes ► *Give details below*

Licence number

Date of expiry

12 Which documents have you included with this form?

If you are not sure, check the question to see if you should attach the documents.

Proof of birth
(at **question 6**)

Proof of child care qualification (if under 18 years old)
(at **question 7**)

13 Statement

I declare that:

- the information provided in this form is complete and correct.
- I am not the operator of an approved child care service.

I understand that:

- giving false or misleading information is a serious offence.

Your signature

Date