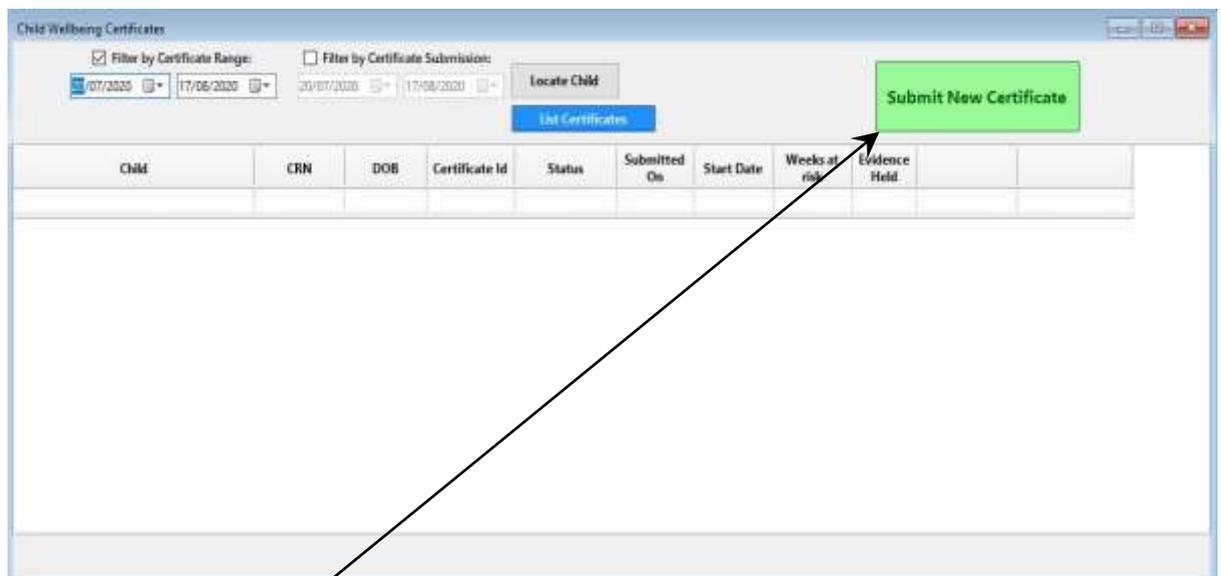
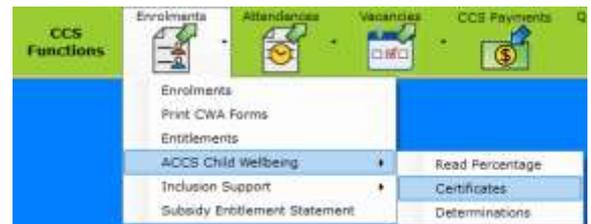


Applying for ACCS Child Wellbeing

To apply for ACCS Child Wellbeing the child **MUST** have a Confirmed CWA Enrolment.

The first application for an ACCS Child Wellbeing is a 6 week Certificate. Thereafter you will need to apply for further 13 week Determinations. You **ALWAYS** have to apply for a 6 week Certificate, and that Certificate has to have expired before you apply for a 13 week determination. You will not be able to upload a Determination until the Certificate has expired.

1. Go to the Enrolment button (on the green line)
2. Select the fourth option "ACCS Child Wellbeing"
3. Select "Certificate"
4. You will now see this screen



5. Click on the "**Submit New Certificate**" (in the top right corner)
6. Now click on the "**Locate Child**" Button on the right top corner



7. You will see their name populate in this field

Applying for ACCS Child Wellbeing

8. Certificate Details:

Certificate Details

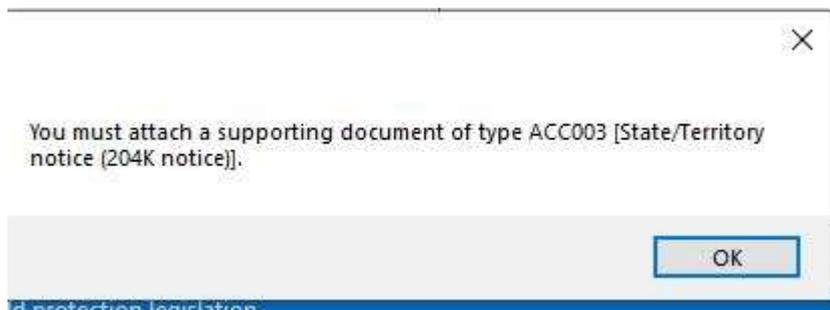
Start Date (monday date)

Week(s) at Risk

Is Evidence Held?

You will now need to complete the certificate details. The start date **MUST** always be a MONDAY of the week. Centrelink will back pay for 28 days (4 weeks).
Select the Weeks at Risk, usually **6 Weeks**.

If you hold a letter from a Government Department or community based program or support, please tick the box that says "**Is Evidence Held?**" You will see this message



We attach this letter at the end of the application. Please note that it is a ACC003 that you must select when attaching the letter.

9. State Territory:

State Territory

- Was provider notified of child's risk by an appropriate State/Territory body?
- Has a notice to an appropriate State/Territory Body been made?

There are two options here. The top applies when the Guardian or the Department hands you a letter and asks you to apply. This letter must **NOT** be any older than 6 months. This is the letter that we attach in 8 above. You will need to complete the information below

Applying for ACCS Child Wellbeing

Body Type (Select) ▼	Organisation Name
State Contact Name / ID	Reference Number
Phone number	E-mail address

The “Body Type” is what type of organisation authored the letter. Then in Organisation Name type the name of the Organisation. The State Contact Name/ID should be a person who is mentioned in the letter as the caseworker, or if that is not specified, then type the name of the person who signed the letter. If you have a reference number and or an email address for the contact person, please insert this information, but it is not mandatory. A phone number should be supplied. Please enter the phone number, if a landline with an area code and number with NO spaces. Same with a mobile, no spaces.

The bottom option “Has a notice to an appropriate State/Territory Body been made?, this is when you notify the Centrelink of the Child at Risk. If this option is selected you will need to advise Centrelink of the following information

Notified By First Name	Last Name	Date Notice Given
		14/08/2020

This should be the Director or the person completing this application. The date cannot be different from the start date, which can only be back dated 28 days. There is a box also displayed for any observations that you think should be noted, but this is not mandatory at the Certificate stage.

10. Risk Reasons

Risk Reasons

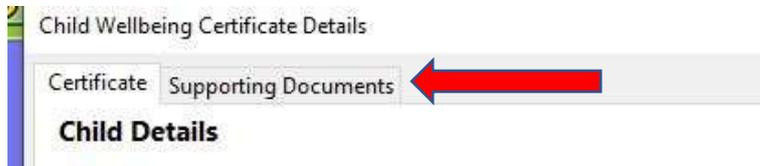
- Under care and protection of a State/Territory child protection legislation.
- Suffered harm due to experiencing physical, emotional or psychological abuse.
- Is being subjected to sexual abuse.
- Suffering as a result of exposure to domestic or family violence.
- Suffering, or is at risk of suffering harm caused by neglect.
- Suffered harm due to experiencing physical, emotional or psychological abuse.
- Suffered harm in the past due to being subjected to sexual abuse.
- Suffered harm in the past due to exposure to domestic or family violence.
- Suffered harm in the past due to experiencing neglect.

You need to select one or more of these reasons for your reason for applying for the ACCS Child Wellbeing payments.

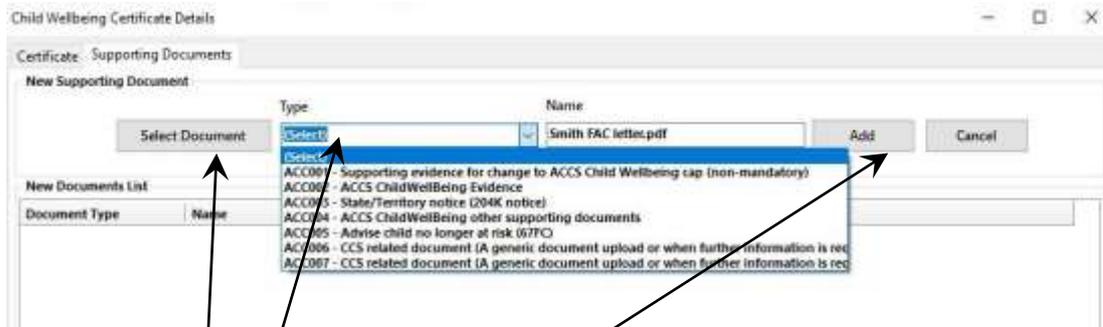
Applying for ACCS Child Wellbeing

11. Because you have ticked the ***“Is Evidence Held?”*** above, we now need to upload this document. Please make sure you have scanned this document into your Computer as a PDF.

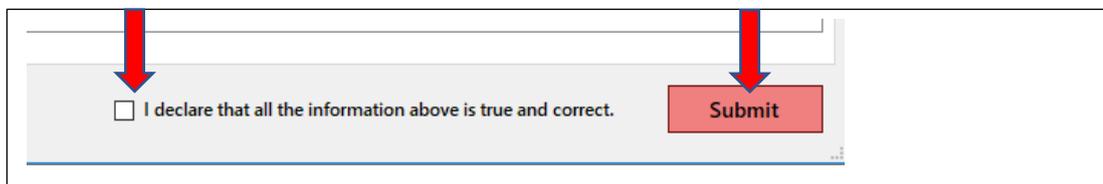
Browse back up the top of the screen and select the **“Supporting Documents”** tab



12. Adding Supporting Documents:



1. Click on ***“Select Document”***.
You will need to browse your computer for your scanned document.
2. Specify the **type**, keeping in mind that at the beginning of application when you ticked **“Is Evidence held?”** box, it told you that you needed to upload an ***“ACC003 State/Territory notice (204K Notice)”***.
3. **ADD** If you have selected multiple reasons (in step 10 Risk Reasons) you may need to upload multiple documents.
4. **“I declare”** then Submit Button.



If successful you will see a message that states that you have successfully uploaded to CCS. If you get this message you can go back to the **“ACCS Child Wellbeing, Certificates Screen** and you will see your application there with a start date, application date and status.

Please note that Determinations will not be displayed until manually approved (by Centrelink).

Applying for ACCS Child Wellbeing

13. Displaying Updated Entitlements

Now you can update the family entitlements in Kindy Manager. To do this please go to

1. Enrolments (Green toolbar)
2. Entitlements
3. Synchronize Percentages (foot of the screen). This will update your percentages. You should get a notification that the child's entitlements are now 100 hours per fortnight at 100% funding.

If this will be an ongoing matter you will need to remember that after the 6 weeks has expired you will need to reapply for a determination, for up to 13 weeks funding per application. When applying for a Determination the process is almost exactly the same, except the drop down box is for 13 weeks. You also have to nominate a "indicative time for how long you think this child might need ACCS funding (a suggested 6 months would be more than sufficient). You also need to attach further documentation (ACC002 – Evidence).

Here is a link to the Departments guidelines on ACCS Child Wellbeing

<https://docs.education.gov.au/node/50896>