



Form for exceptional circumstances supplementary relief payment.

Part A - Do you qualify?

A) Jobkeeper

Has your service registered for JobKeeper?

Yes, please attach a copy of the email from the ATO, confirming that you have registered

No, please state the reason why

If you are eligible for JobKeeper Payment you will need to consider how many employees you have who are not short term casuals, and multiply that by \$1500 per fortnight per employee.

B) Supplementary Relief Payment

If a provider/service is not eligible for JobKeeper Payment, it may be eligible for a **supplementary payment**.

1. Did the reference period did not accurately reflect your usual situation – for example,

You need more support for the children currently in your care and or

You are caring for more children, more often or for a longer time

Other reasons – please specify

2. Other questions

Is the provider/service a sole trader, or do they employ staff?

Do they have an ABN?

Are parent fees and Child Care Subsidy the sole source of normal revenue?

Do you have revenue from other sources? or

Has the overall revenue across all the parts of the enterprise fallen by at least 30 per cent?

3. Please advise:

What you received from the Early Childhood Education and Care Relief Package payment in the first week

How many children you charged fees for during the reference fortnight

How many children are actually attending and for what hours care is being provided now

4. You will need to provide:

How many children you are providing care for and how often

The number of children actually attending your provider/service

The hours of care being provided

If the provider/service is caring for the same number or more children than during the reference period, this would be relevant to the department in considering whether supplementary payment should be made.

5. Has your service been directed to close for a period of time related to COVID-19?

No, continue completing this document

Yes, if you have an official closure document for your service please contact the Synod office as a matter of urgency, and do not proceed with this application.

Part B - Applicant details

Complete all details below

1. Approved provider details

What is your Provider CRN? (9 digital number followed by a letter)

2. Child Care Service details

What is your Service CRN? (9 digital number followed by a letter)

3. Legally authorised person

A) Are you a person with management and control?

Title

First name

Surname

Position

Phone (work)

Mobile

Email

B) What is your PRODA ID (10 digit long number, no letters)

Part C - Eligibility requirements

Please select the childcare service type that you are applying for:

Centre Based Day Care

Family Day Care

In-Home Care

Outside School Hours Care

1. For Family Day Care:

Number of educators?

Number of ABNs?

2. Please check the reason that you are applying for the supplementary payment:

The amount of care you are providing has remained the same as, or significantly exceeds the reference fortnight

The amount of care is currently being provided for children of essential workers and/ or for vulnerable and disadvantaged children is significantly higher than the reference fortnight

3. Average number of children regularly being cared for weekly:

(Eg if one week you care for 10 and the next week you care for 20, then over a fortnight you would average this to 15 children)

4. Current hours of care provided for the fortnight that you would previously have charged for

(Eg in the reference week you provided session reports for the fortnight totaling 1000 charged hours, and now you provide care that you would have previously claimed as 1500 charged hours, you would put 1500 hours)

5. Current number of children being cared for weekly who are children of essential workers and/ or are vulnerable and disadvantaged children

Part D - Statement of reasons

1. The reasons why the reference fortnight used to calculate your services rate is inaccurate

Please tick all that apply below

There are a number of vulnerable families that continue to access childcare

The local community services a large public hospital, with childcare required for ongoing support to essential staff working during the pandemic

The local community services a private hospital, with childcare required for ongoing support to essential staff working during the pandemic

The local community services an aged care facility, with childcare required for ongoing support to essential staff working during the pandemic.

Essential staff are working more frequently and for longer shifts due to the pandemic

Essential staff are requiring longer hours of childcare

Essential staff are requiring more frequent access to childcare

The service levy fee is required to be collected, for service viability and is not accounted for in the government's relief package

The parent levy fee is required to be collected, for service viability and is not accounted for in the government's relief package

The service has additional fees/ fee structure that is not covered by the government's relief package (provide details)

The service provides long daycare which was not represented adequately in the reference fortnight, due to an immediate drop in attendance when the pandemic commenced

The service provides vacation care which was not represented adequately in the reference fortnight, due to school terms and school holidays

As the restrictions have continued due to the pandemic, families accessing the service have exhausted initial alternatives for childcare, and have resumed needing childcare to continue working

Due to government funding and support, families that had withdrawn or were considering withdrawing enrolment, have resumed accessing childcare as their jobs have resumed

Due to government funding and support, families that had withdrawn or were considering withdrawing enrolment, have resumed accessing childcare as they are able to look for work and utilise childcare again

This funding is required to maintain employment for all staff and ensure job availability for after this crisis

Maintaining employment significantly improves the mental health and well-being of staff during a crisis such as the COVID-19 pandemic

Childcare staff need to feel valued and essential to maintain the connections for children and families in their communities

Children accessing childcare with familiar educators, assist them to maintain their daily routines, increases their safety by maintain their community connections, and reduces anxiety during the pandemic

The service did not have any impact on enrolments in March 2020, but will have a significant impact in April 2020

The service did not have any impact on enrolments in March 2020, but will have a significant impact in *add information

The following week/ fortnight is a better representation of care provided

Reason why a different week or fortnight is a better representation of care provided:

*Please add additional information about your community or service: and make sure to include any factors that are unique and have affected your service or enrolment. Describe the demographics of your community if relevant.

2. Provide the following document/s to support your application

Please provide a document for either of the options that apply below

Attendance records for an alternate reference week that more accurately reflect the amount of care that you are providing (redact identifying information)

Report of attendance provided to families in the most recent fortnight (redact identifying information)

Once completed, please return to the Synod office