

Submit the fee relief data

Your Sp-Admin can submit fee relief data in Early Childhood Contract Management System ([ECCMS](#)) for each of your service's Start Strong for Long Day Care (SSL) funding specifications.

Your Sp-Admin will need to repeat the following steps for each -SSL funding specification.

Steps for SP-Admin/SP-User	
<ul style="list-style-type: none"> x Login to ECCMS x Click on the "Funding Specification" (1) option on the left menu. <p>Filter the funding specifications by program name Start Strong For Long Day Care. You are only required to submit fee relief data under this program. You can also identify the correct program's funding specifications from its ending "-SSL".</p> <ul style="list-style-type: none"> x Click on the funding specification ending in "-SSL" (2) that you need to submit fee relief data for. 	
<ul style="list-style-type: none"> x Click on the "Data Submission" (3) tab and then on the "01 T:3" (4) row. This will display a pop-up window with further instructions. 	
<ul style="list-style-type: none"> x Enter the number of operating weeks in the designated text field labelled "Operating Weeks" (5) x Click on "Add Document" (6). A pop-up window will appear, giving you the option to "Choose" the file you wish to upload. 	
<ul style="list-style-type: none"> x "Choose" (7) the file and click on the "Open" button to proceed. x Click on the "Upload" (8) button to start the file upload process in ECCMS. x Click on "Close" (9) and then "OK". 	

- Read the content displayed, and then click on the checkbox located under the **Declaration (10)**.
- Click on the "Submit" button to finalise the data submission process.
- Please note that only SP-Admin users can **"Submit" (11)** the data.
- SP-Users can only "Save" the data in ECCMS but do not have the permission to "Submit" it.
- If you are an SP-User and have saved the data in ECCMS, inform the SP-Admin user to "Submit" the data.

UPLOAD DATA SUBMISSION DETAILS

	↑ Add Document
Upload File	<input checked="" type="checkbox"/> Fee Relief 2023-01 Jul-31 Dec-...-SF-... .csv
Upload By	
Upload Date	26/06/2023 01:40 PM

DECLARATION

Read, Agreed and Accepted 10

I confirm the data submission is for **Happy's Long Day Care - SSL** and sepa other services under **Happy's Children Center**

Save
11
Submit
Close

Case study – Happy’s Long Day Care fee relief data submission

There are 9 children enrolled at Happy’s Long Day Care eligible for fee relief including:

- 2 children whose parent/carer/guardian have not completed a declaration and consent form.
- 5 children whose parent/carer/guardian have completed the declaration and consent form, provided full consent, and receive fee relief from the service.
- 1 child whose parent/carer/guardian has completed the declaration and consent form, provided full consent, and does not receive fee relief from the service.
- 1 child whose parent/carer/guardian has completed the declaration and consent form, provided partial consent and receive fee relief from the service.

Happy’s Long Day Care has downloaded the required data in a CSV file from their software. The downloaded file includes data for the period **01 July 2023 to 31 December 2023** for the 7 children where full or partial consent has been provided.

As seen in the table below, Happy’s Long Day Care has ensured that the information provided aligns with each child’s consent status.

Description						
Columns A to F represent the service details.	A	B	C	D	E	F
	SE-ID	Service Name	Street address line 1	Street address line 2	Suburb or Town	Postcode
	SE-90001234	Happy’s Long Day Care	1 Happy St		Happyville	2999
	SE-90001234	Happy’s Long Day Care	1 Happy St		Happyville	2999
	SE-90001234	Happy’s Long Day Care	1 Happy St		Happyville	2999
	SE-90001234	Happy’s Long Day Care	1 Happy St		Happyville	2999
	SE-90001234	Happy’s Long Day Care	1 Happy St		Happyville	2999
	SE-90001234	Happy’s Long Day Care	1 Happy St		Happyville	2999
Columns G to Q represent the Child’s personal details and additional information. Where partial consent has been provided for child Name7, the highlighted data fields are left blank.	G	H	I	J	K	L
	Child's First Name	Child's Surname	Enrolment ID	Child's Gender	Child's DOB	Child's Address Line 1
	Name1	Surname1	12345	Male	13/01/2019	10 North St
	Name3	Surname3	14567	Female	23/09/2017	102 West St
	Name2	Surname2	13456	Male	6/07/2019	10/58 South St
	Name4	Surname4	15678	Male	30/03/2020	54 East St
	Name5	Surname5	16789	Female	11/12/2019	2 Northwest St
	Name6	Surname6	17890	Female	10/10/2018	19 Southeast St
	Name7	Surname7		Male	2/04/2018	1 Northeast St
	M	N	O	P	Q	
	Child's Address Line 2	Child's suburb or town	Child's postcode	Aboriginal or Torres Strait Islander	Language Background Other Than ENGLISH (LBOTE)	
		Happyville	2999	Y	N	
	Building A	Sleepyville	2943	N	N	
	Funnyville	2986	N	N		
	Happyville	2999	N	N		
	Smartville	2913	Y	Y		
	Sleepyville	2943	N	Y		
	Happyville	2999				

Columns R to W represent Enrolment details and Cost details.

Where partial consent has been provided for child Name7, the highlighted data fields are left blank

R	S	T
Days/Sessions Attended	Hours Attended	Days/Sessions Absent
44	308	6
66	462	9
19	133	0
42	336	2
71	426	4
47	329	3

U	V	W
Total fee charged	Total Child Care Subsidy (CCS)	Total Additional Child Care Subsidy (ACCS)
\$6,350.00	\$5,025.00	
\$9,525.00	\$1,905.00	
\$2,413.00	\$1,219.20	
\$5,588.00	\$3,863.20	
\$9,525.00	\$4,762.50	
\$6,350.00	\$3,175.00	\$3,175.00
\$6,350.00	\$5,025.00	

Columns X to AA represent Fee relief details.

Child Name2 has not opted to receive fee relief from Happy's Long Day Care. The highlighted data fields will be 0 or blank.

X	Y	Z	AA
Declaration form signed and collected	Total fee relief reduction	Date/week of first fee relief payment	Date/week of last fee relief payment
Y	1055	02/07/2023	31/12/2023
Y	0		
Y	675.2	09/07/2023	29/10/2023
Y	717.4	06/08/2023	15/11/2023
Y	1055	09/07/2023	31/12/2023
Y	0	09/07/2023	31/12/2023