

Fee Relief Data Submission Template

How to complete the Fee Relief Data Submission template

This guide contains important information on how you can complete the Fee Relief Data Submission template for your service receiving funding under Start Strong for Long Day Care (LDC).

It explains how to fill in the various fields of the template so you can provide the required data to the Department of Education (DoE).

Before you start...

Before you start filling in the Fee Relief Data Submission template, please ensure that you have the information ready for all children where fee relief was provided for the relevant period in 2023 and check whether full or partial consent has been given through a declaration and consent form.

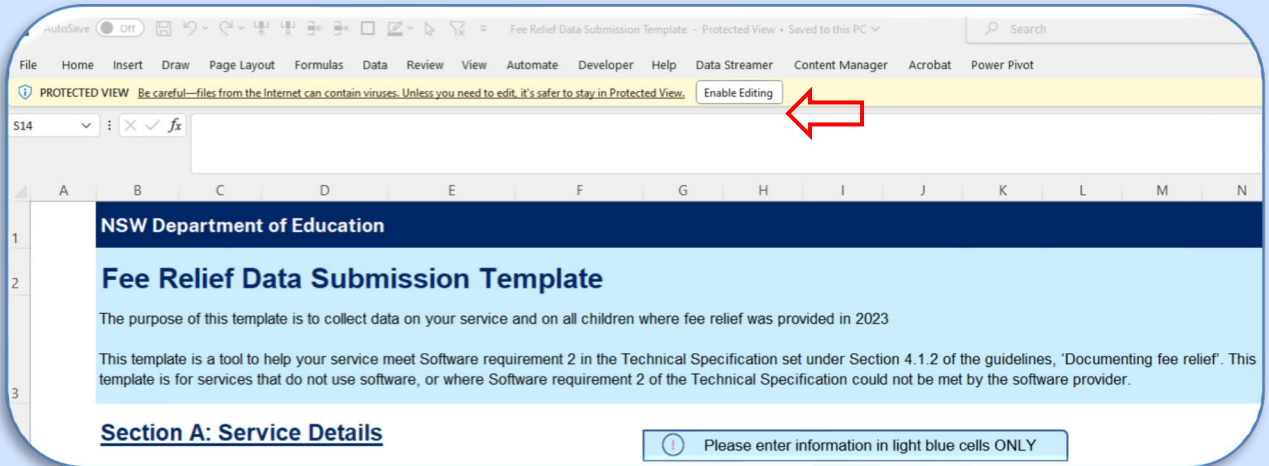
- For more information on a child's consent status and definitions of the information to provide, please refer to the [Start Strong fee relief data submission guide \(PDF 1.6MB\)](#).

Once you have the information ready, use the instructions on the next page to complete the Fee Relief Data Submission template.

Instructions to complete the Fee Relief Data Submission template

- 1 | Save the downloadable file i.e., Fee Relief Data Submission template to an accessible location on your computer.

You may see a 'Protected View' warning in a yellow banner once you open the file. If your file does not have a protected view, then you can skip to **Section A: Service Details**.



If you have a protected view of the file, then please click on the Enable Editing button in your file to proceed with entering the required data.

The information required in the Fee Relief Data Submission template is split into two sections:

- i. Section A: Service Details
- ii. Section B: Child Information

Section A: Service Details

In the first section (Section A: Service Details), you will need to enter the following information on your service:

- Service name
- Service Approval ID
- Service street address line 1
- Service street address line 2 (if applicable)
- Suburb or town
- Postcode
- Operational weeks per year
- Operational hours between Monday to Friday
- Total number of individual children paid fee relief.



Please ensure that you match your service information with the National Quality Agenda IT System (NQA ITS)

2 | The light blue cells indicate the fields which require information. To start entering information, click on the first light blue coloured cell which is located beside **Service name**:

Service name	Please enter the trading name of the service, as is recorded under the service's approval in NQA ITS
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Then enter your Service name, for example, Happy's Long Day Care.



You will only be required to enter information in light blue coloured cells in the template.

3 | Once you have completed the above step, then please proceed to the next fillable cell to enter the remaining information required.

- For help on the definitions of information for each of the fillable cells, please refer to **Data Field Definitions** from page 2 of the **[Start Strong fee relief data submission guide \(PDF 1.6MB\)](#)**.


Some of the fillable cells will provide you with a drop-down list of options to select from. Please select the correct response, or most correct response for each drop-down list provided.

Refer to the next page for more examples of responses to Section A: Service Details.

Below is an example of **Section A: Service Details** with information entered in the relevant fields.

NSW Department of Education

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The purpose of this template is to collect data on your service and on all children where fee relief was provided in 2023

This template is a tool to help your service meet Software requirement 2 in the Technical Specification set under Section 4.1.2 of the guidelines, 'Documenting fee relief'. This template is for services that do not use software, or where Software requirement 2 of the Technical Specification could not be met by the software provider.

Section A: Service Details

! Please enter information in light blue cells ONLY

Service name	Happy's Long Day Care									
Service Approval ID (Format: SE-#####)	SE-90001234									
Service street address line 1	1 Happy St									
Service street address line 2										
Suburb or town	Happyville									
Postcode	2999									
Operational weeks per year	50									
Operational hours	Monday		Tuesday		Wednesday		Thursday		Friday	
	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close
	7:00	18:00	7:00	18:00	7:00	18:00	7:00	18:00	7:00	18:00
Total number of individual children paid fee relief	3									

Please check to ensure that your service information entered in the template provided is current and accurate. Once checked, please proceed to Section B: Child Information.

Section B: Child Information

In the second section (Section B: Child Information), you will need to enter the following information on **children, enrolment details, costs, and fee relief**.

Below is an example of **Section B: Child Information** with information entered in each of the relevant fields.

Section B: Child Information														Total	Total	Total	Total				
														\$22,225.00	\$10,105.00	\$3,175.00	\$2,110.00				
Child Number	Declaration form signed and collected?	Full consent Did declaration form include consent to provide additional child information?	CHILD DETAILS											ENROLMENT DETAILS		COST DETAILS			FEE RELIEF DETAILS		
			Child's first name	Child's Surname	Enrolment ID	Child's sex (select Male/Female)	Child's date of birth (dd/mm/yyyy)	Child's Address Line 1 (Full street address. Not a PO Box address e.g. 10/56A Happy St.)	Child's Address Line 2 (Other address details if applicable e.g. Sunrise Estate)	Child's suburb or town	Child's postcode	LBOTE - Language background other than English	Aboriginal and/or Torres Strait Islander	Total Days/Sessions Attended	Total Days/Sessions Absent	Total Fee Charged	Total Child Care Subsidy (CCS)	Total Additional Child Care Subsidy (ACCS)	Total Fee Relief Reduction	Date of first fee relief payment (dd/mm/yyyy)	Date of last fee relief payment (dd/mm/yyyy)
Child 1	Yes	Yes	Name1	Surname1	123	Male	13/01/2019	10 North St		Happyville	2999	No	Yes	44.0	6.0	\$6,350.00	\$5,025.00	\$0.00	\$1,055.00	1/07/2023	31/12/2023
Child 2	Yes	Yes	Name2	Surname2	17890	Female	10/10/2018	19 Southeast St		Sleepville	2943	Yes	No	47.0	3.0	\$6,350.00	\$3,175.00	\$3,175.00	\$1,055.00	3/07/2023	29/12/2023
Child 3	Yes	No	Name3	Surname3		Female	23/05/2017	102 West St		Sleepville	2943					\$9,525.00	\$1,905.00	\$0.00	\$0.00		

- 4 | Before you enter information on a child, please make sure you have checked the **child's consent status**. This is clearly explained on page 2 of the [Start Strong fee relief data submission guide \(PDF 1.6MB\)](#).



Please do **NOT** disclose any child information without consent.

- 5 | Fill in information for all individual children where Fee Relief funding has been provided. Please check to ensure that all the information on children, enrolment, cost and fee relief entered are current and accurate.
- To understand more on what each of the above fields mean, please refer to **Data field definitions** on pages 2 to 5 in the [Start Strong fee relief data submission guide \(PDF 1.6MB\)](#).
- 6 | Once you have entered all the required child information and details on enrolment, costs and fee relief then please save the file in an accessible location on your computer. Include your service name and service approval ID (SE-#####) in the name of the file you save.
- 7 | Upload and submit the saved file in ECCMS by following the steps from page 6 to 7 in the [Start Strong fee relief data submission guide \(PDF 1.6MB\)](#).