

Technical specification for Long Day Care reporting requirements

Invoicing and reporting requirements for prescribed third party fee relief payments

From 1 January 2023, NSW Government fee relief of up to \$2,110 for eligible children attending preschool in Long Day Care (LDC) services is available. Fee relief is a [prescribed third party payment](#) and is in addition to the Australian Government's Child Care Subsidy (CCS).

The fee relief funding is allocated to services through the Start Strong program and passed through to families. For further information regarding the Start Strong Program refer to the [Start Strong for Long Day Care 2023 program guidelines](#).

Registered CCSS software providers are asked to support LDC services to meet the following data and reporting obligations and to ensure the fee relief is allocated as a prescribed third party payment as required by the Australian Government.

Start date: 1 January 2023

Software requirement 1

LDC services need to demonstrate and communicate with families through regular statements, the weekly fee relief reduction, after the Child Care Subsidy (CCS) payment has been applied.

Registered CCSS software provider ask

Update fee statements/invoices to families to display information in the following order:

- daily fee
- CCS deduction
- fee relief payment from NSW Government
- gap fee to be paid by families
- any other standard information already contained.

A manual process will be required for services that do not use software, or where this requirement cannot be met by the software provider.

Software requirement 2

LDC services must collect data and report on fee relief. The data will be used by the Department of Education (the department) for funding assurance activities, including:

- assessing the number of eligible children receiving fee relief and assisting with fee relief adjustment processes
- identifying and monitoring families that may be incorrectly claiming fee relief at multiple services
- meeting Australian Government data reporting obligations in exchange for the third-party payment exemption, which will be reported to the ABS to determine family out of pocket expenses after all government subsidies are applied.

The additional data collection requirements will not impact the report services provide to the Australian Government on CCSS data through software reporting tools.

Registered CCSS software provider ask

Ensure the following data can be recorded and extracted.

Service

Data field	Required data
SE-ID	Match to NQAITS
Name	Match to NQAITS
Address	

Child

Data field	Required data
Name	
Enrolment ID	
Gender	
Date of birth	
Address	
Aboriginal or Torres Strait Islander	Y/N
Language other than English	Y/N

Enrolment

Data field	Required data
Days/sessions attended	Number of attended days
Hours attended	Total number of attended hours
Days/sessions absent	Number of days absent

Costs

Data field	Required data
Total fee charged	
Total CCS	
Total ACCS	

Fee relief

Data field	Required data
Declaration form signed and collected	Y/N
Total fee relief reduction	
Date/week of first fee relief payment	The date (or week 1 to 52) that the fee relief was first applied.
Date/week of last fee relief payment	The date (or week 1 to 52) that the fee relief was last applied.

The data must be able to:

- be provided in bulk through a csv file
- contain a full 6 months of service and child level data
- be filtered to remove child information from the dataset where consent has not been obtained from the family through the declaration form
- be provided to the department for the following periods:
 - in July 2023 for the first data period 1 January – 30 June 2023
 - in January 2024 for the second data period 1 July – 31 December 2023

A manual process will be required for services that do not use software, or where this requirement cannot be met by the software provider.

Collection and data security

The department will store, cleanse, consolidate, and verify datasets and report to the Australian Government.

The department will protect all data received in accordance with security and privacy compliance guidelines.