

Mobile Preschool Funding program – Help Guide for the 2024 Fee Relief Top-up Payment Collection

This document has been prepared to assist service providers in completing the Mobile Preschool Funding program 2024 Fee Relief Top-up Payment data collection using [this form](#). This Help Guide is designed to read alongside the form and provides supplementary information to assist you to complete each section.

The fee relief data collection is a voluntary process for Approved Providers seeking a Fee Relief top-up payment for their mobile preschool service/s for the 2024 program year (1 January 2024 to 31 December 2024).

Please note:

If you have multiple services requiring a Fee Relief top-up payment, you will need to [submit a form](#) for each individual service.

Services funded under the Start Strong for Community Preschools program will need to submit the form [available here](#).

Before you begin, we recommend having the following information ready:

- 2024 fee relief expenditure for the calendar year
- **Total enrolments** (how many enrolments your service had per term)
- **Total enrolments claiming fee relief** (how many children claimed fee relief per term in 2024)
- **Hours of enrolment for enrolments claiming fee relief** (how many children claimed fee relief per term in 2024 and whether their total hours of enrolment across the 2024 calendar year equalled 600 hours or more; 480 to less than 600 hours, or less than 480 hours.)

You are also encouraged to review your

- fee relief funding allocation for 2024 prior to commencing a submission (for example, using your 2024 Mobile Preschools Funding program funding letter). This will assist with completing the sections asking you to reconcile your expenditure.
- 2024 Annual Preschool Census submission (available in ECCMS) to assist with verifying your enrolment information.

Introduction

Please read through the information provided.

Identification Details

Text is provided under each fillable section to guide you in providing correctly formatted answers.

Service Approval ID (SE-ID)

Please note that you will only need to enter in the SE-ID of your mobile preschool’s base/parent location, not the SE-IDs of your individual venues.

- Start by typing “SE-”, followed by the digits of your service approval ID. The form will automatically search through the list to find your service approval ID. Once you have located it, you can select it.
- If you have chosen the wrong SE-ID by accident, you can click on the ‘x’ to the left of the incorrectly chosen SE-ID to remove it. You can then try to find your correct SE-ID again.
- You can only choose one SE-ID per submission. A separate submission will need to be completed for each funded service.

Provider Approval ID (PR-ID)

- Start by typing “PR-”, followed by the digits of your provider approval ID. The form will automatically search through the list to find your provider approval ID. Once you have located it, you can select it.
- If you have chosen the wrong PR-ID by accident, you can click on the ‘x’ to the left of the incorrectly chosen PR-ID to remove it. You can then try to find your correct PR-ID again.
- You can only choose one PR-ID per submission.

Provider ABN

- Please type your provider ABN into the fillable section, and then click “Lookup”.
- The box beneath should be filled with your ABN details. If these details are not correct, please double-check the ABN you entered and try again.

2024 Fee Relief expenditure

Fee Relief Expenditure

On this page, you’ll provide information about the fee relief funding under the Mobile Preschool Funding program that your service expended between 1 January 2024 and 31 December 2024. Please read through all the details of this page to ensure you complete this section accurately.

The fee relief data collection only aims to capture a fee relief related deficit.

- Please provide the amount of fee relief expended in 2024 to two decimal places.
- Please do not include \$ symbol.

2024 Enrolment Information

In this section, you will need to enter the number of your enrolments by term, then identify how many enrolments claimed fee relief, followed by whether they were enrolled for 600 hours or more, 480 to less than 600 hours, or less than 480 hours in 2024.

Please note that you only need to note children who claimed fee relief – do not enter information for children who did not receive fee relief in each term.

The department recognises that you may not have access to precise information to complete this section. If you are unsure, please estimate to the best of your ability when completing this page.

The department will use the information provided in this section to cross-reference the figures you have provided. The department will also use information you have submitted via the 2024 Annual Preschool Census and may also use other fiscal information you have provided to the department as part of your requirements of 2024 program.

2024 Enrolment Information

- Please complete Total Enrolments section with number of enrolments for each term.
- Total Enrolments Claiming Fee Relief section – only include enrolments that claimed fee relief.

Help Tool – Identifying Hours of Enrolment

- Fee relief funding under the Mobile Preschool Funding program is based on the number of hours each child is enrolled at your service each week, extrapolated for the whole year.
- This section allows you to understand how many hours a child must be enrolled at your service per week to be eligible for either the highest amount of fee relief funding under the Mobile Preschool Funding Program, or a pro rata rate.
- For example, for a service that is operational for 40 weeks a year, a child must be enrolled for at least 15 hours a week to reach 600 hours of preschool per year; or 12 hours a week to reach 480 hours of preschool enrolment per year.
- The operating weeks of your service will be a factor in the total hours of enrolment per year.

Please note the help tool identifies enrolments above and below 480 hours per year only.

Hours of Enrolments Breakdown for Children Claiming Fee Relief

- Please complete first row of boxes with the number of enrolments claiming fee relief for 600 hours or more per year, broken down by term.
- Please complete the second row of boxes with number of enrolments claiming fee relief for 480 to less than 600 hours per year, broken down by term.
- Please complete the third row of boxes with number of enrolments claiming fee relief for less than 480 hours per year, broken down by term.

Enrolment Check

- This section will automatically show the number of enrolments that received fee relief per term, based on the numbers you provided in the above Total Enrolment Claiming Fee Relief section.
- If the numbers are different, please check the information submitted in the “hours of enrolment” breakdown question (enrolments by term for 600 + hours, 480 to less than 600 hours, and less than 480 hours).

Review & Conclusion

Thank you for submitting your information. You have reached the end of the submission for this service. Please provide any comments you have in the comment & feedback sections and complete the declaration section to complete your submission.

Contact us

If you need to correct any information submitted, please contact Community and Mobile Preschools Funding via ecec.funding@det.nsw.edu.au to make amendments.

