

# Start Strong for Community Preschools – Help Guide for the 2024 Fee Relief Top-up Payment Collection

This document has been prepared to assist service providers in completing the Start Strong for Community Preschools 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 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 Mobile Preschool Funding 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 hours of enrolment across the year equalled more than 600 hour or less than 600 hours.)

You are also encouraged to review your

- fee relief funding allocation for 2024 prior to commencing a submission (for example, using your 2024 Start Strong for Community Preschools 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)

- 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

On this page, you will provide information about the Start Strong for Community Preschools Fee Relief Payments 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 more than 600 hours annually or less than 600 hours annually. 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 the 2024 Start Strong for Community Preschools 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

This section is not mandatory but may assist when identifying hours that a child will need to be enrolled to meet 600 hours of preschool requirement.

- Start Strong for Community Preschools funding is based on the number of hours per week each child is enrolled at your service, extrapolated for the whole year.
- This section allows you to understand how many hours an enrolment must be enrolled at your service per week to be eligible for either the highest amount of Start Strong for Community Preschools fee relief funding, or a pro rata amount.
- 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, and therefore be eligible for the highest amount of fee relief funding.
  - On the other hand, for a service that is operational for 46 weeks in a year, a child only needs to be enrolled for at least 13 hours a week to reach 600 hours, in order to be eligible for the highest amount of fee relief funding.

## Hours of Enrolments Breakdown for Children Claiming Fee Relief

- Please complete first row of boxes with number of enrolments claiming fee relief for 600+ hours for each term.
- Please complete second row of boxes with number of enrolments claiming fee relief for less than 600 hours for each term.

The final row of boxes will automatically show the number of children claiming 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 what numbers you recorded in the Enrolments Claiming Fee Relief for 600+ Hours section and the Enrolments Claiming Fee Relief for Less than 600 Hours section.

## 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](mailto:ecec.funding@det.nsw.edu.au) to make amendments.