

# What you need to do this week to make sure your service and your educators stay viable

**This information was prepared on 14 April 2020.**

*Disclaimer: The content of this information is provided for information purposes only. No claim is made as to the accuracy or authenticity of the content, although obviously we have tried to ensure it. Information is provided on the basis that services and educators undertake responsibility for assessing the relevance and accuracy of its content. This information was prepared on 14 April 2020.*

## What your service needs to do for your educators

### 1. Confirm how you have decided to distribute the 50% payment.

By now we are presuming that most services have decided how to distribute the 50% payment and distributed the first amount to educators. We suggest looking at this again and ensuring you are happy with your decision. Once you have done this assure your educators that they will continue to get this payment until CCS resumes except for the last week of June – see below.

### 2. Determine how to distribute the double payment

This week you will receive a double payment under the Early Childhood Education and Care Relief Package. How are you going to distribute this? The aim of this payment is to help services and educators with cash flow while they are waiting on the money to flow through from JobKeeper. Didn't know about the double payment? Read more [here](#) – bottom of page 3. (Please note it in an advance on the last payment of this financial year – so you won't get a usual payment then.)

### 3. Encourage your educators to register for JobKeeper as sole traders now!

They MUST register in April to be eligible for it to be back paid for March. The first payment will come in the first week of May.

#### Important for educators to know about JobKeeper

- It starts from 30 March 2020 for the next 6 months.
- Only educators that have ABNs and are citizens, residents or holders of 444 visas are eligible.



- Simplest way for educators to prove eligibility is a decline in income of 30%+ from now to the same period last year.
- An educator may need a letter from your service to justify getting JobKeeper if they are in the following two situations:
  - Where an educator only came on during the last 12 months. You will need to say what their expected income as an educator would have been from March 1, 2020 per week and what it will now be. (This is to show they will or have had an expected drop in income of more than 30%.)
  - Where an educator has been with the service more than 12 months and their income was expected to be higher than what it was last year because they had taken on more children or were working more hours but has subsequently gone down because of coronavirus. (This is also to show that they will or have had an expected drop in income of more than 30%.)
- More information on JobKeeper for Sole Traders can be found [here](#).
- Educators register for JobKeeper [here](#). (Please remember the information sent out previously about ensuring the Educator's ABN and Trading name match.)

Where your service has distressed or disaffected educators you may wish to remind them that JobKeeper at \$1500 per fortnight is 70% of the average wage in Australia and they will also be getting a payment via the Early Childhood Education and Care Relief Package (the 50% payment) as well. Also get them to read the Department's special FDC flyer [here](#).

**4. Explain to your educator's that your service will be applying for Special Circumstances funding and what that may mean for them.**

This may just mean explaining that you will apply and when you know more information you will let them know, but if you are successful it will mean more money for them.

**5. Explain that the Department has updated previous information about families that were ineligible for "free childcare".**

If you had families that were ineligible for CCS because of visa reasons – if you had them on another sort of arrangement other than a Complying Written Arrangement (CWA) such as a Relevant Arrangement they are still eligible for free childcare. See [here](#) under the immunisation heading for more information.

**6. Give your educators more information about keeping themselves safe from COVID-19.**

We suggest getting all educators to listen to the special Norman Swan webinar for educators that was conducted by Healthy Australia. It is free once they enter their details [here](#). (Also good for your co-ordinators to watch.)



# What you need to do for your service

## 1. Apply for an Exceptional Circumstance Supplementary Relief Payment

This will give additional funds to services such as FDC services where:

- The amount of care your educators are providing has remained the same as, or significantly exceeds the reference fortnight; OR
- Your educators are providing more care now (more children or more hours) because of COVID-19.
- Find out more [here](#)
- Apply [here](#) (Scroll down to 'Early Childhood Education and Care Relief Package - exceptional circumstances Supplementary Relief Payment')

To complete the application, you need:

- details such as your Provider ID, Your Service ID and the PRODA ID and login of whoever is making the application.
- you need to know how many educators you currently have and how many of them have an ABN (usually these numbers are the same).
- you need to attach the email you get from the tax office when you registered your intent to apply for JobKeeper.
- You will need to fill in the screen which we have screenshot below. Please note that all children who have 1 parent working are children of essential workers.

### 9. Detail the number of children you are providing care for and why you expect this to continue over the period to 28 June 2020.

Current number of children regularly being cared for **weekly**.

(you can average for a week over a fortnight if needed - e.g. if you provide care to 10 children one week and 20 children the next week on a regular fortnightly cycle - the average distinct children cared for weekly would be 15 children)

Number of children regularly being cared for **weekly** \*

Current hours of care provided for the **fortnight** that you would previously have charged for (e.g. if in the reference week you provided session reports for a fortnight totalling 1,000 charged hours, and now you provide care that you previously would have claimed as 1,500 charged hours, then you would enter 1,500 hours)

Current hours of care provided for the **fortnight** that you would previously have charged for \*

Current number of children regularly being cared for **weekly** who are children of essential workers and/or are vulnerable and disadvantaged children

Current number of children \*



- You also need to answer in 3000 words or less why the reference fortnight is inaccurate or is not representative of the usual pattern of attendances and/or fee reduction amounts and provide evidence such as attendance records. We have emailed our member services some proforma answers that you may wish to use for this.

## 2. Register for JobKeeper for your staff if you haven't yet done so

You MUST register in April to be eligible for it to be back paid for March.

### Important for your service to know about JobKeeper

- You must notify your staff that you are applying for JobKeeper for them. You must apply for all your staff – including any that have organised to have time without pay.
- Remember if a staff member earns less than \$1,500 per fortnight, they will now need to be paid \$1,500 less tax per fortnight. Other staff will receive their usual pay.
- JobKeeper commences from 30 March for the next 6 months. The first payment will come in the first week of May.
- Simplest way for your service to prove eligibility is to show a decline in income of 15%+ from now to the same period last year plus registration with ACNC.
- More information on JobKeeper can be found [here](#) and [here](#).

## 3. Read key documents that were updated on Good Friday 10 April 2020

- [www.dese.gov.au/covid-19/childcare/childcare-faq](http://www.dese.gov.au/covid-19/childcare/childcare-faq)
- [www.dese.gov.au/covid-19/childcare/childcare-faqfamilyinhomecare](http://www.dese.gov.au/covid-19/childcare/childcare-faqfamilyinhomecare)
- [www.dese.gov.au/system/files/doc/other/early\\_childhood\\_education\\_and\\_care\\_relief\\_package\\_exceptional\\_circumstance\\_supplementary\\_payment\\_0.pdf](http://www.dese.gov.au/system/files/doc/other/early_childhood_education_and_care_relief_package_exceptional_circumstance_supplementary_payment_0.pdf)