



Australian Government



# Request for Jobs, Education and Training Child Care Fee Assistance

## Giving this information to Centrelink

You can give this information by calling us on **13 6150**.

If you are applying for Jobs, Education and Training Child Care Fee Assistance (JETCCFA) you can provide your details by either:

- calling **13 6150**, or
- completing this form.

Applying for JETCCFA over the phone will enable us to process your claim more quickly. Before calling us on 13 6150, you will need to make sure you have all the information you need. Alternatively, you should complete and return this form as soon as possible.

Your entitlement for JETCCFA cannot be assessed until this information is received. In some cases, you may only be eligible for JETCCFA from the date this form is lodged.

- Please use blue or black pen only.
- The information you provide is needed to calculate your entitlement for JETCCFA under JETCCFA Guidelines.
- Please read the information about JETCCFA before you complete this form.
- Please note: If there is any change to your child care or activity arrangements after you have lodged this form, call the Family Assistance Office on **13 6150** as soon as you are aware of the change.
- For more information about JETCCFA call the Family Assistance Office on **13 6150**.

### For more information:

- **TTY service** Freecall™ **1800 810 586\*** Only for people who are deaf or have a hearing or speech impairment. A TTY phone is required to use this service.
- To speak to the Family Assistance Office in languages other than English, call **13 1202**.

\*Calls to '13' numbers from a standard telephone service can be made from anywhere within Australia for not more than the cost of a local call (call charges may vary depending upon the telephone service provider). Calls to '1800' numbers are free of charge. Calls from public and mobile telephones may be charged at a higher rate.

## Information about JETCCFA

Under JETCCFA Guidelines, you may qualify for extra financial assistance to help with your child care fees if:

- You are receiving a qualifying income support payment
- You have an Activity Agreement in place (An Activity Agreement is a written agreement that sets out the action(s) you agree to take to improve your employment prospects and to find work.)
- You require approved child care to take up paid employment or to conduct the activities in your Agreement
- You receive the maximum rate of Child Care Benefit. (If you are not in receipt of Child Care Benefit and would like to claim, you will need to complete and attach a **Claim for Child Care Benefit to reduce your fees** form or you may be eligible to claim over the phone or online). For more information, call the Family Assistance Office on **13 6150** or go to our website at [www.familyassist.gov.au](http://www.familyassist.gov.au)

### What is JETCCFA?

JETCCFA provides extra help with the cost of approved child care for eligible parent(s)/guardian(s) undertaking activities such as job search, work, study or rehabilitation as part of an Activity Agreement, to help them to enter or re-enter the workforce.

### How is JETCCFA calculated?

JETCCFA can help meet the costs of child care by paying most of the 'gap fee' – the difference between the total child care fee and the amount covered by Child Care Benefit for care related to participation in JETCCFA approved activities.

JETCCFA payments are made directly to the child care service on behalf of parent(s)/guardian(s). Parent(s)/guardian(s) will make a contribution towards the cost of care.

### Will JETCCFA apply to all my child care hours?

JETCCFA will apply to the sessions of child care that you require to undertake your JETCCFA activities.

JETCCFA can be paid in some situations if you are charged for child care when your child is absent. Payment can be made for up to 30 days of absences for each child per financial year. Talk to your service provider about the reason for the absence. If you have a special reason, the absence may not be counted as one of your child's 30 allowable absences.

Parent(s)/guardian(s) should consider how the limit on allowable absences may affect their situation for periods where they may not require care e.g. semester breaks for study.

#### **What are approved activities for JETCCFA?**

- Paid work or setting up a business
- Unpaid work
- Job search
- Study and training
- Personal support activities
- Labour Market Programs (e.g. Work for the Dole, Green Corps)

**Please note:** The period you can receive JETCCFA for each of these activities is limited.

#### **How do I apply for JETCCFA?**

- You need to complete Part A of the attached form.
- You need to get each of the Child Care Service Provider(s) that you use, to provide the information for Part B of the form.
- You can provide the required information by calling the Family Assistance Office on **13 6150**, or you can return both Parts of the form to your local Centrelink office.
- Centrelink will finalise your assessment and advise you of the outcome by phone, usually within 24 hours. They will confirm the outcome in writing.
- If you are eligible for JETCCFA, we will also tell your Child Care Service Provider(s).

If you need further information about JETCCFA, you can contact us to request the Job, Education and Training Child Care Fee Assistance Fact Sheet, alternatively, you can visit our website at

**[www.familyassist.gov.au](http://www.familyassist.gov.au)**

#### **Privacy and your personal information**

Personal information is protected by law, including the Commonwealth Privacy Act.

The information you provide on this form will be used to determine your eligibility for, and provide payments and services to you, and where relevant, third parties. This information may also be used to detect or prevent fraud and/or recover overpayments.

Centrelink usually gives some or all of your information to the Commonwealth Department of Human Services, its agencies, policy departments (Department of Employment and Workplace Relations, Department of Education, Science and Training and Department of Families, Community Services and Indigenous Affairs) and their contracted service providers, including Job Network members (where that department or contracted service provider is providing payments or services to you) for the purposes of:

- determining eligibility for correct payment
- referral for appropriate assistance
- determining eligibility and/or suitability for employment assistance and other appropriate services
- provision of services and payments
- evaluation and monitoring of services provided by Centrelink, its policy departments or contracted service providers
- recovery of overpayments.

Centrelink may disclose limited information (for example, income) about you to other individuals when your circumstances affect their entitlement to payments and services.

Limited personal information collected from you may be used to conduct customer research run by the Commonwealth Department of Human Services, Centrelink, its policy departments or by research organisations on their behalf. Your participation in customer research is valued, however if you do not wish to take part please call the Customer Relations number on Freecall™ 1800 050 004 (refer to the factsheet *Customer Research and You*) for more information.

Centrelink can give your information to other persons, bodies or agencies without your permission in circumstances where Commonwealth legislation requires or authorises the disclosure. For example, Centrelink may give some or all of your information about income and taxation matters to the Australian Taxation Office and the Child Support Agency for their use.

You can get more information from the factsheet, *Your Right to Privacy*, from your local Centrelink office, you can call Centrelink on **13 6150** to request a copy, or visit the Centrelink website at

**[www.centrelink.gov.au](http://www.centrelink.gov.au)**

**Please separate this page, to keep for your information.**

**Return the form to your local Centrelink Customer Service Centre, or provide the required information by calling the Family Assistance Office on 13 6150.**



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# Request for Jobs, Education and Training Child Care Fee Assistance

Verification of your activity and child care requirements

## PART A

### Your details

#### 1 Your personal details

Your family name

First given name

Second given name

Date of birth  /  /

Your Customer Reference Number (if known)

#### 2 Your activity details

Please provide details of your paid employment of the activities from your Activity Agreement that you will be undertaking that require you to use approved child care. You should contact us to update your Agreement if it does not include this information. If your activity type is paid work, this does not have to be updated in your Agreement.

#### Work

Employer/Provider Name

Employer/Provider Phone (  )

Start date  /  /

Job title

Full-time  Part-time  Casual  Voluntary (unpaid)

Is this employment ongoing? Yes  No  End date  /  /

Employer/Provider Name

Employer/Provider Phone (  )

Start date  /  /

Job title

Full-time  Part-time  Casual  Voluntary (unpaid)

Is this employment ongoing? Yes  No  End date  /  /

#### Training or studying

Institution/Provider Name

Exact course title

When are you attending the course this year? From  /  /  To  /  /

Are you enrolled full-time or part-time? Full-time  Part-time

What is the total duration of your course if studied full-time?  (e.g. 12 months, 3 years etc)

What date do you expect to complete your entire course?  /  /

#### Job Search

Employment Service Provider

Start date  /  /  End date  /  /

#### Other

Type e.g. Personal Support or Green Corps

Institution/Provider Name

Type

Start date  /  /  End date  /  /

**3 Please provide details of the times you will be undertaking these activities.**

If you are required to travel to and from your activity, or are studying and require additional hours to undertake study at home, please include this time in the table below.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Example</b>	8am-4pm		4pm-6pm				
<b>Paid work* - Employer one</b>							
<b>Paid work* - Employer two</b>							
<b>Voluntary work</b>							
<b>Training or studying</b>							
<b>Job Search</b>							
<b>Other activities</b> please list							

\* If the work is casual, please record the times in the above table that you are working for the current week.

Do you expect the number of hours per week, in each activity, to continue?

- No  ► You must contact Centrelink as soon as you become aware that your hours will change  
 Yes  ► Go to next question

**4 Please provide details of your Employment Service Provider**

Name of Provider

Agency location

Postcode

Phone (  )

**5 Your statement**

This statement must be signed by you.

**I declare that:**

- the information provided in this form is complete and correct.

**I understand that:**

- giving false or misleading information is a serious offence.
- the Family Assistance Office can make any enquiries necessary to ensure that I receive the correct entitlements.
- the Family Assistance Office may provide the outcome of my assessment to the Employment Service Provider specified on this form.

**Your signature**

**Date**

 /  / 

Daytime telephone contact

 (  )

**PART B**

**Child Care details**

**To be provided by your approved Child Care Service Provider(s)**

Please provide details of the child care hours required by the parent/guardian to undertake the activities they have indicated in Part A of this form. Please only include hours and fees that relate to child care for these activities. **Please indicate if an orientation period (trial period) is needed by the child(ren).**

**1 Child Care details**

**Child Care Service Provider**

  


Service CRN

Contact phone number

Contact Name

Is the family's placement confirmed in your service? No  Yes

List name(s) of child(ren)	Trial period		Start date of care	End date of care if applicable	Sessions of care							Total weekly sessional time for JETCCFA activity	Total weekly fee for JETCCFA hours
	Y	N			Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		
			/ /	/ /	Hrs : Mins	Hrs : Mins	Hrs : Mins	Hrs : Mins	Hrs : Mins	Hrs : Mins	Hrs : Mins	hrs	\$ : ¢
			/ /	/ /	:	:	:	:	:	:	:	hrs	\$ : ¢
			/ /	/ /	:	:	:	:	:	:	:	hrs	\$ : ¢

**2 Child Care details**

**Child Care Service Provider**

  


Service CRN

Contact phone number

Contact Name

Is the family's placement confirmed in your service? No  Yes

List name(s) of child(ren)	Trial period		Start date of care	End date of care if applicable	Sessions of care							Total weekly sessional time for JETCCFA activity	Total weekly fee for JETCCFA hours
	Y	N			Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		
			/ /	/ /	Hrs : Mins	Hrs : Mins	Hrs : Mins	Hrs : Mins	Hrs : Mins	Hrs : Mins	Hrs : Mins	hrs	\$ : ¢
			/ /	/ /	:	:	:	:	:	:	:	hrs	\$ : ¢
			/ /	/ /	:	:	:	:	:	:	:	hrs	\$ : ¢

**3 Child Care details**

**Child Care Service Provider**

  


Service CRN

Contact phone number

Contact Name

Is the family's placement confirmed in your service? No  Yes

List name(s) of child(ren)	Trial period		Start date of care	End date of care if applicable	Sessions of care							Total weekly sessional time for JETCCFA activity	Total weekly fee for JETCCFA hours
	Y	N			Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		
			/ /	/ /	Hrs : Mins	Hrs : Mins	Hrs : Mins	Hrs : Mins	Hrs : Mins	Hrs : Mins	Hrs : Mins	hrs	\$ : ¢
			/ /	/ /	:	:	:	:	:	:	:	hrs	\$ : ¢
			/ /	/ /	:	:	:	:	:	:	:	hrs	\$ : ¢