



## Notes for Child Care Benefit for registered care

### Purpose of these notes

These notes provide information for people using registered child care who want to claim Child Care Benefit.

With registered care, you are entitled to the registered care rate of Child Care Benefit for a maximum of 50 hours of care per child per week, but you are not entitled to the Child Care Rebate.

**Note:** You can only claim Child Care Benefit for periods of child care that you or your partner are liable for, have already been used and paid for at the time of the claim.

### For more information

Go to [humanservices.gov.au/childcare](http://humanservices.gov.au/childcare) or call us on **136 150** or visit one of our service centres.

If you need a **translation** of any documents for our business, we can arrange this for you free of charge.

To speak to us in languages other than English, call **131 202**.

**Note:** Call charges apply – calls from mobile phones may be charged at a higher rate.

If you have a hearing or speech impairment, you can contact the **TTY service** on Freecall™ **1800 810 586**. A TTY phone is required to use this service.

**Keep these Notes (pages 1 to 7) for your information.**

## What is Child Care Benefit?

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Child Care Benefit is assistance to help with the cost of child care. Child Care Benefit can be claimed in different ways depending on the type of child care you use. It is not available through the tax system.

Child Care Benefit is a payment to help families who use:

- **registered** child care, **and/or**
- **Child Care Benefit approved** child care.

**Registered care** is child care provided by nannies, grandparents, relatives or friends who are registered with us. In some circumstances it can also include child care provided by individuals in private pre-schools, kindergartens and some outside school hours care services, including before and after school care and vacation care, and some occasional care centres. Your child's carer must be registered with us for you to claim Child Care Benefit. Your child's carer should go to [humanservices.gov.au](http://humanservices.gov.au) or call us on **136 150** for information on how to become registered.

**For families using registered care** — You can only claim Child Care Benefit by completing this form and lodging it with your child care receipts **within 12 months from the date care was provided**. For example, if you use child care on 11 August 2015, you must lodge your claim by 10 August 2016.

You cannot be paid for any sessions of care for your child if you are the registered child care provider.

**Child Care Benefit approved child care** is provided by child care services approved by the Department of Social Services to receive Child Care Benefit on behalf of eligible families. Most long day care, family day care, before and after school care, vacation care, in home care and occasional care services are Child Care Benefit approved child care services. Your child care service can advise you if they are an approved or registered child care service.

You should discuss with your child care services if you are not sure whether they provide an approved care or registered care child care service.

**For families using Child Care Benefit approved care** — **please do not use this form.**

For information about the different ways you can claim Child Care Benefit for approved care, go to [humanservices.gov.au/childcare](http://humanservices.gov.au/childcare). To find a Child Care Benefit approved child care provider in your area search the website [mychild.gov.au](http://mychild.gov.au) or call the Child Care Access Hotline on **1800 670 305 (TTY 1800 639 327)**.

**For families using registered care AND Child Care Benefit approved care** — You will need to claim Child Care Benefit separately for each type of care.

We also need to know if each child attends school. For Child Care Benefit purposes, a school child is a child who attends primary or secondary school or is on a break from school (for example, school holidays) and will be returning to primary or secondary school after that break.

Refer to the table (on page *Notes—3*) for the recognised Primary school levels for each state and territory.

State/Territory	Recognised Primary Level		Not recognised as Primary Level
New South Wales	Kindergarten	Years 1–6	Preschool
Victoria	Preparatory	Years 1–6	Kindergarten/Preschool
Queensland	Preparatory	Years 1–6	Kindergarten/Preschool
South Australia	Reception	Years 1–7	Kindergarten
Western Australia	Pre-primary	Years 1–6	Kindergarten
Tasmania	Preparatory	Years 1–6	Kindergarten
Northern Territory	Transition	Years 1–6	Preschool
Australian Capital Territory	Kindergarten	Years 1–6	Preschool

**Note:** You cannot claim for any care provided in compulsory schooling. Once your child commences the recognised primary level of school (as noted in the table above), you can only claim for care provided for periods before and after school hours including vacation care.

Once you have completed this form and lodged it with your child care receipts\*, we will send your payment to your nominated account. We do not make cash payments.

### Definition of a partner

For the Australian Government Department of Human Services purposes a person is considered to be **your partner** if you and the person are living together, or usually live together, and are married, or in a registered relationship (opposite-sex or same-sex), or in a de facto relationship (opposite-sex or same-sex).

We consider a person to be in a de facto relationship from the time they commence living with another person as a member of a couple.

\* Child care receipts should include:

- the service provider's Customer Reference Number
- the hours of care, and
- dates when the care commenced and ended
- the amount paid for each child in care.

## About the work, training or study test

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To be eligible for Child Care Benefit if you are using a registered child care provider, you (and your partner) must satisfy the work, training or study test at some time during the week (Monday to Sunday) in which the care was provided.

For example, if you had your child in registered care on Thursday 10 July 2014, you (and your partner) must satisfy the work, training or study test at any time during the week beginning Monday 7 July and ending Sunday 13 July.

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### You satisfy the work, training or study test if:

- you (OR your partner) get Carer Allowance for a child (Carer Allowance is an income supplement that provides assistance to parents and guardians who care for a child with a disability)
- OR
- you (AND your partner) meet the eligibility requirements listed below at some time during the week in which the care was provided.

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### Eligibility requirements

**Working** Working includes: paid full time, part time or casual work, self-employment, paid leave, sick leave, paid or unpaid parental leave (maximum 12 months per family), other paid leave, carer leave, carer sick leave and setting up a business.

**Voluntary work** Voluntary work that improves your work skills. Alternatively, voluntary work that does not improve your work skills must be undertaken for at least 15 hours a week or 30 hours a fortnight.

**Looking for work** You are actively looking for suitable paid employment for the entire period, unless you are otherwise meeting your Mutual Obligation Requirements while you are claiming an income support payment that requires a Job Plan such as Newstart Allowance, Youth Allowance or Parenting Payment.

**Studying/training** Studying and training includes undertaking a course to increase your job prospects, attending a school, university or college, and being on a semester break.

**Other circumstances** Have a disability, caring for an adult or child who has a disability, are outside Australia or in prison.

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**Please note:** If you have a partner, you and your partner:

- do not have to be in the same category, and
- do not have to satisfy the work, training or study test on the same day—so long as you both satisfy the work, training or study test at some time during the week in which the care was provided.

If you have a partner, only one of you can satisfy the work, training or study test under the *other circumstances eligibility* requirement.

Remember, if you have a partner then both of you must meet any one of these requirements to claim Child Care Benefit for registered care, unless one of you receives Carer Allowance for a child.

*For example* To be eligible for up to 50 hours of Child Care Benefit per week for a child in **registered care**, a couple could be (and these are not the only possibilities):

- both working
- one working and one studying
- one with a disability and the other partner working
- one with a disability and the other partner caring for that person
- one studying and the other partner caring for a child with a disability
- one receiving Carer Allowance for a child.

For **Child Care Benefit approved care**, the work, training or study test requirements are different.

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### **Commencing or returning to work**

If you (or your partner):

- are the lower income earner in a couple, **and**
- commence or return to work for the **FIRST** time after the birth of a child or caring for a child who has come into your care,

you may be entitled to the maximum rate of Family Tax Benefit Part B for the period during the financial year before you commenced or returned to work and in which you were not in receipt of Parental Leave Pay. Family Tax Benefit Part B is not payable to families if the higher earner's income is more than \$150,000 for the financial year or for any period in which the family was in receipt of Parental Leave Pay.

For more information on returning to work, go to [humanservices.gov.au/childcare](http://humanservices.gov.au/childcare)

## Immunisation

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### Immunisation details

To receive Child Care Benefit for any child under 20 years of age, your child must meet immunisation requirements at the time you lodge your claim. If your child does not meet the immunisation requirements, you will not be eligible for Child Care Benefit.

**Note:** If you are not eligible for Child Care Benefit, you will not be entitled to receive Child Care Rebate.

If your child has a medical reason for not being fully immunised, please talk to your general practitioner.

For more information about immunisation requirements, go to [humanservices.gov.au/immunisation](https://humanservices.gov.au/immunisation)

You need to provide your child's Medicare number when you claim. We will use the card number to check your child's immunisation status with the Australian Childhood Immunisation Register.

You do not need to tell us when your child meets the immunisation requirements as your vaccination provider will provide this information to the Australian Childhood Immunisation Register. We will check the Australian Childhood Immunisation Register for updates to your child's immunisation information.

For more information about the Australian Childhood Immunisation Register, go to [humanservices.gov.au/acir](https://humanservices.gov.au/acir)

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### Australian Childhood Immunisation Register

The Australian Childhood Immunisation Register (the Immunisation Register) is a national register that records details of vaccinations given to children who live in Australia, helping parents make sure that their children are fully immunised.

If your child does not have a Medicare number you can complete a Medicare enrolment for your child. Children who are enrolled in Medicare are automatically included on the Immunisation Register.

Children who are not eligible to enrol in Medicare will be added when a general practitioner or vaccination provider sends the details of a vaccination to the Immunisation Register.

For more information, go to [humanservices.gov.au/acir](https://humanservices.gov.au/acir)

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### Other health assistance

For more information about health assistance such as Medicare Safety Net or Pharmaceutical Benefits Scheme Safety Net, go to [humanservices.gov.au/medicare](https://humanservices.gov.au/medicare)

You may also be eligible for assistance under the Child Dental Benefits Schedule. For more information, go to [humanservices.gov.au/childdental](https://humanservices.gov.au/childdental)

Online Services offers you a quick and easy way to do your business with us by using phone or Online Services options at a time that is convenient to you.

### ***Online Services***

Registration for Online Services is easy and only takes a few minutes. You can register by going to [humanservices.gov.au/centrelinkonline](https://humanservices.gov.au/centrelinkonline). When you register, you will be given a Customer Access Number (CAN) and asked to choose a password.

Once online, you can:

- make a claim for Family Tax Benefit and Child Care Benefit for Approved Care (includes Child Care Rebate) for the previous financial year
- update your income estimate and see how it affects your payments
- request an advance payment of Family Tax Benefit
- see your Family Tax Benefit advance details
- check when you will be paid
- access a range of other services
- update your personal details
- update or view your child's details
- update your Child Care Rebate payment frequency (only between April – June each financial year)
- complete family assistance reviews.

You can access your Centrelink online account through myGov. myGov is a simple and secure way to access a range of government services online with one username and password. You can create a myGov account at [my.gov.au](https://my.gov.au) and link it to your Centrelink online account.

### ***Phone Online Services***

Online Services by phone is also available 24 hours, 7 days a week. Once registered you will be given a PIN and can phone **136 240** to access various information including:

- your income estimate
- your Family Tax Benefit advance details
- your payment history
- request an advance payment of Family Tax Benefit.

Customer support for this number is available from 8.00 am to 8.00 pm (local time) Monday to Friday except national or state public holidays.

For more information about Online Services or availability times, go to [humanservices.gov.au/centrelinkonline](https://humanservices.gov.au/centrelinkonline)

### ***Express Plus Centrelink mobile app\****

You can do some of your Centrelink business and read important updates about payments and services we provide on the go.

For more information about Express Plus Centrelink mobile app, go to [humanservices.gov.au/expressplus](https://humanservices.gov.au/expressplus)

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\* Download Express Plus Centrelink mobile app from the App Store or Google Play™. App Store is a service mark of Apple Inc., registered in the U.S. and other countries. Google Play is a trademark of Google Inc.

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# Claim for Child Care Benefit for registered care

## When to use this form

Use this form if you are using registered child care and want to claim Child Care Benefit.

**Note:** You can only claim Child Care Benefit for periods of child care that you or your partner are liable for, have already been used and paid for at the time of the claim.

- You must provide the original receipts from your registered carer with this claim to confirm how much care you have used and paid for.
- The 'period you are claiming for' is the period covered by the receipts you provide with this form.
- You can only claim Child Care Benefit by completing this form and lodging it with your child care receipts within 12 months of the date care was provided.
- DO NOT use this form to claim Child Care Benefit for approved care.

With registered care, you are entitled to the registered care rate of Child Care Benefit for a maximum of 50 hours of care per child per week, but you are not entitled to the Child Care Rebate.

## What else you will need to provide

This form tells you which **other documents** you need to provide to support your claim. Please remember that we need to see original documents (please do not provide copies).

## Filling in this form

- Please use black or blue pen.
- Print in BLOCK LETTERS.
- Mark boxes like this  with a ✓ or ✗.
- Where you see a box like this  Go to 5 skip to the question number shown. You do not need to answer the questions in between.

## Returning the form

Check that all required questions are answered and that the form is signed and dated. Return this form and any supporting documents to us **within 12 months from the date the care was provided** so we can process your application or claim.

You can return this form and any supporting documents:

- online – submit your documents online. For more information about how to access an Online Account or how to lodge documents online, go to [humanservices.gov.au/submitdocumentsonline](http://humanservices.gov.au/submitdocumentsonline)
- by post – return your documents by sending them to:

**Department of Human Services  
Families  
Reply paid 7802  
CANBERRA BC ACT 2610**

- in person – if you are unable to submit this form and any supporting documents online or by post, you can provide them in person to one of our service centres.

## For more information

Go to [humanservices.gov.au/childcare](https://humanservices.gov.au/childcare) or call us on **136 150** or visit one of our service centres.

If you need a **translation** of any documents for our business, we can arrange this for you free of charge.

To speak to us in languages other than English, call **131 202**.

**Note:** Call charges apply – calls from mobile phones may be charged at a higher rate.

If you have a hearing or speech impairment, you can contact the **TTY service** on Freecall™ **1800 810 586**. A TTY phone is required to use this service.

## You

- 1** Do you need an interpreter when dealing with us?  
This includes an interpreter for people who have a hearing or speech impairment.

No  **Go to 4**  
Yes  **Go to next question**

- 2** What is your preferred spoken language?

- 3** What is your preferred written language?

- 4** Your Centrelink Reference Number (if known)

 -  -  - 

- 5** Your name

Mr  Mrs  Miss  Ms  Other

Family name

First given name

Second given name

- 6** Have you ever used or been known by any other name (e.g. name at birth, maiden name, previous married name, Aboriginal or tribal name, alias, adoptive name, foster name)?

No  **Go to next question**  
Yes  **Give details below**

**1** Other name

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Type of name (e.g. name at birth)

If you have more than 1 other name, attach a separate sheet with details.

## Your partner (if you have one)

- 1** Does your partner need an interpreter when dealing with us?  
This includes an interpreter for people who have a hearing or speech impairment.

No  **Go to 4**  
Yes  **Go to next question**

- 2** What is your partner's preferred spoken language?

- 3** What is your partner's preferred written language?

- 4** Your partner's Centrelink Reference Number (if known)

 -  -  - 

- 5** Your partner's name

Mr  Mrs  Miss  Ms  Other

Family name

First given name

Second given name

- 6** Has your partner ever used or been known by any other name (e.g. name at birth, maiden name, previous married name, Aboriginal or tribal name, alias, adoptive name, foster name)?

No  **Go to next question**  
Yes  **Give details below**

**1** Other name

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Type of name (e.g. name at birth)

If your partner has more than 1 other name, attach a separate sheet with details.



CLK0FA018 1512

**You**

7 Your gender

Male

Female

8 Your date of birth

/ /

9 Your permanent address

Postcode

10 Your postal address (if different to above)

Postcode

11 Please read this before answering the following question

If you provide an email address or mobile phone number, you may receive electronic messages (SMS or email) from us. To read the Terms and Conditions, go to [humanservices.gov.au/em](http://humanservices.gov.au/em) or visit one of our service centres.

Your contact details

Home phone number ( )

Is this a silent number? No  Yes

Mobile phone number

Is this a silent number? No  Yes

Work phone number ( )

Email

@

**Your partner (if you have one)**

7 Your partner's gender

Male

Female

8 Your partner's date of birth

/ /

9 Your partner's permanent address (if different to yours)

Postcode

10 Your partner's postal address (if different to above)

Postcode

11 Please read this before answering the following question

If your partner provides an email address or mobile phone number, they may receive electronic messages (SMS or email) from us. To read the Terms and Conditions, go to [humanservices.gov.au/em](http://humanservices.gov.au/em) or visit one of our service centres.

Your partner's contact details

Home phone number ( )

Is this a silent number? No  Yes

Mobile phone number

Is this a silent number? No  Yes

Work phone number ( )

Email

@

## You

- 12** Questions 12 and 13 are optional and will not affect your payment. If you do answer, the information will help us to improve services to Aboriginal and Torres Strait Islander Australians and Australian South Sea Islanders.

Australian South Sea Islanders are the descendants of Pacific Islander labourers brought from the Western Pacific in the 19th Century.

Are you of Aboriginal or Torres Strait Islander Australian origin?

If you are of both Aboriginal and Torres Strait Islander Australian origin, please tick both 'Yes' boxes.

No

Yes – Aboriginal Australian

Yes – Torres Strait Islander Australian

- 13** Are you of Australian South Sea Islander origin?

No

Yes

## Your partner (if you have one)

- 12** Questions 12 and 13 are optional and will not affect your payment. If your partner does answer, the information will help us to improve services to Aboriginal and Torres Strait Islander Australians and Australian South Sea Islanders.

Australian South Sea Islanders are the descendants of Pacific Islander labourers brought from the Western Pacific in the 19th Century.

Is your partner of Aboriginal or Torres Strait Islander Australian origin?

If your partner is of both Aboriginal and Torres Strait Islander Australian origin, please tick both 'Yes' boxes.

No

Yes – Aboriginal Australian

Yes – Torres Strait Islander Australian

- 13** Is your partner of Australian South Sea Islander origin?

No

Yes

**You**

**Your partner (if you have one)**

**14 Please read this before answering the following question**

We recognise both opposite-sex and same-sex relationships. This includes relationships registered under state or territory law.

Select **ONE** option below that best describes your current relationship status.

What is your **CURRENT** relationship status?

**Married**

Date of marriage

/ /

▶ Go to next question

**Registered relationship**

*(opposite-sex or same-sex relationship registered under state or territory laws)*

Date registered

/ /

▶ Go to next question

**Partnered**

*(living together in an opposite-sex or same-sex relationship, including de facto)*

Date you started living with a partner

/ /

▶ Go to next question

**Separated**

*(previously lived with an opposite-sex or same-sex partner, including in a marriage, registered or de facto relationship)*

Date of last separation

/ /

▶ Go to 16

**Divorced**

Date of divorce

/ /

▶ Go to 16

**Widowed**

*(previously partnered with an opposite-sex or same-sex partner, including in a marriage, registered or de facto relationship)*

Date of partner's death

/ /

▶ Go to 16

**Never married or lived with a partner**

Go to 16

If none of the above describes your current relationship status, please call us on 136 150.

**15 Do you give permission for your partner to speak with us on your behalf?**

You can change this authority at any time.

No

Yes

**You**

**16 Please read this before answering the following question**

**'Permanently'** means you normally live in Australia on a long-term basis. Holidays or short trips outside Australia would not affect this.


Are you living in Australia **permanently**?

No  Go to next question

Yes  Go to 18

**17 Are you an Australian Government Sponsored Student?**

No  Go to next question

Yes   You will need to provide proof of the course of study being undertaken in Australia and who has provided you with the financial assistance.

**18 Have you EVER lived or travelled outside Australia, including short trips and holidays?**

This question assists us to verify your Australian residence.

No  Go to next question


Yes  Give details below

Year last entered Australia

Passport number

Country of issue

**19 Are you an Australian citizen who was born in Australia?**

No   You will need to provide proof of your Australian residence status (e.g. citizenship papers, passport or other documentation).

▶ Go to next question

Yes  Go to 26

**20 What is your country of birth?**

**21 When did you most recently start living in Australia?**

 / /

**Your partner (if you have one)**

**16 Please read this before answering the following question**

**'Permanently'** means your partner normally lives in Australia on a long-term basis. Holidays or short trips outside Australia would not affect this.


Is your partner living in Australia **permanently**?

No  Go to next question

Yes  Go to 18

**17 Is your partner an Australian Government Sponsored Student?**

No  Go to next question

Yes   You will need to provide proof of the course of study being undertaken in Australia and who has provided your partner with the financial assistance.

**18 Has your partner EVER lived or travelled outside Australia, including short trips and holidays?**

This question assists us to verify your partner's Australian residence.

No  Go to next question


Yes  Give details below

Year last entered Australia

Passport number

Country of issue

**19 Is your partner an Australian citizen who was born in Australia?**

No   You will need to provide proof of your partner's Australian residence status (e.g. citizenship papers, passport or other documentation).

▶ Go to next question

Yes  Go to 26

**20 What is your partner's country of birth?**

**21 When did your partner most recently start living in Australia?**

 / /

**You**

22 What is your country of citizenship?

Australia  Date granted

/  /  **Go to 26**

Other  Country of citizenship

23 What type of visa did you arrive on?

New Zealand passport  **Go to 25**  
(special category visa)

Permanent  **Go to next question**

Temporary  **Go to next question**

Unknown (e.g. arrived  **Go to 25**  
on parent's passport)

24 Your visa details on arrival

Visa sub class

Date visa granted

/  /

25 Has your visa changed since you arrived in Australia?

No  **Go to next question**

Yes  **Current visa details**

Visa sub class

Date visa granted

/  /

**Account details**

26 Please read this before answering the following question

If you are currently receiving Family Tax Benefit payments from us and you provide different bank account details for Child Care Benefit, then all Family Tax Benefit payments will be directed to this new account.

Where do you want your payment made?

The bank, building society or credit union account must be in your name. A joint account is acceptable. It cannot be in a child's name unless you are the signatory or trustee.

Name of bank, building society or credit union

Branch where the account is held

Branch number (BSB)

Account number (this may not be your card number)

Account held in the name(s) of

**Your partner (if you have one)**

22 What is your partner's country of citizenship?

Australia  Date granted

/  /  **Go to 26**

Other  Country of citizenship

23 What is your partner's current type of visa?

New Zealand passport  **Go to 26**  
(special category visa)

Permanent  **Go to next question**

Temporary  **Go to next question**

Unknown (e.g. arrived  **Go to 26**  
on parent's passport)

24 Your partner's current visa details

Visa sub class

Date visa granted

/  /



27 Please give details of each of the children you are claiming Child Care Benefit for.



You will need to provide proof of birth for any child where proof has not been provided to us, for example, Birth Certificate or extract, adoption papers or other documents issued by the government.

If you have more than 2 children for whom you are claiming Child Care Benefit for, copy and attach page (9) for each additional child before completing the details for child 1.

**Child 1**

28 Child's family name

Child's first given name

Child's second given name

29 Date of birth

30 Gender

Male  Female

31 When did this child enter your care?

32 Please read this before answering the following question

For recognised primary school levels for each state and territory, refer to the table on page 3 of the **Notes Booklet**.

Does this child attend primary school?

This includes children who are on a break from school who will be attending school after that break (e.g. school holidays).

No  **Go to 35**

Yes  **Go to next question**

33 Did this child start primary school during the period you are claiming for?

No  **Go to next question**

Yes  Date started

34 Please read this before answering the following question

If your child attends primary school you can only claim for care provided for periods before and after school hours including vacation care.

Do any of the periods you are claiming for include hours where this child was attending primary school?

No  **Go to 36**

Yes  Do not provide any receipts for those periods with your claim.

**Go to 36**

35 If this child has not started primary school, do you know when they will start?

No  **Go to next question**

Yes  Date starting

36 Do you have another child you are claiming Child Care Benefit for?

No  **Go to 37 on page 11**

Yes  If you are claiming for more than 2 children, (if you have not already copied page 9) copy and attach page 10 for each additional child before completing the details for child 2.

**Go to next question on the next page**

**Child 2**

**28** Child's family name

Child's first given name

Child's second given name

**29** Date of birth

**30** Gender

Male  Female

**31** When did this child enter your care?

**32** Please read this before answering the following question

For recognised primary school levels for each state and territory, refer to the table on page 3 of the **Notes Booklet**.

Does this child attend primary school?

This includes children who are on a break from school who will be attending school after that break (e.g. school holidays).

No  *Go to 35*

Yes  *Go to next question*

**33** Did this child start primary school during the period you are claiming for?

No  *Go to next question*

Yes  Date started

**34** Please read this before answering the following question

If your child attends primary school you can only claim for care provided for periods before and after school hours including vacation care.

Do any of the periods you are claiming for include hours where this child was attending primary school?

No  *Go to 36*

Yes  Do not provide any receipts for those periods with your claim.

*Go to 36*

**35** If this child has not started primary school, do you know when they will start?

No  *Go to next question*

Yes  Date starting

**36** Do you have another child you are claiming Child Care Benefit for?

No  *Go to next question*

Yes



Attach details of each additional child.

*Go to next question*

**37 Please read this before answering the following question**

If you do not provide the Medicare card number on which your child is listed, we may not be able to check if your child meets the immunisation requirements and your payment will be affected.  
For more information, see *Immunisation* in the **Notes Booklet**.

The Medicare card number your child(ren) is or will be listed on

/	/	/	/	/	/	/	/	/	/	/	/
---	---	---	---	---	---	---	---	---	---	---	---

Child's Medicare reference number

Reference number	First given name and second initial

**38 Please read this before answering the following question**

Please read '**About the work, training or study test**' on page 4 of the **Notes Booklet** before you complete this question.

Were there any periods when your children attended registered care that you (AND your partner) **did NOT satisfy** the work, training or study test?

You must provide the original receipts from your registered carer with this claim to confirm details of the care you have used and paid for.

- No  **Go to 40**  
 Yes  **Go to next question**

**39 Please check your receipts and write the dates for every week (Monday to Sunday) you are claiming for that you (and your partner) did NOT satisfy the work, training or study test.**

Do not write the dates the actual care was provided. Only write the dates of the start (Monday) and end (Sunday) of the weeks you (and your partner), **did NOT satisfy** the work, training or study test.

You	
from (Monday)	to (Sunday)
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If YOU have more dates, attach a separate sheet with details.

<b>Your partner</b>	
from (Monday)	to (Sunday)
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If YOUR PARTNER has more dates, attach a separate sheet with details.

**40** Which documents have you included with this form?

*If you are not sure, check the question to see if you should attach the documents.*

You must provide original documents, for Proof of Residence and receipts for child care. Copies of all other documents requested are acceptable.

Proof of the course of study being undertaken in Australia and proof of who has provided the financial assistance  (if you answered **Yes** at **question 17**)

Citizenship papers, passport or other documentation  (if you answered **No** at **question 19**)

Proof of birth for any child where proof has not been provided to Human Services  (at **question 27**)

Details of each additional children  (at **question 36**)

Provide the original receipts from your registered carer for periods of child care that you or your partner are liable for, have already been used and paid for at the time of the claim  (at **question 38**)

**41** **IMPORTANT INFORMATION**

**Privacy and your personal information**

Your personal information is protected by law, including the *Privacy Act 1988*, and is collected by the Australian Government Department of Human Services for the assessment and administration of payments and services. This information is required to process your application or claim. Your information may be used by the department or given to other parties for the purposes of research, investigation or where you have agreed or it is required or authorised by law. You can get more information about the way in which the Department of Human Services will manage your personal information, including our privacy policy, at [humanservices.gov.au/privacy](http://humanservices.gov.au/privacy) or by requesting a copy from the department.

**42** **Statement**

**I declare that:**

- the information I have provided in this form is complete and correct.
- I have attached my registered child care receipts to this form.
- the payment has been made for the child care for which I am claiming Child Care Benefit.

**I understand that:**

- giving false or misleading information is a serious offence.
- the Australian Government Department of Human Services can make relevant enquiries to make sure I receive my correct entitlement.
- Mutual Obligation Requirements means Activity Test or participation requirements under the *Social Security Act 1991*.
- a Job Plan means an Employment Pathway Plan under the *Social Security Act 1991*.
- any overpayment of Child Care Benefit will need to be paid back and that some or all of an overpayment may be recovered from my tax refund and/or future family assistance payment(s), including end of year supplement payment(s).

Your signature



Date

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