



## Welcome

In this special edition of the CCMS Newsletter, I have compiled some information about how you can continue to receive fee reduction payments if you are unable to submit attendance reports to the CCMS during the flood emergency. If you are still able to report in the usual way, then your payments will also be made in the usual way. If not, then you can apply for a Business Continuity Payment.

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## Business Continuity Payments

### Overview

If your service is unable to submit reports to the CCMS for more than two weeks due to disruptions caused by the floods, you may request a Business Continuity Payment (BCP).

This is not an extra payment or disaster relief grant. It is an advance of the amount of Child Care Benefit you might normally receive on behalf of eligible families with children enrolled at your service. The payment is based on your service's recent CCB payment history. The advance is recovered from future CCB payments once you are able to resume normal reporting to the CCMS.

### Who is eligible?

You can request a BCP if your service's financial viability has been affected by the floods because you are unable to submit attendance reports and receive CCB payments through the usual procedures.

### How much will the payment be?

This depends on a number of factors, outlined below:

#### School holiday sessions (OSHC services):

A weekly BCP amount is calculated as the average weekly amount your service received in the summer holidays last year.

#### All other service/session types:

A weekly BCP amount is calculated as the average of your fee reduction payments over the 8 weeks immediately before the period the BCP covers.

### No payment history

If your service is new and has not received any fee reduction payments yet, a BCP amount will be calculated based on a formula.

### How can I get a BCP?

You need to complete the attached modified application form. You will need to briefly explain the impact on your service's financial situation.

### What period can the BCP cover?

We can issue BCPs to cover up to 4 weeks.

### Do I have to repay the BCP?

Yes. The BCP will be recovered from your payments when you are able to resume normal reporting to the CCMS. When you are able to do so, you still have to report the actual enrolment, attendance and absence data for the period of the emergency. The system will then calculate the correct payment amount for that period and deduct the BCP that has been made in the meantime.

## Debt recovery

We have already stopped the recovery of COS Overadvance debts for a period of 4 weeks to assist services in the flood-affected areas. You don't need to contact the Helpdesk to request this action.

We will continue to work with affected services on a case by case basis to provide flexible recovery arrangements for COS Overadvance debts and BCP.

