

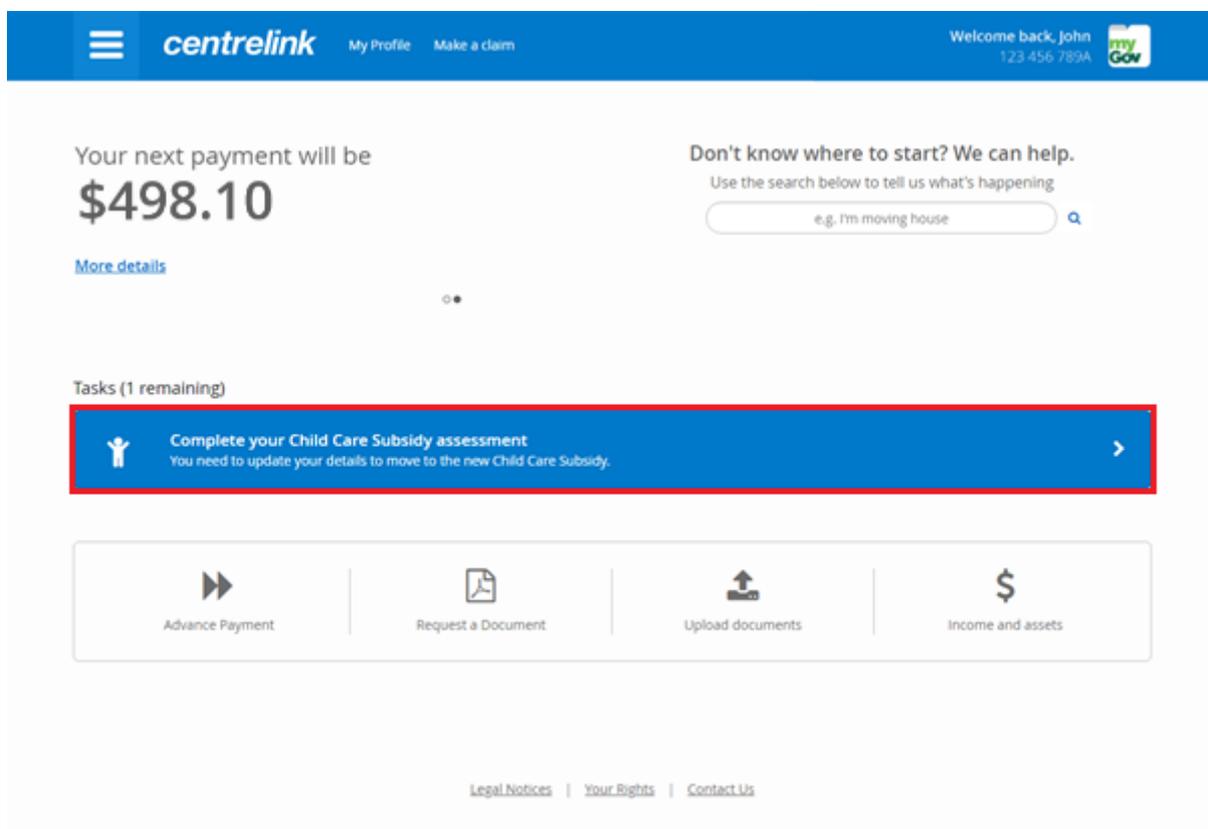
From 2 July, child care fee assistance is changing. [Child Care Subsidy \(CCS\)](#) will replace the current child care payments we offer.

If you currently get a child care payment for approved care, you need to complete a Child Care Subsidy assessment. This will help us check if you're eligible for the new subsidy, and how much your subsidy will be. We'll prefill any information you've already given us.

Your assessment will automatically save when you complete each step. If you need to stop your assessment, you should finish the step you're on. An incomplete step won't be saved. When you come back you can complete the remaining steps.

Step 1: get started

Select the **Complete your Child Care Subsidy assessment** task on your homepage.



The screenshot shows the Centrelink homepage. At the top, there is a blue navigation bar with the Centrelink logo, 'My Profile', 'Make a claim', and a user greeting 'Welcome back, John 123 456 789A' with the 'myGov' logo. Below the navigation bar, the main content area displays 'Your next payment will be \$498.10' with a 'More details' link. To the right, there is a search bar with the text 'Don't know where to start? We can help.' and 'Use the search below to tell us what's happening' with an example search 'e.g. I'm moving house'. Below the search bar, there is a section titled 'Tasks (1 remaining)' with a red box highlighting the task 'Complete your Child Care Subsidy assessment' with the subtext 'You need to update your details to move to the new Child Care Subsidy.' and a right-pointing arrow. Below the tasks section, there are four buttons: 'Advance Payment', 'Request a Document', 'Upload documents', and 'Income and assets'. At the bottom, there are links for 'Legal Notices', 'Your Rights', and 'Contact Us'.

Step 2: complete your assessment

The number of steps you need to complete depends on your circumstances.

Complete each step by selecting **Start**.

 **centrelink** [My Profile](#) [Make a claim](#) Welcome back, John
123 456 789A 

Child Care Subsidy Assessment Summary Help

 **Your assessment for Child Care Subsidy has been started**  You should complete this by **2 July 2018**

To complete:

1. Family Income Estimate	Start 
2. Activity Test	Start 
3. Child Schooling Details	Start 
4. Confirm Enrolment	Start 

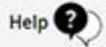
[Continue to Review and Submit](#)
[Return Home](#) [Continue](#)

[Legal Notices](#) | [Your Rights](#) | [Contact Us](#)

This will take you to a new page. You'll need to confirm the details we've pre-filled for you, or give us new details. Once you've done this, select **Next**.



Family Income Estimate



Provide your family income estimate for the 2018/2019 financial year if it has changed.

Important - Please note updating your annual income estimate does **NOT** update your income for income support payments such as Parenting Payment, Newstart, Disability Support Pension or Carer Payment.
If you or your partner receive an income support payment, you need to [report any new or changed income or earnings for that payment separately](#).

Income Components	You	Your partner
Taxable income	\$ 9403	\$ 77317
Exempt reportable fringe benefits	\$ 0	\$ 0
Other reportable fringe benefits	\$ 0	\$ 0
Reportable superannuation contributions	\$ 0	\$ 0
Total net investment losses	\$ 0	\$ 0
Tax free pensions and benefits	\$ 0	\$ 0
Foreign income	\$ 0	\$ 0
Tax exempt foreign income	\$ 0	\$ 0
Child support you pay	\$ 0	\$ 0

Back Cancel **Next**

Once you complete a step, a **tick** will appear with the word **Completed**. Once you've finished one step, you can start the next one. If you need to make any changes, click **Edit** to update that step.



Child Care Subsidy Assessment Summary

Help ?



Your assessment for Child Care Subsidy has been started



You should complete this by
2 July 2018

To complete:

1. Family Income Estimate

Completed



Edit

2. Activity Test

Start



3. Child Schooling Details

Start



4. Confirm Enrolment

Start



Continue to Review and Submit

Return Home

Continue

Once you've completed all the steps, select **Continue**.

centrelink My Profile Make a claim

Welcome back, John
123 456 789A myGov

Child Care Subsidy Assessment Summary

Help ?

✓ Your assessment for Child Care Subsidy has been started

You should complete this by 2 July 2018

To complete:

1. Family Income Estimate	Completed ✓ Edit
2. Activity Test	Completed ✓ Edit
3. Child Schooling Details	Completed ✓ Edit
4. Confirm Enrolment	Completed ✓ Edit

Continue to Review and Submit

Return Home Continue

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If we need more information, we'll ask you to upload supporting documents.

Select a **document type** from the drop down menu.

Select **Choose files** to select the document you want to upload.

Read and make sure you understand the declaration. **Accept the declaration**, then select **Submit documents**.

Home > Child Care Subsidy > Upload Documents

Select your documents

What are you uploading for your Child Care Subsidy

Please Select...

Accepted formats are pdf, png, tiff, jpg. Maximum 10 files, 5.0MB per file. All files will be converted to PDF files. This may include combining multiple files into a single PDF.
Please review your documents for clarity and correctness before submitting.

Status	Document name	Document type
No documents added as yet		

Choose files

Declaration

- I declare that the documents are true and correct copies of the original documents;
- I understand that giving false or misleading information is a serious offence;
- I consent to Centrelink using the documents for the assessment of my qualification, eligibility for and rate of any social security payment or family assistance payment.

I have read, understand and accept the declaration.

Back Cancel Submit documents

If you need help, read our online guide about [submitting documents with your Centrelink online account](#). Follow the directions from [Step 2](#) onwards.

To finish your assessment, you'll need to give us all the documents we've asked for.

Step 3: review and submit

We'll give you a summary of your details.

Make sure all the information is correct. You'll need to scroll through it.

If you need to make changes, select **Edit**.

If all the details are correct, read the declaration. If you understand and agree with the declaration, select **I accept this declaration**. Then select **Submit**.

 **centrelink** [My Profile](#) [Make a claim](#) Welcome back, John
123 456 789A 

Child Name

What is SARAH CITIZEN'S study level?
Primary

When did SARAH CITIZEN start primary school?
01 Feb 2018

[Edit](#)

Enrolments

[Edit](#)

Declaration

I declare that:

- The information I have given is correct.
- Giving false or misleading information is a serious offence.
- I must contact the Department of Human Services of any changes to this information as soon as possible.
- I have read and accept the privacy statement.

I accept this declaration

[Back](#) [Return Home](#) [Submit](#)

[Legal Notices](#) | [Your Rights](#) | [Contact Us](#)

Step 4: receipt

We'll give you a receipt to let you know we've received your update. There's no need to call us. We'll notify you once we've assessed your claim. Please make a note of the **Claim ID** for your records, then select **Return Home**.

 **centrelink** [My Profile](#) [Make a claim](#) Welcome back, John
123 456 789A 

Child Care Subsidy Assessment Help

Receipt

 **Your Child Care Subsidy Assessment has been submitted**

Your Child Care Subsidy Assessment is now in the queue and will be processed soon.

Time/Date:	3:33 pm AEDT 26 APRIL 2018
Claim ID:	1111111111
CRN:	123456789A

Thank you for submitting your Child Care Subsidy assessment.
We will write to you shortly once we have assessed your eligibility and entitlement.

[Return Home](#)

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Step 5: sign out

From your homepage, you can complete other transactions or select the **myGov** icon to return to your myGov account.

☰ **centrelink** My Profile Make a claim Welcome back, John
CRN 123 456 789A 

Your next payment will be
\$498.10

[More details](#)

Don't know where to start? We can help.
Use the search below to tell us what's happening
 🔍

You have no tasks remaining

 Update Employment Status	 Advance Payment	 Request a Document	 Upload documents
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For your privacy and security, **sign out** when you have finished using your myGov account.

If you didn't sign in from my.gov.au, select **Logout**. 