**Attachment 1: ELV CCS Compliance Checklist**

This checklist is used to monitor the administration of CCS. We are committed to ensuring that all ELV services are compliant and adhere to Family Assistance Law as part of our ongoing approval under Family Assistance Law.

**Internal controls to prevent fraud**

ELV will use Kidsoft to ensure compliance of CCS payments to families. The *CCS Compliance checklist* will be used by area managers and the Director, Early Learning as a tool to facilitate fraud prevention and detection within ELV centres.

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| **Centre name:** |  | **Date of review:** |  |

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| **Enrolments** |  | **Date of review** | **Further action required** |
| All children have a completed enrolment form  *See ELV Enrolment and Orientation Policy for details which are to be included* | **□** |  |  |
| An appropriate enrolment type is created for each enrolment   * CWA Enrolment - Complying Written Arrangement – For families wishing to claim CCS as a fee reduction. * RA Enrolment - Relevant Arrangement – For families who do not wish to claim CCS as a fee reduction. No CCS claimed * OA Enrolment - Arrangement with an organisation (third party) – For families where an organisation is liable for fees, example an employer. No CCS claimed * ACCS Enrolment - Additional Child Care Subsidy (child wellbeing) – Provider eligible arrangement | **□** |  |  |
| A Complying Written Agreement (CWA) has been signed by the family for each child claiming CCS. *See ELV Enrolment and Orientation Policy for details which are to be included in the CWA.* | **□** |  |  |
| The CWA states whether the enrolment pattern is Routine, Casual or Routine and Casual | **□** |  |  |
| An updated CWA is signed when changes have been made to fees or days of attendance | **□** |  |  |
| CWA has been documented in the child’s enrolment file (either in hard copy or electronic form) | **□** |  |  |
| Enrolment notices have been submitted within 7 days of the child starting care | **□** |  |  |
| Enrolment end dates are submitted when a child ends care | **□** |  |  |
| A review of Enrolment Status has been conducted for each CWA enrolment and discussions held with families if applicable | **□** |  |  |
| **Attendances** |  | **Date of review** | **Further action**  **Required** |
| Sessions (Attendances) have been submitted within 14 days | **□** |  |  |
| Any adjustments regarding variation or withdrawal of attendances is completed within 28 days | **□** |  |  |
| A reason for any resubmits submitted after 28 days has been provided | **□** |  |  |
| Actual times of attendance has been submitted for each attendance | **□** |  |  |
| Families confirm absences through CCS Software | **□** |  |  |
| Additional absences which met the criteria have been submitted and evidence held on file | **□** |  |  |
| Vacancies are submitted by 8pm Friday for the following week | **□** |  |  |
| **CCS payments** |  | **Date of review** | **Further actions required** |
| Any discounts have been applied to full fees before CCS has been calculated | **□** |  |  |
| Any 3rd Party Payment agreements have been arranged between the relevant 3rd Party and have been invoiced accordingly | **□** |  |  |
| ISS Claims have been submitted within 60 days | **□** |  |  |
| CCS Payments have been cross referenced to Kidsoft | **□** |  |  |
| Invoices have been emailed directly to families each week | **□** |  |  |
| A Statement of Entitlement has been emailed directly to families each fortnight | **□** |  |  |
| **Record keeping and notifications** |  | **Date of review** | **Further action required** |
| Records are kept for any complaints, including complaints relating to fees or CCS payments | **□** |  |  |
| Records are kept for evidence of Additional Absences | **□** |  |  |
| Records of invoices and Statement of Entitlements are kept | **□** |  |  |
| Records relating to a notice regarding a child at risk and ACCS applications are kept | **□** |  |  |
| CCS Application records are kept | **□** |  |  |
| Records relating to Provider and Service Personnel are kept, including police checks and working with children checks | **□** |  |  |
| **Third party software security** |  | **Date of review** | **Further action required** |
| Each staff member who is submitting data to CCS through Kidsoft has their own username and password linked to their PRODA account. | **□** |  |  |
| Usernames and Passwords used for Kidsoft have not been shared or compromised | **□** |  |  |
| Users Log out of Kidsoft each time to ensure security of information | **□** |  |  |
| Users of the Kidsoft change their password every 6 months | **□** |  |  |

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| **Full Name of Auditor** |  |
| **Signature of Auditor** |  |
| **Position of Auditor** |  |
| **Date** |  |

Source: ELV CCS Fraud Prevention Policy