



# CCS Transition Fact Sheet for Providers

It is time for you to transition your services to the new Child Care Subsidy (CSS) program!

This Fact Sheet will step you through the [actions you must take, beginning in April, to complete your transition process](#). More information about each of these steps can be found on the Provider Transition website at:

[www.education.gov.au/transitioning-new-child-care-package](http://www.education.gov.au/transitioning-new-child-care-package)

## Complete PRODA Registration

Your key personnel should have already registered for a Provider Digital Access (PRODA) account.

- You will not be able to complete the next step unless at least one Person with Management or Control has registered for PRODA.
- You will not be able to later add personnel to your services unless they have registered for a PRODA account.

## From April, complete the online Transition Form

Using the instructions in the letter from the department, log on to the Provider Entry Point (PEP) and complete the online Transition Form. You'll need to enter and verify details about your services.

- You will not receive your new CCS approval numbers or transition to the new IT system unless you complete the online Transition Form.

## Activate, register and set up your child care software

You will need to activate your child care software to ensure that it can communicate with the Child Care Subsidy System (CCSS). Your child care software provider will be able to advise you when this step should be completed.

If you are not using child care software, you can download task cards from the Provider Transition webpage so that you can complete the next step directly in the PEP.

## **Update and Create Enrolments, Link Personnel and Check Service Details Using your child care software OR the PEP**

- Task Cards for the PEP are available from the department's website. If you are using child care software, your child care software provider can provide user support to:
  - check migrated enrolments and enter additional details
  - create new enrolments for care commencing after 2 July 2018
  - update provider and service information
  - link personnel to your provider and services (using their unique PRODA RA number)
- You will not be able to submit attendances after 2 July 2018 unless you complete these steps
- You will not be able to receive CCS for care provided by FDC Educators unless they are registered in PRODA and gave you their RA number so that you could link them to your service

**You will not be able to submit data and receive CCS payments from 2 July 2018 if you do not complete these steps.**

# My Transition Checklist

## I have:

- Identified which individuals in my organisation will be in specified key personnel roles. These are Persons with Management or Control, Persons with Responsibility for Day-to-Day Operation of the Service, Service Contacts and FDC Educators.
- Ensured key personnel have registered in PRODA. If I'm an FDC Provider, I have ensured that my FDC Educators have registered.
- Securely recorded PRODA Registration Authority (RA) numbers of registered key personnel.

## Now I need to:

- Have ready my CCB Provider and CCB Service IDs which are in the letter I received from the department.
- Have ready my National Law Provider Approval number, if I have one (eg PR-000000000). My National Law Provider Approval number can be found by searching the [National Registers on the ACECQA website](#) at:  
**<http://www.acecqa.gov.au/resources/national-registers>**
- Log on to the Provider Entry Point (PEP) and complete my online Transition Form using the instructions in the How to complete the Child Care Subsidy Online Transition Form task card.
- Receive my CCS approval notification and new CCS approval numbers.
- When my child care software provider is ready, activate my software OR, if I'm not using a child care software provider, download task cards from the department's website so that I can use the PEP to complete my transition.
- Check migrated enrolments and enter additional details required.
- Create new enrolments for children commencing care from April 2018 (that will continue after 2 July 2018). Update my provider information as necessary by using either the PEP or my child care software.
- Update my service details as necessary by using either the PEP or my child care software.
- Add key personnel to my organisation by using either the PEP or my child care software.
- If I am a FDC Provider – using either the PEP or my child care software, add my FDC Educators to my services so that I can receive payment for the care they provide after 2 July 2018. (Please note, FDC Educators must have completed their PRODA registration and received an RA number in order to be linked to your services.)
- Encourage my families to complete their Call to Action.

The How to Complete the Child Care Subsidy Online Transition Form task card included in your Provider Information Pack will step you through the online Transition Form.

If you need extra assistance or have any questions about your transition process, you can contact the CCMS Helpdesk on 1300 667 276 (9.00am to 5.30pm Mon-Fri AEST).