

When to use this form



Use this form to confirm your child's care arrangements, or if you are applying for or receiving Family Tax Benefit or Child Care Subsidy and your child(ren) spends time with someone other than you and/or your current partner. For example, weekends, school holidays.

The information you provide is needed to calculate your rate of payment under family assistance law.

This is not a claim for Family Tax Benefit and Child Care Subsidy. If you are not currently receiving Family Tax Benefit or Child Care Subsidy for any children, and wish to claim, log into your Centrelink online account through myGov, then select **Make a Claim**. You can claim for a range of family assistance including Family Tax Benefit and Child Care Subsidy online. If you are already receiving Family Tax Benefit for any children, you are not required to claim online as we will automatically reassess your existing entitlement using the information provided in this form.

Online account



You can upload this form, with any supporting documents, online.

For more information about how to access an online account or how to lodge documents online, go to servicessaustralia.gov.au/centrelinkuploaddocs

Important information

If there is a permanent change to your care arrangements after you have lodged this form, call us on **136 150** as soon as you are aware of the change. If there are minor variations to your care arrangements, for example a sick child does not stay with a contact parent for a weekend, you do not need to tell us.

Returning this form

Check that all required questions are answered and that the form is signed and dated.

If you have been asked to provide the information in this form, you should complete and return this form **within 14 days**.

Return this form and any supporting documents:

- **online** using your Centrelink online account through myGov. For more information, go to servicessaustralia.gov.au/centrelinkuploaddocs
- by post to
Services Australia, Families, PO Box 7802, CANBERRA BC ACT 2610
- in person at one of our service centres.

For more information

Go to servicessaustralia.gov.au/families or visit one of our service centres.

Call us on **136 150**.



Information in your language

We can translate documents you need for your claim or payments for free.

To speak to us in your language, call **131 202**.

Call charges may apply.



Hearing and speech assistance

If you have a hearing or speech impairment, you can use:

- the National Relay Service **1800 555 660**, or
- our TTY service on **1800 810 586**. You need a TTY phone to use this service.

For more information about help with communication, go to servicessaustralia.gov.au and search 'other support and advice'.

Family and domestic violence

If you are affected by family and domestic violence, there is help available. Call **132 850** Monday to Friday, 8 am to 5 pm local time, and ask to speak to a social worker. Otherwise, you can contact 1800RESPECT (**1800 737 732**), a 24 hour service. If you are in immediate danger, call **000**. For more information, go to servicessaustralia.gov.au/domesticviolence

Having a partner

We consider you to have a partner and be a member of a couple if you are either:

- married
- in a registered relationship. This is when your relationship is registered under a law of a state or territory.
- in a de facto relationship. This is when you and your partner are in a marriage like relationship but you are not married or in a registered relationship.

We may still consider you a member of a couple if you are not actually living with your partner. For example, your partner may fly-in fly-out or live away for work, like military or oil rig workers.

For more information, go to servicessaustralia.gov.au/moc

Information about shared care

For both family assistance and child support purposes the same rules are used to work out your level of care. This means one determination for shared care is used. If you share the care of a child for at least 35% of the time, you may be entitled to Family Tax Benefit. The percentage of Family Tax Benefit you can receive is based on the actual percentage of care you have of a child. These are 2 different percentage calculations. The percentage of time the child is in your care may not be the same as the percentage of Family Tax Benefit you are paid.

Sharing the care with a current partner or child care provider is **not** shared care.

How is shared care assessed?

- If you and the child's other parent, carer or guardian have an agreed percentage of care, or an agreed care arrangement, the care percentage applied to your Family Tax Benefit is based on your care agreement.
- If you **do not** have an agreed percentage of care, or an agreed care arrangement, we will decide the care percentage to be applied to your Family Tax Benefit based on the evidence of your care arrangements.

If you think the number of nights the child is in your care does not accurately reflect the amount of time you have care, you can tell us the total number of days and hours you have care. This gives the total time you have care in the care period.

You can use the care calendar to let us know how often you care for a child. We will use this to work out your percentage of care to calculate Family Tax Benefit payments and child support if you are unsure or unable to calculate it. For more information, go to servicessaustralia.gov.au/carecalendar

Note: For the purposes of Family Tax Benefit, a person with the overnight care of a child is generally regarded as having had care of the child for that day.

Percentage of actual care for the child	Percentage of Family Tax Benefit you may receive
0% to less than 14%	0%
14% to less than 35%*	0%*
35% to less than 48%	25% plus 2% for each percentage point over 35%
48% to 52%	50%
More than 52% to 65%	51% plus 2% for each percentage point over 53%
More than 65% to 100%	100%

* If you have care of a child for 14% to less than 35% of the time, you will not be entitled to receive Family Tax Benefit, but you may be entitled to receive additional family assistance (Rent Assistance, a Health Care Card, the lower threshold of the Medicare Safety Net, Remote Area Allowance, Child Care Subsidy). To be eligible for these benefits you will need to meet the other family assistance requirements for that benefit. You can claim these benefits by logging into your Centrelink online account through myGov or complete a **Claim for Parental Leave Pay and Family Tax Benefit (FA100)** form or go online to make a claim for Child Care Subsidy. For more information, go to servicessaustralia.gov.au/childcaresubsidy

Continued

It is in your interest to confirm your care arrangements with the other parent, carer or guardian to avoid any incorrect payments. If you share the care of your children with someone else, they may be able to claim Family Tax Benefit.

If you have care of a child for more than 65% of the time, you may be entitled to all of the Family Tax Benefit.

Example 1

Lewis lives with Maria, their mother. Lewis spends every second weekend from Friday night until Monday morning and 10 weeks of school holidays with Danny, their father.

The number of nights per year that Lewis stays with their mother is 231 and stays with their father for the remaining 134 nights.

Maria has care of Lewis for 64% of the year (that is, 231 nights divided by 365 nights x 100 = 63.28%, because Maria's percentage is over 50% their care is rounded up to 64%). Danny's care is 36% (134 nights divided by 365 nights x 100 = 36.71%, because Danny's percentage is under 50% their percentage is rounded down to 36%).

Example 2

Michael works night shift and cares for 3 year old child Erin for 6 hours per day Monday to Thursday and 7 hours on Fridays. The rest of the time, Erin lives with Claire, their mother.

Michael cares for Erin 31 hours each week, or 1612 hours per year. By dividing 1612 hours by 24 hours, we can work out how many 'days' Michael cares for Erin – in this case, 67 days.

This is 18% of the year (that is, 67 days divided by 365 days x 100=18%). As this is less than 35%, Michael is not entitled to Family Tax Benefit, while Claire will receive 100%.

What is a care period?

A care period refers to the period that the care arrangements for a child will be in place. It is used by us to calculate the correct rate of Family Tax Benefit for each child in your care.

A care period:

- begins on the day on which the care of a child starts to be shared between two or more people, or the day on which the pattern of care changes
- ends when there is a subsequent change in care.

Written Agreements for care arrangements

Where both carers sign the **Details of your child's care arrangements (FA012)** form and agree that the care arrangements are ongoing/indefinite, this form can be considered a written agreement. If this form is considered a written agreement and one carer departs from the care arrangements without the agreement of the other carer, family assistance and child support may be assessed based on this original written agreement for an interim period.

Children from a previous relationship

Situations where you may have a child from a previous relationship include when you are either:

- a single parent
- partnered and your current partner is not the child's parent
- partnered where you are not the child's parent, but your partner is.

Your payments will be affected if you do not provide your child support details.

If any dependent child, in your care, is from a previous relationship, you must apply for a child support assessment within 13 weeks (91 days) of the latest of the following dates:

- the date the child was born
- the date you separated from the child's other parent
- the date the child came into your care
- the date your percentage of care increased to 35% or above
- such later date that you first became entitled to apply for child support.

Applying for a child support assessment

To get more than the base rate of Family Tax Benefit Part A, you are required to apply for child support from the other parent if you are not currently partnered to that person. The requirement to apply for child support, also applies to your current partner if they have a child from a previous relationship in their care.

For more information, go to servicessaustralia.gov.au/childsupport

Exemptions from seeking child support

If you are unable to apply for a child support assessment, for any reason such as family domestic violence or parentage unknown, you should discuss your situation with us. In some cases, exemptions need to be assessed by a social worker.

If you have not already, you will need to provide your child's birth certificate. You can call **136 150** Monday to Friday, 8 am and 5 pm local time, to discuss your situation and if required, you will be referred to a social worker.

Family Relationship Centres

Family Relationship Advice Line — provide information, advice and dispute resolution to help parents/carers focus on the needs of the children and develop workable arrangements for the children without going to court.

Visit familyrelationships.gov.au or call Freecall™ **1800 050 321**

Providing evidence to support your claim

Evidence may be required to support your claim. We will need evidence for informal changes in care.

Evidence of a formal care arrangement may include:

- a Family Law Order
- a Parenting Plan or Order. Parenting plans can be made without the involvement of a third party, however assistance is available from Family Relationship Centres
- a Custody Order
- a Foster Care placement
- a Court Order for graduated return to care where a child is being integrated back into the family.

Evidence to support an informal care arrangement may include:

- playgroup, day care, kindergarten, preschool or school enrolment listing the emergency contact or who registered the child
 - proof of attendance or membership of organisations or activities indicating your caring responsibilities
 - receipts for expenses incurred while in your care
 - proof of travel arrangements such as, airline bookings or passports showing travel dates
 - social worker reports
 - records from other government departments which may confirm patterns of care
 - a diary or calendar to show when you care for the child.
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Assistance with child care fees

If you share the care of a child for at least 14% of the time who is attending approved child care and you have liability for the fees, you may be eligible for Child Care Subsidy.

In order to receive Child Care Subsidy, each person liable for the fees needs to make a claim.

For more information, go to servicessaustralia.gov.au/childcaresubsidy

Filling in this form

You can fill this form digitally in some browsers, or you can open it in Adobe Acrobat Reader. If you do not have Adobe Acrobat Reader, you can print this form and complete it.

If you have a printed form:

- Use black or blue pen.
- Print in BLOCK LETTERS.
- Where you see a box like this ► **Go to 1** skip to the question number shown.

1 Your Customer Reference Number (if known)

2 Your name

Mr Mrs Miss Ms Mx Other

Family name

First given name

Second given name

3 Your date of birth (DD MM YYYY)

4 Your permanent address

Postcode

5 Your postal address (if different to above)

Postcode

6 Read this before answering the following question.

Provide at least one phone number we can contact you on during business hours and an email address.

Providing a mobile phone number or an email address means you may receive SMS or emails from us. To read the terms and conditions, go to servicesaustralia.gov.au/em

Your contact details

Home phone number (including area code)

Mobile phone number

Work phone number (including area code)

Email



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7 Tick **one** of the boxes below to tell us about your relationship status right now.

For more information about relationship status, see 'Having a partner' in the **Notes Booklet**.

If you have **ever been separated**, give the date that you most recently got back together (reconciled) with your partner.

Married

Date married or last reconciled with your partner (DD MM YYYY)

▶ **Go to 8**

Registered relationship

(your relationship is registered under Australian state or territory law)

Date registered or last reconciled with your partner (DD MM YYYY)

▶ **Go to 8**

De facto

(your relationship is similar to a married couple but you are not married or in a registered relationship)

Date you started your relationship or last reconciled with your partner (DD MM YYYY)

▶ **Go to 8**

Separated

(previously in a marriage, registered or de facto relationship)

Date of last separation (DD MM YYYY)

▶ **Go to 14**

Divorced

Date of divorce (DD MM YYYY)

▶ **Go to 14**

Widowed

(previously in a marriage, registered or de facto relationship)

Date of partner's death (DD MM YYYY)

▶ **Go to 14**

Never married or lived with a partner **Go to 14**

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

8 Do you give permission for your partner to make enquiries with us on your behalf?

You can change this authority at any time.

No

Yes

9 Your partner's Customer Reference Number (if known)

10 Your partner's name

Mr Mrs Miss Ms Mx Other

Family name

First given name

Second given name

11 Your partner's date of birth (DD MM YYYY)

12 Your partner's permanent address (if different to your address)

Postcode

13 Your partner's contact details

Home phone number (including area code)

Mobile phone number

Work phone number (including area code)

Email

14 Give details of the dependent child(ren) in your care who spend time with someone other than your current partner.



On this form we have allowed space for two dependent children. If you share the care of more than 2 dependent children, or if any of your dependent children spend time with more than one other parent, carer or guardian, copy and provide pages 7 and 8 for each additional child before completing the details for child 1 and 2.

Child 1

15 Child's family name

Child's given name(s)

16 Child's date of birth (DD MM YYYY)

17 The term 'parent' refers to a natural, adoptive or relationship parent (a person who is legally responsible for a child born through an artificial conception procedure or where a surrogacy court order is in place).

Your relationship to this child

- Parent
Adoptive parent
Grandparent
Step-parent
Foster carer
Other Give details below

18 Your partner's (if you have one) relationship to this child

- Parent
Adoptive parent
Grandparent
Step-parent
Foster carer
Other Give details below

19 Are you (and/or your partner) currently receiving fortnightly payments, including receiving a zero rate of Family Tax Benefit or receiving Child Care Subsidy for this child?

- No Go to next question
Yes Go to 21

20 Do you want to test your eligibility for Family Tax Benefit or Child Care Subsidy for this child?

No Go to next question

Yes Continue to complete and return this form.

If you are **not** currently receiving Family Tax Benefit or Child Care Subsidy for any child(ren), and wish to make a claim for this child, log into your Centrelink online account through myGov, then select **Make a Claim**.

Go to next question

21 Read this before answering the following questions.

If you agree the care arrangements are indefinite/ongoing and this form is signed by both carers, this form may be considered a written agreement.

For more information about care arrangements, see 'Written Agreements for care arrangements' on page 3.

Are your care arrangements indefinite/ongoing?

No Go to next question

Yes For shared care purposes, your percentage of care will be assessed over a 12 month period from the date the care commenced. This is called a care period and the percentage will be maintained for subsequent years unless you advise us of a change.

For information about care periods, see 'What is a care period?' on page 3.

22 Your care arrangement

Date the current care arrangement started

 (DD MM YYYY)

Date these arrangements are expected to end or change (if applicable)

 (DD MM YYYY)

You will need to contact us to update your care arrangements when these arrangements end or change.

23 Do you have a parenting plan, court order or written agreement that shows where this child stays?

No Go to 25

Yes Provide a copy of the parenting plan, court order or written agreement.

Child 1

24 Are the arrangements in the parenting plan, court order or written agreement being followed?

No **Go to next question**

Yes **Go to 22**

25 Does this child spend time with someone other than you (and/or your current partner) such as one of their parents (for example, weekends, school holidays)?

To be paid Family Tax Benefit, you must have care of this child for at least 35% of the time.
 To receive Child Care Subsidy you must have care of this child for at least 14% of the time and be liable for the fees.
 For more information, see 'Information about shared care' on pages 2–3.

No **Go to 32**

Yes Who does this child stay with when not with you?

Name

Address

Postcode

Phone number (including area code)

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26 Do you know what percentage of care you will have for the care period stated in question 22?

Refer to 'Information about shared care' on pages 2–3, for how to calculate percentages.

No **Go to 29**

Yes **Go to next question**

27 What percentage of care will you have during the care period stated in question 22?

 %

28 What percentage of care will the other parent, carer or guardian of this child have during the care period stated in question 22?

 % **Go to 32**

29 How long will this child be with you for the care period stated in question 22?

Provide the total time in nights, weeks or hours.
Only write one total time.

Total number of nights	or	Total number of weeks	or	Total number of hours
<input style="width: 80px;" type="text"/>		<input style="width: 80px;" type="text"/>		<input style="width: 80px;" type="text"/>

30 How long will this child be with the other parent, carer or guardian for the care period stated in question 22?

Provide the total time in nights, weeks or hours.

Only write one total time.

Total number of nights	or	Total number of weeks	or	Total number of hours
<input style="width: 80px;" type="text"/>		<input style="width: 80px;" type="text"/>		<input style="width: 80px;" type="text"/>

31 You can provide further information about the care arrangements for this child.

For example, this child is in care with the other parent on alternate weekends from Friday 4:30 pm to Sunday 5 pm or half of the Christmas school holidays.

32 Do you have another child in your care who spends time with someone other than your current partner?

No **Go to 33 on page 11**

Yes If you are providing details for more than 2 children, (if you have not already photocopied pages 7 and 8) photocopy and provide pages 9 and 10 for each additional child before completing the details for child 2.

Go to next question on the next page

Child 2

15 Child's family name

Child's given name(s)

16 Child's date of birth (DD MM YYYY)

17 The term 'parent' refers to a natural, adoptive or relationship parent (a person who is legally responsible for a child born through an artificial conception procedure or where a surrogacy court order is in place).

Your relationship to this child

- Parent
Adoptive parent
Grandparent
Step-parent
Foster carer
Other Give details below

18 Your partner's (if you have one) relationship to this child

- Parent
Adoptive parent
Grandparent
Step-parent
Foster carer
Other Give details below

19 Are you (and/or your partner) currently receiving fortnightly payments, including receiving a zero rate of Family Tax Benefit or receiving Child Care Subsidy for this child?

- No Go to next question
Yes Go to 21

20 Do you want to test your eligibility for Family Tax Benefit or Child Care Subsidy for this child?

No Go to next question

Yes Continue to complete and return this form.

If you are **not** currently receiving Family Tax Benefit or Child Care Subsidy for any child(ren), and wish to make a claim for this child, log into your Centrelink online account through myGov, then select **Make a Claim**.

Go to next question

21 Read this before answering the following questions.

If you agree the care arrangements are indefinite/ongoing and this form is signed by both carers, this form may be considered a written agreement.

For more information about care arrangements, see 'Written Agreements for care arrangements' on page 3.

Are your care arrangements indefinite/ongoing?

No Go to next question

Yes For shared care purposes, your percentage of care will be assessed over a 12 month period from the date the care commenced. This is called a care period and the percentage will be maintained for subsequent years unless you advise us of a change.

For information about care periods, see 'What is a care period?' on page 3.

22 Your care arrangement

Date the current care arrangement started

 (DD MM YYYY)

Date these arrangements are expected to end or change (if applicable)

 (DD MM YYYY)

You will need to contact us to update your care arrangements when these arrangements end or change.

23 Do you have a parenting plan, court order or written agreement that shows where this child stays?

No Go to 25

Yes  Provide a copy of the parenting plan, court order or written agreement.

Child 2

24 Are the arrangements in the parenting plan, court order or written agreement being followed?

No **Go to next question**

Yes **Go to 22**

25 Does this child spend time with someone other than you (and/or your current partner) such as one of their parents (for example, weekends, school holidays)?

To be paid Family Tax Benefit, you must have care of this child for at least 35% of the time.
To receive Child Care Subsidy you must have care of this child for at least 14% of the time and be liable for the fees.
For more information, see 'Information about shared care' on pages 2–3.

No **Go to 32**

Yes Who does this child stay with when not with you?

Name

Address

Postcode

Phone number (including area code)

26 Do you know what percentage of care you will have for the care period stated in question 22?

Refer to 'Information about shared care' on pages 2–3, for how to calculate percentages.

No **Go to 29**

Yes **Go to next question**

27 What percentage of care will you have during the care period stated in question 22?

 %

28 What percentage of care will the other parent, carer or guardian of this child have during the care period stated in question 22?

 % **Go to 32**

29 How long will this child be with you for the care period stated in question 22?

Provide the total time in nights, weeks or hours.

Only write one total time.

Total number of nights	or	Total number of weeks	or	Total number of hours
<input type="text"/>		<input type="text"/>		<input type="text"/>

30 How long will this child be with the other parent, carer or guardian for the care period stated in question 22?

Provide the total time in nights, weeks or hours.

Only write one total time.

Total number of nights	or	Total number of weeks	or	Total number of hours
<input type="text"/>		<input type="text"/>		<input type="text"/>

31 You can provide further information about the care arrangements for this child.

For example, this child is in care with the other parent on alternate weekends from Friday 4:30 pm to Sunday 5 pm or half of the Christmas school holidays.

32 Do you have another child in your care who spends time with someone other than your current partner?

No **Go to next question**

Yes Provide details of each additional child.
Go to next question

37 Other carer's declaration

- This declaration should be signed by the other parent, carer or guardian if you answered 'Yes' to question 33.
- If this declaration is not signed by the other parent, carer or guardian, it will not affect your payment.
- If one carer departs from the care arrangements stated on this form without the agreement of the other carer, family assistance entitlements and child support may continue to be assessed based on the care arrangements stated on this form until the dispute is resolved.

Other carer's name

I understand that:

- once this form is signed by myself and the other carer, this will be considered a written agreement for family assistance and child support purposes. This means that if one carer departs from the care arrangements stated on this form without the agreement of the other carer, family assistance entitlements and child support may continue to be assessed based on the care arrangements stated on this form until the dispute is resolved.

I agree with:

- the care arrangements stated on this form.

Other carer's signature



Date (DD MM YYYY)

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Give your best office hours contact phone number, so we can verify your agreement to the care arrangements (including area code)