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## Australian Government

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### Services Australia

#### Activity Test for Child Care Subsidy (CCS) 007-17103115

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#### Background

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This document outlines the Activity Test for CCS, how to record activity details, and how it is used to determine the number of subsidised hours a customer is entitled to receive for each child. It also explains Activity Test exemptions.

#### Online estimators



The [online estimators](#) can be used to estimate a customer's potential CCS for approved care entitlement, including the number of hours of subsidised child care. The estimator is available to customers and Service Officers.

#### Activity Test

The Activity Test is one of 3 factors that determine a customer's CCS entitlement.

The number of hours of subsidised child care per CCS fortnight is determined by the level of recognised activities the customer engages in each fortnight.

The customer, **and** their partner if they have one, must satisfy the Activity Test unless there is an exemption. For partnered customers, the number of subsidised hours is based on the member of the couple with the **lowest** Activity Test result, even when an exemption applies.

If both members of a couple have an exemption, the number of hours subsidised is based on the person with the **lowest** hours of entitlement.

#### Note:

- This does not apply to grandparent principal carers not receiving income support or individuals temporarily outside of Australia. These customers remain eligible for 100 hours regardless of the customer and partner Activity Test result
- The hours of activity do not need to align with the hours of child care

There are exemptions from the Activity Test for customers (and/or their partner) who legitimately cannot meet the requirements.

The [Resources](#) page has examples.

### **Activity Test self-assessment**

Customers are responsible for self-assessing their (and their partner's) hours of recognised activity. In providing this information (during the claim process, change of circumstances, or annual review) they declare the information is true and correct. Evidence is not required to support the activities or hours of participation. However, customers may need to provide evidence if requested, such as a random sample survey or 'spot check'.

If a Service Officer suspects a customer has provided fraudulent information, they should [report the suspected fraud](#) using standard business processes.

### **Activity Test result**

The hours of activity will determine the maximum number of subsidised hours of child care a customer is entitled to receive each fortnight. Customers can receive up to 100 hours per fortnight. See the [Resources](#) page for the Activity Test results table.

Customers with an estimated ATI equal to or below the [lower income threshold](#) are eligible for 24 hours per fortnight of CCS without having to meet the Activity Test.

From 10 July 2023, Aboriginal and Torres Strait Islander children are entitled to a base level of 36 hours of CCS per fortnight.

In exceptional circumstances, customers can access a higher number of subsidised hours of child care per fortnight.

### **Nil entitlement**

If a customer is not entitled to any subsidised hours of child care due to their Activity Test result, they will remain eligible for CCS for a period of 52 weeks.

After 52 weeks of nil entitlement, CCS will be cancelled N52. They will need to make a new claim for CCS if they wish to receive child care assistance.

### **Recognised activities**

Recognised activities that meet the Activity Test requirements include:

- paid work (including periods of paid and unpaid leave)
- being self-employed
- training for the purpose of improving work skills or employment prospects
- studying in an approved course
- doing unpaid work in a family business
- doing unpaid work experience or internship
- actively setting up a business
- actively looking for work
- volunteering
- other activities that would maintain or improve work skills or employment prospects or both:
  - The customer needs to request the activity be considered, demonstrating how it would maintain or improve their (or their partner's) work skills and/or employment prospects

- Services Australia will make a determination on a case-by-case basis to determine whether the activity is appropriate to be considered under the Activity Test, and how long the activity should be recognised

### **Paid and unpaid parental leave as a recognised activity**

Paid and unpaid parental leave is taken to be paid work. There is no time limit to unpaid parental leave.

- **If permanently employed**, any paid or unpaid parental leave will be in the terms and conditions of their employment contract. The person needs to be recognised as employed by their employer and have a continued connection to their employment during leave
- **If self-employed** and taking paid or unpaid parental leave, this leave will only be recognised if their business continues to operate and they have an intention to resume work in their business in the foreseeable future
- **If working from contract to contract or casually** for a regular employer (or an employment agency), their unpaid parental leave will also be recognised if they intend to resume work after the period of leave

The period of parental leave will continue to be recognised at the same level of activity as declared for paid work or self-employment prior to the leave.

Periods to prepare for a birth or care for a newborn will not be recognised as unpaid parental leave if the person:

- has resigned from their employment
- has been made redundant from their employment
- was self-employed and their business has ceased to operate
- has completed their employment contract with no understanding or arrangement with an employer they will return to work at a future date, or with no intention to return to work (for the same or a different employer) in the foreseeable future
- has moved from employer to employer with no formal employment arrangement or contract (such that they could not be considered to be taking leave), and has withdrawn from the workforce for the birth of a child

### **Change of circumstances**

If a person's circumstances change, and their previously declared hours of unpaid parental leave no longer apply, they need to advise the change. If they have completed their period of unpaid parental leave (declared as paid work) and not resumed their hours of paid work, they will not meet the Activity Test. Unless they undertake enough hours of recognised activities, or are exempt.

### **Other paid and unpaid leave**

- **Paid and unpaid annual leave, sick leave, long service leave, carers leave and other paid leave** granted under the terms and conditions of the customer's (or partner's) employment will be taken to be paid work. Unpaid leave (except for

unpaid parental leave) is recognised for a maximum of a continuous period of 6 months

- **Leave taken by a self-employed customer (or partner)** due to illness or injury, or that would be described as annual leave, long service leave, sick leave, carer's leave or parental leave if they were employed will be taken to be paid work

The periods of leave will continue to be recognised at the same level of activity as declared for paid work or self-employment before the leave.

### **Customers (or partners) working casual or irregular hours**

A person who has paid work hours that change each fortnight can provide an estimate of the highest number of hours they expect to work in any one fortnight over a 3 month (6 fortnight) period. See the [Resources](#) page for an example of estimating hours.

This can only be applied to report irregular hours of paid work and does not apply for reporting other activities.

**Note:** the ability to estimate hours is not needed by fly-in fly-out, seasonal, contract and shift workers with a consistent number of fortnightly hours.

If a customer has estimated their (or their partner's) hours, they should notify as soon as there are any significant changes. This may affect their hours of subsidised child care.

### **Travel time**

To recognise the various distances travelled to access early learning and child care, families will be able to include a reasonable amount of travel time in the estimation of their hours of recognised activity. This can only include travel from the child care service to the place of work/study and travel from the place of work/study to the child care service. See the [Resources](#) page for examples of including travel in activity hours.

While travel may result in a higher Activity Test result, it will not give access to more than 100 hours of subsidised care per fortnight unless [exceptional circumstances](#) exist.

### **Automatic Activity Test results**

The customer (and/or their partner) will be granted an automatic Activity Test result if they meet **any** of the following:

- they have a combined income estimate equal to or below the [lower income threshold](#)
- they receive Carer Allowance
- they have a child who attends an early educational (preschool or kindergarten) program
- they receive JobSeeker Payment, Youth Allowance (job seeker), Special Benefit or Parenting Payment with compulsory mutual obligation requirements
- they receive Parenting Payment, Carer Payment or Special Benefit for a child under the age of 6, and are participating in [Parent Pathways](#)
- they have an Aboriginal or Torres Strait Islander child/ren in their care and the information is stored on the customer's s 47E(d)

screen

Customers should still report their level of activity. The higher of the automatic Activity Test result or the reported level of activity will apply in these cases.

**Note:** for partnered customers, even when one or both have an automatic Activity Test result, the number of subsidised hours of child care is based on the person with the lowest Activity Test result. This does not apply to grandparent principal carers not receiving income support. These customers remain eligible for 100 hours regardless of the customer and partner Activity Test.

#### **ParentsNext transition customers**

Income Support customers who were exited from ParentsNext on the 31 October 2024 will have an automatic base level of 36 hours applied for the entire six-month duration from 11 November 2024 to 11 May 2025. The automatic activity result will be applied regardless of their current active participation.

#### **Activity test outcomes for Aboriginal and Torres Strait Islander children**

From 10 July 2023, Aboriginal and Torres Strait Islander children can get at least 36 hours of CCS each fortnight. Families can receive more than 36 hours based on their level of recognised activity and other circumstances. They are still required to pay a gap fee to their child care service depending on their CCS percentage.

From 10 July 2023, families can voluntarily provide Aboriginal and Torres Strait Islander heritage information for children in their care through staff assisted channels. From 8 July 2024, they can also provide this information:

- via online services,
- Via express plus app, and
- in CCS new claims

CCS eligible families can provide the information, regardless of their current activity test outcomes. Families receiving more than 36 hours of CCS should still have their children's Aboriginal and Torres Strait Islander heritage recorded, if provided. This ensures they will receive a base level of 36 hours if their activity test details change in the future.

#### **Note:**

- s 47E(d)
- The base level of 36 hours per fortnight is applied per eligible child
- Aboriginal and Torres Strait Islander child heritage information applies to the entitlement calculation for the CCS individual who provided the information. This information does not follow the child to other records, such as in shared care or change of care scenarios
- It is voluntary for families to advise they are caring for an Aboriginal or Torres Strait Islander child. Customers can update their response at any time

#### **Implementation**

Activity Test changes for Aboriginal and Torres Strait Islander children had multiple phases:

- From 10 July 2023 to 2 June 2024:

- customers could provide information via staff assisted channels
- [s 47E\(d\)](#)

See [Exceptional circumstances for](#)

[Child Care Subsidy \(CCS\) and Additional Child Care Subsidy \(ACCS\)](#)

- From 3 June 2024:
  - [s 47E\(d\)](#)
  - entitlement is assessed as an automatic Activity Test Result as per information held on the [s 47E\(d\)](#) screen. See [Coding Activity Test details for Child Care Subsidy \(CCS\)](#)
- From 8 July 2024:
  - CCS customers can provide or update this information via staff assisted channels, self service channels (through their myGov account or the Centrelink App)
  - CCS new claims updated to provide an opportunity for customers to provide this information at the time of claim

See the [Resources](#) page for Frequently Asked Questions and Scenarios.

### **Activity Test exemptions**

A customer (and/or their partner) will be exempt from the Activity Test if:

- they are disabled or impaired
- they are caring full time for a disabled adult or child
- they are the [grandparent](#) of a child but not eligible for Additional Child Care Subsidy (ACCS) (grandparent)
- they are overseas:
  - a 6 week time limit applies for the CCS customer, unless a [portability extension](#) exists
  - no time limit applies if it is the partner of the CCS customer who is outside Australia. The exemption will remain in place for as long as the partner is overseas
- they are in prison, or lawfully detained such as in psychiatric confinement having been charged with an offense
- they have a child who attends an early educational (preschool or kindergarten) program
- they have received ACCS (child wellbeing) for a continuous period of 26 weeks within the last two years. **Note:** this exemption is at the child level, meaning each child would need to have received ACCS (child wellbeing) for a continuous period of 26 weeks to be eligible for up to 100 hours of care per fortnight for up to 18 months after the ACCS (child wellbeing) ceased. [s 47E\(d\)](#)

- unable to engage in any recognised activity due to exceptional circumstances

### **Exemptions for 2018-19 flood and drought affected customers**

Customers affected by the 2018-19 floods and drought have received an exemption from the CCS Activity Test requirements for the 2018-19 financial year. These customers will have 100 eligible hours.

The exemption only applies to certain Local Government Areas (LGA). The exemption has been applied to eligible customers. The [Resources](#) page contains a table with exempt LGAs.

### **Exemptions for 2019-20 bushfire affected customers**

Customers affected by the 2019-20 bushfires have received an exemption from the CCS Activity Test requirements for the 2019-20 financial year. These customers will receive 100 eligible hours.

The exemption only applies to certain Local Government Areas (LGA). The exemption will be applied to eligible customers automatically, when the customer's CCS is balanced for the 2019-20 year. No coding is required by staff.

The [Resources](#) page contains a table with exempt LGAs.

### **Exemptions from the Activity test due to coronavirus (COVID-19)**

#### **Child Care Subsidy (CCS) customers do not need to pay child care fees from 6 April 2020 until 12 July 2020.**

The Government announced no session fees will be charged to families between 6 April 2020 and 12 July 2020. Updates made to [s 47E\(d\)](#) screen will have no effect on a customer's Child Care Subsidy entitlement. This is because customers can access child care free of the activity test or means test during the Business Continuity Payment period.

#### **Eased Activity Test requirements from 13 July 2020 until 4 April 2021**

From 13 July 2020 until 4 April 2021 the CCS activity test requirements have been eased. This applies for families whose activity test hours have reduced due to COVID-19. Impacted families will get up to 100 hours per fortnight of subsidised care, where they:

- had an activity test result of more than 0 before COVID-19 (around 1 March 2020 or before)
- can no longer engage in the same number of hours of recognised activities, and
- are currently doing more than 8 hours of recognised activity per fortnight

Customers can apply for extra hours by going online and completing the 'Apply for extra activity hours (COVID-19)' service via their MyGov account or Express Plus App.

### **Exceptional circumstances**

Customers (and/or their partners) unable to engage in recognised activities due to exceptional circumstances can be granted an exemption from the Activity Test.

Exemptions are assessed on a case by case basis. When requesting an exemption, customers are to provide:

- details of their (and/or their partner's) circumstances to demonstrate it would be unreasonable for them to satisfy the Activity Test or care for their or their partner's children
- evidence to support their application

Customers (or their partner) experiencing exceptional circumstances can also request an increase in their assessed subsidised hours, or more than 100 hours per fortnight. They will need to give the reason for an increased Activity Test result, and submit evidence to support their application. Assess these applications to increase subsidised hours on a case by case basis.

**Note:** evidence must outline the customer is:

- unable to participate in any recognised activities and
- provide a safe level of care for the child/ren due to those circumstance/s

If the customer requests the assessment be backdated up to the eligible 28 days (to the beginning of the CCS fortnight prior to the CCS fortnight in which the request is made), the evidence must cover this period.

For more information, see [Exceptional circumstances for CCS and Additional Child Care Subsidy \(ACCS\)](#).

### **Date of effect of Activity Test updates**

Updates to activity details could result in a favourable or unfavourable outcome for the customer. The system determines the date of effect based on the date of notification and the date the change occurred.

If notified **before** the date of change, the date of effect will be the start of the CCS fortnight **after** the change occurred. **Note:** customers can only notify up to 28 days in advance of a change in their activity details.

If the customer notifies a change in their activity **after** it has occurred, and the result is:

- favourable (for example, it entitled them to more hours of subsidised care per fortnight), the date of effect is backdated up to 28 days from the date of notification to the start of a CCS fortnight. Any arrears will be paid directly to the customer
- unfavourable, the date of effect is backdated to the start of the CCS fortnight after the change occurred (no limit). This may result in the customer receiving an overpayment

### **Starting or increasing hours of paid work**

The date of effect is the first Monday of the CCS fortnight before the fortnight in which the change occurred. This DOE is subject to the customer notifying as soon as possible. For maximum benefit, customers must notify in the CCS fortnight the change occurred. For examples, see [Changes in circumstances and date of effect for CCS and ACCS](#).

s 47E(d)



See the Process page of [Coding Activity Test details for Child Care Subsidy \(CCS\)](#) for information on **s 47E(d)**

### **ATD updates within CCS claims for customers who are already CCS current**

CCS current customers who submit a claim for an additional child may provide ATD information which differs to what we already have recorded. To ensure entitlement is correct, ATD updates will need to be made within the claim activity. For claim processing instructions, see Process page, Step 4 in Table 3 in [Processing Child Care Subsidy \(CCS\) claims](#).

The [Resources](#) page contains links to the helpdesk webform, the myskills and Department of Education websites, scenarios, and more information about activities, Activity Test results and exemptions.

### **Contents**

[Coding Activity Test details for Child Care Subsidy \(CCS\)](#)

[Reviewing assessment outcomes for Child Care Subsidy \(CCS\)](#)

### **Related links**

[Exceptional Circumstances for Child Care Subsidy \(CCS\) and Additional Child Care Subsidy \(ACCS\)](#)

[Entitlement for Child Care Subsidy](#)

[Changes in circumstances and date of effect for Child Care Subsidy \(CCS\) and Additional Child Care Subsidy \(ACCS\)](#)

[Apportioning hours of Child Care Subsidy \(CCS\)](#)

### **Process**

This document outlines the Activity Test for CCS, how to record activity details, and how it is used to determine the number of subsidised hours a customer is entitled to receive for each child. It also explains Activity Test exemptions.

### **On this page:**

[Recognised activities](#)

[Automatic Activity Test results](#)

[Activity Test exemptions](#)

### **Recognised activities**

Table 1

Item	Description
1	<p><b>Recognised activities</b> + Read more ...</p> <p>To meet the Activity Test, the customer (and their partner) must be participating in one or more recognised activities, or have an exemption. Customers (or partner) can include a reasonable amount of travel from the child care service to the place of activity (e.g. work/study) and from the place</p>

	<p>of activity to the child care service. The <a href="#">Resources</a> page has examples of how to include travel in activity hours.</p> <p>s 47E(d)</p> <p>To provide more information to customers about the following recognised activities:</p> <ul style="list-style-type: none"> <li>• Paid work (including paid and unpaid leave), see <a href="#">Item 2</a></li> <li>• Training, see <a href="#">Item 3</a></li> <li>• Approved course of education or study, see <a href="#">Item 4</a></li> <li>• Voluntary work, see <a href="#">Item 5</a></li> <li>• Unpaid work experience or unpaid internship, see <a href="#">Item 6</a></li> <li>• Unpaid work for a family business, see <a href="#">Item 7</a></li> <li>• Actively looking for work, see <a href="#">Item 8</a></li> <li>• Actively setting up a business, see <a href="#">Item 9</a></li> <li>• Other activity, see <a href="#">Item 10</a></li> </ul> <p>To explain Activity Test results, see <a href="#">Item 11</a></p>
2	<p><b>Paid work (including paid and unpaid leave) + Read more ...</b></p> <p>This activity includes paid work as a self-employed person.</p> <p>The number of hours declared can include reasonable travel from the child care service to the place of work and return.</p> <p><b>Casual and irregular work:</b></p> <ul style="list-style-type: none"> <li>• Customers (or partner) who work casual or irregular hours can estimate their hours of activity over a three month (6 CCS fortnights) period. The largest number of estimated hours worked in a fortnight should be used when reporting their activity details. Customers should update their hours of work as appropriate if their largest number of hours on a fortnight in the three month period changes. The <a href="#">Resources</a> page has an example of estimating irregular work</li> <li>• Estimating hours does not apply to fly-in fly-out, seasonal, contract and shift workers with a consistent number of fortnightly hours as these are covered by other recognised activities</li> </ul> <p><b>Paid and unpaid parental leave:</b></p> <ul style="list-style-type: none"> <li>• The period of leave will be recognised at the same level of activity as declared for paid work (or self-employment)</li> <li>• The work hours before taking leave must be at least 8 hours per fortnight</li> <li>• There is no limit to the period of unpaid parental leave, however: <ul style="list-style-type: none"> <li>◦ the period of leave will be within the terms and conditions of their employment contract for individuals who are permanently employed</li> </ul> </li> </ul>

- leave is only recognised for individuals who are self-employed if their business continues to operate and they intend resuming work in their business in the foreseeable future
- leave is only recognised if the individual who works from contract to contract or casually for a regular employer (or an employment agency) intends to resume work after the period of leave
- Leave will **not** be recognised as unpaid parental leave if the person:
  - has resigned or been made redundant from their employment
  - was self-employed and their business ceases to operate
  - has completed their employment contract with no understanding or arrangement with an employer they will return to work at a future date, or who have no intention to return to work (either for the same or a different employer) in the foreseeable future
  - has moved from employer to employer with no formal employment arrangement or contract (such that they could not be considered to be taking leave) and have withdrawn from the workforce for the birth of a child

**Paid and unpaid annual leave, sick leave, long service leave, carers leave and other paid leave:**

- This refers to leave granted under the terms and conditions of a customer's (or partner's) employment
- The period of leave will be recognised at the same level of activity as declared for paid work (or self-employment)
- If the work hours prior to taking leave were less than 8 hours per fortnight, and the customer (or partner) is not combining it with any other activity/ies during the period of leave, then the period of annual, long service or sick leave does not meet the Activity Test. For example, if the customer was working 7.5 hours per fortnight, this would not meet the Activity Test

**Unpaid leave (except for unpaid parental leave) can only be used to meet the Activity Test for a continuous period of 6 months**

- Leave taken by a self-employed customer (or partner)
- Leave for self-employed customers (or partner) will be taken as paid work where the leave would be considered annual leave, long service leave, leave for illness or injury, carer's leave or parental leave if they were an employee
- The period of leave will be recognised at the same level of activity as declared for their self-employment

	<ul style="list-style-type: none"> <li>• A medical certificate of commonwealth statutory declaration may be required if subject to a compliance check</li> </ul>
3	<p><b>Training + Read more ...</b></p> <p>The customer (or partner) must be enrolled in, and actively working towards completing, a training course for the purpose of improving their work skills, employment prospects or both.</p> <ul style="list-style-type: none"> <li>• Includes customers receiving Austudy or ABSTUDY and most certified courses, including apprenticeships and traineeships, included under the Student Assistance (Education Institutions and Courses) Determination 2009 (No. 2)</li> <li>• Includes practicums or vocational placements</li> <li>• Hours declared should include self-directed hours of study outside scheduled hours of training</li> <li>• Semester and vacation breaks <b>during</b> the course are included, but not vacation breaks at the start or after the course has finished</li> <li>• Courses should have a direct impact on the customer's (or partner's) professional development, including, for example:             <ul style="list-style-type: none"> <li>◦ Adult literacy</li> <li>◦ English language (such as, Skills for Education and Employment or the Adult Migrant English Programme)</li> <li>◦ Improving computer skills</li> <li>◦ Guidance on starting a small business</li> <li>◦ Community based, work skill focused training as listed on myskills.gov.au. The <a href="#">Resources</a> page has a link to the website</li> <li>◦ Does <b>not</b> include courses catering primarily to hobbies or personal interests, such as cooking courses, art classes, foreign languages or alternative therapies</li> </ul> </li> </ul>
4	<p><b>Approved course of education or study + Read more ...</b></p> <p>The customer (or partner) must be enrolled in, and actively working towards completing, a secondary or tertiary course of education or study.</p> <ul style="list-style-type: none"> <li>• Includes customers receiving Youth Allowance (Student), Austudy or ABSTUDY</li> <li>• Includes courses of education defined in s541B Social Security Act 1991, including Years 10-12 and Level 1 to 10 (Certificate I to Doctoral Degree) of the Australian Qualifications Framework (AQF)</li> <li>• Includes practicums or vocational placements</li> <li>• Hours declared should include self-directed hours of study outside scheduled hours of training</li> </ul>

	<ul style="list-style-type: none"> <li>Semester and vacation breaks <b>during</b> the course are included, but <b>not</b> vacation breaks at the start or after the course has finished</li> </ul>
5	<p><b>Voluntary work</b> + Read more ...</p> <p>This activity can be used if the voluntary work:</p> <ul style="list-style-type: none"> <li>could reasonably be expected to improve work skills or employment prospects, or</li> <li>be for a charitable, welfare or community organisation, or</li> <li>be for a school, preschool or centred based service if the work directly support the learning and development of children at that school, preschool or service</li> </ul> <p>If the voluntary work is the <b>only activity</b> being undertaken, only the first 16 hours will count towards the Activity Test.</p> <p>s 47E(d)</p> <p>Charitable, welfare or community organisation includes:</p> <ul style="list-style-type: none"> <li>A charity registered with the Australian Charities and Not-for profit Commission</li> <li>Other registered voluntary organisation</li> <li>Community organisations with a charitable purpose</li> <li>Welfare or other community organisations such as churches, sporting clubs, schools or an emergency management body (such as the State Emergency Service)</li> <li>Volunteering at a school, preschool or centre based service includes reading to children or supporting children in other learning activities. It <b>does not</b> include activities considered to be parental duties such as being on a school's parents and citizens committee</li> </ul> <p><b>Note:</b> foster care and home schooling are <b>not</b> considered voluntary work for the purposes of the CCS Activity Test.</p> <p>The <a href="#">Resources</a> page has an example of volunteering as a recognised activity, and examples of activities which may or may not meet the Activity Test.</p>
6	<p><b>Unpaid work experience or unpaid internship</b> + Read more ...</p> <p>This activity recognises unpaid work experience or internship which will build experience in a particular occupation or industry, enabling a customer (or partner) to maintain or improve work skills or employment prospects, or both.</p>

	<ul style="list-style-type: none"> <li>• There must be no employment relationship and it must not be undertaken as a requirement of a course of education or training</li> <li>• The customer (or partner) must not be doing 'productive' work - that is, it must not be work that would otherwise be done by a paid employee. This is to lessen the risk of employers exploiting unpaid work experience participants or interns to avoid paying someone to do the particular job. The main benefit should be a meaningful learning experience, training or skill development</li> <li>• There is no time limit on this activity as there are customers (or partners) who genuinely do work experience as part of a Commonwealth or State employment program</li> </ul>
7	<p><b>Unpaid work for a family business</b> + Read more ...</p> <p>To be working unpaid in a family business which may be a sole proprietor, partnership, corporation or limited company.</p> <p>To be considered a family business, the business must be owned by a member of their immediate family, that is:</p> <ul style="list-style-type: none"> <li>• their parent</li> <li>• the partner of their parent</li> <li>• their partner</li> <li>• a sibling (a child of the customer's parent)</li> <li>• their child</li> <li>• a partner of their child</li> </ul>
8	<p><b>Actively looking for work</b> + Read more ...</p> <p>A customer (or partner) is actively looking for work if they engage in one or more of the following activities during the fortnight:</p> <ul style="list-style-type: none"> <li>• looking for job vacancies</li> <li>• preparing resumés and job applications</li> <li>• contacting potential employers</li> <li>• preparing for, and attending, job interviews</li> </ul> <p>The customer (or partner) does not need to be unemployed to have this as their activity.</p> <p>If looking for work is the <b>only activity</b> being undertaken, only the first 16 hours will count towards the Activity Test.</p> <p>If actively looking for work activity is part of JSP, YAL-JSK, PPP/PPS and SpB with compulsory participation requirements customers see <a href="#">Table 2 &gt; Item 3</a> for additional information.</p> <p>s 47E(d)</p>

	s 47E(d)
9	<p><b>Actively setting up a business</b> + Read more ...</p> <p>This applies to a business that has not yet started to operate and the customer (or partner) must be engaged in one or more of the following activities in relation to the proposed business:</p> <ul style="list-style-type: none"> <li>• obtaining finance, advice and support</li> <li>• attending and organising events, including meetings, networks and seminars</li> <li>• developing business, marketing or other plans</li> </ul> <p>This activity is limited to a maximum of 26 weeks in any 12 month period. Ensure the activity period does not exceed 26 weeks, when recording 'Setting up a Business'. If the customer has accessed less than 26 weeks for this activity within a 12 month period and uses this activity again, they will only be able to access the balance up to 26 weeks.</p>
10	<p><b>Other activity</b> + Read more ...</p> <p>Before deciding whether an 'other' activity is an appropriate activity, check if it is one of the existing recognised activities available. For example, a person exercising or caring for animals at an animal shelter. If the animal shelter is a recognised charity, the activity may be considered <b>voluntary work</b>, instead of 'Other'.</p> <p>To be considered a recognised activity, it must maintain or improve work skills or employment prospects or both.</p> <p>When submitting a request for an activity to be considered, customers are to provide:</p> <ul style="list-style-type: none"> <li>• details of the activity being undertaken (this may include useful details/context to support their request)</li> <li>• start date (and end date if known)</li> <li>• hours per fortnight</li> <li>• a statement addressing how the activity would improve their work skills or employment prospects (or both). <b>Note:</b> the free text information (if submitted online) or the verbal statement received from the customer can be used</li> <li>• evidence to support their application (if required). This can include documentation from a third party that shows the individual's participation in the activity and the dates the activity occurred. Acceptable evidence may include:</li> </ul>

	<ul style="list-style-type: none"> <li>documents relating to the organisers of the activity including official letterheads of organisations</li> <li>rosters / schedules</li> <li>other documentation that demonstrates a link between the activity and the customer or partner doing the activity</li> <li>a commonwealth statutory declaration may be accepted if no other document can be provided or if a third party is not involved</li> </ul> <p><b>Note:</b> if a Change of Circumstance Work Item is allocated, and the customer notifies their Other activity via the Express Plus app or Online Services, the Receipt will not display:</p> <ul style="list-style-type: none"> <li>the free text information the customer has provided, or</li> <li>the response to whether the activity improves the customer's work skills or employment prospects</li> </ul> <p>Staff may finalise the activity based on the provisional information in the relevant <a href="#">s 47E(d)</a> line. If there is no provisional information i.e. inadvertently deleted, staff must call the customer to confirm:</p> <ul style="list-style-type: none"> <li>the details of the activity, and</li> <li>if the customer considers the activity improves work skills or job prospects</li> </ul> <p>When assessing a request for an activity to be recognised, Service Officers may also determine whether, depending on the nature of the activity, it should only be recognised for a limited period of time, or for a limited number or hours per fortnight.</p> <p>If unable to determine whether the activity is an appropriate activity to meet the CCS Activity Test, refer the details to the <a href="#">Level 2 Policy Help Desk</a>. If appropriate, the Department of Education will be consulted to make the assessment.</p>
11	<p><b>Activity Test result</b> + Read more ...</p> <p>The hours of subsidised care a customer is entitled to is calculated based on the total number of hours of recognised activity/ies the customer (or partner) is participating in.</p> <p>This is referred to as the Activity Test result.</p> <p>If the total hours of recognised activity per fortnight are:</p> <ul style="list-style-type: none"> <li>less than 8 hours and the ATI is <b>more</b> than the <a href="#">lower income threshold</a>, the maximum hours of subsidised care per CCS fortnight is <b>NIL</b></li> <li>less than 8 hours and the ATI is <b>equal to or below</b> the <a href="#">lower income threshold</a>, the maximum hours of subsidised care per CCS fortnight is <b>24 hours</b></li> </ul>



	<ul style="list-style-type: none"> <li>• 8 hours to 16 hours, the maximum hours of subsidised care per CCS fortnight is <b>36 hours</b></li> <li>• more than 16 hours to 48 hours, the maximum hours of subsidised care per CCS fortnight is <b>72 hours</b></li> <li>• more than 48 hours, the maximum hours of subsidised care per CCS fortnight is <b>100 hours</b></li> </ul> <p><b>Note:</b> there are some activities where a limit is placed on the Activity Test hours, for example, if looking for work is the <b>only activity</b> being undertaken, only the first 16 hours will count towards the Activity Test.</p> <p>For partnered customers, the subsidised hours will be based on the member of the couple with the <b>lowest</b> Activity Test result, even when an exemption applies.</p> <p>If both members of a couple have an exemption, the hours of subsidised care are determined by the partner with lowest hours of entitlement.</p> <p><b>Note:</b> this does not apply to grandparent principal carers not receiving income support or individuals temporarily outside of Australia. These customers remain eligible for 100 hours regardless of the customer and partner Activity Test result.</p> <p>An automatic Activity Test result may apply based on an individual's or family's circumstances. See <a href="#">Table 2</a>.</p> <p>The <a href="#">Resources</a> page has:</p> <ul style="list-style-type: none"> <li>• examples of Activity Test results for customers who are partnered</li> <li>• the Activity Results in a table format</li> </ul>
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### Automatic Activity Test results

Table 2

Item	Description
1	<p><b>Automatic Activity Test results</b> + Read more ...</p> <p>Some customers will receive an <b>automatic Activity Test result</b> based on their circumstances.</p> <p>For partnered customers, even when one or both have an automatic Activity Test result, the number of subsidised hours of child care is based on the person with the lowest Activity Test result.</p> <p><b>Note:</b> this does not apply to grandparent principal carers not receiving income support. These customers remain eligible for 100 hours regardless of the customer and partner Activity Test result.</p> <p>Automatic Activity Test results are available for a customer or their partner if:</p> <ul style="list-style-type: none"> <li>• they have a combined family income equal to or below the lower income threshold, see <a href="#">Item 2</a></li> </ul>

	<ul style="list-style-type: none"> <li>• they receive JobSeeker Payment (JSP), Youth Allowance (Jobseeker) (YAL-JSK), Special Benefit (SpB) or Parenting Payment (PPP/PPS) with compulsory participation requirements. This includes Parenting Payment customers participating in ParentsNext, see <a href="#">Item 3</a></li> <li>• they receive Carer Allowance (CA), see <a href="#">Item 4</a></li> <li>• their child attends early educational program at a centre-based day care service, see <a href="#">Item 5</a></li> <li>• they have an Aboriginal and Torres Strait Islander child/ren in their care, see <a href="#">Item 6</a></li> <li>• they were a ParentsNext participant on 31 October 2024, see <a href="#">Item 7</a></li> <li>• they are participating in Parent Pathways, see <a href="#">Item 8</a></li> </ul> <p>If an automatic Activity Test result does not apply, the customer may be eligible for an exemption from the Activity Test. See <a href="#">Table 3</a>.</p>
2	<p><b>Low income Activity Test result</b> + Read more ...</p> <p>The customer will have an automatic Activity Test result of 24 hours if:</p> <ul style="list-style-type: none"> <li>• they or their partner is engaged in less than 8 hours of recognised activity, and</li> <li>• they have a combined income estimate equal to or below the lower income threshold</li> </ul>
3	<p><b>JSP, YAL-JSK, PPP/PPS and SpB with compulsory participation requirements</b> + Read more ...</p> <p>If a customer and/or their partner is receiving one of these payments and has compulsory mutual obligation requirements, they will have an automatic Activity Test result of <b>36 hours</b>.</p> <p>Customers should still report the activities they are engaged in. If the activity hours reported:</p> <ul style="list-style-type: none"> <li>• are less than the automatic Activity Test result, the higher automatic Activity Test of 36 hours will apply</li> <li>• exceed the automatic Activity Test result, they may be able to access more hours of subsidised care (noting the lower Activity Test result is used where a customer is partnered)</li> <li>• If actively looking for work is the only activity recorded and their activity hours exceed 16, customers with compulsory obligation requirements will receive a higher activity test result than the automatic 36 hours</li> </ul> <p>If a customer or their partner is <b>exempt from compulsory mutual obligation requirements due to exceptional circumstances</b>, they will have an automatic Activity Test result of <b>100 hours from the next CCS</b></p>

	<p><b>Monday.</b> This excludes large family<sup>s 47E(d)</sup>, home schooling<sup>s 47E(d)</sup>, or distance educating children (ECH) exemptions.</p> <p>Check the <sup>s 47E(d)</sup> ) screen for mutual obligations and any exemptions. This screen will indicate if the customer has mutual obligations.</p> <p><b>Note:</b> for partnered customers, even when one or both have an automatic Activity Test result, the number of subsidised hours of child care is based on the person with the lowest Activity Test result. This does not apply to grandparent principal carers not receiving income support. These customers remain eligible for 100 hours regardless of the customer and partner Activity Test result.</p>
4	<p><b>Carer Allowance (CA) + Read more ...</b></p> <p>Care for the Activity Test is care that would prevent the person from engaging in other recognised activities due to their caring responsibilities. The care may be active, supervisory or monitoring. Periods of caring should not overlap with other activities the customer advises they are engaged in, such as study or work. See the <a href="#">Resources</a> page for examples.</p> <p>Customers must be receiving Carer Allowance (CA) to have the automatic Activity Test result of <b>72 hours</b>.</p> <p>Customers in receipt of CA can also report a combination of caring and other activities which will increase their hours of entitlement to 100 hours per fortnight. The total hours must exceed 48 hours per fortnight to be entitled to 100 hours per fortnight.</p> <p>The <a href="#">Resources</a> page has an example of combining caring hours with additional activities.</p> <p><b>Is the customer in receipt of CA providing more than 48 hours care per fortnight?</b></p> <ul style="list-style-type: none"> <li>• <b>Yes</b>, see Step 2 in Table 5 in <a href="#">Coding Activity Test details for Child Care Subsidy (CCS)</a>. Procedure ends here</li> <li>• <b>No</b>, and they also receive Carer Payment (CP) or provide constant care to a child or adult with a disability, they may be exempt from the Activity Test. See <a href="#">Table 3</a></li> </ul>
5	<p><b>Pre-school automatic activity test result + Read more ...</b></p> <p>Families will have an automatic Activity Test result giving them access to a baseline 36 hours of subsidised care if they:</p> <ul style="list-style-type: none"> <li>• are entitled to less than 36 hours of subsidised child care per fortnight, and</li> </ul>

- have a child attending an early educational program at a centre-based day care service (e.g. preschool or kindergarten) in the year that is 2 years before Grade 1 of school

For example, a child due to start primary school in February 2020 is considered a preschool aged child for 2019. The child will attend Grade 1 in 2021. The [Resources](#) page details the primary school levels for child care fee assistance.

To receive this automatic activity test result:

- the customer must advise the date their child expects to start primary school, **and**
- the session report lodged by the child care service must confirm the child's attendance at an approved program

If the customer advises their child's primary school start date and may be eligible for this automatic activity test result, to view details:

s 47E(d)

The additional pre-school hours will take effect in the calendar year before the date the child is due to start primary school. It starts on the first Monday of a CCS fortnight. It ends on the last CCS Sunday of the calendar year the pre-school hours applies to.

For example, if the child is due to start primary school on 4 February 2020, the pre-school hours will take effect from 14 January 2019 and end on 12 January 2020.

- The pre-school hours only applies for the child attending the preschool or kindergarten program, not other children in the customer's care
- Only pre-school hours from 2020 apply to the calendar year before the date the child starts primary school. Pre-school hours before 2020 apply to the 12 months and one day period before the school start date

If pre-school additional hours do not display correctly on the s 47E(d) for children attending an early education program, on the child's screen check there is:

s 47E(d)

s 47E(d)

See [Updating school status, and assessing age exemptions for Child Care Subsidy \(CCS\)](#) for further information.

	Procedure ends here.
6	<p><b>Aboriginal and Torres Strait Islander children</b> + Read more ...</p> <p>From 10 July 2023, Aboriginal and Torres Strait Islander children are eligible for a base level of 36 hours of CCS per fortnight.</p> <p>Families can get more than 36 hours of CCS based on their recognised activity and other circumstances.</p> <p>Resources page contains scenarios and customer questions to help staff respond to enquiries</p> <p><b>Note:</b> s 47E(d)</p> <p style="text-align: right;">see <a href="#">Exceptional circumstances for Child Care Subsidy (CCS) and Additional Child Care Subsidy (ACCS)</a>.</p> <p>s 47E(d)</p> <p><b>Check CCS Child Heritage entitlement</b> + Read more ...</p> <p>To view which children may be eligible to have the automatic Activity Test Result base 36 hours applied:</p> <p>s 47E(d)</p> <p>See <a href="#">Coding Activity Test details for Child Care Subsidy (CCS)</a> if updates are needed.</p> <p>Procedure ends here.</p>
7	<p><b>ParentsNext participants</b> + Read more ...</p> <p>The ParentsNext program ceased on 31 October 2024.</p> <p>All customers who were participating in ParentsNext on 31 October 2024 will have access to a base level of 36 hours of CCS per fortnight for the entire duration of a six month period from 1 November 2024 to 30 April 2025 (CCS Monday 11 November 2024 to CCS Sunday 11 May 2025), regardless of their current active participation.</p> <p>To determine whether the customer was a participant on 31 October 2024:</p>

	<p>s 47E(d)</p> <p><b>Historic activity test results</b></p> <ul style="list-style-type: none"> <li>• Before 31 October 2024, customers who received JobSeeker Payment (JSP), Youth Allowance (Jobseeker) (YAL-JSK), Special Benefit (SpB) or Parenting Payment (PPP/PPS) with compulsory participation requirements received 36 hours of CCS per fortnight.</li> <li>• From 5 May 2023, ParentsNext customers were no longer subject to mutual obligation requirements. For the period: <ul style="list-style-type: none"> <li>○ 5 May 2023 to 9 June 2024, exemption code s 47E(d) ) was applied which granted customers 100 hours per fortnight</li> <li>○ 10 June 2024 to 31 October 2024, exemption code s 47E(d) was applied which granted customers 36 hours per fortnight</li> </ul> </li> </ul> <p>Procedure ends here.</p>
8	<p><b>Parent Pathways + Read more ...</b></p> <p>From 1 November 2024, eligible Parenting Payment, Carer Payment and Special Benefit customers with a child under the age of 6, participating in Parent Pathways are eligible for a base level of 36 hours per fortnight. Automatic activity test result is applied when one of the following participation statuses is received on the s 47E(d) screen:</p> <ul style="list-style-type: none"> <li>• s 47E(d) Commenced Parent Pathways</li> <li>• s 47E(d) - Suspended from Parent Pathways</li> </ul> <p>For more information see <a href="#">Parent Pathways</a>.</p> <p>See <a href="#">Changes in circumstances and date of effect for Child Care subsidy (CCS) and Additional Child Care Subsidy (ACCS)</a> for date of effect rules.</p> <p>Procedure ends here.</p>

### Activity Test exemptions

Table 3

Step	Action
1	<p><b>Automatic exemptions + Read more ...</b></p> <p>Some Activity Test exemptions are granted automatically based on a customer's (or partner's) recorded circumstances.</p> <p>For partnered customers, even when one or both have an exemption, the number of subsidised hours of child care is based on the person with the lowest Activity Test result.</p>

	<p><b>Note:</b> this does not apply to grandparent principal carers not receiving income support. These customers remain eligible for 100 hours regardless of the customer and partner Activity Test result.</p> <p>The following automatic exemptions may apply:</p> <ul style="list-style-type: none"> <li>• <b>Carer Payment (CAR)</b> - CAR customers will have an Activity Test result of <b>100 hours</b>. Procedure ends here</li> <li>• <b>Disability Support Pension (DSP)</b> - Person receiving DSP will have an Activity Test result of <b>100 hours</b>. Procedure ends here</li> <li>• <b>Customers or partner outside Australia</b> - <a href="#">go to Step 2</a></li> <li>• <b>Additional Child Care Subsidy (ACCS) exemptions</b> - <a href="#">go to Step 3</a></li> <li>• <b>Grandparent principal carers not receiving income support</b> - <a href="#">go to Step 4</a></li> <li>• <b>Exemption for a person living with a disability or impairment</b> - <a href="#">go to Step 5</a></li> <li>• <b>Customer (or partner) provides constant care for an adult or child with a disability</b> - <a href="#">go to Step 7</a></li> <li>• <b>In prison or psychiatric confinement</b> - <a href="#">go to Step 8</a></li> <li>• <b>2018-19 Flood and drought affected customers</b> - <a href="#">go to Step 9</a></li> <li>• <b>2019-20 bushfire customer</b> - <a href="#">go to Step 10</a></li> <li>• <b>COVID-19 Exemption or eased activity test requirements</b> - <a href="#">go to Step 11</a></li> </ul> <p><b>If one of the above automatic exemptions does not apply</b> - <a href="#">go to Step 12</a></p>
2	<p><b>Customer or partner outside Australia</b> + Read more ...</p> <p>If temporary travel outside Australia is recorded for the <b>customer</b> (via a data link with the Department of Home Affairs), the customer will have an Activity Test result of 100 hours for up to 6 weeks from the date of departure.</p> <p>If the 6 week period is exceeded, it will affect eligibility and entitlement unless an extension is assessed. Requests for portability extensions are assessed on a case by case basis and should be referred to the International Services Centre (CIS) for assessment. The <a href="#">Resources</a> page contains a link to the CIS.</p> <p>If a customer's <b>partner</b> travels or lives outside Australia, they will have an Activity Test result of 100 hours that is not time limited. This exemption is automatically applied using the Immigration link with Home Affairs. If the partner has travelled or resided in Australia and the immigration link is not successful:</p> <p>s 47E(d)</p>

	<ul style="list-style-type: none"> <li>• If there is no Immigration link for the partner, go to the partner's record and update the <a href="#">s 47E(d)</a> screen with relevant information</li> <li>• Finalise the activity resulting in the exemption being applied</li> <li>• If no Home Affairs link exists and information was manually recorded, customers must advise the agency when their partner returns to Australia to avoid a potential overpayment</li> </ul> <p>If the partner has never resided in Australia see <a href="#">Exceptional circumstances for Child Care Subsidy (CCS) and Additional Child Care Subsidy (ACCS)</a></p> <p>Procedure ends here.</p>
3	<p><b>Additional Child Care Subsidy (ACCS) exemptions</b> + Read more ...</p> <p>Customers will automatically have access to 100 hours of subsidised child care per fortnight if granted:</p> <ul style="list-style-type: none"> <li>• ACCS (child wellbeing). <b>Note:</b> ACCS (child wellbeing) is granted at a child level. This means each child would need to have ACCS (child wellbeing) approved to receive 100 hours of subsidised care)</li> <li>• ACCS (grandparent)</li> <li>• ACCS (temporary financial hardship)</li> </ul> <p>Is the customer receiving an eligible ACCS payment?</p> <ul style="list-style-type: none"> <li>• <b>Yes</b>, the family will have access to <b>100 hours</b> of subsidised child care per fortnight. Procedure ends here</li> <li>• <b>No</b>, <a href="#">go to Step 4</a></li> </ul>
4	<p><b>Exemptions for grandparent principal carers not receiving income support</b> + Read more ...</p> <p>Customers can be exempt from the Activity Test if they (or their partner) are the grandparent or great-grandparent with principal care of a grandchild and they do not receive income support.</p> <p>To be eligible customers may be required to provide evidence:</p> <ul style="list-style-type: none"> <li>• of their <a href="#">grandparent</a> relationship to the child (if not already established for Family Tax Benefit purposes)</li> <li>• they provide 65% or more care for the child</li> <li>• they have substantial autonomy for day-to-day decisions about the child's care, welfare and development</li> </ul> <p>See <a href="#">Processing ACCS (grandparent)</a> for acceptable evidence and how to assess the evidence.</p> <p>Is the customer or their partner a grandparent principal carer who is not receiving income support?</p>




	<ul style="list-style-type: none"> <li>• <b>Yes</b>, record details as required. See Step 6 in Table 3 in <a href="#">Coding Activity Test details for Child Care Subsidy (CCS)</a>. Procedure ends here</li> <li>• <b>No</b>, <a href="#">go to Step 5</a></li> </ul>
5	<p><b>Exemption for a person living with a disability or impairment</b> + Read more ...</p> <p>A <a href="#">disabled person</a> can be exempt from the Activity Test if, as a result of their disability or impairment, they:</p> <ul style="list-style-type: none"> <li>• are unable to significantly engage in a recognised activity, or</li> <li>• would be unable to adequately care for their child/ren if the child/ren did not attend child care</li> </ul> <p>s 47E(d)</p> <p>Is the customer requesting an exemption from the Activity Test as they are disabled or have an impairment?</p> <ul style="list-style-type: none"> <li>• <b>Yes</b>, <a href="#">go to Step 6</a></li> <li>• <b>No</b>, <a href="#">go to Step 7</a></li> </ul>
6	<p><b>Explain eligibility for exemption due to disability or impairment</b> + Read more ...</p> <p>Advise the customer to be eligible for this exemption they must be either:</p> <ul style="list-style-type: none"> <li>• receiving a DVA invalidity service pension</li> <li>• participating in an independent living program provided by CRS Australia or other body determined by the Minister</li> <li>• diagnosed by a medical practitioner or clinical psychologist as a person who is impaired to a degree that significantly incapacitates them, or</li> <li>• included in a class of persons determined by the Minister, by legislative instrument, to be a disabled person for the purposes of this exemption</li> </ul> <p>s 47E(d)</p> <p>Does the customer meet the requirements for an exemption due to a disability or impairment?</p>

	<ul style="list-style-type: none"> <li>• <b>Yes</b>, update the customers disability or impairment information. See Step 3 in Table 5 in <a href="#">Coding Activity Test details for Child Care Subsidy (CCS)</a>. Procedure ends here</li> <li>• <b>No</b>, <a href="#">go to Step 7</a></li> </ul>
7	<p><b>Exemption for a person who provides constant care for an adult or child with a disability</b> + Read more ...</p> <p>An exemption is automatically granted if the person is in receipt of Carer Payment (CP) or has had CP rejected or cancelled due to the income or asset test in the last 5 years.</p> <p><b>This exemption also applies to customers who do not qualify for CP because they, or the person they care for, do not meet the income or asset test.</b> These customers have not had CP rejected or cancelled in the last 5 years but would otherwise be eligible for CP because they have met the constant care requirement.</p> <p>For example, a customer getting an income support payment (other than CP) would not be eligible for this exemption. These customers would be expected to meet the income and asset test if assessed as eligible for CP. Customers are considered to be providing <a href="#">constant care</a> if they personally provide care on a daily basis for a significant period during each day. The care may be active, supervisory or monitoring. They need to:</p> <ul style="list-style-type: none"> <li>• be providing at least the equivalent of a normal working day in personal care, and</li> <li>• be unable to substantially engage in other recognised activities due to the full-time caring responsibility</li> </ul> <p>If unable to find details of CP rejection due to the income or assets test, and if concerned about whether the customer meets the criteria for this exemption, ask them to lodge evidence to support their request for an exemption.</p> <p>The evidence will depend on individual circumstances, however it must show:</p> <ul style="list-style-type: none"> <li>• the customer's care meets the definition of <a href="#">constant care</a>, or they provide care on a daily basis for a significant period during each day</li> <li>• the customer is generally unable to engage in other recognised activities due to their full-time caring responsibilities. <b>s 47E(d)</b></li> </ul> <p>Is the customer unable to engage substantially in a recognised activity because they are providing constant care for an adult or child with a</p>

	<p>disability and not eligible for CP due to not meeting the income or asset test?</p> <ul style="list-style-type: none"> <li>• <b>Yes</b>, add caring details via the <b>s 47E(d)</b> screen in Process Direct. <ul style="list-style-type: none"> <li>○ See Table 5, Step 4 in <a href="#">Coding Activity Test details for Child Care Subsidy (CCS)</a></li> <li>○ Procedure ends here</li> </ul> </li> <li>• <b>No</b>, <a href="#">go to Step 8</a></li> </ul>
8	<p><b>Exemptions for imprisonment or psychiatric confinement</b> + Read more ...</p> <p>This automatic exemption applies when the person is being detained while under sentence for a conviction and not on release or parole or the person is in custody pending trial or sentencing.</p> <p><b>s 47E(d)</b></p> <div data-bbox="683 808 753 878" data-label="Image"> </div> <p>Details can be updated by the customer or partner online or verbally.</p> <p>Is the customer/partner reporting imprisonment or incarceration for either themselves or their partner?</p> <ul style="list-style-type: none"> <li>• <b>Yes</b>, and the exemption has: <ul style="list-style-type: none"> <li>○ automatically applied. The customer will have an Activity Test result of 100 hours. Procedure ends here</li> <li>○ not automatically applied, add exemption for imprisonment or psychiatric confinement. See Step 5 in Table 5 in <a href="#">Coding Activity Test details for Child Care Subsidy (CCS)</a>. Procedure ends here</li> </ul> </li> <li>• <b>No</b>, <a href="#">go to Step 9</a></li> </ul>
9	<p><b>2018-19 flood and drought affected customers</b> + Read more ...</p> <p>Customers are automatically granted a one-off exemption if they live in an eligible Local Government Area (LGA). The <a href="#">Resources</a> page contains a table listing these.</p> <ul style="list-style-type: none"> <li>• A note will be recorded on the customers record in Process Direct titled CCS Exceptional Circumstances 2018-19</li> <li>• Check the <b>s 47E(d)</b> screen and CCS entitlement summary are displaying the exemption</li> <li>• Advise the customer no further action is required</li> <li>• CCS reconciliation debts due to underestimating income or loss of entitlement will still need to be repaid. There are flexible payment options available. Discuss the need to update change in</li> </ul>

	<p>circumstances and increasing their withholdings percentage to avoid future overpayments</p> <p>Procedure ends here.</p>
10	<p><b>2019-20 bushfire customers</b> + Read more ...</p> <p>Customers are automatically granted a one-off exemption if they live in an eligible Local Government Area (LGA). The <a href="#">Resources</a> page contains a table listing these.</p> <ul style="list-style-type: none"> <li>• A note will be recorded on the customers record in Process Direct titled CCS Exceptional Circumstances 2019-20</li> <li>• Check the <a href="#">s 47E(d)</a> screen and CCS entitlement summary are displaying the exemption</li> <li>• Advise the customer no further action is required</li> <li>• CCS reconciliation debts due to underestimating income or loss of entitlement will still need to be repaid. There are flexible payment options available. Discuss the need to update change in circumstances and increasing their withholdings percentage to avoid future overpayments</li> </ul> <p>Procedure ends here.</p>
11	<p><b>Exemptions from the Activity test due to Coronavirus (COVID-19)</b> + Read more ...</p> <p>Child Care Subsidy (CCS) customers did not need to pay child care fees from 6 April 2020 until 12 July 2020.</p> <p>The Government announced no session fees will be charged to families between 6 April 2020 and 12 July 2020. Updates made to <a href="#">s 47E(d)</a> screen will have no effect on a customer's Child Care Subsidy entitlement. This was because customers could access child care free of the activity test or means test during the Business Continuity Payment period.</p> <p><b>Did customers still need to update work test/activity hours?</b></p> <ul style="list-style-type: none"> <li>• Customers did not need to update activity hours if they're on leave or need to self-isolate</li> <li>• They did not need to update if their employer closed due to a public health advice or as a precautionary measure, and would return to that job when their employer reopens</li> <li>• If a customer advised additional activities, update the activity test accordingly</li> <li>• Remind customers to check their activity hours before CCS started again on 12 July 2020</li> </ul>

	<p>If CCS customers contact regarding a change to activity hours for any reason not related to Coronavirus (COVID-19), update the activity test details as per normal procedures.</p> <p><b>Where activity has reduced or paused due to Coronavirus (COVID-19):</b></p> <ul style="list-style-type: none"> <li>• If CCS customers contact to advise their activity hours have reduced, there was no need for them to change their hours right then</li> <li>• If a CCS customer has irregular hours, they would normally estimate hours across 3 months. If activity hours have reduced, there is no need to change their activity hours</li> </ul> <p><b>Where work ceased and they advised they do not have a job to return to:</b></p> <p>Update the ATD screen to reflect the activities the customer may now be undertaking</p> <p><b>Eased Activity test requirements from 13 July 2020 until 4 April 2021</b></p> <p>From 13 July 2020 until 4 April 2021 the CCS activity test requirements have been eased. This applies for families whose activity test hours have reduced due to COVID-19. Impacted families can get up to 100 hours per fortnight of subsidised care, where they:</p> <ul style="list-style-type: none"> <li>• had an activity test result of more than 0 before COVID-19 (around 1 March 2020 or before)</li> <li>• can no longer engage in the same number of hours of recognised activities, and</li> <li>• are currently doing more than 8 hours of recognised activity</li> </ul>
12	<p><b>Exceptional circumstances</b> + Read more ...</p> <p>If the customer or their partner is not eligible for an automatic or manual exemption:</p> <ul style="list-style-type: none"> <li>• See <a href="#">Exceptional circumstances for CCS and ACCS</a> if: <ul style="list-style-type: none"> <li>◦ the customer or their partner has exceptional circumstances which prevent them from engaging in any recognised activities, or</li> <li>◦ the customer is seeking an increase in their assessed subsidised hours or wants to access more than 100 hours of subsidised care per fortnight</li> </ul> </li> <li>• If the customer or their partner does not have any exceptional circumstances which would enable them to engage in recognised activities, they are not eligible for an exemption from the Activity</li> </ul> <p> Test. Advise the customer if their level of activity changes, they should update their details using their online account or contact Services Australia</p>

## References

### Policy

#### Family Assistance Guide

[Family Assistance Guide 3.5.2.10 CCS - activity test - general](#)

[Family Assistance Guide 3.5.2.20 CCS - activity test exemptions](#)

[Family Assistance Guide 3.5.2.40 CCS - other recognised activities](#)

[Family Assistance Guide 1.1.D.80 Disabled person \(CCS\)](#)

#### Social Security Guide

[Social Security Guide 1.1.C.310 Constant care \(CP\)](#)

### Legislation

Links to the Federal Register of Legislation site go to a 'All versions' page. Select the 'Latest' version.

[A New Tax System \(Family Assistance\) Act 1999](#)

- Schedule 2, clause 11, Individual's Activity Test result
- Schedule 2, clause 12, Recognised activity result
- Schedule 2, clause 13, Low income result
- Schedule 2, clause 14, Minister's rules result
- Schedule 2, clause 15, Child wellbeing result
- Schedule 2, clause 16, Provider's deemed Activity Test result

[Child Care Subsidy Minister's Rules 2017, Part 3, Division 3, Recognised Activities](#)

- Subdivision A, General
- Subdivision B, Additional activities
- Subdivision C, Associated activities
- Subdivision D, Hours during which activities are engaged in

[Student Assistance \(Education Institutions and Courses\) Determination 2019](#)

[A New Tax System \(Family Assistance\) \(Administration\) Act 1999](#)

- section 67FB, Notice of change of circumstances - individuals
- section 105C, Review of entitlement to be paid CCS or ACCS - taking account of changes of circumstances etc.

## Resources

### Contact details

[Centrelink International Services \(CIS\) - contact details for staff](#)

[Level 2 Policy Help Desk - Online Query form](#)

### Calendar

[OS035B - Centrelink Calendar 2022-2025](#)

[OS035A - Centrelink Calendar 2026-2029](#)

### Letters

[Q888 Request for information - CCS and Additional CCS](#)

**Services Australia website**

[What are primary school levels for child care fee assistance](#)

**External websites**

[myskills](#)

[Department of Education - Cheaper Child Care](#)

**Voluntary activities**

Do not share this attachment externally. See [Information Publication Scheme](#).



[Table of voluntary activities](#)

**Activity Test scenarios and results**

Table 1: examples of a recognised activities and Activity Test results. Examples include casual and irregular work, partnered, and combining exemption hours with a recognised activity.

Example	Description
1	<p><b>Irregular or casual work</b></p> <p>Milli works two casual jobs in the fast food industry. Milli's total hours can vary significantly across fortnights - in some fortnights Milli is only assigned one 4 hour shift, while in others up to five 4 hour shifts could be assigned. Milli's working hours across six fortnights range from 4 hours to 16 hours per fortnight which would ordinarily give Milli an entitlement ranging from zero to up to 36 hours of subsidised child care per fortnight depending on hours worked each fortnight.</p> <p>To support the maximum hours of paid work during a fortnight with access to sufficient hours of child care, Milli would declare an estimate of 16 hours of paid work per fortnight and would be entitled to 36 hours of subsidised child care in each fortnight.</p> <p>Two months after advising the work hours, Milli's work shifts increase, ranging from 12 hours to 28 hours per fortnight. Milli updates the work hours from 16 hours to 28 hours online, resulting in access to 72 hours of subsidised child care per fortnight.</p>
2	<p><b>Multiple employers</b></p> <p>Rashid has 2 jobs - one part time job working 20 hours per fortnight, and a second casual job. Rashid's casual work can ranges from 20 to 25 hours per fortnight, depending on the number of shifts worked.</p> <p>When recording 'paid work' hours, Rashid would indicate the paid work is casual, and record 45 hours work per fortnight. This is a total of the regular part time hours (20) and the highest number of casual hours worked in a fortnight (25).</p>
3	<p><b>Appropriate travel included in activity hours</b></p>

	<p>Nadia lives in an outer suburb and works 7 hours a day in the city centre. Nadia's child Jason attends a centre-based day care service close to the family home.</p> <p>After dropping Jason at day care, it takes Nadia 60 minutes to drive directly to work and another 60 minutes hour to return.</p> <p>Nadia's activity would be 9 hours per day - 7 hours of work and 2 hours of travel.</p>
4	<p><b>Inappropriate travel</b></p> <p>Kate works shifts of 6 hours a day, and Kate's child Cale attends a centre based day care service near the family home.</p> <p>After dropping Cale at day care, Kate has a 30 minute drive to work. After finishing the shift, Kate goes to the gym for an hour long workout before returning to the service to collect Cale. Travel time from the gym to the child care service is 45 minutes.</p> <p>Kate's activity would be 7 hours each working day - 6 hours work and one hour travel time to and from the child care service. Kate's travel time estimate cannot include travel time to the gym, the time at the gym or the extended travel from the gym to the child care service.</p>
5	<p><b>Combining recognised activities</b></p> <p>Jane does paid work of 12 hours per fortnight, volunteers at their child's school 6 hours per fortnight, and does unpaid work in the family's business for 8 hours per fortnight.</p> <p>Jane's activity would be a combined total of 26 hours per fortnight, which would give an Activity Test result of 72 hours of subsidised care per fortnight.</p>
6	<p><b>Couple with differing Activity Test results</b></p> <p>Raj has full time work, working 76 hours per fortnight, which gives an Activity Test result of 100 hours per fortnight of subsidised child care.</p> <p>Sue has part-time work, working 40 hours per fortnight, which gives an Activity Test result of 72 hours per fortnight of subsidised child care.</p> <p>As Sue has the lower level of activity, this family would be eligible for 72 hours per fortnight of subsidised child care.</p>
7	<p><b>One parent has an Activity Test exemption</b></p> <p>Jim works part-time, working 40 hours per fortnight, which gives an Activity Test result of 72 hours per fortnight of subsidised child care.</p> <p>Jan receives Carer Payment so has an exemption from the Activity Test, giving a result of 100 hours per fortnight of subsidised child care.</p>



	<p>Although Jan has an exemption, the hours of subsidised care is determined by the person with the lowest Activity Test result. This family would be eligible for 72 hours per fortnight of subsidised child care.</p>
8	<p><b>Voluntary work</b></p> <p>John and Adelaide have a 7 year old child Izzy. John works full-time but Adelaide is not currently working. Izzy attends outside school hours care twice a week when Adelaide visits John's parents in a retirement home some distance away. Adelaide has been spending several hours per week teaching Izzy guitar. In this context, teaching Izzy to play the guitar is considered a private activity and a personal interest that Adelaide shares with Izzy and these hours cannot be claimed as hours of voluntary work. Adelaide is invited to provide group guitar lessons to all the children in Izzy's class at school. In doing so, Adelaide's guitar lessons support children's learning and development at the school and are recognised as voluntary work. Adelaide's 15 hours per fortnight providing guitar lessons entitle the family to 36 hours of subsidised child care per fortnight, as voluntary work is the only recognised activity and Adelaide's Activity Test result is the lowest.</p> <p>See the attachment above for more examples of activities which may or may not be considered suitable as voluntary work for the purposes of the CCS Activity Test.</p>
9	<p><b>Studying as an approved activity</b></p> <p>Sam advised of starting a two year course of study on 6 February. When recording Sam's activity details, the Service Officer would record the entire two year period, as Sam is considered to be meeting his Activity Test requirements during semester breaks.</p> <p>However, Sam could not have the study commence on 1 January because Sam is due to start his activity in February, or have the period at the end of the two years included in the Activity Test period as breaks at the start or after the conclusion of the course are not included.</p>
10	<p><b>Automatic Activity Test result and reported activities</b></p> <p>Salma is a single parent receiving Carer Allowance, which means automatic entitlement to 72 hours of subsidised care per fortnight. Salma also volunteers for 10 hours per fortnight at preschool undertaking reading activities with the children.</p> <p>When reporting levels of activity, Salma indicates 'caring' for 60 hours per fortnight and volunteering for 10 hours per fortnight, totalling 70 hours of recognised activity. As this is more than the automatic Activity Test result, Salma would be entitled to 100 hours of subsidised care per fortnight.</p>

	<p>If Salma's reported level of activity was less than 48 hours per fortnight, the automatic Activity Test result of 72 hours would apply.</p>
11	<p><b>Reporting hours of caring</b></p> <p>Amar has a part time job working 15 hours per week, and cares for child Radesh who has a disability. Radesh's disability means Amar is required to attend regular medical appointments and attend special therapy classes. Radesh attends kindergarten 3 half days a week, which Amar does not need to attend.</p> <p>When Amar reports hours of activity online, the hours spent working, and when Radesh is not directly in Amar's care are not to be included when entering the number of hours engaged in caring.</p>
12	<p><b>Grandparent principal carers not receiving income support</b></p> <p>Courtney and John are grandparents and the principal carers for their two grandchildren Harriet and Nelly.</p> <p>Due to their income they are not eligible for any income support payments. John works part time 10 hours per week and Courtney is retired.</p> <p>Because they are grandparent principal carers they:</p> <ul style="list-style-type: none"> <li>• are exempt from the activity test, and</li> <li>• will receive 100 eligible hours of care</li> </ul> <p>Grandparent principal carers are not subject to the rule where eligible hours are determined for couples based on the person with the lowest activity test result.</p>
13	<p><b>Customer becomes partnered</b></p> <p><b>Unfavourable</b></p> <p>Millie is a single customer and is receiving CCS at 75% for 100 hours per fortnight.</p> <p>Millie contacts on 24 June 2021 to advise she has become partnered from 6 October 2020. Millie's partner's income of \$25,000 is added using a Date of Event of 6 October 2020 (the date of becoming partnered), and Paid Work of 40 hours per fortnight with an ATD Date of Receipt of 6 October 2020 (the date the customer became partnered).</p> <p>The change in marital status, newly combined family income estimate and activity test result for CCS will take effect from 19 October 2020 - the first Monday of the CCS fortnight following the change in circumstances.</p> <p>A change in ATR will apply from 19 October 2020, reducing to 72 subsidised hours of child care as the ATR is based on the person with the lowest Activity Test result.</p>

As a result of the late notification, an undetermined debt for the period 6 October 2020 to 24 June 2021 due to both income and Activity Test would be generated in the case.

Where the change in marital status is the first Monday of a CCS fortnight, the change will take effect from that date.

#### **Unchanged**

Tommy is a single customer receiving CCS at 72% for 72 hours per fortnight. Tommy contacts on 7 April 2021 to advise he has become partnered from 1 November 2020. Tommy's partner's income of \$68,000 is added using a Date of Event of 1 November 2020 (the date of becoming partnered) and Paid Work of 75 hours per fortnight with a ATD Date of Receipt of 1 November 2020 (the date the customer became partnered).

The change in marital status, newly combined family income estimate and activity test result for CCS will take effect from 2 November 2020 - the first Monday of the CCS fortnight following the change in circumstances.

There is no change to subsidised hours as the number of subsidised hours of child care is based on the person with the lowest Activity Test result.

Therefore, Tommy's hours of 72 will apply from 2 November 2020 (the first CCS Monday following the date of partnering). As a result of the late notification, an undetermined debt for the period 1 November 2020 to 7 April 2021 due to income only would be generated in the case.

Where the change in marital status is the first Monday of a CCS fortnight, the change will take effect from that date.

#### **Unfavourable partner CCS current**

Russell is a single customer and is receiving CCS at 75% for 100 hours per fortnight.

Russell contacts on 1 May 2021 to advise he has become partnered from 1 October 2020. Russell's partner Kate, is also CCS current and is receiving CCS at 80% for 36 hours per fortnight.

As the number of subsidised hours of child care is based on the person with the lowest Activity Test result, this will result in a drop in entitlement for Russell. Therefore, a change will apply from 5 October 2020, reducing Russell's hours of subsidised hours of child care to 36 hours per fortnight. There will be no change to Kate's subsidised hours as she is already in receipt of 36 hours.

#### **Both unfavourable and favourable partner CCS current**

Occasionally there may be a scenario where the result is both favourable and unfavourable.

	<p>For example, customer has 100 hours and partner has 36 hours, new ATD details supplied which will result in both CCS assessment changing to 72 hours.</p> <p>For more information refer to Coding Activity Test details for <a href="#">Child Care Subsidy (CCS)</a>.</p>
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**'Other' activities as a recognised activity for the Activity test**

Table 2: deciding if an activity is appropriate as a recognised activity to meet the CCS Activity Test.

Item	Description
1	<p><b>Points to consider</b></p> <ul style="list-style-type: none"> <li>• Is the activity already included in the list of recognised activities? For instance, should the activity actually be reported as hours of voluntary work or unpaid work experience?</li> <li>• Could participating in the activity reasonably improve the person's work related skills, employment contacts and chances of employment?</li> <li>• Could participating in the activity be shown to improve the person's communication skills or professional presentation?</li> <li>• If details of previous work/study history has been provided, does the activity they are requesting to be recognised relate to or complement their previous work/study experience, or expand up on it?</li> <li>• Has documentation/evidence been included that demonstrates the person's participation in the activity, when the activity takes place and the hours the individual spends participating in the activity per fortnight?</li> </ul>
2	<p><b>Activities not appropriate for the CCS Activity Test</b></p> <p>There are a number of activities that can be rejected as a recognised activity for CCS without further deliberation. Examples of activities not appropriate include but are not limited to:</p> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• Any activity that is for an unlawful purpose or for an employer, business or another person or organisation that has an unlawful purpose</li> </ul> <p><b>Activities that are personal or family responsibilities</b></p> <ul style="list-style-type: none"> <li>• Providing food for one's own, the family's or friends' benefit, including grocery shopping, vegetable gardening, fruit or vegetable picking or food preparation</li> <li>• Building/renovating own home or undertaking maintenance of own property (including shared areas as part of a body corporate)</li> </ul>

- Unpaid activity relating to exercising, training or caring for family or friend's pets, including vet or grooming visits etc.  
**Note:** activity related to the care and exercise of animals may meet the Activity Test through another recognised activity. For example:
  - volunteering at an animal shelter that is a recognised charity should be reported as **voluntary work**
  - if the person is intending to be a veterinarian or vet assistant, providing assistance with animals at a veterinary clinic could be considered **unpaid work experience**
  - engaged in unpaid work at a pet shop owned by the person's parents should be reported as **unpaid work in a family business**
  - if the person is self-employed in an industry related to the health and care of animals, the activity hours should be reported as **paid work**
- Planning or attending occasions for family and friends including weddings, anniversaries etc.
- Ad-hoc assistance at school events, such as assisting with supervision on school excursions, fetes, sports carnivals etc.
- Helping a friend or family member or neighbour. This is distinguished from:
  - **unpaid work** in a family owned business where the person is considered to benefit from the success of the family business while not directly being paid, or
  - **voluntary work** which is recognised for unpaid work that improves the individual's work skills and employment prospects (or both), for charities and community organisations, or assisting in educational activities at schools, preschools and centre based day care services)

#### **Sport and Recreation**

- Unpaid participation in sporting events for the person's own leisure, interest or personal wellbeing - as a player or spectator - including for a work team

s 47E(d)

	<p>s 47E(d)</p> <p><b>Personal pursuits</b></p> <ul style="list-style-type: none"> <li>• Participation in hobbies, including related educational courses that may be undertaken</li> <li>• Participating in social club activities</li> <li>• Unpaid participation in the performing arts for personal interest or leisure</li> <li>• Attendance at official events such as ANZAC Day, Australia Day etc. (unless a volunteer at these events)</li> <li>• Attending religious activities</li> </ul>
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### Eligible hours

Table 3: this table shows the maximum number of subsidised hours of child care a customer is entitled to receive in a CCS fortnight, based on their hours of activity.

For **partnered customers**, the number of subsidised hours of child care is based on the person with the lowest Activity Test result.

**Note:** this does not apply to grandparent principal carers not receiving income support or individuals temporarily outside of Australia. These customers remain eligible for 100 hours regardless of the customer and partner Activity Test result.

Hours of recognised activity per fortnight	Maximum number of hours of subsidised child care per CCS fortnight
Less than 8 hours and the ATI is more than the <a href="#">lower income threshold</a>	Nil
Less than 8 hours and the ATI is equal to or below the <a href="#">lower income threshold</a>	24 hours
8 hours to 16 hours	36 hours
More than 16 hours to 48 hours	72 hours
More than 48 hours	100 hours

### Activity test exemptions

Table 4: a broad summary of CCS Activity Test exemptions and the applicable Activity Test result. For **partnered customers**, even when one or both have an exemption, the hours of subsidised child care is based on the person with the lowest Activity Test result.

**Note:** this does not apply to grandparent principal carers not receiving income support or individuals temporarily outside of Australia. These customers remain eligible for 100 hours regardless of the customer and partner Activity Test result.

Item	Details	Eligible hours per fortnight
1	Person receives Disability Support Pension <b>or</b> is disabled or impaired and unable to undertake any recognised activities	100
2	Person receives Carer Payment	100
3	Person provides constant care for an adult or child with a disability, but does not qualify for Carer Payment as they do not meet the income or assets test	100
4	Grandparents not eligible for ACCS (grandparent) for the sole reason they are not on income support	100
5	Person is in prison or psychiatric confinement due to be charged with an offence	100
6	Customer/Partner overseas (6 week time limit applies for the CCS customer, unless exceptional circumstances exist. No time limit applies for partner overseas)	100
7	Customer was in receipt of ACCS (child wellbeing) for a continuous period of 26 weeks within the last two years exempt from the Activity Test for 18 months. <b>Note:</b> this exemption is at the child level. This means each child would need to have received ACCS (child wellbeing) for a continuous period of 26 weeks to be eligible for up to 100 hours of care per fortnight for up to 18 months after the ACCS (child wellbeing) ceased.	100
8	Customer (or partner) is in receipt of JSP, YAL(JSK), SpB or PP with a compulsory participation requirement and has an exemption from mutual obligations due to exceptional circumstances (excluding large family, home schooling or distance educating children)	100
9	Person unable to participate in a recognised activity due to exceptional circumstances	As determined by delegate

#### Automatic Activity Test results

If a customer's declared level of activity gives a higher Activity Test result than their automatic result, the higher result will apply. For **partnered customers**, even when one or both have an automatic Activity Test result, the number of subsidised hours of child care is based on the person with the lowest Activity Test result.

**Note:** this does not apply to grandparent principal carers not receiving income support or individuals temporarily outside of Australia.

Table 5: a broad summary of CCS automatic Activity Test results giving customers access to subsidised care irrespective of their activity level.

Item	Details	Eligible hours per fortnight
1	Customer (or partner) is in receipt of Carer Allowance	72
2	Customer (or partner) is in receipt of JSP, YAL (JSK), SpB or PP with a compulsory participation requirement	36
3	Customer (or partner) is in receipt of JSP, YAL (JSK), SpB or PP with an exemption to compulsory participation requirements due to exceptional circumstances. This excludes large family, home schooling, or distance educating children exemptions.	100
4	Child attends an early educational (preschool or kindergarten) program in the year that is two years before Grade 1 of school. <b>Note:</b> only applies to the preschool aged child and subject to receipt of session report from child care service.	36
5	From 10 July 2023, Aboriginal and Torres Strait Islander children can receive a base level of 36 hours of CCS.	36 (base level for child)
6	From 1 November 2024, customer (or partner) is in receipt of PP, Carer Payment or SpB for a child under the age of 6 and is participating in Parent Pathways.	36 base level
7	Income Support customers who were exited from ParentsNext on the 31 October 2024 will have an automatic base level of 36 hours applied for the entire six-month duration from 11 November 2024 to 11 May 2025.	36 base level

#### Scenarios - For Aboriginal and Torres Strait Islander children

Table 6

Item	Description
1	<b>Family with one Aboriginal or Torres Strait Islander child with a combined income of less than \$85,279 participating in less than 8 hours of recognised activity</b>



	<p>Bindi has one child, Kirra aged 4, who attends centre-based care 1 day per week. Bindi has an income estimate of \$65,000 and participates in less than 8 hours of recognised activity.</p> <p>From 10 July 2023, Binda can access up to 36 hours of CCS per fortnight as Kirra is Aboriginal.</p>
2	<p><b>Family with one Aboriginal or Torres Strait Islander child with a combined income of less than \$150,000 participating in more than 36 hours of recognised activity</b></p> <p>Marlee and Kaiya have one child Bouddi aged 3 who attends centre-based care 3 days a week. They have a combined income estimate of \$150,000. Kaiya works full time and Marlee undertakes a combination of casual work and study. Marlee, Kaiya and Bouddi all identify as Aboriginal.</p> <p>From 8 July 2024, Marlee logs into online services and provides Aboriginal and Torres Strait Islander heritage information for Bouddi.</p> <p>There is no change to the number of CCS hours the family will receive as they are entitled to 72 CCS hours per fortnight based on their participation in recognised activity.</p> <p>The information is recoded to ensure that if the family's details change into the future Bouddi will receive a base level of 36 hours of CCS.</p>
3	<p><b>Family with multiple children, one Aboriginal or Torres Strait Islander child with a combined income of less than \$85,279 participating in less 8 hours of recognised activity</b></p> <p>Anna and Vance have two children in their care, Kalina aged 4, and Jai aged 2. Anna and Vance do not identify as Indigenous however Kalina is from a previous relationship and is Torres Strait Islander. Anna and Vance have a combined income estimate of \$75,000 and they participate in less than 8 hours of recognised activity.</p> <p>From 10 July 2023, Anna can access up to 36 hours of CCS per fortnight for Kalina, Anna will continue to receive 24 hours of CCS for Jai.</p>
4	<p><b>Ongoing shared care arrangement</b></p> <p>Julie has an ongoing shared care arrangement for Peta, aged 4, who attends centre-based care 2 days a week. Julie has an income of \$20,000 and participates in less than 8 hours of study per fortnight. As Julie identifies Peta as Aboriginal descent, Julie can access up to 36 hours of CCS for Peta.</p> <p>Peta is also in the care of John 2 nights of the week, however John has not contacted to voluntarily advise of Peta's Aboriginal heritage.</p> <p>John has an income estimate of \$30,000, works 6 hours per fortnight and can access up to 24 hours of CCS per fortnight for Peta.</p>

5	<p><b>Change of care</b></p> <p>Jackson, aged 3, attended centre-based care 2 days a week and was previously in the care of Jesse. Jesse has an income of \$20,000 and participates in less than 8 hours of work per fortnight. Jesse had identified Jackson as Aboriginal and could access up to 36 hours of CCS for Jackson.</p> <p>Jackson has recently left Jesse's care and entered Bronwyn's care. Bronwyn has an income estimate of \$40,000 and participates in less than 8 hours of recognised activity. Jackson attends centre-based care 4 days per week. As Bronwyn has not identified Jackson as Aboriginal, Bronwyn can access up to 24 hours of CCS per fortnight for Jackson.</p>
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**Customer's Frequently Asked Questions - CCS 36 hours for Aboriginal and Torres Strait Islander children**

Table 7

Item	Description
1	<p><b>Is it voluntary to advise?</b></p> <p>It is voluntary for families to advise they are caring for an Aboriginal or Torres Strait Islander child. <span style="color: red;">s 47E(d)</span></p>
2	<p><b>What happens if I don't want to identify?</b></p> <p>If you don't want to identify a child in your care as Aboriginal or Torres Strait Islander we will continue to use your level of recognised activity and other circumstances to calculate your CCS entitlement.</p>
3	<p><b>What will the information be used for?</b></p> <p>From 10 July 2023, Aboriginal and Torres Strait Islander children are entitled to base level of 36 hours of child care subsidy per fortnight. Information provided is used for the purpose of calculating your CCS entitlement and helps us to continue to improve services to Aboriginal and Torres Strait Islander people.</p>
4	<p><b>What if I care for an Aboriginal or Torres Strait Islander child and non-Aboriginal and Torres Strait Islander children?</b></p> <p>From 10 July 2023, Aboriginal and Torres Strait Islander children are entitled to a base level of 36 hours of CCS per fortnight. Your CCS</p>

	entitlement for other children in your care will continue to be assessed on your level of recognised activity and other circumstances.
5	<p><b>I've already told you that I am an Aboriginal or Torres Strait Islander person, why can't this be used for the children in my care?</b></p> <p>While you may have identified as an Aboriginal or Torres Strait Islander person to Services Australia, we've not asked if any of the children in your care are an Aboriginal or Torres Strait Islander child for the purpose of calculating your CCS entitlement.</p>
6	<p><b>What if my child is in shared care or goes into someone else's care?</b></p> <p>If you choose to identify a child in your care as an Aboriginal or Torres Strait Islander child we will use this only for your CCS entitlement, we won't use this for any other carers of the child. Each CCS eligible individual is able to decide if they would like to voluntarily identify the child as Aboriginal or Torres Strait Islander child for the purpose of their CCS entitlement calculation.</p>
7	<p><b>Can I remove, or change the information later?</b></p> <p>If you choose to identify a child in your care as an Aboriginal or Torres Strait Islander child and then later want to remove or change the information you have provided this can be done through the Child Care Subsidy/Child Information card in your MyGov account, through the Express Plus App or through staff assisted channels.</p>
8	<p><b>Can I get more than 36 hours?</b></p> <p>From 10 July 2023, Aboriginal and Torres Strait Islander children can get a base level of 36 hours of CCS per fortnight. Families can get more than 36 hours of CCS depending on their circumstance and level of recognised activity.</p>
9	<p><b>Will the 36 hours cover all my childcare cost for the days my children attend?</b></p> <p>From 10 July 2023, Aboriginal and Torres Strait Islander children can get at least 36 hours of subsidy per fortnight. Families still need to pay the gap fee, also known as the out-of-pocket cost. Your CCS percentage depends on your combined family income estimate.</p>
10	<p><b>I already get over 36 hours of CCS, do I need to do anything?</b></p> <p>If you currently receive more than 36 hours of CCS and you're caring for an Aboriginal or Torres Strait Islander child, this won't change your entitlement. We can record your child's Aboriginal and Torres Strait</p>

	Islander heritage now and this will mean you can get at least 36 hours even if your circumstances change.
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### 2018-19 flood and drought affected LGAs

Table 8: a list of Local Government Areas (LGA) where the exemption for flood and drought affected customers automatically applies

State	Local Government Area
<b>New South Wales</b>	Armidale Regional Balranald Bathurst Regional Bega Valley Berrigan Bland Bogan Bourke Cabonne Carrathool Central Darling Cobar Coolamon Coonamble Cowra Dubbo Regional Edward River Federation Forbes Gilgandra Glen Innes Gunnedah Gwydir Hay Inverell Lachlan Leeton Lithgow Liverpool Plains Mid-Western Regional Moree Plains Murrumbidgee Muswellbrook

	<p> Narrabri  Narrandera  Narromine  Oberon  Parkes  Severn Shire  Tamworth Regional  Tenterfield  Unincorporated Far West  Upper Hunter  Uralla  Walcha  Walgett  Warren  Warrumbungle  Weddin </p>
<b>Queensland</b>	<p> Balonne  Barcaldine  Barcoo  Blackall Tambo  Boulia  Bulloo  Burdekin  Burke  Carpentaria  Cloncurry  Cook  Diamantina  Doomadgee  Douglas  Flinders  Goondiwindi  Hinchinbrook  Lockyer Valley  Longreach  Maranoa  McKinlay  Murweh  Palm Island  Paroo </p>

	Quilpie Richmond Somerset South Burnett Southern Downs Toowoomba Torres Strait Island Torres Townsville Winton Wujal Wujal
<b>Victoria</b>	Buloke East Gippsland Latrobe Mildura Wellington Yarriambiack
<b>Tasmania</b>	Break O Day Glamorgan Spring Bay

#### 2019-20 bushfire affected LGAs

Table 9: a list of Local Government Areas (LGA) where the exemption for bushfire affected customers automatically applies.

<b>State</b>	<b>Local Government Area</b>
<b>New South Wales</b>	Armidale Ballina Bega Valley Bellingen Blue Mountains Byron Central Coast Cessnock Clarence Valley Coffs Harbour Cootamundra Gundagai Eurobodalla Glen Innes - Severn Goulburn Mulwaree

	<p> Greater Hume  Gwydir  Hawkesbury  Inverell  Kempsey  Ku-ring-gai  Kyogle  Lake Macquarie  Lismore  Lithgow  Mid Coast  Mid-Western  Muswellbrook  Nambucca  Narrabri  Oberon  Penrith  Port Macquarie – Hastings  Queanbeyan-Palerang  Richmond Valley  Shoalhaven  Singleton  Snowy Monaro  Snowy Valleys  Sutherland  Tamworth  Tenterfield  Tweed  Upper Hunter  Upper Lachlan  Uralla  Wagga Wagga  Walcha  Wingecarribee  Wollondilly </p>
<b>Victoria</b>	<p> Alpine  Ararat  Ballarat  Baw Baw  Benalla </p>

	Campaspe Cardinia East Gippsland Falls Creek Glenelg Golden Plains Greater Bendigo Indigo Latrobe Macedon Ranges Mansfield Mitchell Mount Buller Mount Hotham Mount Stirling Moyne Murrindindi Northern Grampians Pyrenees South Gippsland Southern Grampians Strathbogie Towong Wangaratta Wellington Wodonga Yarra Ranges
<b>Tasmania</b>	Break O'Day Central Highlands Southern Midlands
<b>Australia Capital Territory</b>	Australian Capital Territory
<b>South Australia</b>	Adelaide Hills Coorong City of Playford Kangaroo Island Kingston Lower Eyre Peninsula Mid Murray



	Mount Barker Murray Bridge Southern Mallee Yorke Peninsula
<b>Queensland</b>	Bundaberg Gladstone Gold Coast Gympie Ipswich Livingstone Lockyer Valley Noosa Scenic Rim Somerset Southern Downs Sunshine Coast Toowoomba

### Preschool Activity test

This automatic activity test result only applies to a child who attends an early educational program at a centre-based day care service (for example, preschool or a kindergarten) in the year that is 2 years before Grade 1 of school. For example, if a child is due to start primary school in February 2021, the child is considered a preschool aged child for 2020. The child will attend Grade 1 in 2022.

### Primary Education levels for child care assistance

Table 10: a summary of the first year of recognised primary school for each State or Territory.

<b>State/Territory</b>	<b>Not eligible for CCS preschool automatic activity test result</b>	<b>Eligible for CCS preschool automatic activity test result</b>
New South Wales	Kindergarten, Years 1 - 6	Preschool
Victoria	Preparatory, Years 1 - 6	Kindergarten/Preschool
Queensland	Preparatory, Years 1 - 6	Kindergarten/Preschool
South Australia	Reception, Years 1 - 7	Kindergarten
Western Australia	Pre-primary, Years 1 - 6	Kindergarten
Tasmania	Preparatory, Years 1 - 6	Kindergarten
Northern Territory	Transition, Years 1 - 6	Preschool

Australian Capital Territory	Kindergarten, Years 1 - 6	Preschool
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### Training & Support

Add the course number to the s 47E(d) field in the s 47E(d) in ESSentials:

- s 47E(d) - CCS eligibility and entitlement
- s 47E(d) - CCS change in circumstances

s 22



## Australian Government

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### Services Australia

#### **Coding Activity Test details for Child Care Subsidy (CCS) 007-17103116**

Currently published version valid from 2/06/2025 8:00 PM

#### **Background**

s 22

This document outlines how to record activity details Activity Test for CCS, and how to check and confirm outcomes of subsidised hours a customer is entitled to receive for each child.

#### **Activity Test**

The Process page outlines how to:

- add an activity
- vary an existing activity
- end an activity
- correct an existing activity
- update an ex-partner activity
- record and update Aboriginal and Torres Strait Islander child heritage information

#### **Activity Test for Aboriginal and Torres Strait Islander children**

From 10 July 2023, Aboriginal and Torres Strait Islander children can get at least 36 hours of CCS each fortnight. Families may be entitled to more than 36 hours based on their hours of recognised activity or other circumstances.

See [Activity Test for Child Care Subsidy \(CCS\)](#) for information about:

- the Activity Test changes for Aboriginal and Torres Strait Islander children, or
- how the Activity Test is used to determine the number of subsidised hours a customer is entitled to receive

The [Resources](#) page contains contact details, the CCS calendar, letters, links to the intranet relevant websites and examples of coding and managing logically deleted data.

#### **Related links**

[Activity Test for Child Care Subsidy](#)

[Eligibility for Child Care Subsidy \(CCS\)](#)

[Assessing Child Care Subsidy \(CCS\) claims](#)

[Add child claim for Child Care Subsidy \(CCS\)](#)

[Changes in circumstances and date of effect for Child Care Subsidy \(CCS\) and Additional Child Care Subsidy \(ACCS\)](#)

[Process Direct](#)

[Social Applications](#)

[Identify Confirmation](#)

[Sighting, recording and returning original documents](#)

[Cancellation, rejection and not effective codes for Child Care Subsidy \(CCS\) and](#)

[Additional Child Care Subsidy \(ACCS\)](#)

[Reviewing assessment outcomes for Child Care Subsidy \(CCS\)](#)

## Process

This document outlines how to record activity details Activity Test for CCS, and how to check and confirm outcomes of subsidised hours a customer is entitled to receive for each child.

### On this page:

[Ex-partner ATD updates](#)

[CCS customer becomes partnered](#)

[Recording activity details](#)

[Logically deleted ATD data](#)

[Coding Activity Test exemptions](#)

[Aboriginal and Torres Strait Islander children](#)

[Finalising ATD updates](#)

### Ex-partner ATD updates

Table 1 this table outlines how staff apply an Activity Result update for an ex-partner

Step	Action
1	<p><b>Ex-Partner ATD updates</b> + Read more ... s 47E(d)</p> <p><b>Has the customer:</b></p> <ul style="list-style-type: none"> <li>advised of activity hours for their partner and has since separated, or</li> <li>advised of activity hours for an ex-partner, or</li> <li>lodged a claim where the Deemed Date of Receipt (<b>DDOR</b>) falls into a period where customer was partnered and have since separated</li> <li><b>Yes</b>, <a href="#">go to Step 2</a></li> <li><b>No</b>, see <a href="#">Table 3</a></li> </ul>
2	<p><b>Determine Activity Test Results</b> + Read more ...</p>

	<p>Based on the activity hours advised, calculate the customer and ex-partner's Activity Test Results for the partnered period and determine who has the <b>lowest</b> result. The following information breaks the calculations down into further detail if further explanation is required.</p> <p>To check eligible hours and other factors that could apply, see the <a href="#">Resources</a> page in Activity Test for Child Care Subsidy (CCS).</p> <ul style="list-style-type: none"> <li>• Work out the 'Maximum number of hours of subsidised child care per CCS fortnight' (Activity Test Result) for both the: <ul style="list-style-type: none"> <li>◦ Ex-partner</li> <li>◦ Customer</li> </ul> </li> <li>• Check if any of the following apply for the customer or ex-partner: <ul style="list-style-type: none"> <li>◦ Automatic Activity Tests</li> <li>◦ Activity Test exemptions</li> <li>◦ any activities which may be capped at a certain level such as actively looking for work, or</li> <li>◦ any other factors which may affect the total number of hours calculated</li> </ul> </li> <li>• Compare the customer's Activity Test Result to their ex-partner's</li> <li>• Use the <b>lowest</b> Activity Test Result. For example, if customer's Activity Test Result was 36 hours and the ex-partner's was 72 hours, CCS subsidised hours would be 36 hours as this is the lower result</li> </ul> <p><b>Has the customer lodged a claim where the Deemed Date of Receipt (DDOR) falls into a period where customer was partnered and has since separated?</b></p> <ul style="list-style-type: none"> <li>• <b>Yes</b>, <a href="#">go to Step 8</a></li> <li>• <b>No</b>, <a href="#">go to Step 3</a></li> </ul>
3	<p><b>Determine favourable or unfavourable change</b> + Read more ...</p> <p>When the customer has advised of a change of circumstance, date of effect rules apply which tells us when the Activity Test Result applies from.</p> <p>Determine if the update is a favourable, unfavourable or unchanged decision</p> <p>Locate the existing CCS entitlement hours for the same date of notification of the new activity test update, for example, if date of notification of the new ATD update was 2 August 2024, locate the customers CCS hours for this date.</p> <p>Compare the existing hours recorded with the Activity Test Result calculated in Step 2 to determine if the change in activity hours is increasing (favourable), decreasing (unfavourable) or leaving the Activity Test result at the same level (unchanged). If the result is:</p> <ul style="list-style-type: none"> <li>• <b>unchanged</b>, for example, customer had 36 hours previously and calculated entitlement from Step 2 will be the same, <a href="#">go to Step 7</a></li> </ul>

	<ul style="list-style-type: none"> <li>• <b>an increase</b>, for example, if existing CCS entitlement at the date of notification is 24 hours and the calculated Activity Test Result is 36 hours, then favourable rules apply. If the activity is <ul style="list-style-type: none"> <li>○ not for paid work, <a href="#">go to Step 4</a></li> <li>○ for paid work, <a href="#">go to Step 5</a></li> </ul> </li> <li>• <b>a decrease</b>, for example, if CCS entitlement before date of notification is 24 hours and the calculated Activity Test Result is 12 hours, then unfavourable rules apply. <a href="#">Go to Step 6</a></li> </ul> <p>See <a href="#">Changes in circumstances and date of effect for Child Care Subsidy (CCS) and Additional Child Care Subsidy (ACCS)</a> for more information, if required.</p>
4	<p><b>Favourable change - not paid work</b> + Read more ...</p> <p>Where the change is favourable, and the activity hours do not relate to paid work, the date of effect is the latter of the:</p> <ul style="list-style-type: none"> <li>• first CCS Monday which is within 28 days of the date notified, or</li> <li>• the next CCS Monday after the event occurs</li> </ul> <p>To work out the date of effect:</p> <ul style="list-style-type: none"> <li>• Count the date which falls 28 days prior to the date of notification and then find the next CCS Monday after, then</li> <li>• Locate the next CCS Monday after the event (start date) occurs</li> </ul> <p>The date of effect will be the latter of two.</p> <p><b>Are there any additional periods that need assessing?</b></p> <ul style="list-style-type: none"> <li>• <b>Yes</b>, repeat the process, <a href="#">go to Step 3</a></li> <li>• <b>No</b>, <a href="#">go to Step 8</a></li> </ul>
5	<p><b>Favourable change - paid work</b> + Read more ...</p> <p>Where the change is favourable and the activity hours relate to paid work, the date of effect is the latter of:</p> <ul style="list-style-type: none"> <li>• the first CCS Monday which is within 28 days of the date notified, or</li> <li>• the CCS Monday before the fortnight which the change occurred</li> </ul> <p>To work out the date of effect:</p> <ul style="list-style-type: none"> <li>• Count the date which falls 28 days prior to the date of notification and then find the next CCS Monday after, then</li> <li>• Locate the CCS Monday of the fortnight when the change occurred (start date) and locate the CCS Monday before that</li> </ul> <p>The date of effect will be the latter of two.</p> <p><b>Are there any additional periods that need assessing?</b></p> <ul style="list-style-type: none"> <li>• <b>Yes</b>, repeat the process, <a href="#">go to Step 3</a></li> <li>• <b>No</b>, <a href="#">go to Step 8</a></li> </ul>
6	<p><b>Unfavourable change</b> + Read more ...</p>

	<p>Where the change is unfavourable, the date of effect is the next CCS Monday after the event occurs.</p> <p>For example, the Activity Test Result has changed from 72 to 36 hours, notified on 22 May 2024. The changes would apply on the next CCS Monday after this date, which is 27 May 2024.</p> <p><b>Are there any additional periods that need assessing?</b></p> <ul style="list-style-type: none"><li>• <b>Yes</b>, repeat the process, <a href="#">go to Step 3</a></li><li>• <b>No</b>, <a href="#">go to Step 8</a></li></ul>
7	<p><b>No change</b> + Read more ...</p> <p>As there is no change to the existing Activity Test Result, <b>s 47E(d)</b> coding is not required.</p> <p>Record a Note/DOC on the customer's record. <b>s 47E(d)</b></p>
8	<p><b>Code an Exceptional Circumstance for ex-partner period</b> + Read more ... <b>s 47E(d)</b></p>

	<p>s 47E(d)</p> <p><a href="#">Go to Step 9.</a></p>
9	<p><b>Record a Note/DOC + Read more ...</b>  Record a Note/DOC on the customer's record. s 47E(d)</p> <p>Return to <a href="#">Processing Child Care Subsidy (CCS) claims</a> if the customer has lodged a claim. Otherwise, <a href="#">go to Step 10</a> to finalise the assessment coding.</p>
10	<p><b>Finalise assessment coding + Read more ...</b>  s 47E(d)</p> <p>Procedure ends here.</p>

**CCS customer becomes partnered**



Table 2

Step	Action
1	<p><b>CCS customer becoming partnered</b> + Read more ...</p> <p>When a CCS customer becomes partnered, the customer will need to advise of their partner's Activity Test details from the Date of Event (DOV) of partnering until now.</p> <p>Check the <b>s 47E(d)</b> of both the customer and the partner. If:</p> <ul style="list-style-type: none"> <li>• neither customer or partner are CCS current, and</li> <li>• the customer is advising of partnering in a CCS new claim, see <a href="#">Table 3</a> for instruction on coding activity test updates within a claim</li> </ul> <p>The below process applies to updating Activity Test details for customers where:</p> <ul style="list-style-type: none"> <li>• the customer is CCS current and is advising is partnered, or</li> <li>• the customer or partner is already CCS Current and a families claim has been submitted, or</li> <li>• a CCS current customer has been linked to their partner and corrective action to the Activity Test is required</li> </ul> <p><b>s 47E(d)</b></p> <p><b>Are the partner's Activity Test Details from date of partnering available?</b></p> <ul style="list-style-type: none"> <li>• <b>Yes</b>, <a href="#">go to Step 3</a></li> <li>• <b>No</b>, <a href="#">go to Step 2</a></li> </ul>
2	<p><b>Partner Activity Test Details not supplied</b> + Read more ...</p> <p>Attempt to contact the customer to obtain their partner's Activity Test Details from the Marital Status DOV. Before calling, <a href="#">Desktop Electronic Messaging Capability (DEMC)</a> can be used to advise the customer they will be receiving a phone call.</p> <p>If customer contact is:</p> <ul style="list-style-type: none"> <li>• successful, <a href="#">go to Step 3</a></li> </ul>

	<ul style="list-style-type: none"> <li>• unsuccessful: <ul style="list-style-type: none"> <li>○ assess CCS based on the information already provided</li> <li>○ record a Note/DOC to advise contact has been attempted</li> </ul> </li> </ul> <p>To continue the linking process, close this window to return to <a href="#">Family assistance customer becomes partnered</a>.</p> <p>Otherwise, procedure ends here.</p>
3	<p><b>CCS customer becomes partnered</b> + Read more ...</p> <p>If they have not already, Staff should refer to <a href="#">Family assistance customer becomes partnered</a> to check required information for the marital status update.</p> <p>When a customer becomes partnered, if the partner's hours of activity test results are:</p> <ul style="list-style-type: none"> <li>• <b>the same or higher compared to the customer for the period of time they are partnered</b> - There should be no adjustment to the customer's activity test hours as the Activity Test is based on the member of the couple with the lowest Activity Test result, even when an exemption applies</li> <li>• <b>lower compared to the customer during the period of partnering</b> - The lower hours should apply as far back as the date of event (to a CCS Monday)</li> </ul> <p>Locate the partner's record. Go to the partner's <b>s 47E(d)</b> screen in Process Direct to determine if the partner was CCS current at any time from the date of partnering.</p> <p><b>Is the partner CCS current for any period between the date of partnering until now, including retrospective periods and where partner is still CCS current?</b></p> <ul style="list-style-type: none"> <li>• <b>Yes</b>, <a href="#">go to Step 4</a></li> <li>• <b>No</b>, <a href="#">go to Step 5</a></li> </ul>
4	<p><b>Partner was CCS current</b> + Read more ... <b>s 47E(d)</b></p> <p><b>There is no change to the hours of customer or partner's CCS assessment</b></p>

	<p>s 47E(d)</p> <p><b>There is a reduction to either the customer, partner or both assessments</b> s 47E(d)</p> <p><b>There is an increase to either customer or partner's CCS assessment and a decrease to the other, due to new ATD hours supplied</b> s 47E(d)</p>
5	<b>Updating ATD on partner's record + Read more ...</b>

	<p>s 47E(d)</p> <p>See <a href="#">Reviewing assessment outcomes for Child Care Subsidy (CCS)</a>. <a href="#">Go to Step 6</a>.</p>
6	<p><b>Partner Activity Test Details supplied</b> + Read more ...</p> <p>Update Activity Test details for the partner. In the partner's record, on the s 47E(d) screen: s 47E(d)</p>

	s 47E(d)
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## Recording activity details

Table 3

Step	Action
1	<p><b>Customer contacts</b> + Read more ...</p> <p>When a customer notifies a change in their Activity Test details, staff need to determine if their activity is also used for Additional Child Care Subsidy (ACCS) (transition to work) during the period the change occurred.</p> <p><b>Is the updated activity also used for an ACCS (transition to work) activity?</b></p> <ul style="list-style-type: none"> <li>• <b>Yes</b>, a referral to the Additional Child Care Subsidy Processing Team (ACCSPT) may be required <b>after</b> the ATD updates have been made below. <a href="#">Go to Step 2</a></li> <li>• <b>No</b>, <a href="#">go to Step 2</a></li> </ul>
2	<p><b>Recording activity details</b> + Read more ...</p> <p>Activity details are recorded in the customer's or partner's record on the s 47E(d)</p> <p><b>If the customer:</b></p> <ul style="list-style-type: none"> <li>• <b>is notifying of a change to an existing recognised activity or activities</b>, <a href="#">go to Step 3</a>. For example, the customer has a confirmed link of Paid Work on the s 47E(d) screen and is increasing their hours</li> <li>• <b>is advising of a new activity where there is no current existing line for the same activity type</b>, <a href="#">go to Step 4</a> For example, the customer is advising they have commenced a new course and have only had paid work recorded on the s 47E(d) screen, or customer previously participated in a course which ceased over a year ago.</li> <li>• <b>has ceased an activity</b>, <a href="#">go to Step 5</a></li> <li>• <b>is advising they are participating in an 'Other Activity'</b> that would maintain or improve work skills or employment prospects or both, <a href="#">go to Step 6</a>. If evidence to support the Other Activity has been previously requested and is now provided or the task expires, <a href="#">go to Step 9</a>.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>changes the future end date of an activity they are currently undertaking, <a href="#">go to Step 7</a></b></li> <li>• <b>requires a correction of activity, <a href="#">go to Step 10</a></b></li> </ul> <p>Once all applicable updates for the customer have been actioned, if the customer is partnered and the partner's activity details have also changed: s 47E(d)</p> <p>Once all necessary updates have been actioned, go to <a href="#">Table 7 &gt; Step 1</a>.</p>
3	<p><b>Update the previous line of the same activity</b> + Read more ...</p> <p>When updating the hours of a current activity: s 47E(d)</p> <p><a href="#">Go to Step 4.</a></p>
4	<p><b>Recording new activity hours</b> + Read more ...</p> <p>Record a new line for the activity update: s 47E(d)</p>

	<p>s 47E(d)</p> <p>Return to <a href="#">Step 2</a> to check if other updates need to be recorded.</p>
5	<p><b>Customer ceases an activity</b> + Read more ...</p> <p>If the customer advises they or their partner are no longer engaged in an activity:</p> <p>s 47E(d)</p> <p>Return to <a href="#">Step 2</a> to check if other updates need to be recorded.</p>
6	<p><b>Recording 'Other Activity'</b> + Read more ...</p> <p>s 47E(d)</p>

	<p>s 47E(d)</p> <p>Return to <a href="#">Step 2</a> to check if other updates need to be recorded.</p>
7	<p><b>Customer changes the future end date of an activity they are currently undertaking</b> + Read more ...</p>



	<p>If the customer advises a change to their, or their partner's end date (in the future) for an activity they are currently undertaking:  s 47E(d)</p> <p>Return to <a href="#">Step 2</a> to check if other updates needs to be recorded.</p>
8	<p><b>Requesting evidence</b> + Read more ...</p> <p><b>Request the required information</b></p> <p>Attempt to contact the customer by phone to request the missing information (where possible). If the customer is subscribed to Desktop Messaging, send a pre-call notification SMS through Desktop Messaging before calling them. For pre-call messages, allow a lead-in time of 5 minutes in case there is a delay sending the message.</p> <p>If contact with the customer was successful return to <a href="#">Step 6</a></p> <p><b>If contact with the customer was unsuccessful</b></p> <ul style="list-style-type: none"> <li>• issue a Q888 as set out in Operational Blueprint letters and electronic messaging</li> <li>• use approved text only, see Request for Information - CCS and Additional CCS</li> </ul> <p>s 47E(d)</p>

	Procedure ends here.
9	<p><b>Finalising transaction - evidence provided or task expires</b> + Read more ...</p> <p>If the customer attends a service centre with evidence to support 'Other Activity', <a href="#">scan the document/s onto the customer's record</a>. s 47E(d)</p> <p>s 47E(d)</p>                      <ul style="list-style-type: none"> <li>Record <b>Notes</b> to support the update. The s 47E(d) field that appears when finalising the activity does not hold notes correctly. A separate <b>Note</b> is to be recorded</li> </ul> <p>Procedure ends here.</p>
10	<p><b>Correction of activity - same day/new financial year update</b> + Read more ...</p> <p>If the customer advises they incorrectly recorded their hours of activity (for example, recorded hours as weekly instead of fortnightly, recorded information on customer record instead of partner record), the information for an existing activity can be corrected or 'over written' <b>only</b> if:</p> <p>s 47E(d)</p>

If the customer does not meet the criteria to amend an existing activity, follow [Steps 3 and 4](#) above to vary an existing activity.

If the above criteria is met:

s 47E(d)

- Return to [Step 2](#) to check if other updates need to be recorded

s 47E(d)

	s 47E(d)
2	

	s 47E(d)
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### Coding Activity Test exemptions

Table 5

Step	Action
1	<p><b>Activity Test exemptions</b> + Read more ...</p> <p>Some Activity Test exemptions are granted based on a customer's (or partners) recorded circumstances.</p> <ul style="list-style-type: none"> <li>• If a customer or partner is in receipt of CA providing more than 48 hours care per fortnight, <a href="#">go to Step 2</a></li> <li>• If a customer meets the requirements for an exemption due to a disability or impairment, <a href="#">go to Step 3</a></li> <li>• If a customer is unable to engage in a recognised activity because they are providing constant care for an adult or child with a disability and not eligible for CP due to not meeting the income or asset test, <a href="#">go to Step 4</a></li> <li>• To add an exemption for imprisonment or psychiatric confinement, <a href="#">go to Step 5</a></li> <li>• To add an exemptions for grandparent principle carers not receiving income support, <a href="#">go to Step 6</a>. Grandparent principle carers who do receive an income support payment may be eligible for <a href="#">Additional Child Care Subsidy (ACCS)(grandparent)</a></li> <li>• To apply an exemption for a partner who has never lived in Australia, see <a href="#">Exceptional circumstances for Child Care Subsidy (CCS) and Additional Child Care Subsidy (ACCS)</a></li> </ul> <p><b>Note:</b> s 47E(d)</p> <p>, see <a href="#">Exceptional circumstances for Child Care Subsidy (CCS) and Additional Child Care Subsidy (ACCS)</a>. s 47E(d)</p> <p>See <a href="#">Table 6</a>.</p>
2	<b>Carer Allowance (CA)</b> + Read more ...

	<p>s 47E(d)</p> <p>If required:</p> <p style="text-align: center;">s 47E(d)</p> <ul style="list-style-type: none"> <li>• select the partner and</li> <li>• repeat the process to update their activity details</li> </ul> <p>Tell the customer no evidence of the hours of caring is required at this time, however they may be required to provide it in the future if requested.</p> <p>Go to <a href="#">Table 7 &gt; Step 1</a>.</p>
3	<p><b>Eligibility for exemption due to disability or impairment</b> + Read more ...</p> <p>Customer meet the requirements for an exemption due to a <a href="#">disability or impairment</a>.</p> <p>s 47E(d)</p> <p>If the customers partner also meets the exemption:</p> <p style="text-align: center;">s 47E(d)</p> <ul style="list-style-type: none"> <li>• select the partner and</li> <li>• repeat the process to update their activity details</li> </ul>

	<p>This update will grant an exemption, giving the person with the disability or impairment an Activity Test result of 100 hours. Advise the customer no evidence is required at this time, however they may be required to provide it in the future if requested.</p> <p>Go to <a href="#">Table 7 &gt; Step 1</a>.</p>
4	<p><b>Add caring details</b> + Read more ...</p> <p>If the customer is unable to engage in a recognised activity because they are:</p> <ul style="list-style-type: none"> <li>• providing <a href="#">constant care for an adult or child with a disability</a>, and</li> <li>• not eligible for CP due to not meeting the income or asset test</li> </ul> <p>s 47E(d)</p> <p>If the customers partner also meets the exemption:</p> <p>s 47E(d)</p> <ul style="list-style-type: none"> <li>• select the partner and</li> <li>• repeat the process to update their activity details</li> </ul> <p>This update will grant an exemption giving the person providing constant care with an Activity Test result of 100 hours. Advise the customer evidence is not required at this time, however they may be required to provide it in the future if requested.</p> <p>Go to <a href="#">Table 7 &gt; Step 1</a>.</p>
5	<p><b>Add Exemption for imprisonment or psychiatric confinement</b> + Read more ...</p> <p>If <a href="#">exemptions for imprisonment or psychiatric confinement</a> has not automatically applied.</p> <p>s 47E(d)</p>

	<p>s 47E(d)</p> <p>If the customers partner also meets the exemption:  s 47E(d)</p> <ul style="list-style-type: none"> <li>• select the partner and</li> <li>• repeat the process to update their activity details</li> </ul> <p>Go to <a href="#">Table 7 &gt; Step 1.</a></p>
6	<p><b>Exemptions for grandparent principle carers not receiving income support</b> + Read more ...</p> <p>If customer (or their partner) meet <a href="#">exemption requirements for grandparent principle carers not receiving income support.</a></p> <p><b>Note:</b> grandparent principle carers receiving an income support payment may be eligible for <a href="#">Additional Child Care Subsidy (ACCS)(grandparent).</a></p> <p>Record the following details (as required):  s 47E(d)</p>



	<p>s 47E(d)</p> <p>If the customer's partner also meets exemption requirement: s 47E(d)</p> <ul style="list-style-type: none"><li>• select the partner and</li><li>• repeat the process to update their activity details</li></ul> <p>If all conditions are met, the exemption will be automatically granted giving the customer (or partner) an Activity Test result of 100 hours of subsidised child care per fortnight.</p> <p><b>Note:</b> this exemption does not apply to other children in the customer's care where they:</p> <ul style="list-style-type: none"><li>• are not the principal carer, or</li><li>• do not meet the definition of a grandparent</li></ul> <p>Go to <a href="#">Table 7 &gt; Step 1</a>.</p>
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**Aboriginal and Torres Strait Islander children**

Table 6

Step	Action
1	<b>Aboriginal and Torres Strait Islander children</b> + Read more ...

	<p>From 10 July 2023, Aboriginal and Torres Strait Islander children are eligible for a base level of 36 hours of CCS per fortnight. Families can be entitled to more than the base level of 36 hours per fortnight based on their hours of recognised activity or other circumstances.</p> <p>s 47E(d)</p> <p><b>Note:</b> it is voluntary for families to advise they are caring for an Aboriginal or Torres Strait Islander child. s 47E(d)</p> <p>The <a href="#">Resources</a> page contains scenarios and customer questions to help staff respond to enquiries.</p> <p>To:</p> <ul style="list-style-type: none"> <li>view information on the Aboriginal and Torres Strait Islander Heritage screen, <a href="#">go to Step 2</a></li> <li>view children receiving the automatic base 36 hours, <a href="#">go to Step 3</a></li> <li>update Aboriginal and Torres Strait Islander child information when a customer contacts, <a href="#">go to Step 4</a></li> <li>update when a customer no longer wants to receive the base level of 36 hours, <a href="#">go to Step 4</a></li> </ul>
2	<p><b>View the Aboriginal and Torres Strait Islander Heritage screen + Read more ...</b></p> <p>Go to the s 47E(d) screen in Process Direct to view or update information provided by the CCS customer for each CCS child.</p> <p>To:</p> <ul style="list-style-type: none"> <li>view if child is receiving the automatic base 36 hours, <a href="#">go to Step 3</a></li> <li>add/change details, <a href="#">go to Step 4</a></li> </ul>
3	<p><b>View child/ren receiving the automatic base 36 hours + Read more ...</b></p> <p>To view which child/ren have the automatic Activity Test Result applied: s 47E(d)</p>

	<p>or, <b>‘Do Not Wish to Answer’</b> will not be visible here. All responses are recorded on the Aboriginal and Torres Strait Islander Heritage (<b>HERITAGE</b>) screen.</p> <p><a href="#">Go to Step 4</a> if updates are required.</p>
4	<p><b>Record or update Aboriginal and Torres Strait Islander child Heritage information</b> + Read more ...</p> <p>If the customer is contacting to advise new information or change previously provided information, <b>s 47E(d)</b></p>

	<div>s 47E(d)</div> <div>Go to <a href="#">Table 7 &gt; Step 1</a>.</div>
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Finalising ATD updates

Table 7

Step	Action
1	Outcome of Change + Read more ...

	<p>Once <b>all</b> required activity test changes and corrective coding has been completed for the customer and partner (if applicable), select <b>s 47E(d)</b> in the CCS customer's record.</p> <p>For further information see <a href="#">Reviewing assessment outcomes for Child Care Subsidy (CCS)</a> and <a href="#">Process Direct Child Care Subsidy</a>.</p> <p><b>s 47E(d)</b></p> <p><b>Note:</b> if a customer's CCS has already been reconciled, arrears will be used to offset any debt during that year. If an undetermined debt exists, arrears will be offset against the undetermined debt for the same period.</p>
2	<b>Provider and Customer Entitlement Overview</b> + Read more ...

	<p>s 47E(d)</p> <p>For more information about favourable and unfavourable decisions in relation to Activity Test, see <a href="#">Changes in circumstances and date of effect for Child Care Subsidy (CCS) and Additional Child Care Subsidy (ACCS)</a>.</p> <p>s 47E(d)</p> <p><a href="#">Go to Step 3.</a></p>
3	<p><b>Finalise the activity</b> + Read more ...</p> <p>s 47E(d)</p>

s 47E(d)

Ask the customer if their income estimate needs to be updated as a result of the change to the activity details. If an update is required, see [Updating income estimates for the current financial year](#).

If the customer is on Income Support and employment income details require updating as a result of the change to the activity details, see [Recording and correcting employment income details](#).

**ACCS (Transition to Work) referral**

	<p>If the customers activity is also used for ACCS (transition to work) a referral to ACCSSPT may be required. See <a href="#">Additional Child Care Subsidy (ACCS) (transition to work) change in circumstances and reviews</a>.</p> <p>Procedure ends here.</p>
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## References

### Policy

#### Family Assistance Guide

[Family Assistance Guide 3.5.2.10 CCS - activity test - general](#)

[Family Assistance Guide 3.5.2.20 CCS - activity test exemptions](#)

[Family Assistance Guide 3.5.2.40 CCS - other recognised activities](#)

[Family Assistance Guide 1.1.D.80 Disabled person \(CCS\)](#)

#### Social Security Guide

[Social Security Guide 1.1.C.310 Constant care \(CP\)](#)

### Legislation

Links to the Federal Register of Legislation site go to an 'All versions' page. Select the 'Latest' version.

#### [A New Tax System \(Family Assistance\) Act 1999](#)

- Schedule 2, clause 11, Individual's Activity Test result
- Schedule 2, clause 12, Recognised activity result
- Schedule 2, clause 13, Low income result
- Schedule 2, clause 14, Minister's rules result
- Schedule 2, clause 15, Child wellbeing result
- Schedule 2, clause 16, Provider's deemed Activity Test result

#### [Child Care Subsidy Minister's Rules 2017, Division 3 - Recognised Activities](#)

- Subdivision A - General
- Subdivision B - Additional activities
- Subdivision C - Associated activities
- Subdivision D - Hours during which activities are engaged in

#### [Student Assistance \(Education Institutions and Courses\) Determination 2019](#)

#### [A New Tax System \(Family Assistance\) \(Administration\) Act 1999](#)

- section 67FB, Notice of change of circumstances - individuals
- section 105C - Review of entitlement to be paid CCS or ACCS - taking account of changes of circumstances etc

## Resources

### Contact details

[Centrelink International Services \(CIS\) - contact details for staff](#)



[Level 2 Policy Help Desk - Online Query form](#)

## Calendar

[OS035B - Centrelink calendar 2022-2025](#)

[OS035A - Centrelink calendar 2026-2029](#)

## Letters

[Q888 Request for information - CCS and Additional CCS](#)

## Services Australia website

[What are primary school levels for child care fee assistance](#)

## External websites

[myskills](#)

s 47E(d)

## Date of effect table for activity test

Table 1

Date of effect (does not apply to income estimate updates)	The following rules apply	Calculating Date of effect
Same or favourable change - paid work	Where the change is the same or favourable and the activity hours relate to paid work, the date of effect is the latter of: <ul style="list-style-type: none"> <li>the first CCS Monday which is within 28 days of the date notified, or</li> <li>the CCS Monday before the fortnight which the change occurred</li> </ul>	To work out the date of effect: <ul style="list-style-type: none"> <li>Count the date which falls 28 days prior to the date of notification and then find the next CCS Monday after, then</li> <li>Locate the CCS Monday of the fortnight when the changed occurred (start date) and locate the CCS Monday before that</li> </ul> The date of effect will be the latter of two.

Same or favourable change - not paid work	Where the change is the same or favourable and the activity hours do not relate to paid work, the date of effect is the latter of the: <ul style="list-style-type: none"> <li>• first CCS Monday which is within 28 days of the date notified, or</li> <li>• the next CCS Monday after the event occurs</li> </ul>	To work out the date of effect: <ul style="list-style-type: none"> <li>• Count the date which falls 28 days prior to the date of notification and then find the next CCS Monday after, then</li> <li>• Locate the next CCS Monday after the event (start date) occurs</li> </ul> The date of effect will be the latter of two.
Unfavourable change	Where the change is unfavourable, the date of effect is the next CCS Monday after the event occurs.	To work out the date of effect: <ul style="list-style-type: none"> <li>• Locate the next CCS Monday after the event (start date) occurs</li> </ul>

### Start date for Aboriginal and Torres Strait Islander child heritage coding

Table 2

Date customer contacted (Date of notification)	Reason for contact	Start Date to record within the Change heritage table	Example
Before 8 July 2024	Advising child identifies as an Aboriginal or Torres Strait Islander child	s 47E(d)	
After 8 July 2024	Advising child identifies as an Aboriginal or Torres Strait Islander child		

		s 47E(d)
All	Requesting to remove the base 36 hours, or, changing existing response to 'Do Not Wish to Answer' or 'Not Aboriginal or Torres Strait Islander'	

Add the course number to the s 47E(d) field in the s 47E(d) in ESSentials:

- s 47E(d) - CCS eligibility and entitlement
- s 47E(d) - CCS change in circumstances