

# MyGov Claim Process

- Login into MyGov
- Select the Centrelink service
- Click on menu (top left of page)



## Make claim:

Select -

- 'Payments and claims'
- 'Claims'
- 'Make a claim'
- 'Make a claim' (the blue tab)
- 'Get started' under the families section
- 'Apply for family assistance' (Inc. Paid parental leave)

## Complete the following:

- Answer the yes/no questions (make sure to select YES on 'Have you or your partner paid, or will you pay childcare fees in the future')
- Select next
- Answer questions and select next
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- If you are eligible for multiple payments claims, select '*Childcare subsidy*' and '*Claim now*'
- Your claim is now in progress.
- You will need to supply –
  - basic details,
  - situation details
  - financial details
- Select 'Get started on - 1. Confirm your basic details'
- Answer questions and select 'next'
- Repeat for –
  - 2. Tell us about your situation
  - 3. Tell us about your finances
- Preview and submit your claim
- Print confirmation



## Enrolment Process:

- Set up a claim through Centrelink using your MyGov account
- Make sure your MyGov details are up to date
- Print a copy of your Child Care Subsidy (CCS) entitlements
  - (From your claim or the CCS summary tab)
- Fill in a Kidszone Australia Enrolment package -
  - (Kidszone enrolment form, Kidszone rules, photo permission form, before school care interest form)
- Hand Enrolment package and CCS entitlement print out to Kidszone office
- Accept Kidszone Enrolment at your MyGov account (see process below)
- Sign your 'Complying Written Arrangement' supplied by Kidszone

### How to accept an Enrolment for your child attending Kidszone Australia

#### Process:

- *MyGov website*
- *Log in to Profile*
- *Go to the - Centre link tab*
- *On the main screen*
  - *(Top left corner) 'click' on the menu bar*
    - *Childcare subsidy*
      - *Enrolments*
        - *Accept the schedule submitted by Kidszone*

(This will ensure Centrelink will pay your Childcare Subsidy account).