

Applying for Childcare Subsidy (CCS)

1. Sign into MyGov and go to **Centrelink**.
2. Select **Payment and Claims** from the menu, then **Claims**, then **Make a Claim**.
3. Under **Families**, select **Get Started**.
4. Answer all the questions. Each screen has information to help you complete the claim.
This includes how to submit your supporting documents (if necessary).
5. Submit your claim.

After you submit your claim online, you'll get a receipt telling you:

- that you've successfully submitted your claim
- the ID number of your claim
- the date we estimate your claim will be completed

Centrelink will let you know the result of your claim. They will send an assessment notice to either your:

- myGov Inbox.
- Centrelink online account.
- Express Plus Centrelink mobile app.

If you don't get electronic letters, they will send your notice in the mail.

