

How to get your CCS discount

CCS is a government discount on your childcare fees. You apply online — it only takes about 15–20 minutes. Follow these steps carefully.

Before you start — have these ready:

- ✓ **Your Tax File Number (TFN)**
You can find this on your tax return or myGov account.
- ✓ **Your child's date of birth**
And their immunisation records.
- ✓ **Your yearly income (estimate)**
How much money your family earns in a year.
- ✓ **A phone or computer**
You will use this to apply online at my.gov.au.

PART 1 — Set up your myGov and Centrelink (do this once)

Important: myGov and Centrelink are two separate accounts. They must be linked together before you can apply for CCS. If you have already done this before, skip to Part 2.

1 Create your myGov account

Go to my.gov.au. If you already have an account, log in and go to Step 2. If not, click 'Create an account'. You will need an email address and a mobile phone number. A code will be sent to your phone to confirm your account.

2 Set up your Centrelink account

Centrelink is a separate government service. If you have never used Centrelink before, call 13 61 50 — they will create a record for you and give you a Customer Reference Number (CRN). If you have used Centrelink before, you already have a CRN.

Tip: Not sure if you have a CRN? Call 13 61 50 (Mon–Fri, 8am–8pm) and they will check for you.

3 Link Centrelink to your myGov

While logged in to myGov, click 'View and link services', then choose Centrelink. Enter your CRN when asked and follow the steps. When it is done, Centrelink will appear on your myGov home page. You only need to do this once.

Tip: Cannot link online? Call 13 61 50 and they will link the accounts for you over the phone.

PART 2 — Apply for CCS

4 Open Centrelink

On your myGov home page, click Centrelink. Then click the MENU button at the top.

Go to: Payments and Claims → Claims → Make a Claim

- 5

Choose Family payments

You will see a page called 'Make a Claim'. Under Families, click Get started. Then select 'Apply for Family Assistance Payments' and click Next.
- 6

Select Child Care Subsidy

When asked what you want to claim, tick Child Care Subsidy. Then click Next.
- 7

Fill in your details

Answer all the questions on the screen. You can save and come back later if you need to. Keep going until every step says Completed.

Tip: You can save your progress and finish later. Come back to my.gov.au and log in again.
- 8

Submit your claim

When all steps say Completed, click Submit. Centrelink will send you a message to let you know what happens next.

PART 3 — Confirm your child's enrolment at Amana OSHC

- 9

Check your enrolment

After you enrol your child at Amana OSHC, you will get a notification in Centrelink. Go to the section below and check the status.

Go to: My Family → Child Care → Enrolments

Tip: The status must say Confirmed. If it does not, click View details and follow the steps.

The discount will not be applied until the enrolment says Confirmed. If you are not sure, call Amana OSHC on **1300 200 262** and we will check for you.

Need help?	
Amana OSHC	1300 200 262
Family Assistance	13 61 50 (Mon–Fri, 8am–8pm)
Speak your language	131 202 (free interpreter service)