

Managing your CCS

Once approved, CCS runs automatically each fortnight. A few things need attention across the year to make sure you receive the right amount.

Update your income estimate

CCS is calculated based on your estimated family income for the financial year. Update this promptly if your income changes — including pay rises, bonuses, or reduction in working hours.

[My Family > Child Care > Withholding Percentage](#)

Confirm your child's enrolment

At the start of each new financial year, or whenever your child re-enrols, check that the enrolment at Amana OSHC is still showing as 'Confirmed' in your Centrelink account.

[My Family > Child Care > Enrolments](#)

Check your CCS summary

To view your current subsidy rate and eligible hours at any time, navigate to:

[My Family > Child Care > Child Care Subsidy Summary](#)

Annual reconciliation

After each financial year ends, Services Australia compares your actual income with your estimate. If you were paid **too much** CCS, you may owe money back. If too little, you receive a top-up. Keeping your estimate accurate throughout the year avoids unexpected debts.

Absences

Each child is entitled to **42 allowable absence days per financial year**. These can be used for any reason — illness, holidays, or family commitments — without documentation. Absences beyond 42 may require a supporting reason.

Immunisations

Your child must stay up to date with immunisations to keep receiving CCS. If a vaccination is missed, you have a **63-day grace period** to update records before CCS payments pause. Check immunisation status via the Australian Immunisation Register through myGov.

Contact details

Amana OSHC phone	1300 200 262
Amana OSHC email	Contact@amanaoshc.com.au
Amana OSHC website	www.amanaoshc.com.au
Family Assistance (Services Australia)	13 61 50 (Mon–Fri, 8am–8pm)
Multilingual support	131 202
myGov	my.gov.au