

Appendix 6 – 2023 Affordability – *Kindy Plus* (temporary financial hardship) category

Record of application and service decision

Section A – to be completed by the family

Name of service:

Name of child:

Name of parent/carer:

Kindergarten semester:

Category of financial circumstance – please circle relevant category

Death of parent/carer	Failure of family business
Serious illness of parent/carer	Domestic/family violence
Homelessness	Significant damage to family residence
Involuntary unemployment	

Hardship circumstances applied for by the family

I consent to sharing the information in this record with the kindergarten employees, the central governing body of the kindergarten service and the Department of Education.

Parent/carer

Signature

Date

Section B – to be completed by the kindergarten director/nominated supervisor

Application for Affordability – *Kindy Plus* (temporary financial hardship) category is supported/not supported

Reasons for decision

Kindergarten director/nominated supervisor

Signature

Date

Reviewed by central governing body

Signature

Date

Section C – Important information for the kindergarten service provider

The intent of the Affordability – *Kindy Plus* temporary financial hardship category is to ensure parents/carers experiencing an unforeseen event that has a major financial impact on their ability to pay kindergarten fees can claim the subsidy. This subsidy will offset out-of-pocket costs of the kindergarten program.

Unforeseen events include:

- death of a parent/carer or serious illness that impacts the financial wellbeing of the family
- temporary or general homelessness of a longer term nature
- involuntary unemployment resulting in significant loss of family income
- loss of income as a result of natural disaster
- loss or failure of family-owned business resulting in significant reduction in family income and ability to pay kindergarten fees
- destruction of family home (for example, fire or flood) that requires the family to relocate

- parent/carer is victim of domestic or family violence and is accessing temporary accommodation/support services.

If approved, eligibility is limited to one semester at a time. Eligibility should be reviewed at the commencement of the next semester.

The service provider must:

- capture the reasons supporting Affordability – *Kindy Plus* temporary financial hardship eligibility
- be satisfied that the parent/carer meets at least one of the categories for temporary financial hardship.

The service is not required to seek supporting documentation from families unless the service believes it is necessary and appropriate.

As this form is a record of the reasons and decision, it should be retained by the service for three years.

The Department of Education may request copies of any records to satisfy any claim for the Affordability – *Kindy Plus* (temporary financial hardship) category.