

Queensland Kindergarten Funding Scheme

Claiming and self-assessment

Submitting QKFS claims

Queensland Kindergarten Funding Scheme (QKFS) claims are submitted via an online portal referred to as QGrants. Prior to submitting claims, it is essential that **all** criteria of the QKFS Funding Category Guidelines have been met, with the required documentation provided or available on request.

*Approved Kindergarten Program Providers need to establish compliance with the QKFS Funding Category Guidelines at the **commencement** and **maintain compliance** throughout the claiming period. This is to alleviate any issues with distribution of funds, or potential recovery of funds.

There are slight differences in processes and responsibilities between Long Day Care (LDC) services and Kindergarten services when submitting claims (outlined below). However, the evidence retained by Approved Providers to demonstrate compliance with the QKFS Funding Category Guidelines is very similar.

kindergarten services

Kindergarten services must:

- provide written advice to their CGB within 10 business days of any significant changes to the service, such as name, banking details, principal office bearers, contact persons or key staff, or changes to financial status that could impact on financial viability and stability of the service
- ensure data provided to their CGB is up to date and accurate
- provide information to their CGB about projected and actual enrolments and attendance.

For more information relating to CGB responsibilities please refer to *section 3 of the QKFS Funding Category Guidelines*.

long day care services

LDC services must:

- confirm compliance with the QKFS Terms and Conditions (including QKFS eligibility requirements) and certify accuracy of the information as being true and correct
- maintain up-to-date records of principal office bearers, banking details and contact persons through QGrants
- ensure information on financial and data reporting requirements outlined in the QKFS Terms and Conditions, including receipts is available to the department when requested
- provide up-to-date advice to QKFS.LDC@qed.qld.gov.au detailing any changes to Authorised Officers of the Approved Provider.

For further information relating to claims please refer to the QKFS Guide for QGrants.



Accurate claims

An Approved Provider should implement **appropriate governance and record keeping strategies** to support accurate funding claims. Some key questions to ask when completing a claim are outlined below (please refer to the QKFS Funding Category Guidelines for further details).

Do you have current information for all children and families?

To claim QKFS an Approved Provider must retain up to date information for all families and children enrolled in the Approved Kindergarten Program, including:

- birth certificate, or other evidence of each child’s date of birth
- commencement dates and attendance records of the children
- **current** Health Care Card, Veterans Affairs Card or Pension Card (note the expiry date of the card and adjust payments accordingly)
- children identifying as Aboriginal and/or Torres Strait Islander
- children identifying as living in a formal child protection out-of-home-care arrangement
- children identifying as having entered Australia under the Australian Government’s Refugee and Humanitarian Program, or in the process of seeking asylum whilst holding a temporary visa.

Table 1

Table 1 provides a comparison of the required records compared to those under the National Quality Framework.

| Eligibility Requirements | National Quality Framework | QKFS compliance/evidence |
|--|---|---|
| Children turn 4 years of age by 30 June in the year they attend the Approved Kindergarten Program. | Enrolment records required to be kept under regulation 160, including each child’s date of birth. Service approval enables children of kindergarten age to attend the service. | <ul style="list-style-type: none"> ✓ Each child’s date of birth provided on the enrolment form with supporting documentation. ✓ For those children accessing delayed entry, written evidence from the child’s family confirming they wish for their child to undertake an additional year of kindergarten (e.g. an email from a parent to the service). |
| Children enrolled for at least 15 hours a week for 40 weeks or 600 hours a year. | Records required to be kept under regulations 158 and 160, including date/time each child arrives and departs. | <ul style="list-style-type: none"> ✓ Enrolment/attendance records for each eligible child attending, or enrolled to attend, the Approved Kindergarten Program. |
| QKFS Plus Subsidy (Health Care Card, Veterans Affairs Card, Pension Card, or child identifies as Aboriginal and/or Torres Strait Islander, or the family has three or more children of the same age enrolled in the same year, or the child is identified as living in a formal child protection out-of-home-care arrangement, or the family and child have entered Australia under the Refugee and Humanitarian Program). | Enrolment records required to be kept under regulation 160, including the cultural background of the child. No specific requirements relating to the provision of a Health Care Card, Veterans Affairs Card or Pension Card; however, this may be captured as part of enrolment. | <ul style="list-style-type: none"> ✓ Enrolment records identifying Aboriginal and/or Torres Strait Islander children. ✓ Enrolment records for families holding a current Health Care Card, Veterans Affairs Card, or Pension Card, or those with three or more children of the same age, enrolled in the same year, or for a child living in a formal child protection out-of-home-care arrangement, or where the family and child have entered Australia under the Refugee and Humanitarian Program (with supporting documentation). |

Have the subsidies been appropriately distributed according to the purpose?

Approved Providers **must** ensure the funding provided is used in accordance with the QKFS Funding Category Guidelines. You may wish to refer to the QKFS Eligibility and Subsidies Information Sheet for specific details of the purpose and use of each subsidy.

How do I determine the eligible weeks for QKFS?

QKFS is funded for 40 weeks of the calendar year and for LDC services the 40 weeks is determined by the Approved Provider. For example, most LDC services will claim those weeks where there are higher numbers of eligible children enrolled in the Approved Kindergarten Program.

Has the claim been submitted by an authorised person?

An Approved Provider may provide access for contact officers to submit claims on their behalf, including the ability to change banking details for the organisation. It is the responsibility of the Approved Provider to ensure **adequate governance and security controls** are in place to manage this.

For LDC services each claim will require a declaration by an authorised person agreeing to the Terms and Conditions and maintaining compliance with the Funding Category Guidelines. It is important to be aware, the authorised person must also declare they represent and warrant that the information provided is true and correct.

What if no children are eligible for a particular week during the year?

If children are not eligible for certain weeks throughout the year, for example the ECT is on planned leave for the week and a relief ECT has not been engaged, the Approved

Provider **must claim zero for this week** and may claim an additional week at the end of the year, to be captured as part of the 40-week count.

What if there is a week throughout the year where only some children are not eligible?

If some children are not eligible for a particular week, the Approved Provider may choose to claim only the eligible children for this week, or alternatively, they may choose to claim zero for the week and claim an additional week at the end of the year, to be captured as part of the 40 week count. An example has been provided in **Scenario 1**.

Has the required documentation been collated, and is accessible, to support your claim?

Evidence to reflect the allocation of each subsidy should be retained to support all QKFS claims. This includes QKFS Plus Subsidy, Low Socio-Economic Subsidy and Remote Area Subsidy. Any documentation relating to funding may be requested by the Department of Education, as the funding provider, including previous claims (generally up to 18 months).

Self-Assessment

To assist in validation against the QKFS Funding Category Guidelines, it is strongly encouraged that an Approved Provider undertakes a self-assessment. This should demonstrate how each of the key eligibility is being met and identify strategies to evidence compliance against each of the criteria for each Approved KPP. An example template has been developed for your reference.

This self-assessment may also support services in preparation for a review of any claims, should this be undertaken, where specific documentation will be requested to determine compliance with each of the eligibility requirements.



Scenario 1

- The ECT's rostered hours are 8.00am to 4.30pm, Monday to Friday.
- The Approved Kindergarten Program is delivered from 9.00am to 2.30pm, Monday to Friday. This means, children must be enrolled for 3 days a week in order to meet the 15 hours a week requirement.
- The ECT receives a 45-minute lunch break; and is allocated programming time on a Monday afternoon from 2.30pm to 4.30pm.
- The ECT was away on planned leave on Tuesday of this week and a relief ECT was not engaged.

Kindergarten room (3–5 years) – room roll in the 2022 Kindergarten year

NOTE: eligible DOB 1/07/2017 to 30/06/2018

| Name | DOB | Mon | Tue | Wed | Thu | Fri |
|---|------------|------------|----------|------------|------------|------------|
| Bobby | 20/09/2017 | x | | | | |
| Betty | 22/12/2017 | | x | x | x | |
| Calvin | 12/12/2017 | x | | x | | x |
| Candy | 12/11/2018 | x | x | x | x | |
| Ellie | 16/07/2017 | | x | x | x | x |
| Total (hours Approved Kindergarten Program delivered by ECT) | | 5 ½ | 0 | 5 ½ | 5 ½ | 5 ½ |

Total number of children in the room: 5

Number of children of eligible age in the room: 4 (Candy is not of eligible age)

Number of children in the room receiving the required eligible hours: 3 (Calvin, Candy and Ellie)

Total number of children eligible to claim for: 2 (Calvin and Ellie)

✗ Bobby is only enrolled 1 day per week, so does not meet the minimum 15 hours a week requirement.

✗ Betty is enrolled for 3 days per week, however as one of these days is a Tuesday and no Approved Kindergarten Program was delivered this day, Betty does not meet the minimum 15 hours for this week.

✓ Calvin is enrolled for 3 days per week and a learning program was delivered on these 3 days.

✗ Candy is enrolled for 3 days per week, however she is not of eligible age.

✓ Ellie is enrolled for 3 days per week and a learning program was delivered on these 3 days.

Therefore, in this scenario the service may choose to:

- claim for 2 children this week, which will form part of the 40 weeks of an Approved Kindergarten Program; **OR**
- claim zero children for this week and claim an additional week at the end of the year (with potentially more eligible children), to be captured as part of the 40-week count.

For more information on QKFS claiming and self-assessment, please refer to the QKFS Funding Category Guidelines or contact the Grants Management and Funding Unit on (07) 3035 2244 or QKFS.LDC@qed.qld.gov.au

Kindergarten services funded under the Central Governing Body (CGB) model should contact their CGB for further information.