Queensland Kindergarten Funding Scheme
Guide for QGrants
Quarterly Claims – Long Day Care
Contents
Getting Started ........................................................................................................................................... 3
Accessing QGrants ...................................................................................................................................... 3
Submitting a Quarterly Claim .................................................................................................................... 3
1 Claim Period ........................................................................................................................................... 4
2 LDC Details ............................................................................................................................................ 4
No program delivered ................................................................................................................................. 4
One or more programs are delivered ......................................................................................................... 5
3 Teacher/s Details .................................................................................................................................... 5
4 Enrolment Details ................................................................................................................................... 6
5 QKFS Plus Details ................................................................................................................................... 6
6 Bank details ............................................................................................................................................. 7
7 Transition Statements (Quarter 4 claims only) ....................................................................................... 7
8 Declaration ................................................................................................................................................ 8
9 Summary .................................................................................................................................................. 9
Additional program claims ......................................................................................................................... 10
Viewing previously submitted claims ........................................................................................................ 10
Getting Started

Prior to starting a QGrants claim for QKFS funding it is important that you are completely familiar with the provisions of the Queensland Kindergarten Funding Scheme (QKFS). The Funding Requirements can be found at: https://earlychildhood.qld.gov.au/fundingAndSupport/Documents/queensland-kindergarten-funding.pdf

If you require assistance you can contact the department by email at QKFS.LDC@qed.qld.gov.au or contact the Kindergarten Funding Team on 07 3035 2244.

Accessing QGrants

To commence the QGrants claim process log into QGrants using your login email and password at: https://qgrants.osr.qld.gov.au/portal.

Submitting a Quarterly Claim

Quarterly Claims are submitted via the Claims and Reports tab. This tab will list the claims to be submitted for all your service agreements.

Note: If you have any outstanding or overdue previous claims, these will appear in the To Do List and will remain in the list until that quarterly claim has been submitted. To ensure you receive the correct funding for the calendar year, you should complete all previous quarterly claims before submitting the current quarterly claim. The current quarterly claim will not appear in your list if you have an outstanding or overdue previous claim to be submitted.

To begin the claim process you need to identify which service agreement you wish to claim for. Once you have identified the service agreement, click on Submit Now.

You will now be presented with the initial screen of the claims process. The claims process includes nine steps that are individually numbered in the following section. Note: Step 7 Transition Statements is required only for Quarter 4 claims and will be excluded in other quarterly claims.
1 Claim Period

On the Claim Period screen the claim period will be preselected from the drop down menu. Ensure this claim period is correct for the quarterly claim being submitted.

The Goods and Services Tax (GST) status will be prepopulated from the agreement details and cannot be changed as part of the claim process. Contact the Kindergarten Funding Team on 07 3035 2244 if the GST status is incorrect or has changed. Do not continue with the claim until the GST status has been corrected.

If all details are correct, click Next to continue.

2 LDC Details

On the LDC Details screen you must answer the listed questions.

No program delivered

If a kindergarten program was not delivered in the claim period, select No and click on Next. By selecting No you will be to submitting a zero delivery claim and the service will not receive payment for this period. QGrants will automatically progress this claim to the Declaration step.
One or more programs are delivered

- **Did you deliver a program this quarter?** If a kindergarten program was delivered in the claim period, select Yes.

- **Total programs delivered this quarter** – Enter the number of programs delivered in the claim period (e.g. 1 / 2 / 3). **Note:** If the organisation delivered more than one kindergarten program a separate claim process must be completed through QGrants for each of these programs.

- **This claim is for Program Number?** Select a program number from the drop down menu.

- **Name of this program** – Enter the name of the program being reported on. Ensure you consistently report the same Program Name and Number every quarter.

![Long Day Care Details](image)

Click **Next** to continue.

**3 Teacher/s Details**

On the **Teacher Details** screen list the name of each teacher who delivered the kindergarten program.

The teacher name may automatically populate from the details previously submitted. If these details are no longer correct you must provide the updated details of the new teacher at this step.

Services are responsible for assessing their teacher/s' qualifications and ensuring these qualifications meet the National Law. Information to help services and ECTs determine if their qualification meets National Law requirements is available on the ACECQA website at: [http://www.acecqa.gov.au/Early-childhood-teaching-qualifications](http://www.acecqa.gov.au/Early-childhood-teaching-qualifications)

![ECT who delivered the kindy program](image)

**Note:** The Program Name provided in Step 2 is now displayed in the top right corner of the screen.

Click **Next** to continue.
4 Enrolment Details

On the **Enrolment Details** screen enter the number of *eligible children* enrolled for each week of program delivery in the quarter. Each eligible child can only access funding for one approved kindergarten program at a time.

If the service did not deliver an eligible kindergarten program for a particular week/s you must report a zero value (0) for the enrolments for the relevant week/s.

![Eligible Children Enrolled in Program](image)

Click **Next** to continue.

5 QKFS Plus Details

QKFS Plus Kindy Support is provided to services to reduce out-of-pocket expenses for eligible families by providing access to low or no cost kindergarten program. Refer to the [QKFS Funding Requirements](#) for eligibility details.

QKFS Plus Kindy Support can only be claimed once per child even where they meet multiple criteria (for example, a family who holds a current health care card and also identifies as an Aboriginal and/or Torres Strait Islander would only be reported once).

On the **QKFS Plus Details** screen will enter the number of eligible enrolments for each category listed. Click **Next** to calculate the total QKFS Plus enrolments.

![QKFS Plus Enrolment](image)
Once calculated, you will be asked to verify that the total QKFS Plus is correct before continuing with the claim. If the total is correct, click **Next** to continue.

If the total is inaccurate, amend the number of eligible enrolments for each category listed and recalculate by clicking on Next. Again you will be required to verify the total before progressing.

### 6 Bank details

Bank details will automatically populate from details previously submitted.

If banking details have not previously been provided or the bank details have changed, use the Create new bank account feature to enter the new details.

If the organisation has more than one bank account, multiple bank account details can be entered. However, only one bank account can be selected for each quarterly payment.

Click **Next** to continue.

### 7 Transition Statements (Quarter 4 claims only)

In November each year, all approved kindergarten program providers are required to provide a written transition statement to parents or carers of each child enrolled in their program. The transition statement is the best way for kindy teachers to share information with parents/carers and Prep teachers about a child’s progress in kindy and support each child’s transition to school.

Services are to provide some basic information on transition statements as part of quarter 4 claiming each year. Even if you didn’t deliver a program in Quarter 4 you will still be required to provide information regarding transition statements.

All fields in this section are mandatory and require a value to be entered.

Click **Next** to continue.
Declaration

On the Declaration screen you must review the Department of Education and the Queensland Government Short Form Terms and Conditions and the QKFS Funding requirements by clicking on the links provided. Each document will open in separate windows. You must click on all the links to view each of the documents to be able to progress.

By clicking on the checkboxes you are indicating:

- You have read both terms and conditions;
- You have read the funding requirements;
- You agree you are complying with these terms and conditions and funding requirement; and
- The information supplied in this claim is true and correct.

Click **Next** to continue.
9 Summary

This screen summarises the details submitted in claim process. Check that all the claim details are correct before proceeding.

To review or clarify any details entered during this claim process click on the <Prev or Next> navigation buttons.

Once the claim has been finalised it can be submitted by clicking on the Submit button.

Once submitted a copy of the claim will be emailed to you. You can also download and save an electronic copy or print a hard copy of the claim.

Click on exit to return to the Claims and Reports tab of QGrants.
Additional program claims

If you need to claim for an additional program, from the Claims and Reports tab, click on the Submit Now button for the relevant program and service agreement.

Repeat the claim process as outlined in this guide and return to the Claims and Reports tab of QGrants.

Once all required claims have been submitted, the To Do List should be blank.

Viewing previously submitted claims

To view claims that have been submitted, click on View Past Claims to show a list of all claims previously submitted. By clicking on the claim number you can view the claim in detail. You can also download or view a PDF copy of the claim by clicking on the view icon.