

If not delivered:

Reference: 12345678



**Australian Government**  
**Department of Human Services**

**centrelink**

John Smith  
123 Street Road  
SUBURB ACT 2600

11 April 2018

Dear John

**Action required: please complete your Child Care Subsidy assessment now**

From 2 July 2018, the new Child Care Subsidy will replace Child Care Benefit and Child Care Rebate. Under the new subsidy there are changes which may mean the number of child care hours and the amount of fee assistance you receive could change.

You can estimate the amount of child care subsidy you may be able to get by going to **[humanservices.gov.au/paymentfinder](http://humanservices.gov.au/paymentfinder)**

**What you need to do**

You need to complete your Child Care Subsidy assessment **now**. You will not receive child care fee assistance from 2 July 2018, if your assessment is not completed.

You can do this by going to **[my.gov.au](http://my.gov.au)** and signing in to access your Centrelink account. Select 'Complete your Child Care Subsidy Assessment' from the menu to complete the review. If you do not have a myGov account, you can create one and link it to your Centrelink online account.

You will need to confirm:

- your and your partner's income estimate for the 2018/19 financial year,
- your and your partner's hours of work, study or volunteering, and
- your child care enrolment details.

**What happens next**

When we have received your completed Child Care Subsidy assessment, we will send you an estimate of the number of child care hours and the amount of child care fee assistance you may be entitled to.

---

For more information



**my.gov.au**



**Express Plus mobile apps**



**humanservices.gov.au**

**More information**

For more information about Child Care Subsidy including the new eligibility requirements, please go to [humanservices.gov.au/childcaresubsidy](https://humanservices.gov.au/childcaresubsidy).

Yours sincerely

Staff Person  
Centrelink Service Officer

**Privacy and your personal information**

Your personal information is protected by law (including the *Privacy Act 1988*) and is collected by the Australian Government Department of Human Services for the assessment and administration of payments and services. This information is required to process your application or claim.

Your information may be used by the department, or given to other parties where you have agreed to that, or where it is required or authorised by law (including for the purpose of research or conducting investigations).

You can get more information about the way in which the department will manage your personal information, including our privacy policy, at [humanservices.gov.au/privacy](https://humanservices.gov.au/privacy)