

## Queensland Kindergarten Funding

# Claiming subsidies in a long day care service

### Eligibility

To be eligible to claim Queensland Kindergarten Funding subsidies, a service must have obtained approved kindergarten program provider (KPP) status.

Refer to the [Department of Education website](#) and the [Queensland Kindergarten Funding Essentials](#) for information on how to become an approved KPP.

Once a KPP application has been approved, services will receive a voucher that will enable them to access credentials which they will need to use in the Child Care Management System (CCMS).

### Annual QGrants agreement

Approved providers must apply through QGrants and enter into a new agreement with the department at the beginning of each calendar year to remain eligible to receive kindergarten funding.

This agreement is provided under the *Community Services Act 2007*, and binds approved providers to the Standard Terms and Conditions (available through QGrants), [2023 Kindergarten Funding - Funding Category Guidelines](#) and the [Queensland Kindergarten Funding Essentials](#).

Once services have lodged an annual application, the department will notify them via email upon approval of the agreement.

### Claiming subsidies

Once an agreement has been created, services will be able to lodge a claim when the next reporting period has been opened.

For existing KPPs, this will be Quarter 1 of each calendar year.



Refer to the Claiming Calendar below for more information.

Due Date	Claim
<b>28 January</b>	<ul style="list-style-type: none"><li>• Quarter 4 Acquittal (previous year)</li><li>• Quarter 1 Forecast</li></ul>
<b>28 April</b>	<ul style="list-style-type: none"><li>• Quarter 1 Acquittal</li><li>• Quarter 2 Forecast</li></ul>
<b>28 July</b>	<ul style="list-style-type: none"><li>• Quarter 2 Acquittal</li><li>• Quarter 3 Forecast</li></ul>
<b>28 October</b>	<ul style="list-style-type: none"><li>• Quarter 3 Acquittal</li><li>• Quarter 4 Forecast</li></ul>

## Submitting a claim

Services are no longer required to log into QGrants to submit their claims.

Long day care services must submit claims through their CCMS. Each CCMS will pass data through an Application Programming Interface (API) to the Department.

Services should contact their CCMS provider to determine how they submit claims through their CCMS.

## Contingency for Quarter 1 2023

The department has developed a time-limited contingency for Quarter 1 2023 to allow services to submit their forecast through QGrants if they are unable to submit their forecast claim through their CCMS.

Services should contact their CCMS provider to confirm that the system has the capability to claim for future quarters using the API.

## More information

- Refer to the [Queensland Kindergarten Funding Essentials](#) on the Department of Education website.
- Contact the Grants Management team on (07) 3035 2244 or by email at [QKFS.LDC@qed.qld.gov.au](mailto:QKFS.LDC@qed.qld.gov.au).