

## Queensland Kindergarten Funding

# Claiming subsidies in a sessional kindergarten

### 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 [Queensland Kindergarten Funding Essentials](#) for information on how to become an approved KPP.

### Claiming subsidies

The funding that is payable to central governing bodies (CGBs) is calculated in accordance with [Queensland Kindergarten Funding rates for sessional kindergartens](#).

Once the department has confirmed the forecast data, it will use this data (along with the addition of the service location subsidy where applicable) to calculate the amount payable for the semester.

The department will confirm whether the forecast enrolment data is reasonable by:

- comparing the data for each kindergarten service against the forecast enrolment data for the previous semester's enrolments in the same calendar year; and/or
- comparing the forecast data against the actual, reconciled data for the previous period.

The department may request clarification of the forecast data from the CGB if it is identified that a kindergarten service has provided significantly different data from the previous enrolment forecast or actual data.



The amount of a forecast payment may be amended following a discussion with the CGB regarding the submitted data.

The department may also review enrolment data as part of an Assurance review.

## Reconciliation of funding

At the end of each term, CGBs are to complete the reconciliation process on behalf of member kindergarten services by providing the following actual data for each kindergarten service:

- number of approved kindergarten programs delivered by each member kindergarten service
- number of weeks or hours each member kindergarten service delivered each of its units
- enrolled hours per day for each child for each program including unfunded enrolments
- Kindy Plus subsidy enrolments
- Kindy Affordability (Family Tax Benefit) eligible enrolments
- attended hours per day for each enrolled child in an approved kindergarten program
- number and details of qualified and 'working towards' Early Childhood Teachers (ECTs)
- any ECT absences over 10 consecutive days where the ECT has not been replaced by another ECT.

## Claim adjustments

Once the Department has received the data from the Application Programming Interface (API), CGBs must submit adjustments via email. Adjustments cannot be submitted through the API.

If the adjustment has been received prior to finalising the claim, this adjustment will be included in the *GetResults* returned to services through 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).
- Sessional kindergartens can contact their CGB.