Information Booklet about your claim for Family Assistance

On 1 July 2011, the Family Assistance Office became part of the Australian Government Department of Human Services. All families related payments and services including Family Tax Benefit are now delivered by the new department. You may notice changes to our signage, websites, phone messages, logos on our letters as well as other minor changes. Learn more by going to our website humanservices.gov.au

Purpose of these notes

This Information Booklet tells you what you need to know to make an annual lump sum claim for family assistance, and also gives you the information needed to get your correct entitlement.

The main family assistance payments and benefits are:

- Family Tax Benefit
- Child Care Benefit and Child Care Rebate.

Note: This booklet should be used if you are claiming a lump sum payment for Family Tax Benefit and/or Child Care Benefit for the 2010–2011 and 2011–2012 financial years. Please read this Information Booklet before completing the claim form.

Definition of a Partner

For the Department of Human Services purposes a person is considered to be your partner if you and the person are living together, or usually live together, and are married, or in a registered relationship (opposite-sex or same-sex), or in a de facto relationship (opposite-sex or same-sex).

We consider a person to be in a de facto relationship from the time they commence living with another person as a member of a couple.

For more information

Go online humanservices.gov.au/families or call us on 136 150 between 8.00 am and 8.00 pm (local time) Monday to Friday or visit one of our Service Centres.

To speak to us in languages other than English, call 131 202.

Note: Call charges apply – calls from mobile phones may be charged at a higher rate.

If you have a hearing or speech impairment

TTY service Freecall™ 1800 810 586. A TTY phone is required to use this service.

Interpreters and translations

If you need an interpreter or translation of any documents for Centrelink business, we can arrange this for you free of charge.
English
To speak to us in a language other than English, call 131 202.
Call charges apply. Calls from mobile phones may be charged
at a higher rate. Go to humanservices.gov.au and select
the language button to find information in your language.

Arabic
للتحدث إلىانا باللغة العربية اتصل بالرقم 131 202. تنطبق رسوم على
الاتصالات. قد يتم تحويل رسوم مكافحة الرسائل من الهواتف
المتنقلة. اذهب إلى الموقع humanservices.gov.au
على معلومات باللغة العربية.

Assyrian
Fitna habudax hadihe um hench. Hadhihe 131 202
Fitna habudax hadihe um hench. Hadhihe 131 202
hedi hanenek kudix. Hadhihe 131 202
hadis kodax kudix. Hadhihe 131 202
Dedi hanenek kudix. Hadhihe 131 202

Chinese
您可以拨打电话131 202，使用中文与我们交谈，致电该号
码需付費。如使用移动电话来电，则收费可能會較高。訪問
humanservices.gov.au網站，點擊語言選項後可獲取用於您的語
言編寫的信息。

Dinka
Ba jam kek ok tau Dinka, cot 131 202. Cot weu atou thin. Cot
tenong mobial abu juak weu apei. Lor ten humanservices.gov.au
and ku kueny tho k u ba weet yok thongdun.

Farsi
پرای اینکه با عیان قارسی صحت کنید به شماره 131 202 تلفن
بریده برای اینکه به شماره 131 202 تلفن
بریده برای اینکه به شماره 131 202 تلفن
bray eht bi shar i j xare xac bi shar i
din bray eht bi shar i j xare xac bi shar i

Filipino
Upang kausap kami sa Filipino, tawagan ang 131 202.
May bayad ang mga tawag. Ang mga tawag sa teleponong
mobil ay maaaring maatasp na bayad. Pumunta kayo sa
humanservices.gov.au at pilipin ang buton sa wika upang
hanapin ang impormasyon sa inyong wika.

Hindi
हमें हिंदी में बात करने के लिए 131 202 पर कॉल करें. यह कॉल
cरने पर मदद लानी जो संभव हो, पर अधिक मदद लानी सकती
है। अपने भाषा में जानकारी पाने के लिए humanservices.gov.au
पर जाएं और भाषा बदल चुके।

Khmer
កិរិយភាពចុងក្រោយប្រកួតពីការប្រឈាះរហូត 131 202តែង
រួមបានក្នុងកិច្ចការគ្រប់គ្រងឬការរង្វាន់របស់អ្នក
រដ្ឋបាលប្រកួតពីម្តាយ humanservices.gov.au ដែលសម្រាប់
អនុវត្តន៍ការកិច្ចការគ្រប់គ្រងឬការរង្វាន់របស់អ្នក។

Korean
한국어로 문의하시려면 131 202번을 이용하시는 시점. 통화요금이
무료드립니다. 총대전화로 통화하시는 경우 추가 요금이 무과될
수 있습니다. humanservices.gov.au를 방문하여 어떤 분야를
누르면 한국어로 된 정보를 찾아 보실 수 있습니다.

Serbian
 Да бисте разговарали са нама на српском, назовите 131 202.
Позиви се наплаћују. Позиви са мобилних телефона могу да се
наплате по више тарифе. Посетите humanservices.gov.au
и притиснете дугме за ваши језик да бисте нашли информације
на вашем језику.

Somali
Si aad noogula hadasso Soomaali, waxaad waad xayb 131 202.
Qarashka wiciitaanka ayaa jiray. Wiciitaanka laga soo waco
taleefanada Moobayladda waxaa laga qaadayaa qyaas saro.
Kaa eeg humanservices.gov.au waxaadna doonala batakna
tuqadda si aad macluumadda ugu hesho luqaddaada.

Spanish
Para hablar con nosotros en español, llame al 131 202. Llamada
tarifada. Llamadas desde teléfonos móviles pueden estar sujetas
da cargos adicionales. Visite humanservices.gov.au y seleccione
el botón de idioma para encontrar información en su lengua.

Turkish
Bizimle Türkçe konuşmak için 131 202 numaralı telefonu
arayınız. Aramalar ücretlidir. Çep telefonlarından yapılan
aramalar daha yüksek bir ücretle tabi olabilirler. Kendi lisansınızda
bilgi bulabilmek için humanservices.gov.au internet sitesine
girip ilgili lisabin dígmesine basinız.

Vietnamese
Muốn nói chuyện với chúng tôi bằng tiếng Việt, xin gọi số 131 202.
Các cuộc gọi sẽ bị tính phí. Gọi bằng điện thoại
dolie có thể sẽ bị tính theo giá cao hơn. Hãy vào trang mạng
humanservices.gov.au và chọn mục ngôn ngữ để tìm thông tin
bằng ngôn ngữ của quý vị.
<table>
<thead>
<tr>
<th>Content</th>
<th>page</th>
</tr>
</thead>
<tbody>
<tr>
<td>About this Information Booklet</td>
<td>5</td>
</tr>
<tr>
<td>Online Services</td>
<td>6</td>
</tr>
<tr>
<td>About Family Tax Benefit</td>
<td>7</td>
</tr>
<tr>
<td>What is Family Tax Benefit?</td>
<td>7</td>
</tr>
<tr>
<td>Who is eligible for Family Tax Benefit?</td>
<td>7</td>
</tr>
<tr>
<td>Changes to Family Tax Benefit</td>
<td>8</td>
</tr>
<tr>
<td>How to claim a lump sum payment</td>
<td>8</td>
</tr>
<tr>
<td>Shared care</td>
<td>9</td>
</tr>
<tr>
<td>Blended family</td>
<td>11</td>
</tr>
<tr>
<td>Children from a previous relationship and child support</td>
<td>11</td>
</tr>
<tr>
<td>About Child Care Benefit</td>
<td>13</td>
</tr>
<tr>
<td>What is Child Care Benefit?</td>
<td>13</td>
</tr>
<tr>
<td>Who should claim Child Care Benefit?</td>
<td>13</td>
</tr>
<tr>
<td>Who is eligible for Child Care Benefit?</td>
<td>14</td>
</tr>
<tr>
<td>How can you receive Child Care Benefit for approved care?</td>
<td>14</td>
</tr>
<tr>
<td>Reduced fees</td>
<td>14</td>
</tr>
<tr>
<td>Lump sum payment</td>
<td>15</td>
</tr>
<tr>
<td>Details of your child(ren) in Child Care Benefit approved child care</td>
<td>16</td>
</tr>
<tr>
<td>Eligible Child Care Benefit hours</td>
<td>16</td>
</tr>
<tr>
<td>Child Care Rebate work, training, study test</td>
<td>16</td>
</tr>
<tr>
<td>Child Care Rebate</td>
<td>17</td>
</tr>
<tr>
<td>Payment rates for Child Care Benefit</td>
<td>18</td>
</tr>
<tr>
<td>How much Child Care Benefit can you get?</td>
<td>18</td>
</tr>
<tr>
<td>Eligibility conditions for family assistance payments</td>
<td>19</td>
</tr>
<tr>
<td>Australian residence requirements</td>
<td>19</td>
</tr>
<tr>
<td>Eligible child</td>
<td>19</td>
</tr>
<tr>
<td>Immunisation details</td>
<td>20</td>
</tr>
<tr>
<td>Providing an income estimate</td>
<td>21</td>
</tr>
<tr>
<td>Income estimates for family assistance</td>
<td>21</td>
</tr>
<tr>
<td>Estimating your actual annual family income</td>
<td>21</td>
</tr>
<tr>
<td>Taxable income</td>
<td>22</td>
</tr>
<tr>
<td>Reportable fringe benefits</td>
<td>22</td>
</tr>
<tr>
<td>Reportable Superannuation Contributions</td>
<td>23</td>
</tr>
<tr>
<td>Total Net Investment Losses</td>
<td>23</td>
</tr>
<tr>
<td>Tax free pensions or benefits</td>
<td>23</td>
</tr>
<tr>
<td>Foreign income</td>
<td>24</td>
</tr>
<tr>
<td>Tax exempt foreign income</td>
<td>24</td>
</tr>
<tr>
<td>Child support you pay</td>
<td>24</td>
</tr>
<tr>
<td>Adjusting your future Family Tax Benefit payments</td>
<td>24</td>
</tr>
<tr>
<td>Australian residence requirements</td>
<td>19</td>
</tr>
<tr>
<td>Eligible child</td>
<td>19</td>
</tr>
<tr>
<td>Immunisation details</td>
<td>20</td>
</tr>
<tr>
<td>Providing an income estimate</td>
<td>21</td>
</tr>
<tr>
<td>Income estimates for family assistance</td>
<td>21</td>
</tr>
<tr>
<td>Estimating your actual annual family income</td>
<td>21</td>
</tr>
<tr>
<td>Taxable income</td>
<td>22</td>
</tr>
<tr>
<td>Reportable fringe benefits</td>
<td>22</td>
</tr>
<tr>
<td>Reportable Superannuation Contributions</td>
<td>23</td>
</tr>
<tr>
<td>Total Net Investment Losses</td>
<td>23</td>
</tr>
<tr>
<td>Tax free pensions or benefits</td>
<td>23</td>
</tr>
<tr>
<td>Foreign income</td>
<td>24</td>
</tr>
<tr>
<td>Tax exempt foreign income</td>
<td>24</td>
</tr>
<tr>
<td>Child support you pay</td>
<td>24</td>
</tr>
<tr>
<td>Adjusting your future Family Tax Benefit payments</td>
<td>24</td>
</tr>
</tbody>
</table>
### Payment options — to reduce your risk of an overpayment of Child Care Benefit  
- Parents returning to work  
  - Family Tax Benefit Part B and parents returning to work

### About Rent Assistance
- What is Rent Assistance?
- How can you receive Rent Assistance?

### Other payments
- Double Orphan Pension
- Carer Allowance
- Parenting Payment
- Payments for an older child
- Other health assistance

### Terms and Conditions for Electronic Messaging (SMS or email) and Online Letters
- Terms and Conditions for Electronic Messaging (SMS or email)
- Terms and Conditions for Online Letters
This **Information Booklet** tells you what you need to know to make a claim for family assistance, and also gives you the information needed to get your correct entitlement.

The main family assistance payments and benefits are listed below:

- **Family Tax Benefit Part A**
- **Family Tax Benefit Part B**
- **Child Care Benefit**
- **Child Care Rebate**

**Child Care Rebate**

If you want to be assessed for the Child Care Rebate you must lodge a Child Care Benefit Lump Sum claim form.

**Other payments and services**

There are other payments and services including Large Family Supplement, Multiple Birth Allowance, Health Care Card and Rent Assistance, which will be added to your Family Tax Benefit if you are eligible. You do not need to lodge a separate claim form however, you may be asked to provide verification of your details.

**What to use this Information Booklet with**

This **Information Booklet** should be used with the following forms:

- Claim for an annual lump sum payment of Family Tax Benefit for the 2011–2012 financial year (FA048)
- Claim for an annual lump sum payment of Family Tax Benefit for the 2010–2011 financial year (FA054)
- Claim for Approved Child Care payments – an annual lump sum payment for the 2011–2012 financial year (FA011)
- Claim for Approved Child Care payments – an annual lump sum payment for the 2010–2011 financial year (FA052)
Online Services offers you a quick and easy way to do your business with us by using phone or Online Services options at a time that is convenient to you.

**Online Services**

Registration for Online Services is easy and only takes a few minutes. You can register by going online [humanservices.gov.au/centrelinkonline](http://humanservices.gov.au/centrelinkonline) When you register, you will be given a Customer Access Number (CAN) and asked to choose a password.

Once online, you can:

- make a claim for Baby Bonus no later than 52 weeks from the day after the birth of your child or from the day after the child enters your care for adopted children
- make a claim for Family Tax Benefit and Child Care Benefit for Approved Care up to the past 2 financial years
- update your income estimate and see how it affects your payments
- request an advance payment of Family Tax Benefit
- see your Family Tax Benefit advance details
- check when you will be paid
- access a range of other services
- update your personal details
- update your child care details
- update your Child Care Rebate payment frequency (only between April – June each financial year)
- complete family assistance reviews.

**Phone Online Services**

Online Services by phone is also available 24 hours, seven days a week. Once registered you will be given a PIN and can phone 136 240 to access various information including:

- your income estimate
- your Family Tax Benefit advance details
- your payment history
- request an advance payment of Family Tax Benefit.

Customer support for this number is available from 8.00 am to 8.00 pm (local time) Monday to Friday except national or state public holidays.

For more information about Online Services or availability times, go online [humanservices.gov.au/centrelinkonline](http://humanservices.gov.au/centrelinkonline) or call us on 136 150.
About Family Tax Benefit

What is Family Tax Benefit?

Family Tax Benefit is a payment to help you with the costs of raising your dependent child(ren).

There are two parts to Family Tax Benefit—Part A and Part B.

Family Tax Benefit Part A is worked out on your family’s combined annual income and the ages and number of dependent child(ren) in your care. It is paid for eligible child(ren) up to and including the age of 20 and for full-time students aged 21.

Note: Family Tax Benefit may also be payable for children aged 22-24 who were in full-time study on 31 December 2011. If you are eligible, you may be able to receive Family Tax Benefit for them until they complete their current course of study, or they turn 25.

Family Tax Benefit Part B provides extra assistance to single parent families and families with one main income. Family Tax Benefit Part B is subject to an income test and can be paid until the youngest child in your care turns 16 (or until the end of the calendar year in which they turn 18 if they are a full-time secondary student).

To be eligible for Family Tax Benefit you must:

• be a parent, guardian, carer (including foster carer), grandparent or an approved care organisation
• provide care to an eligible child (see Page 19)
• have legal responsibility for the day-to-day care, welfare and development of the child, and
• meet the Australian residence requirements for family assistance purposes (see Page 19).

What is a Regular Care Child?

A regular care child is a child in your care for between 14 per cent and less than 35 per cent of the time. If you have a regular care child in your care, you will not be entitled to Family Tax Benefit Part A and Part B (including the supplements), Multiple Birth Allowance, Large Family Supplement or Baby Bonus.

You may be entitled to the following family assistance:

• Rent Assistance
• a Health Care Card
• the Lower Threshold of the Medicare Safety Net
• additional Remote Area Allowance with your Social Security payment (e.g. Newstart Allowance)
• Child Care Benefit
• Child Care Rebate.

To be eligible for these benefits you will need to meet the other requirements for that benefit and complete a claim.

Large Family Supplement

If you care for 3 or more dependent children for whom you receive Family Tax Benefit, you may also be entitled to Large Family Supplement. It is paid for each child after the second. You do not need to lodge a separate claim.

Multiple Birth Allowance

Families with at least 3 children born in a multiple birth may be eligible for Multiple Birth Allowance until the children are 16 years of age, or if at least 3 of the children, are in full-time secondary study, until the end of the calendar year in which they turn 18. Multiple Birth Allowance is paid for triplets or more for whom you receive Family Tax Benefit Part A.

You do not need to lodge a separate claim for this payment.

Rent Assistance

For information about ‘Rent Assistance’, see Page 28.

Who is eligible for Family Tax Benefit?

To be eligible for Family Tax Benefit you must:

• be a parent, guardian, carer (including foster carer), grandparent or an approved care organisation
• provide care to an eligible child (see Page 19)
• have legal responsibility for the day-to-day care, welfare and development of the child, and
• meet the Australian residence requirements for family assistance purposes (see Page 19).
Changes to Family Tax Benefit

From 1 July 2012, you may no longer be able to receive Family Tax Benefit payments on a fortnightly basis if you (and/or your partner) have not been entitled to Family Tax Benefit for 2 consecutive financial years since 1 July 2009. This occurs when your (and/or your partner’s) actual adjusted taxable income is over the income limits.

**Important information**

If you (and/or your partner) are no longer entitled to receive Family Tax Benefit Part A payments fortnightly, you (and/or your partner) may also lose access to the following family assistance:

- Multiple Birth Allowance
- Large Family Supplement
- Rent Assistance
- a Health Care Card
- Schoolkids Bonus
- the Teen Dental Plan
- the Lower Threshold of the Medicare Safety Net

If you (and/or your partner) are no longer entitled to receive Family Tax Benefit Part A and Part B payments fortnightly, your Family Tax Benefit will be cancelled.

If your (and/or your partner’s) actual adjusted taxable income reflects that you are eligible for Family Tax Benefit, a lump sum claim can be lodged after the end of the financial year.

You should contact us if your circumstances change to see if you are able to regain access to fortnightly payments of Family Tax Benefit.

Schoolkids Bonus

Schoolkids Bonus starts from January 2013. For customers receiving fortnightly instalments of Family Tax Benefit Part A, Schoolkids Bonus will be paid in two equal instalments in January and July each year to help families with school costs. If you’re eligible for the Schoolkids Bonus as a result of your lump sum claim, it will be paid automatically into the bank account where your payments are usually made. This will occur after you lodge your income tax returns and your income has been confirmed by the Australian Taxation Office. You do not need to lodge a separate claim.

How to claim a lump sum payment

You can claim through us by completing a claim for a lump sum payment of Family Tax Benefit for the relevant financial year.

Families have up to 24 months after the end of the financial year for which they are seeking payment to lodge a lump sum claim for Family Tax Benefit.

**Claiming a lump sum claim through Human Services**

The claim can be paid after you (and/or your partner) have lodged a tax return and had your income details confirmed with the Australian Taxation Office. To be paid Family Tax Benefit you must complete and lodge your Family Tax Benefit claim and lodge your tax return(s) (if you are required to lodge a tax return) by the following dates:

- 30 June 2015, for the 2012–2013 financial year
- 30 June 2014, for the 2011–2012 financial year
- 30 June 2013, for the 2010–2011 financial year.

**You should still lodge your tax returns (if you are required to lodge a tax return) by the date specified by the Australian Taxation Office** (refer to the Tax Pack for guidelines).

Family Tax Benefit Part A and Part B supplement payments are available at the end of the financial year once your payments have been balanced. Payment of the supplement is dependent on tax returns being lodged and having your income details confirmed by the Australian Taxation Office within the required timeframe, or advising us that you (and/or your partner) are not required to lodge a tax return.
About Family Tax Benefit • continued

Note: If you (and/or your partner) are receiving an income support payment and Family Tax Benefit Part A for a child turning 4 years old, you will only be paid the Family Tax Benefit Part A supplement for the financial year the child turns 4 if an approved health assessment is completed. For more information call us on 136 150.

What happens if I do not lodge my tax return or notify Human Services that I am not required to lodge my tax return within the allowed timeframe?

You (and/or your partner) must lodge a tax return and have your income details confirmed by the Australian Taxation Office, or tell us that you are not required to do so. The Australian Taxation Office can tell you whether you are required to lodge a tax return. If you do not do either of these things, any Family Tax Benefit you have received will become a debt and will have to be paid back.

You may no longer receive your Family Tax Benefit on a fortnightly basis if you (and/or your current partner) do not:

- lodge your income tax return(s) and have your income details confirmed by the Australian Taxation Office and a result, a debt is raised, or
- tell us that you (and/or your current partner) are not required to lodge your income tax return(s) within the required timeframe.

This may also apply where you (and/or your current partner) have outstanding income tax returns that have resulted in debts where you have failed to lodge for past years when you were in receipt of Family Tax Benefit.

Medicare Safety Net

The Medicare Safety Net helps with high medical costs for out-of-hospital medical services. If you are an individual and are enrolled with Medicare, you do not need to register for the Medicare Safety Net. All families and couples need to register for the Medicare Safety Net.

If you choose to receive your Family Tax Benefit Part A as an annual lump sum, you may not be eligible for the lower Medicare Safety Net threshold until the start of the next calendar year. If you receive Family Tax Benefit Part A fortnightly, you may be eligible for the lower Medicare Safety Net threshold from the day you receive your first Family Tax Benefit Part A payment in the calendar year.

Note: It is your responsibility to understand that how you choose to receive your Family Tax Benefit Part A payment determines your eligibility for the Medicare Safety Net Family Tax Benefit Part A threshold.

Shared care
(for Family Tax Benefit only)

For both family assistance and child support purposes, the same rules are used to work out your level of care. This means one determination for shared care is used. Shared care is when any of the child(ren) for whom you are claiming Family Tax Benefit spend some of the time, for example weekends or school holidays, with someone other than you or your current partner (such as their other parent, if you are separated, grandparent or other carer).

If you do not have a parenting plan or court order, or your care arrangements differ from those specified in the plan or order, you will need to provide an agreed percentage of care or an agreed care arrangement for the care period. We will verify care arrangements with the other carer.

A care period:

- begins on the day on which the care of a child starts to be shared between 2 or more people, or the day on which the pattern of care changes, and
- ends when there is a subsequent change in care.

To be paid any Family Tax Benefit, you must have care of the child for at least 35 per cent of the time.
If you think the number of nights the child is in your care does not accurately reflect the amount of time you have care, you can instead choose to tell us the total number of days and hours you have care in the care period.

If you and the child's other carer have agreed percentages of care, or an agreed care arrangement, then the care percentage applied to your Family Tax Benefit is based on your care agreement.

If you DO NOT have an agreed percentage of care, or an agreed care arrangement, then we will decide the care percentage to be applied to your Family Tax Benefit, based on the evidence of your care arrangements.

To calculate the percentage of care for the care period, add up the number of nights the child is with you, and convert this to a percentage of the number of nights in the period. For the purpose of Family Tax Benefit a person with overnight care of a child is generally regarded as having had care of the child for that day.

For example:

Danny and Maria share care of Lewis.

They do not have a formal agreement but have an informal agreement where Lewis spends each alternate weekend (Friday and Saturday nights) and half the school holidays with Danny, and the rest of the time with Maria.

Half the school holidays is 6 weeks (42 days) +
Each alternate weekend (2 x 20 = 40 days) =
Total days in Danny’s care 82

As a percentage, 82 days divided by 365 days (the number of days in the care period, in this case the full financial year) = 22.4%. This is rounded down to 22%.

Danny is assessed as having 22% care and Maria as having 78% care.

If you have care of a child between 14 per cent and less than 35 per cent of the time, you are not entitled to receive Family Tax Benefit payments, but you may be entitled to receive the following:

- Rent Assistance
- a Health Care Card
- access to the Lower Threshold of the Medicare Safety Net
- additional Remote Area Allowance with your Centrelink payments (e.g. Newstart Allowance)
- Child Care Benefit
- Child Care Rebate.

To be eligible for these benefits you will need to meet the other requirements for that benefit and complete a claim.

If you have care of your child(ren) for more than 65 per cent of the time, you may be entitled to all of the Family Tax Benefit.

<table>
<thead>
<tr>
<th>Percentage of actual care the child</th>
<th>Percentage of Family Tax Benefit you may for receive</th>
</tr>
</thead>
<tbody>
<tr>
<td>0% to less than 14%</td>
<td>0%</td>
</tr>
<tr>
<td>14% to less than 35%</td>
<td>0%</td>
</tr>
<tr>
<td>35% to less than 48%</td>
<td>25% plus 2% for each percentage point over 35%</td>
</tr>
<tr>
<td>48% to 52%</td>
<td>50%</td>
</tr>
<tr>
<td>More than 52% to 65%</td>
<td>51% plus 2% for each percentage point over 53%</td>
</tr>
<tr>
<td>More than 65% to 100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

To be eligible for these benefits you will need to meet the other requirements for that benefit and complete a claim.

If you have care of your child(ren) for more than 65 per cent of the time, you may be entitled to all of the Family Tax Benefit.

<table>
<thead>
<tr>
<th>Percentage of actual care the child</th>
<th>Percentage of Family Tax Benefit you may for receive</th>
</tr>
</thead>
<tbody>
<tr>
<td>0% to less than 14%</td>
<td>0%</td>
</tr>
<tr>
<td>14% to less than 35%</td>
<td>0%</td>
</tr>
<tr>
<td>35% to less than 48%</td>
<td>25% plus 2% for each percentage point over 35%</td>
</tr>
<tr>
<td>48% to 52%</td>
<td>50%</td>
</tr>
<tr>
<td>More than 52% to 65%</td>
<td>51% plus 2% for each percentage point over 53%</td>
</tr>
<tr>
<td>More than 65% to 100%</td>
<td>100%</td>
</tr>
</tbody>
</table>
Blended family
(for Family Tax Benefit only)

A blended family is a family with 2 or more dependent children and:
- at least one of those children is a child of one member of the couple, from a previous relationship
- at least one of the other children is a child of this relationship or the child of the other member of the couple from a previous relationship.

If you would like to be assessed as a blended family, you and your partner must have an eligible Family Tax Benefit child in your care for at least 35 per cent of the time.

If your family is blended you can choose:
- for one parent to be paid all the Family Tax Benefit, or
- to split the payment between each parent at an agreed percentage.

**Note:** If you choose this option, you and your partner will need to complete separate claim forms. Both claims will be assessed before either of you are paid.

For example:
Mary and John have 2 children. Mary and John have a son together. John also has a daughter from a previous relationship living with them. Mary and John have decided to split their family’s full Family Tax Benefit entitlement so they each receive half (50%) of it. Mary and John each completed a Family Tax Benefit claim form. Mary claimed for their son on her claim form and John claimed for his daughter on his claim form.

Children from a previous relationship and child support
(for Family Tax Benefit only)

Situations where you may have a child from a previous relationship include when you are:
- a single parent, or
- partnered and your current partner is not the child’s parent, or
- partnered where you are not the child’s parent, but your partner is.

Your payment(s) will be affected if you do not provide your child support details.

If any dependent child, in your care, is from a previous relationship (including same-sex relationship) you must take initial child support action within 13 weeks (91 days) of the latest of the following dates:
- the date the child was born
- the date you separated from the child’s other parent
- the date the child came into your care
- the date your percentage of care increased to 35 per cent or above
- such later date that you first became entitled to apply for child support.

If you do not claim child support within the specified period, you cannot be paid more than the base rate of Family Tax Benefit Part A until you take reasonable steps to obtain a child support assessment.

It is important to remember that regardless of your personal income both parents of the child are responsible for providing support for the care of that child.

The term ‘parent’ refers to a natural or adoptive parent or a person who is legally responsible for a child born through an artificial conception procedure or where a surrogacy court order is in place.
### Applying for a child support assessment

To receive more than the base rate of Family Tax Benefit Part A you are required to apply for a child support assessment from the other parent of your child if you are not currently partnered to that person.

The requirement to apply for a child support assessment, also applies to your current partner if they have a child from a previous relationship in their care. For more information go online [humanservices.gov.au/childsupport](https://humanservices.gov.au/childsupport) or call us on 131 272.

**Note:** If you have a child who will be in full-time secondary study in the year they turn 18, you must apply to extend your child support assessment for that child to the last day of the school year, before their 18th birthday. If you do not do this, the amount of Family Tax Benefit you receive may be affected.

### Exemptions from seeking child support

If you found it difficult or were unable to apply for a child support assessment you should discuss your situation with us. In most cases exemptions need to be assessed by a Social Worker.

We have social workers who are able to assist with child support issues such as claiming exemptions. You can arrange to see a Social Worker by calling us on 136 150 between 8.00 am and 8.00 pm (local time) Monday to Friday to make an appointment.

### Child support you receive

Child support includes money collected on your behalf by Child Support services in respect of the child and/or any money you collect yourself (for example, spousal maintenance or direct debit).

Child support payments can include lump sum payment(s), regular cash or non-cash amounts.

Child support also includes any expenses that the other parent pays on behalf of you or your child(ren). Examples of this include when the other parent pays your mortgage, your child’s sporting costs, child care fees or the purchase of a car.

If the amount of child support you receive unexpectedly changes (for example, you receive a back payment owing to you), this will affect the total amount of family assistance you will be entitled to receive in the current financial year.

You should contact Child Support services immediately if you collect any child support, other than through Child Support services, to ensure that it is taken into account for your family assistance.

### Maintenance Income Credit

In calculating your Family Tax Benefit entitlement, you are able to receive a certain amount of child support before your Family Tax Benefit is affected. This is known as the Maintenance Income Free Area.

The Maintenance Income Credit reduces the possibility of a Family Tax Benefit overpayment caused by large or late child support payments. The Maintenance Income Credit allows families to access any unused Maintenance Income Free Areas from previous years to offset any large or late child support payment(s). If you do not use all of your Maintenance Income Credit within a financial year you may be able to use it for another financial year.

The Maintenance Income Credit will be available at the end of the financial year for Child Support services collection cases only.
About Child Care Benefit

What is Child Care Benefit?

Child Care Benefit is a payment to help families with the cost of child care. You can claim Child Care Benefit for approved child care or registered child care or a combination of both.

**Approved child care** is provided by child care services approved by the Department of Education, Employment and Workplace Relations. Most long day care, family day care, before and after school care, vacation care, in home care and occasional care services are Child Care Benefit approved child care services. To find a Child Care Benefit approved provider in your area search the [mychild.gov.au](http://www.mychild.gov.au) website or call the Child Care Access Hotline on **1800 670 305** (TTY 1800 639 327).

If you use Child Care Benefit approved care you can choose to receive your Child Care Benefit as reduced fees or as a lump sum after the end of the financial year.

If you wish to claim Child Care Benefit as reduced fees, please complete the **Claim for Approved Child Care payments throughout the 2012–2013 financial year** form (FA002). If you are eligible for Child Care Benefit as reduced fees, your Child Care Rebate may be paid directly to you or your Child Care Benefit approved child care service(s) fortnightly (in many cases weekly) or quarterly.

**Registered child care** is provided by nannies, grandparents, relatives or friends who are registered with us. In some circumstances it can also include care provided by individuals in private pre-schools, kindergartens and some outside school hours care service(s). Your carer can contact us for information on how to become registered.

If you use registered care you must claim with us within 12 months of the care being provided and paid for. You will need to provide receipts for all periods you are claiming.

If you are using registered care, please complete the **Claim for Child Care Benefit for registered care** form (FA018).

Who should claim Child Care Benefit?

The parent who is liable to pay the child care fees should complete the child care enrolment form with the child care provider. They will also need to claim Child Care Benefit from us.

---

For example:

If Jane is liable and completes the enrolment form with the child care provider then Jane is the parent who needs to complete the Child Care Benefit claim form.

---

**Note:** More than one carer can be liable for Child Care fees. All liable carers will need to complete a child care enrolment form and each liable carer will also need to lodge a claim for Child Care Benefit.

**High Income Earners**

Families who believe their income is too high to be entitled to Child Care Benefit (see Page 18) but wish to test their eligibility for Child Care Rebate (see Page 17) must complete a claim for Child Care Benefit.

---

continued ➤
To be eligible for Child Care Benefit:

- you must meet the Australian residence requirements and be living in Australia (or have an exemption)
- your child must meet the immunisation requirements (or have an exemption), and
- your child must attend either Child Care Benefit approved care (and you are liable for the child care fees) or registered care (and you have paid your child care fees).

If your employer contributes towards some or all of your child care costs, through salary sacrifice or salary packaging, you will need to determine who has the liability for the costs. The issue of liability depends on who is obligated to pay for the child care fees.

If you salary sacrifice the cost of child care fees so that your employer has the legal liability to pay the fees (and not you), you are not eligible for Child Care Benefit for the child care costs paid under your agreement. Payment of child care fees by an employer is only exempt from fringe benefit tax if the employer is legally liable for the fees. If you are not sure who is legally obliged to pay the fees, you will need to clarify this with your employer.

You may not be eligible for Child Care Benefit if your fees are paid for you by another agency, for example the Adult Migrant English Program. However you may be eligible for Child Care Benefit for care that is not related to your attendance at Adult Migrant English Program training.

**Note:** If you (or your partner/ex-partner) are the grandparent or great grandparent of the child you are claiming Child Care Benefit for, you may be eligible for additional assistance and you should discuss your options with us.

There are 2 ways to receive your Child Care Benefit:

### 1. Reduced fees

If you choose to receive reduced child care fees, your Child Care Benefit will be paid directly to your Child Care Benefit approved child care service(s). Your Child Care Benefit is based on your estimate of your actual annual family income for the 2012–2013 financial year.

The amount of your Child Care Benefit will be deducted from the amount of your child care fees. You will have to pay any ‘gap’ in outstanding fees.

**For example:**

If your Child Care Benefit approved child care service charges $200 per week and you are entitled to receive $80 per week as Child Care Benefit, you will only have to pay the ‘gap’ of $120 to your Child Care Benefit approved child care service. Your Child Care Benefit will be paid directly to the approved child care service.

If you are eligible and have chosen for your Child Care Rebate to be paid directly to your Child Care Benefit approved child care service (see Page 17) you will only have to pay the gap of $69 (50 per cent of out of pocket expenses – subject to 15 per cent withheld until reconciliation if applicable).

You must claim Child Care Benefit as reduced fees if you want to receive your Child Care Rebate as a fortnightly payment (in many cases weekly) or as a quarterly payment even if you are assessed at a zero rate of Child Care Benefit.

Choosing this option will allow us to balance your Child Care Benefit and Child Care Rebate entitlements without the need for you to lodge a Child Care Benefit lump sum claim.

*Continued*
How do you claim reduced child care fees?
If you wish to claim Child Care Benefit as reduced fees complete the **Claim for Approved Child Care payments throughout the 2012–2013 financial year** form (FA002) within the financial year for which you are claiming. If you receive Family Tax Benefit as fortnightly payments, you do not need to complete the form, you can lodge a claim by calling **136 150**. Anyone can claim Child Care Benefit online [humanservices.gov.au/centrelinkonline](http://humanservices.gov.au/centrelinkonline). Once your claim has been approved, you will need to give your and your child(ren) Centrelink Reference Number (CRN) and date of birth.

If you wish to receive your Child Care Rebate fortnightly (in many cases weekly) or quarterly you will need to claim Child Care Benefit as reduced fees.

If you prefer not to lodge a Child Care Benefit Lump Sum payment claim at the end of each year, you should consider claiming Child Care Benefit reduced fees at the zero rate. This will allow you to receive your Child Care Rebate fortnightly (in many cases weekly) or quarterly.

Who cannot claim a lump sum payment?
You **cannot** claim a lump sum payment for:
- any period when you received Child Care Benefit as reduced fees, **or**
- any period when all your child care fees were paid for you by a third party (for example, your employer) or other agency, **or**
- any type of child care other than Child Care Benefit approved care (for example, registered care).

How do you claim a lump sum payment?
You need to lodge a ‘Claim for Approved Child Care Payment’ within 24 months of the financial year for which you are seeking payment. You cannot claim Child Care Benefit through the tax system. Anyone can claim Child Care Benefit online [humanservices.gov.au/centrelinkonline](http://humanservices.gov.au/centrelinkonline).
Details of your child(ren) in Child Care Benefit approved child care

If you wish to claim Child Care Benefit as reduced fees, you will need to give details for each of your children in Child Care Benefit approved child care.

We also need to know if each child attends school. For Child Care Benefit purposes, a school child is a child who attends primary or secondary school or is on a break from school (for example, school holidays) and will be returning to primary or secondary school after that break. For Child Care Benefit purposes, children who are in the following classes are regarded as being in the first year of primary school:

- kindergarten in NSW or ACT
- preparatory or Year 1 in QLD
- pre–primary in WA
- transition in NT
- preparatory in VIC and TAS
- reception in SA

A child will automatically be considered a school child when they turn 6 years old. You should tell us if your child is 6 or over and not at school as this may affect your rate of Child Care Benefit.

Eligible Child Care Benefit hours

Depending on your circumstances you may be entitled to:

**Up to 24 hours of Child Care Benefit per child per week**

You can get up to 24 hours of Child Care Benefit per child per week if you are eligible for Child Care Benefit and are using a Child Care Benefit approved child care service.

**Up to 50 hours of Child Care Benefit per child per week**

You can get up to 50 hours per child per week if you are eligible for Child Care Benefit using a Child Care Benefit approved child care service and one of the following apply to both you AND your partner:

- are working, looking for work, studying, training or doing voluntary work†, for at least 15 hours per week (or 30 hours per fortnight)†, or
- have a disability, or
- get Carer Allowance or Carer Payment for a child or adult (Carer Allowance and Carer Payment are Centrelink payments), or
- are an eligible grandparent with the primary care* of a grandchild, or
- exceptional circumstances exist.

**For more than 50 hours of Child Care Benefit per child per week**

You can get more than 50 hours of Child Care Benefit per child per week if you (and your partner) are both unavailable (at the same time) to care for your child(ren) for more than 50 hours a week due to work, training or study commitments (including travel to and from work), have a disability, exceptional circumstances exist or the child is at risk. Child Care Benefit is payable for all hours above 50 hours per week up to your eligible hours limit.

Child Care Rebate

You can get the Child Care Rebate if both you (and your partner) are working, looking for work, studying or training or doing voluntary work to improve your work skills at some time during a week or have an exemption. No minimum number of hours is required.

† **Note:** The time you spend in work related activities can be combined with other work related activities to meet the 15 hours per week requirements. Voluntary work that does not improve your work skills cannot be combined with other activities and must be performed for at least 15 hours per week requirement (or 30 hours per fortnight).

* **An eligible grandparent is:**
- the natural, adoptive or step grandparent (or great-grandparent) of a child.
- the current or former partner of a grandparent (or great-grandparent) of a child.

**Primary care means:** you are the sole or major provider of ongoing daily care for the child, i.e. you make the day-to-day decisions about the child’s care, welfare and development.
About Child Care Benefit • continued

Child Care Rebate

The Child Care Rebate is 50 per cent of your out-of-pocket child care expenses up to a maximum amount per child per year. Out-of-pocket expenses are total child care fees less your Child Care Benefit and Jobs, Education and Training Child Care fee assistance (if applicable).

To receive the Child Care Rebate, you need to be assessed as eligible for Child Care Benefit for approved child care, even if you are assessed at a zero rate.

You do not need to claim Child Care Rebate. The rebate is paid to you automatically if you are eligible for Child Care Benefit for approved child care.

There are 4 ways to receive your Child Care Rebate

1. Direct to your Child Care Benefit approved child care service(s)
   Your Child Care Rebate will be paid to your child care service(s) fortnightly and in many cases weekly, when your child care attendance is received. The amount of your Child Care Rebate will be deducted from the amount of your child care fees. If you are receiving Child Care Benefit at a legislative rate greater than zero, and you choose this payment option, then 15 per cent of your Child Care Rebate entitlement will be withheld until the end of the financial year. Any outstanding amounts will be paid as a directed payment to your bank account. When your entitlement is balanced any outstanding amounts will be paid as a direct payment to your bank account.

2. Direct to you
   Your Child Care Rebate will be paid directly to your nominated bank account fortnightly and in many cases weekly when your child care attendance is received. If you are receiving Child Care Benefit at a legislative rate greater than zero and you choose this payment option then 15 per cent of your Child Care Rebate entitlement will be withheld until the end of the financial year.

3. Quarterly payments to you
   Your Child Care Rebate will be paid to your nominated bank account at the end of each quarter (October, January and April). Your final quarter will be paid to you when you and your partner lodge your tax return(s) and have your income details confirmed by the Australian Taxation Office, after the end of the financial year, and any quarterly payments you received during the year have been deducted from your annual entitlement.

4. Annual payment to you
   Your Child Care Rebate will be paid directly to your nominated bank account as a lump sum, once you have claimed Child Care Benefit, you and your partner’s tax return(s) have been lodged and income details are confirmed by the Australian Taxation Office and your child care attendance has been received. This payment option is only available if you receive your Child Care Benefit for approved child care as a lump sum payment.

Note: the payment option you choose for Child Care Rebate will be applied for the entire financial year. A new payment option cannot be applied until the start of the next financial year, unless exceptional circumstances apply.

To discuss your options call us on 136 150.

To get Child Care Rebate, you need to be eligible for Child Care Benefit for approved care. If your actual annual family income is more than the income limits in relation to the number of children in Child Care Benefit approved child care, you will be assessed at the zero rate of Child Care Benefit. This means you may still be able to receive Child Care Rebate if you meet the work, training or study test for Child Care Rebate.
Payment rates for Child Care Benefit

How much Child Care Benefit can you get?

The rate of Child Care Benefit you will be entitled to is based on your actual annual family income. Your income will affect the amount of Child Care Benefit you can receive. You will not receive any Child Care Benefit if your income is more than the limits in the following tables.

The rates in this table are for the 2011–2012 financial year only.

<table>
<thead>
<tr>
<th>To be eligible for more than zero rate of Child Care Benefit your actual annual family income should be less than:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 child using child care</td>
<td>$138,065</td>
</tr>
<tr>
<td>2 children using child care</td>
<td>$143,095</td>
</tr>
<tr>
<td>3 children using child care</td>
<td>$161,581</td>
</tr>
</tbody>
</table>

Add $30,528 for each additional child using child care.

Even if your income is too high you will still need to be eligible for Child Care Benefit to get Child Care Rebate.

The rates in this table are for the 2010–2011 financial year only.

<table>
<thead>
<tr>
<th>To be eligible for more than the zero rate of Child Care Benefit your actual annual family income should be less than:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 child using child care</td>
<td>$134,443</td>
</tr>
<tr>
<td>2 children using child care</td>
<td>$139,333</td>
</tr>
<tr>
<td>3 children using child care</td>
<td>$157,329</td>
</tr>
</tbody>
</table>

Add $29,721 for each additional child using child care.

Even if your income is too high you will still need to be assessed for Child Care Benefit to get Child Care Rebate.

For more information on rates for Child Care Benefit, go online humanservices.gov.au/childcare or call us on 136 150.
Eligibility conditions for family assistance payments

**Australian residence requirements**

To claim a payment from Human Services you must have legal residence status and live in Australia on a permanent basis, that is, Australia is your home. You may be able to claim a payment during a temporary absence from Australia for up to 3 years.

To have legal residence status for the purpose of family assistance payments you must be:

- an Australian citizen, or
- the holder of a permanent visa, or
- a New Zealand citizen who arrived on a New Zealand passport, or
- the holder of a partner provisional visa or of certain other temporary visas.

Absence from Australia may affect your family assistance payments. Temporary visa holders may not be eligible for family assistance during any absence from Australia.

To qualify for Child Care Benefit you (or your partner) must meet the Australian residence requirements. Child Care Benefit can also be claimed if you (or your partner) are a student from outside Australia receiving financial assistance directly from the Australian Government.

In deciding whether you are living in Australia, we may need to look at the nature of your accommodation, the nature and extent of family relationships in Australia, the nature and extent of employment, business or financial ties with Australia, the frequency and duration of travel outside Australia and any other relevant matters.

Information may be received directly from Australia’s immigration department and can be used to allow us to automatically determine your residence qualifications for these payments.

Check with us if you are unsure about your circumstances.

**Eligible child**

An eligible child for the purposes of family assistance must:

- be aged up to 21 years
- if aged 16–20 years, have completed a Year 12 or equivalent qualification or are undertaking full-time education or training leading to a Year 12 or equivalent qualification, or who is exempt*. An equivalent qualification is considered to be a Certificate Level II course under the Australian Qualifications Framework or a similar course in an education institution outside Australia
- if aged 21 years, be a full-time student (this means that they are enrolled in an approved course at an approved institution, and undertaking at least 3/4 of a full-time study load)
- be in your care for at least 35 per cent*** of the time and you must be responsible (whether alone or jointly with someone else) for their day-to-day care, welfare and development
- be an Australian resident or New Zealand citizen living in Australia or live with the person claiming family assistance
- not be your partner
- not be temporarily outside Australia for longer than 3 years
- have an adjusted taxable income of $13,361** or less for the 2011–2012 financial year and $13,010** or less for the 2010–2011 financial year (this income limit does not apply to children aged under 5, children under 16 who are undertaking full-time study or primary education and from 1 January 2012 for children aged 16 and over who are undertaking full-time secondary study, until the end of the year in which they turn 19)
- not be receiving a Centrelink payment, such as Youth Allowance, or a Commonwealth Education Supplement. Exemptions may apply for Child Care Benefit.

These eligible child requirements do not apply to claims for Parental Leave Pay.

* Note: Your child may be exempted from these requirements under certain circumstances if the child is unable to participate in full-time education or training. Call us on 136 150 for more information.

** Note: You will need to pay back any family assistance you receive for a child whose income exceeds this limit.

*** Note: If you care for a child less than 35 per cent of the time you may be eligible to receive Child Care Benefit and Child Care Rebate.

Continued
Eligibility conditions for family assistance payments • continued

Family Tax Benefit may also be payable for children aged 22–24 who were in full-time study on 31 December 2011. If you are eligible, you may be able to receive Family Tax Benefit for them until they complete their current course of study, or they turn 25.

Immunisation details

To claim Child Care Benefit for any child who is under 7 years old, you may need to prove that your child’s immunisation is up-to-date or that you have an approved exemption for your child.

If the child’s immunisation is up-to-date, the easiest way to prove this is to provide the number on the current Medicare card the child is listed on. The card number will be used to obtain their immunisation status from the Australian Childhood Immunisation Register.

If you do not want to provide the current Medicare number or you do not know it, and you do not have an approved exemption, you can provide:

- an ‘Immunisation History form’ completed by your doctor or other recognised immunisation provider, or
- an ‘Immunisation History Statement’ from the Australian Childhood Immunisation Register.

There are several exemptions from the requirement to have your children immunised for family assistance purposes.

Approved exemptions

Your child is exempt from the immunisation requirement in the following circumstances:

- your child cannot be given a particular scheduled vaccine due to a temporary or permanent medical condition – your child’s doctor or a recognised immunisation provider will need to complete a ‘Medical Contraindication form’ or provide a letter stating that your child cannot be immunised.

- your child’s family holds a personal, philosophical or religious belief that your child should not be immunised – your child’s doctor, or a recognised immunisation provider will need to complete a ‘Conscientious Objection form’ or provide a letter stating that the benefits and risks of immunisation have been explained to you and because of your beliefs you do not want your child immunised. You will need to sign the form or letter completed by the doctor or recognised immunisation provider.

- your child has a natural immunity to a disease or a vaccine is temporarily unavailable – you will need a letter from your child’s doctor explaining the reasons.

- your child is in a category specified by the Minister for School Education, Early Childhood and Youth as being exempt from the requirement to be immunised. Members of the Church of Christ, Scientist are included in this category and you will need a letter from an official of the church stating that you (and/or your partner) are practising members of this church.

Note: If you are not eligible for Child Care Benefit due to your child(ren) not being immunised you will not be entitled to receive the Child Care Rebate. To be eligible for the Child Care Rebate you need to be eligible for the Child Care Benefit at zero rate, or more than the zero rate.
Providing an income estimate

Income estimates for family assistance

Including Family Tax Benefit and Child Care Benefit

Payment for 2012–2013 financial year onwards

If you want to receive your Family Tax Benefit as fortnightly payments for the 2012–2013 financial year (1 July 2012 to 30 June 2013), you will need to lodge a Claim for Paid Parental Leave and Family Assistance form (FA100) and provide an estimate of your actual annual family income or you can go online humanservices.gov.au/centrelinkonline to complete your claim for family assistance instead.

If you no longer receive a payment of Child Care Benefit you may still be eligible for the 50 per cent Child Care Rebate. You will need to submit a claim for Child Care Benefit and be assessed at the zero rate of Child Care Benefit. You will not need to provide us with an estimate of your actual annual family income or your tax file number details.

Payment for 2010–2011 and 2011–2012 financial years

If you claim other family assistance payments for the 2010–2011 or 2011–2012 financial year you need to provide an income estimate.

If you need to lodge a tax return and you have done so, we cannot assess your Family Tax Benefit until your taxable income details are confirmed by the Australian Taxation Office.

If you choose to receive your Family Tax Benefit Part A as an annual lump sum, you may not be eligible for the lower Medicare Safety Net threshold until the start of the next calendar year. If you receive Family Tax Benefit Part A fortnightly, you may be eligible for the lower Medicare Safety Net threshold from the day you receive your first Family Tax Benefit Part A payment in the calendar year.

The income you need to tell us about for the financial year, for which you are claiming, is your (and/or your partner’s) annual family income and is the total of:

- taxable income
- reportable fringe benefits
- the value of any reportable superannuation contributions
- the total value of net investment losses
- the value of any tax free pensions or benefits
- any foreign income that is not taxable in Australia
- any tax exempt foreign income
- LESS the full amount of any child support you (and/or your partner) pay.

For information about ‘Child Support you receive’, see Page 12.

Continued
Providing an income estimate  •  continued

Taxable income

Taxable income = gross income less allowable deductions.

Taxable income is the amount remaining after you take away all your allowable deductions from your assessable or gross income.

Your gross income may include the following:

- money from employment
- Partnership* and trust distributions
- Parental Leave Pay
- many income support payments such as pensions and benefits†
- business
- capital gains on disposal of assets
- rental income
- superannuation withdrawals
- interest
- eligible termination payments
- dividends

allowable deductions which should be taken away from your gross income include:

- deductions for work-related expenses
- expenses incurred for business purposes and gifts and donations to eligible charities and organisations

Paid Parental Leave is not an income support payment, and any Parental Leave Pay you receive must be included in your estimate of taxable income for family assistance purposes.

†An income support payment is any of the following Australian Government pensions or benefits:

- Age Pension
- Austudy
- Bereavement Allowance
- Carer Payment
- Community Development Employment Project (CDEP) Participant Supplement
- Disability Support Pension
- Disability Support Pension (Blind)
- Department of Veterans' Affairs Defence Force Income Support Supplement or Service Pension
- Emergency Payment
- Newstart Allowance
- Parenting Payment
- Partner Allowance
- Sickness Allowance
- Special Benefit
- Special Needs Pension
- Widow Allowance
- Widow B Pension
- Wife Pension
- Youth Allowance

Reportable fringe benefits

The value of any reportable fringe benefits will be recorded on your payment summary for the financial year ending 30 June 2013 and will relate to fringe benefits received between 1 April 2012 and 31 March 2013. You can ask your employer to tell you the amount that is expected to be shown on your payment summary.

If you are not sure, you can call us on 136 150 to discuss your circumstances.

Examples of reportable fringe benefits provided by employers

- helping you pay your rent or home loan
- providing a home phone
- providing a car
- paying your child(ren)’s school fees
- paying your health insurance premiums
- paying your child care expenses
- An employer’s contribution to a complying superannuation fund is not a fringe benefit.

* Partnership – means that income from the partnership which is declared to the Australian Taxation Office as partnership income. If you and your partner jointly own a rental property, this is not regarded as being a partnership unless the income from the property is reported to the Australian Taxation Office as partnership income. Each co-owner’s share of the income and expenses stated in their individual tax returns must be provided to us when claiming family assistance and updating income estimates.
Providing an income estimate • continued

Reportable Superannuation Contributions

Any reportable superannuation contributions are included as income and used to work out your family assistance. Reportable superannuation contributions include:

- discretionary contributions. Examples of these include: voluntary salary sacrificed contributions, made by you or on your behalf by your employer. These are above those required by law such as an industrial award or the superannuation guarantee (currently 9 per cent), and
- total superannuation contributions made by you as a self-employed person, for which you can claim a tax deduction.

Reportable superannuation contributions do not include compulsory employer contributions. If you have reportable superannuation contributions, you need to ensure this income is declared to us as part of your family income estimate.

If you do not know if this applies to you, contact your employer, financial adviser or the Australian Taxation Office.

Total Net Investment Losses

The value of any net investment losses is added back to your estimated annual income. If you expect to make a loss from rental property income, investment income or both, you need to give details of the total amount of losses. Record losses from investment earnings, not capital losses.

For example:

Tony expects to make a net loss of $3,000 on his rental property, but expects to have net income of $1,000 from his investments. The total net investment loss he must record is $3,000. Annette expects to make a loss from rental property income of $4,500 and a loss from investment income of $1,200. The total net investment loss she must record is $5,700.

How do I work out my total net investment loss?

If you expect to make a loss from rental property income, investment income or both, you need to give us the details of the total amount of losses. It is important you only record losses from investment earnings, not capital losses.

Note: A capital loss is the difference between the purchase price and sale price, where an asset is sold for less than it was purchased for. Investment earnings include taxable and tax-exempt interest, dividends and rental income.

If you do not know if this applies to you, contact your accountant, financial adviser or the Australian Taxation Office.

Tax free pensions or benefits

Income from tax free pensions and benefits that you (and/or your partner) receive, through the Department of Human Services or the Department of Veterans’ Affairs must be included in your adjusted taxable income for family assistance purposes. Add the amounts of any of the following payment(s) you receive through:

Department of Human Services

- Disability Support Pension, paid to a person who is not old enough to receive the Age Pension
- Carer Payment, where both the carer and the person being cared for are not old enough to receive the Age Pension
- Wife Pension, paid where both the recipient and the spouse – if applicable – are not old enough to receive the Age Pension.
Department of Veterans’ Affairs
- Invalidity Service Pension where the recipient is not old enough to receive the Age Pension
- Disability Pension, War Widow’s and War Widower’s Pensions
- Special Rate Disability Pension
- Partner Service Pension where both the carer, and the veteran being cared for, are under Age Pension age and the veteran has died and received an Invalidity Service Pension at the time of death
- Defence Force Income Support Supplement, if it is tax free
- Income Support Supplement, if it is tax free.

Tax free pensions or benefits do not include Family Tax Benefit, Bereavement Payment, Pharmaceutical Allowance, Rent Assistance, Remote Area Allowance or Language, Literacy and Numeracy Supplement.

Foreign income

Any income from sources outside Australia that you (and/or your partner) receive for which you do not have to pay Australian tax is counted as foreign income. Foreign income is included in your estimate of annual income for family assistance purposes.

Newly arrived residents should include foreign income earned in the 2011–2012 financial year prior to arriving in Australia when estimating their income for the 2011–2012 financial year. You should use the exchange rate applicable to convert foreign income amounts into Australian dollars. Current exchange rates are available by calling 1800 050 041.

If you are not sure, call us on 136 150 to discuss your circumstances.

Tax exempt foreign income

Tax exempt foreign income is any income for qualifying service on a particular approved project (under section 23AF of the Income Tax Assessment Act 1936) and/or foreign service (under section 23AG of the Income Tax Assessment Act 1936) for a continuous period of 91 days or more. If you (and/or your partner) receive this type of income, it will be recorded on your (and/or your partner’s) payment summary. If you (and/or your partner) expect to pay Australian tax on any foreign income, include this amount in your (and/or your partner’s) taxable income component.

Child support you pay

Child support includes:
- private child support—any amount you (and/or your partner) pay directly to another person (either as a result of a court order or a private agreement)
- any child support you (and/or your partner) pay through Child Support services
- non-cash child support—for example school fees, rent/mortgage payment
- other amounts—which are not part of a property settlement, including spousal maintenance.

You (and/or your partner) should keep proof of the child support you (and/or your partner) pay as you (and/or your partner) may be asked to show evidence of your (and/or your partner’s) claim. The full amount you (and/or your partner) pay for child support is subtracted from your (and/or your partner’s) estimate of annual income.

Adjusting your future Family Tax Benefit payments

Family Tax Benefit recipients will have their ongoing payments adjusted automatically to avoid or reduce a projected Family Tax Benefit overpayment. This will apply to all Family Tax Benefit recipients who receive their payments in fortnightly instalments.
You can choose which rate of Child Care Benefit you would like to be assessed for:

- **Zero rate of Child Care Benefit**
  
  If your actual annual family income is MORE than the income limits in relation to the number of children in Child Care Benefit approved child care (see Page 18 for more information), you do not need to provide us with an estimate of your actual annual family income or your tax file number details.

  If you are assessed as being eligible for Child Care Benefit at the zero rate, you may still receive the Child Care Rebate fortnightly (in many cases weekly) or quarterly. Even if your income is above the limit for Child Care Benefit you should still claim so that we can assess your eligibility for Child Care Benefit and Child Care Rebate.

- **More than zero rate of Child Care Benefit**
  
  If your actual annual family income is LESS than the income limits in relation to the number of children in Child Care Benefit approved child care (see Page 18 for more information), you may be eligible for Child Care Benefit. If you make this choice you will have to provide an estimate of your actual annual family income and tax file number details, unless you have received your Tax Notice of Assessment.

- **Zero rate of Child Care Benefit and any entitlement after the end of the financial year**
  
  If your actual annual family income is likely to be around the income limits in relation to the number of children in Child Care Benefit approved child care (see Page 18 for more information), you can choose to receive the zero rate of Child Care Benefit throughout the year and be assessed for any entitlement after the end of the financial year when your actual annual family income is known. If you make this choice you will have to provide an estimate of your actual annual family income and your tax file number details, unless you have received your Tax Notice of Assessment.
Parents returning to work

Family Tax Benefit Part B and parents returning to work

If you (or your partner):

- are the lower income earner in a couple, and
- commence or return to work for the FIRST time after the birth of a child or caring for a child who has come into your care,

you may be entitled to the maximum rate of Family Tax Benefit Part B for the period during the financial year before you commenced or returned to work and in which you were not in receipt of Parental Leave Pay. Family Tax Benefit Part B is not payable to families if the higher earner’s income is more than $150,000 for the financial year or for any period in which the family was in receipt of Parental Leave Pay.

If you receive Family Tax Benefit payments fortnightly and want to apply for this extra assistance you need to tell us that you have commenced or returned to work as soon as this occurs. You must tell us that you have commenced or returned to work before 30 June of the following financial year to receive the assistance.

If you claim Family Tax Benefit as a lump sum after the end of the financial year, you need to tell us your return to work details on the lump sum claim for the financial year in which your return to work occurred. For example, if you return to work on 1 September 2012, you should be claiming your return to work on a 2012–2013 lump sum claim.

You have 2 years from the end of the financial year in which you commenced or returned to work to lodge the claim.

If you are eligible for the extra assistance, you will be paid the maximum rate of Family Tax Benefit Part B for the period of the financial year before you commenced or returned to work, once your actual annual income is known and your payments are balanced for that year or when your lump sum claim is finalised.

If you do not commence or return to work between the births of your children, your entitlement to this extra assistance does not accumulate. If you have started and stopped work since your last child was born, another return to work would not be considered a FIRST return to work since the birth of a child.

For example:

If you have 2 children while out of the workforce and do not return to work between the births you will be eligible for the extra assistance in respect of one child only when you FIRST return to work.

Return to work definition for Family Tax Benefit Part B

Work is defined as any work for financial gain or reward that involves a ‘substantial degree of exertion’. This means you have been actively involved as an employee or in self-employment.

You are considered to have commenced or returned to work if you work for an average of at least 10 hours per week over 4 consecutive weeks. The return to work date is the FIRST day that you work an average of at least 10 hours per week.

You may be eligible for the extra assistance for the period in the financial year before commencing or returning to work during which you were not working and not receiving other employment related income.

If you are working but not working an average of at least 10 hours per week over 4 consecutive weeks, you can choose to nominate that you have commenced or returned to work. The return to work date in this instance is the day you FIRST return to work. If you choose to nominate a return to work of less than the 10 hours per week, you must provide this nomination in writing at the end of the financial year. A nomination cannot be withdrawn once it is made.
Parents returning to work • continued

Eligible child

For the purpose of the return to work assistance, an eligible child is generally the most recent child to come into your care. The extra assistance for parents who return to work is available mainly where one parent of a couple has taken a break from work to care for a child, including new borns and child(ren) who have recently come into care.

In general, the extra assistance can be claimed only once in relation to a particular child. For example, if your current partner has already claimed the extra assistance for a particular child, you cannot receive it again for that child. Also, if the child has previously been in another person’s care and that person received the extra assistance for the child, you cannot receive it again for that child as it is only available once in relation to each child. However, there are exceptions, including shared care situations.

Other employment related income

It is important to identify other types of work related income that you may have received after stopping paid work. This includes:

- paid leave (such as paid maternity leave, long service leave, recreation leave, sick leave)
- Parental Leave Pay (from 1 January 2011)
- a payment of compensation or a payment of insurance in respect to an inability to earn, derive or receive income from paid work during the period
- income that is derived from previous self-employment, such as from an interest or investment connected with your previous self-employment.

Lower income earner

The lower income earner is generally the member of the couple with the lowest actual adjusted taxable income after the end of the financial year. Also, for the purposes of this extra assistance, the lower income earner can be considered to be the member of the couple who had the lowest income estimate, provided the other member of the couple has not also returned to work.

Parental Leave Pay and Family Tax Benefit Part B

You (and/or your partner) cannot receive Family Tax Benefit Part B during the Paid Parental Leave period. Family Tax Benefit Part B may be paid after the end of the Paid Parental Leave period.
Help to pay your rent

Rent Assistance is an additional payment for families who rent their accommodation in the private rental market. This includes paying private rent, board and/or lodging for accommodation in a house, flat or unit, one or more rooms in a house, boarding house, hostel or private hotel. It includes a caravan or mobile home where you pay ground or site fees, and a boat where you pay mooring fees.

Who is eligible for Rent Assistance?

We will ask you about your living arrangements, to assess your possible entitlement to Rent Assistance. We will ask you about the type of accommodation for which you pay, the amount of rent you pay, and whether you share the rent with any other person.

You are not entitled to Rent Assistance if you are the primary tenant in Government housing (that is, your (and/or your partner’s) name is on the rental contract (lease) with the State or Territory Housing Authority), or you own or jointly own the home you live in.

You may be entitled to Rent Assistance if you pay for board and lodgings.

The rate of Rent Assistance depends on the amount of rent you pay and the number of dependent children you have in your care. Rent Assistance is added to the other components of Family Tax Benefit Part A and the total payment may be reduced depending upon your family income or child support payment(s) received.

Verifying your rent

You will need to verify the amount of rent you pay if you wish to receive Rent Assistance. You can do this by providing us with a current lease or tenancy agreement. If you do not have a current lease or tenancy agreement, we can provide you with a ‘Rent Certificate’ for you and your landlord to complete. If you have problems getting a Rent Certificate signed by your landlord, let us know straight away.

If you lodge a current lease, tenancy agreement and/or a Rent Certificate with us as verification of your rent, you are required to notify us if there is a change in the amount of rent you pay or a change of address. You may also be requested to reconfirm or verify your rent details as part of a review on other occasions.

If you are entitled to Rent Assistance it is generally paid fortnightly with your Family Tax Benefit payment(s). However, if you receive your Family Tax Benefit fortnightly, you can also choose to receive your Family Tax Benefit and Rent Assistance at the end of the financial year when your actual annual family income is known.

For more information about Rent Assistance, you can go online humanservices.gov.au/rentassistance or call us on 136 150.
Other payments

Double Orphan Pension

If any of the child(ren) for whom you are claiming are orphans, you may be eligible for an additional payment for the child. You may be eligible for Double Orphan Pension.

For the purpose of this payment, an orphan means:

• both parents are deceased, or
• one parent is deceased and the other parent is:
  – in prison for at least 10 years, or
  – held on remand and charged with an offence that may be punishable by imprisonment for a term of at least 10 years, or
  – in a mental hospital or nursing home and is likely to be there for a long time, or
  – uncontactable, that is, whose whereabouts are unknown, or
• both parents live outside Australia or their whereabouts are unknown, and the child has been granted refugee status by the Australian Government, or admitted into Australia under a special humanitarian program approved by the Minister for Families, Housing, Community Services and Indigenous Affairs and has not at any time lived in Australia with either or both parents.

Double Orphan Pension is not payable to carers who have formally adopted the child.

Carer Allowance

If any of the child(ren) for whom you are claiming have a disability that requires substantially more care and attention on a daily basis in the family home than required by a child of the same age who does not have a disability, then you may be able to get Carer Allowance. For more information, go online humanservices.gov.au/carers or call us on 132 717.

Parenting Payment

If you are the primary carer (single or partnered) of child(ren) then you may be eligible for Parenting Payment. Parenting Payment is an extra payment to assist parents. It is paid to low income families in addition to Family Tax Benefit. It is paid to single parents with dependent child(ren) under 8 in their care and partnered parents with dependent child(ren) under 6 in their care. If you have a partner, only one of you can be paid Parenting Payment. If you receive Parenting Payment, you need to make sure you update changes in your income for both Family Tax Benefit and Parenting Payment.

Payments for an older child

A young person aged 16–20 years may only qualify you for Family Tax Benefit Part A* or entitle you to family assistance if they have completed a Year 12 or equivalent qualification or are undertaking full-time education or training leading to a Year 12 or equivalent qualification. An equivalent qualification is considered to be a Certificate Level II course under the Australian Qualifications Framework or a similar course in an education institution outside Australia.

When your child turns 16, Family Tax Benefit will usually be the appropriate payment for your family where your child is in full-time secondary study. In some circumstances, your child may become eligible for Youth Allowance, Abstudy or another payment. However, your child will not be eligible for Youth Allowance if they are under 18, dependent, in full-time secondary study and living at home.

From 1 January 2012, where a child decides to repeat year 12, they must be undertaking secondary study (not a Year 12 equivalent qualification) to be considered a full-time secondary student to receive more than the base rate of Family Tax Benefit Part A. A child in full-time secondary study may be entitled to receive more than the base rate of Family Tax Benefit Part A until the end of the calendar year in which they turn 19.

Continued

* To be an eligible child for Family Tax Benefit purposes, your child must be in your care for at least 35 per cent of the time. To be considered in your care, you must be responsible (whether jointly or with someone else) for their day-to-day care, welfare and development.
Note: You must advise us as soon as possible if your child aged 16–20 years is not in your care for an extended period of time.

The young person must meet the income and assets tests for Youth Allowance or ABSTUDY, including a personal income test, a parental means test, and/or a partner income test (if applicable).

For more information about other payments, go online humanservices.gov.au or call us on the numbers below:

- Youth Allowance 132 490
- ABSTUDY 132 317
- Assistance for Isolated Children 132 318

**Australian Childhood Immunisation Register**

The Australian Childhood Immunisation Register (the Immunisation Register) is a national register that records details of vaccinations given to children under 7 years of age who live in Australia, helping parents ensure that their children are fully immunised.

Children under 7 years of age who are enrolled in Medicare are automatically included on the Immunisation Register. Children who are not eligible to enrol in Medicare will be added to the Immunisation Register when a doctor or immunisation provider sends the details.

For information

Email acir@humanservices.gov.au or go online humanservices.gov.au/acir or call Freecall™ 1800 653 809.

For more information about health assistance

Go to humanservices.gov.au/medicare or call us on the numbers below:

- Australian Childhood Immunisation Register 1800 653 809
- Medicare Safety Net 132 011
- Pharmaceutical Benefits Scheme Safety Net 1800 020 613

You may also be eligible for assistance under the Medicare Teen Dental Plan. For information, call us on 132 011.
Terms and Conditions for Electronic Messaging (SMS or email) and Online Letters

You will now receive reminders and important information from Centrelink via Electronic Messaging (Short Message Services (SMS) or email), if you provide us with a mobile phone number or email address.

You can view most of your letters via an Online Letters service humanservices.gov.au/onlineservices By receiving your letters this way, you will reduce the risk of identity theft and fraud, and you will be contributing to a sustainable environment.

In order to view Online Letters, you must have full online services access. This service will replace delivery of most of your correspondence through the mail.

You can go online humanservices.gov.au/onlineservices to register for Online Services or contact us or visit one of our Service Centres. Your local Service Centre has online services available to use if you do not have access to a computer at home.

You are able to withdraw from these services at any time.

Terms and Conditions for Electronic Messaging (SMS or email)

Centrelink may send you information messages appropriate to your circumstances.

No Centrelink generated SMS or email will contain your name or contact details.

You will not be required to respond via SMS or email to any Centrelink generated message.

Messages you may receive include:
- appointment reminders the business day prior to your appointment
- reminders to provide up-to-date information
- reminders to provide documents
- possible future payment alerts
- notification of Online Letters.

You are able to withdraw from this service at any time.

Centrelink will NOT include direct links to ANY website within an email from this service.

Terms and Conditions for Online Letters

All customer information is protected by law, such as the Privacy Act 1988 and confidentiality provisions in family assistance law.

This service will replace delivery of most Centrelink letters to your postal address.

This service will display your mail in the same format as it currently is on paper. This means:
- your name, address and Centrelink Reference Number (CRN) will be displayed within the Online Letters service
- payment, income, assets and bank account details may be displayed within the Online Letters service.

You are able to withdraw from this service at any time.

You will receive a ‘Welcome’ notification to confirm you have subscribed to the service.

You need to check your Online Letters service regularly for letters.

To use this service, you will require:
- Internet access
- current Online Services registration with Centrelink
- the ability to view Online Letters – this service will use a Portable Document Format (PDF), for example, Adobe Acrobat. These letters may be temporarily held on the hard drive of the computer. Please be aware of this if you are using a public computer terminal. Ensure the removal of temporary Internet files prior to logging off.

Important Note: If you change your mobile phone number, email address or postal address, you will need to tell us straight away. To report any changes, call us on 136 150 or visit one of our Service Centres.