

Australian Government Department of Education, Skills and Employment

Process for reviewing and submitting the Transition Payment Grant offer

Information for Early Childhood Education and Care providers

About the Transition Payment Grant offer

Providers will begin receiving emails from 17 June 2020 to offer an Australian Government grant for Transition Payments as the Early Childhood Education and Care Relief Package (Relief Package) ends and the sector returns to the Child Care Subsidy (CCS). The Department of Education, Skills and Employment (the department) has established an online process, using DocuSign for providers to review and agree to this offer. This information sheet outlines how to review and sign the offer. After the return of the signed agreement, Transition Payments will be paid into the bank accounts nominated for a provider's service in the Child Care Subsidy System. To allow the department to process the first payment, providers will need to accept the offer by 5pm AEST 1 July 2020.

How to accept the Grant offer

Step 1



- Providers will receive a DocuSign email inviting them to review the Transition Payment offer.
- Your offer will be sent to the email address registered as your provider level contact email address, either through the Provider Entry Point or in your third party software and will include the department's logo.

• This email must be forwarded to the person that is authorised to review the offer and able to enter into a legal agreement on behalf of your organisation.

Step 2

Department of Education, Skills and Employment sent you a document to review and sign.					

• The person authorised to enter a legal arrangement on your organisation's behalf can review the Grant offer by selecting the 'Review Document' button at the end of the email.

Step 3



- Read the Grant Agreement to ensure your organisation's details are correct and you are aware of the conditions and your obligations.
- You will be asked to agree to a number of the conditions before signing the document.

Step 4

clause 10	the Commonwealth Green ions)	
c	are not the authorised representative, please select the 'Othe	er .
Grantee:	Actions' button in the top right corner and select 'Assign to Someon	e Else',
Signature:	and enter the Name and Email address of the correct signatory.	
C		

• Enter an electronic signature by pressing the Sign button.

Step 5

agree that this signature or initial will be the electronic representation of my signature or initial for all purposes when I	
agree that this signature or initial will be the electronic representation of my signature or initial for all purposes when I	
agree that this signature or initial will be the electronic representation of my signature or initial for all purposes when I	
ncluding legally binding contracts - just the same as a pen-and-paper signature or initlal.	or my agent) use them on documents,

• Draw your signature with your mouse or a touch screen.

Step 6

	Grantee: Signature: 555
NEXT	Signatory:
	Position title:
	Date: 16 June 2020

• Fill in your name in the Signatory field, and Position title in the Position title field.

Step 7

	SUBMIT	OTHER ACTIONS -		
	$\overline{\mathbf{X}}$			
gement with the Commonwealth on your monwealth on your organisation's in respect of a service, the provider must:				
king in the early childhood education and neligible for JobKeeper for themselves);				

- Hit the submit button to finalise your signed document and notify the department of your acceptance.
- A confirmation email will be sent to you after the signed agreement is submitted.
- The Department has developed FAQs and other material to assist with this Grant process.