



Process for reviewing and submitting the Transition Payment Grant offer

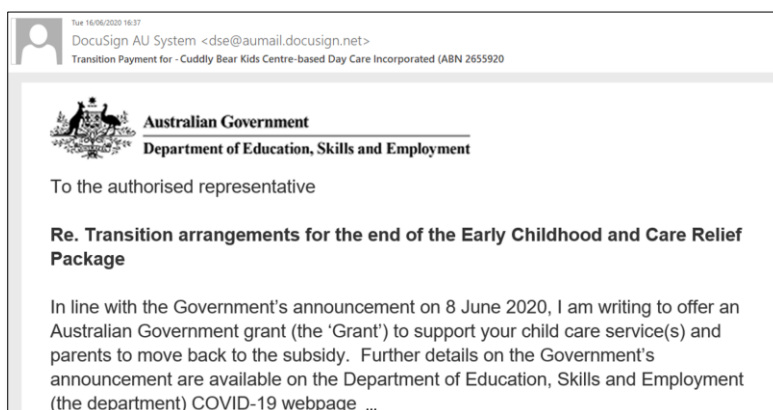
Information for Early Childhood Education and Care providers

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

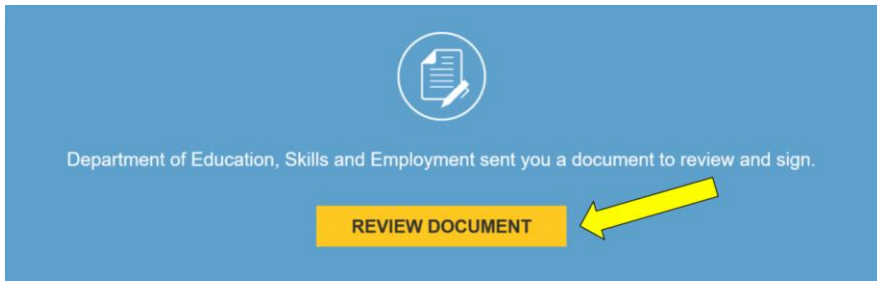
Step 1



- 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.

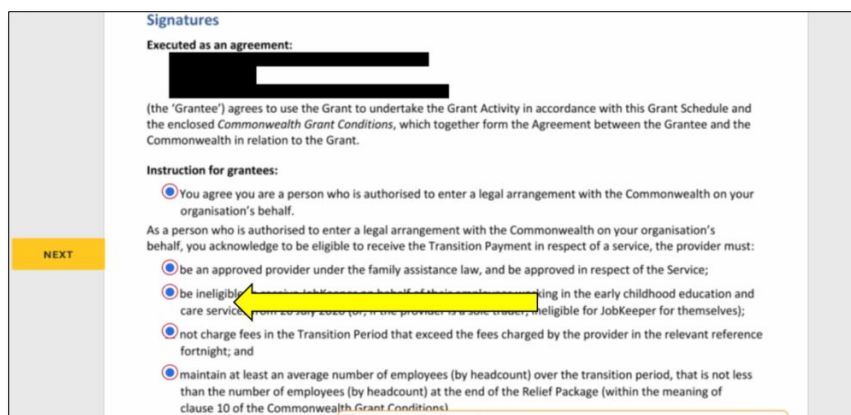
- This email must be forwarded to the person that is authorised to review the offer and able to enter into a legal agreement on behalf of your organisation.

Step 2



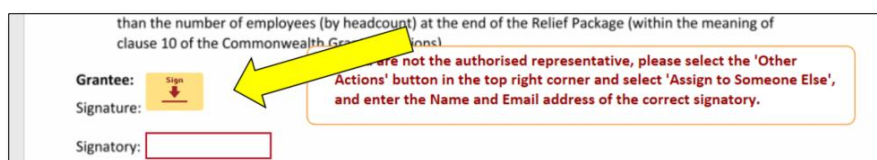
- The person authorised to enter a legal arrangement on your organisation's behalf can review the Grant offer by selecting the 'Review Document' button at the end of the email.

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



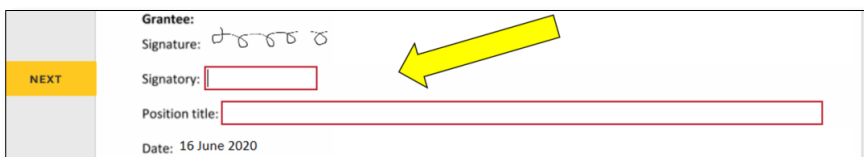
- Enter an electronic signature by pressing the Sign button.

Step 5



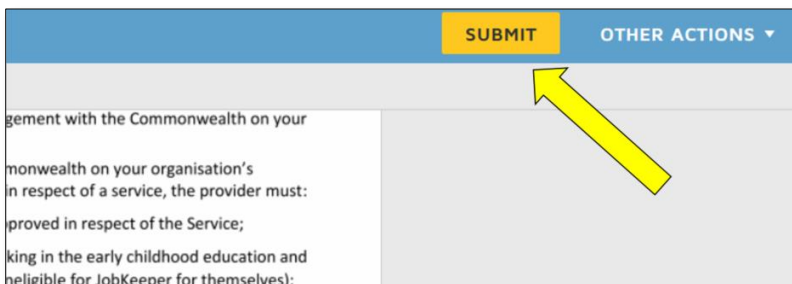
- Draw your signature with your mouse or a touch screen.

Step 6



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

Step 7



- 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.