



Details of your child's care arrangements (FA012)

When to use this form



Use this form if you are applying for or receiving Family Tax Benefit and your child(ren) spends time with someone other than you and/or your current partner (for example, weekends, school holidays).

You may also use this form to confirm your child's care arrangements.

The information you provide is needed to calculate your rate of payment under family assistance law.

This is not a claim for Family Tax Benefit. If you are not currently receiving Family Tax Benefit for any children, and wish to claim Family Tax Benefit, log into your Centrelink online account through myGov, then select 'Make a Claim'. You can claim for a range of family assistance including Family Tax Benefit and Child Care Subsidy online. If you are already receiving Family Tax Benefit for any children, you are not required to claim online as we will automatically reassess your existing entitlement using the information provided in this form.

Important information

Read the information on the following pages before you complete this form.

If there is a permanent change to your care arrangements after you have lodged this form, call us on **136 150** as soon as you are aware of the change. If there are minor variations to your care arrangements, for example a sick child does not stay with a contact parent for a weekend, you do not need to notify us.

Returning your form

Check that all required questions are answered and that the form is signed and dated.

If you have been asked to provide the information in this form, you should complete and return this form **within 14 days**.

You can return this form and any supporting documents:

- online using your Centrelink online account through myGov. For more information, go to humanservices.gov.au/submitdocumentsonline
- by post to:

Department of Human Services Families PO Box 7802 CANBERRA BC ACT 2610

 in person at one of our service centres, if you are unable to use your Centrelink online account.

We can translate documents you need for your claim or payments for free.

For more information

Go to humanservices.gov.au/families or call us on 136 150 or visit one of our service centres.



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



Note: Call charges may apply.

If you have a hearing or speech impairment, you can contact the **TTY service** on FreecallTM **1800 810 586**. A TTY phone is required to use this service.

FA012.1907

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Definition of a partner

Under social security and family assistance law, you are considered **partnered** and therefore a member of a couple if you and the person you have a relationship with are either:

- married
- in a registered relationship
- in a de facto relationship.

You are not considered a member of a couple if you and the person are living separately and apart on a permanent or indefinite basis.

Note: Two people not physically living together can still be considered a member of a couple.

You may be considered to be in a de facto relationship if you are not married but have a relationship similar to a married couple.

For more information, go to humanservices.gov.au/moc

Information about shared care

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. If you share the care of a child for at least 35% of the time you may be entitled to Family Tax Benefit. The percentage of Family Tax Benefit you can receive is based on the actual percentage of care you have of a child. These are two different percentage calculations. The percentage of time the child is in your care may not be the same as the percentage you are paid.

Sharing the care with a current partner or child care provider is **not** shared care.

How is shared care assessed?

- If you and the child's other parent, carer or guardian have an agreed percentage of care, or an
 agreed care arrangement, 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, we will
 decide the care percentage to be applied to your Family Tax Benefit based on the evidence of
 your care arrangements.

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 tell us the total number of days and hours you have care. This gives the total time you have care in the care period.

Note: For the purposes of Family Tax Benefit, a person with the overnight care of a child is generally regarded as having had care of the child for that day.

Percentage of actual care for the child	Percentage of Family Tax Benefit you may receive
0% to less than 14%	0%
14% to less than 35%*	0%*
35% to less than 48%	25% plus 2% for each percentage point over 35%
48% to 52%	50%
More than 52% to 65%	51% plus 2% for each percentage point over 53%
More than 65% to 100%	100%

* If you have care of a child for 14% to less than 35% of the time, you will not be entitled to receive Family Tax Benefit, but you may be entitled to receive additional family assistance (Rent Assistance, a Health Care Card, the lower threshold of the Medicare Safety Net, Remote Area Allowance, Child Care Subsidy). To be eligible for these benefits you will need to meet the other family assistance requirements for that benefit. You can claim these benefits by logging into your Centrelink online account through myGov or complete a *Claim for Paid Parental Leave and Family Assistance* form (FA100) or go online to make a claim for Child Care Subsidy. For more information, go to humanservices.gov.au/childcaresubsidy

It is in your interest to confirm your care arrangements with the other parent, carer or guardian to avoid any incorrect payments. If you share the care of your children with someone else, they may be able to claim Family Tax Benefit.

If you have care of a child for more than 65% of the time, you may be entitled to all of the Family Tax Benefit.

For example:

Lewis lives with his mother Maria. He spends every second weekend from Friday night until Monday morning and 10 weeks of school holidays with his father Danny.

The number of nights per year that Lewis stays with his mother is 231 and he stays with his father for the remaining 134 nights.

Maria has care of Lewis for 64% of the year (that is, 231 nights divided by 365 nights x 100 = 63.28%, because Maria's percentage is over 50% her care is rounded up to 64%). Danny's care is 36% (134 nights divided by 365 nights x 100 = 36.71%, because Danny's percentage is under 50% his percentage is rounded down to 36%).

Example 2:

Michael works night shift. He cares for his 3 year old daughter Erin for 6 hours per day Monday to Thursday and 7 hours on Fridays. The rest of the time, Erin lives with her mother, Claire.

Michael cares for Erin 31 hours each week, or 1612 hours per year. By dividing 1612 hours by 24 hours, we can work out how many 'days' Michael cares for Erin - in this case, 67 days.

This is 18% of the year (that is, 67 days divided by 365 days x 100=18%). As Michael's care is less than 35% he is not entitled to Family Tax Benefit, while Claire will receive 100%

What is a care period?

A care period refers to the period that the care arrangements for a child will be in place. It is used by us to calculate the correct rate of Family Tax Benefit for each child in your care.

A care period:

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

Written Agreements for care arrangements

Where both carers sign the *Details of your child's care arrangements* form (FA012) and agree that the care arrangements are ongoing/indefinite, this form can be considered a written agreement. If this form is considered a written agreement and one carer departs from the care arrangements without the agreement of the other carer, family assistance and child support may be assessed based on this original written agreement for an interim period.

Children from a previous relationship

Situations where you may have a child from a previous relationship include when you are either:

- · a single parent
- partnered and your current partner is not the child's parent
- partnered where you are not the child's parent, but your partner is.

Your payments will be affected if you do not provide your child support details.

If any dependent child, in your care, is from a previous relationship, you must apply for a child support assessment 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% or above
- such later date that you first became entitled to apply for child support.

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 child support from the other parent if you are not currently partnered to that person. The requirement to apply for child support, also applies to your current partner if they have a child from a previous relationship in their care.

For more information, go to humanservices.gov.au/childsupport

Exemptions from seeking child support

If you find it difficult or are unable to apply for a child support assessment, you should discuss your situation with us. In some cases exemptions need to be assessed by a social worker.

If you have not already, you will need to provide your child's birth certificate. You can call us on **136 150** Monday to Friday, between 8 am and 5 pm (local time) to discuss your situation and if required, you will be referred to a social worker.

If you are affected by family and domestic violence call us on **132 850** Monday to Friday, between 8 am and 5 pm (local time) and ask to speak to a departmental social worker or go to **humanservices.gov.au/domesticviolence**

Family Relationship Centres

Family Relationship Advice Line — provide information, advice and dispute resolution to help parents/carers focus on the needs of the children and develop workable arrangements for the children without going to court.

Visit familyrelationships.gov.au or call Freecall™ 1800 050 321

Providing evidence to support your claim

Evidence may be required to support your claim.

Evidence of a formal care arrangement may include:

- a Family Law Order
- a Parenting Plan or Order. Parenting plans can be made without the involvement of a third party, however assistance is available from Family Relationship Centres
- a Custody Order
- · a Foster care placement
- a Court Order for graduated return to care where a child is being integrated back into the family.

Additional evidence to support a care arrangement may include:

- confirmation of care provided from close family, friends or relatives
- confirmation from professional members of the community who have regular contact with the family, such as teachers, police, ministers of religion, accountants, lawyers or doctors
- · Social Worker reports
- proof of travel arrangements at contact times (that is, rail, bus or airline tickets)
- other documents you can provide to support your care arrangements.

Assistance with child care fees

If you share the care of a child who is attending child care and you have liability for the fees, you may be eligible for assistance.

Each person assessed as having shared care may be eligible.

In order to receive Child Care Subsidy, each person liable for the fees needs to have claimed.

For more information, go to humanservices.gov.au/childcaresubsidy

Fil	ling in this form
•	Use black or blue pen. Print in BLOCK LETTERS.
•	Where you see a box like this Go to 1 skip to the question number shown. You do not need to answer the questions in between.
l	Your Centrelink Reference Number (if known)
2	Your name
	Mr Mrs Miss Ms Other
	Family name
	First given name
	Second given name
}	Your date of birth
	/ /
	Your permanent address
	Postcode
5	Your postal address (if different to above)

Postcode

6 Read this before answering the following question

Provide at least 1 phone number that we can contact you on during business hours and an email address if you have one. If you provide an email address or mobile phone number, you may receive electronic messages (SMS or email) from us. To read the Terms and Conditions, go to

humanservices.gov.au/em or visit one of our service centres.

Your contact details		
Home phone number ()		
Is this a silent number?	No 🗌	Yes
Mobile phone number		
Is this a silent number?	No	Yes
Work phone number ()		
Email		



Tick ONE of the boxes below status right now.	w to tell us about your relationship	9	Your partner's Centrelink Reference Number (if known)
If you have ever been sep recently reconciled with y	parated , give the date that you most our partner.	40	<u> </u>
Married	Date married/	10	Your partner's name Mr Mrs Miss Ms Other
iviai i i c u	reconciled with your partner		Family name
	/ /		rainily name
	▶ Go to 8		First given name
Registered relationship	Date registered/		
(registered under state	reconciled with your partner		Second given name
or territory law)	1 1		
	Go to 8		
De facto	Date you started your	11	Your partner's date of birth
	relationship/reconciled with your partner		/ /
	▶ Go to 8	12	Your partner's permanent address (if different to your address
Separated	Date of last separation		
(previously in a marriage,	/ / /		
registered or de facto relationship)	▶ Go to 14		Postcode
Divorced	Date of divorce	40	
		13	Read this before answering the following question
	▶ Go to 14		If your partner provides an email address or mobile phone number, they may receive electronic messages (SMS or
Widowed	Date of partner's death		email) from us. To read the Terms and Conditions, go to humanservices.gov.au/em or visit one of our service centres
(previously in a marriage, registered or de facto			Your partner's contact details
relationship)	▶ Go to 14		Home phone number ()
Never married or lived with	Go to 14		Is this a silent number? No Yes
a partner			Mobile phone number
	ribes your current relationship		·
status, call us on 136 150	<u>).</u>		Is this a silent number? No Yes _
Do vou sive norminaion for	vous postpos to moleo opquision with		Work phone number ()
us on your behalf?	your partner to make enquiries with		Email
You can change this author	ity at any time.		
No			
Yes			

Chi	ld 1		
	Child's family name Child's given name(s)	20	O Do you want to test your eligibility for Family Tax Benefit for this child? No Go to next question Yes Continue to complete and return this form. If you are not currently receiving Family Tax
16	Child's date of birth / /		Benefit for any child(ren), and wish to claim Family Tax Benefit for this child, log into your Centrelink online account through myGov, then select 'Make a Claim'. • Go to next question
17	The term 'parent' refers to a natural, adoptive or relationship parent (a person who is legally responsible for a child born through an assisted conception procedure or where a surrogacy court order is in place). Your relationship to this child Parent Adoptive parent	21	1 Read this before answering the following questions If you agree the care arrangements are indefinite/ongoin and this form is signed by both carers, this form may be considered a written agreement. For more information about care arrangements, see 'Written Agreements for care arrangements' on page 3.
	Grandparent Step-parent Other Other Give details below		Are your care arrangements indefinite/ongoing? No Go to next question Yes Note: For shared care purposes, your percenta of care will be assessed over a 12 month perior from the date the care commenced. This is called a care period and the percentage will be maintained for subsequent years unless you advise us of a change.
18	Your partner's (if you have one) relationship to this child Parent Adoptive parent		For information about care periods, see 'What a care period?' on page 3.
	Grandparent Step-parent Other Give details below	22	2 Your care arrangement Date the current care arrangement started / / Date these arrangements are expected to end or change (if applicable) / /
	Are you (and/or your partner) currently receiving fortnightly payments or receiving a zero rate of Family Tax Benefit for this child? No Go to next question Yes Go to 21	23	You will need to contact us to update your care arrangements when these arrangements end or changes. 3 Do you have a parenting plan, court order or written agreement that shows where this child stays? No Go to 25 Yes Provide a copy of the parenting plan, court order or written agreement.

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24	Are the arrangements in the parenting plan, court order or written agreement being followed?		How long will this child be with the other parent, carer or guardian for the care period stated in question 22?
	No Go to next question Yes Go to 32		Provide the total time in nights, weeks or hours. Only write 1 total time.
25	Does this child spend time with someone other than you (and/or your current partner) such as one of their parents (for example, weekends, school holidays)?		Total number of nights OR of weeks OR of hours
	To be paid Family Tax Benefit you must have care of this child for at least 35% of the time. For more information, see 'Information about shared care' on pages 2–3.	31	You can provide further information about the care arrangements for this child. For example, this child is in care with the other parent on alternate weekends from Friday 4:30 pm to Sunday 5 pm or
	No Go to 32 Yes Who does this child stay with when not with you? Name		half of the Christmas school holidays.
	Address		
	Postcode		
	Phone number		
26	Do you know what percentage of care you will have for the care period stated in question 22?		
	Refer to 'Information about shared care' on pages 2–3, for how to calculate percentages.	32	2 Do you have another child in your care who spends time with
	No Go to 29		someone other than your current partner? No Go to 33 on page 11
	Yes Go to next question		Yes If you are providing details for more than 2
27	What percentage of care will you have during the care period stated in question 22?		children, (if you have not already photocopied pages 7 and 8) photocopy and provide pages 9 and 10 for each additional child before completing the details for child 2.
28	What percentage of care will the other parent, carer or guardian of this child have during the care period stated in question 22?		Go to next question on the next page
	% Go to 32		
29	How long will this child be with you for the care period stated in question 22?		
	Provide the total time in nights, weeks or hours. Only write 1 total time.		
	Total number Total number Total number of nights OR of weeks OR of hours		

Gn	ild 2		
15	Child's family name	20	Do you want to test your eligibility for Family Tax Benefit for this child?
			No Go to next question
	Child's given name(s)		Yes Continue to complete and return this form.
16	Child's date of birth		If you are not currently receiving Family Tax Benefit for any child(ren), and wish to claim Family Tax Benefit for this child, log into your Centrelink online account through myGov, then
	/ /		select 'Make a Claim'.
			► Go to next question
17	The term 'parent' refers to a natural, adoptive or relationship parent (a person who is legally responsible for a child born through an assisted conception procedure or where a	21	Read this before answering the following questions If you agree the care arrangements are indefinite/ongoing
	surrogacy court order is in place).		and this form is signed by both carers, this form may be
	Your relationship to this child		considered a written agreement.
	Parent		For more information about care arrangements, see 'Written Agreements for care arrangements' on page 3.
	Adoptive parent		Are your care arrangements indefinite/ongoing?
	Grandparent Step-parent		No Go to next question
	Foster carer		Yes Note: For shared care purposes, your percentage
	Other Give details below		of care will be assessed over a 12 month period
			from the date the care commenced. This is called a care period and the percentage will be
			maintained for subsequent years unless you
18	Your partner's (if you have one) relationship to this child		advise us of a change. For information about care periods, see 'What is
	Parent		a care period?' on page 3.
	Adoptive parent		
	Grandparent	22	Your care arrangement
	Step-parent		Date the current care arrangement started
	Foster carer		/ /
	Other Give details below		Date these arrangements are expected to end or change (if applicable)
			/ /
4.0			, ,
19	Are you (and/or your partner) currently receiving fortnightly payments or receiving a zero rate of Family Tax Benefit for this child?		You will need to contact us to update your care arrangements when these arrangements end or change.
	No Go to next question	23	Do you have a parenting plan, court order or written
	Yes Go to 21		agreement that shows where this child stays?
			No Go to 25
			Yes Provide a copy of the parenting plan, court order or written agreement.
			o stati di milan agresiona

Ch	ild 2		
24	Are the arrangements in the parenting plan, court order or written agreement being followed?	30	How long will this child be with the other parent, carer or guardian for the care period stated in question 22?
	No Go to next question Yes Go to 32		Provide the total time in nights, weeks or hours. Only write 1 total time.
25	Does this child spend time with someone other than you (and/or your current partner) such as one of their parents (for example, weekends, school holidays)?		Total number Total number Total number of nights OR of weeks OR of hours
	To be paid Family Tax Benefit you must have care of this child for at least 35% of the time. For more information, see 'Information about shared care' on pages 2–3.		You can provide further information about the care arrangements for this child.
	No Go to 32 Yes Who does this child stay with when not with you? Name		For example, this child is in care with the other parent on alternate weekends from Friday 4:30 pm to Sunday 5 pm or half of the Christmas school holidays.
	Address		
	Postcode Phone number		
26	Do you know what percentage of care you will have for the care period stated in question 22?		
	Refer to 'Information about shared care' on pages 2–3, for how to calculate percentages. No • Go to 29 Yes • Go to next question	32	Do you have another child in your care who spends time with someone other than your current partner? No Go to next question
27	What percentage of care will you have during the care period stated in question 22?		Yes Provide details of each additional child. Go to next question
28	What percentage of care will the other parent, carer or guardian of this child have during the care period stated in question 22? **Go to 32**		
29	How long will this child be with you for the care period stated in question 22?		
	Provide the total time in nights, weeks or hours. Only write 1 total time.		
	Total number of nights OR of weeks OR of hours		

	all parties providing care for the children?	Pil	vacy nouce
	No We may contact the other parent, carer or guardian	35	You need to read this
	to confirm the care arrangements. If you have concerns about us contacting the other parent, carer or guardian, give details below.		Privacy and your personal information Your personal information is protected by law (including the <i>Privacy Act 1988</i>) and is collected by the Australian
	Yes The other parent, carer or guardian should sign the declaration at the end of this form. If you have concerns about the other parent, carer		Government Department of Human Services for the assessment and administration of payments and services. This information is required to process your application or claim. Your information may be used by the department, or given
	or guardian signing their declaration, give details below.		to other parties where you have agreed to that, or where it is required or authorised by law (including for the purpose of research or conducting investigations).
34	Use this space to tell us: anything else about your care arrangements, or any concerns you may have (for example, contacting the other parent, carer or guardian).		You can get more information about the way in which the department will manage your personal information, including our privacy policy, at humanservices.gov.au/privacy
			Your declaration
			We may contact the other parent, carer or guardian to confirm the care arrangements.
			I declare that:
			• the information I have provided in this form is complete and correct.
			I understand that:
			 once signed by myself and the other carer, confirming the care arrangements are indefinite/ongoing, this will be considered a written agreement for family assistance and child support purposes. This means that if one carer departs from the care arrangements stated on this form without the
			agreement of the other carer, family assistance entitlements and child support may continue to be assessed based on the care arrangements stated on this form for an interim period.
			 the Australian Government Department of Human Services can make relevant enquiries to make sure I receive my correct entitlement.
			any money I owe will need to be paid back.
			 if I owe money to the Australian Government Department of Human Services, some or all of the amount owed may be recovered from my tax refund and/or my Centrelink or family assistance payments, including Family Tax Benefit arrears, lump sum, top up and end of year supplement payments even if I am making regular repayments.
			my Family Tax Benefit top up payments and end of year supplement payments can also be used to offset a tax debt.
			giving false or misleading information is a serious offence.
			Your signature
			Date
			What to do now
			If you and the other carer agree on the care advised in this form, you can have the other carer sign the form at question 37 on page 12.

Privacy notice

Are the care arrangements stated in this form agreed between

When all details have been completed on this form, see

page 1 about 'Returning your form'.

37 Other carer's declaration

Other carer's name

- This declaration should be signed by the other parent, carer or guardian if you answered 'Yes' to question 33.
- If this declaration is not signed by the other parent, carer or guardian, it will not affect your payment.
- If one carer departs from the care arrangements stated on this form without the agreement of the other carer, family assistance entitlements and child support may continue to be assessed based on the care arrangements stated on this form until the dispute is resolved.

I understand that:
 once this form is signed by myself and the other carer, this will be considered a written agreement for family assistance and child support purposes. This means that if one carer departs from the care arrangements stated on this form without the agreement of the other carer, family assistance entitlements and child support may continue to be assessed based on the care arrangements stated on this form until the dispute is resolved.
I agree with:
the care arrangements stated on this form.
Other carer's signature
Data
Date
Give your best office hours contact phone number, so we can verify your agreement to the care arrangements.