

Checklist for submitting the Teenage Education Payment NGO Quarterly Report

This checklist describes to NGO service providers the reporting requirements for completing the Quarterly TEP Report to the Child and Family District Units (CFDUs) for reimbursement of TEP money paid to eligible carers.

Practice tips:

- ➔ Ensure you give carers enough time to complete the application process and get it back to you so you can process it before the school term commences. This will ensure the carer receives payment on time.
- ➔ Allow a minimum of two weeks processing time by DCJ. We recommend submitting your documents the week before the school holidays prior to the school term you are claiming; this will allow payments to occur at the start of the school term.

Support and assistance

If you have any further questions about submitting the Quarterly Report or this checklist, contact your local [Child and Family District Unit](#) (CFDU).

Key steps:



Activity – Quarterly Reporting Template

Have checked the young person and carers details are correct

Have checked the young person's name and date of birth

Have checked placement details are current

Have checked which school term is being claimed and confirm their planned attendance for the upcoming term



Activity – Quarterly Reporting Template

Have submitted the application form to the [CFDU](#) where the young person is allocated.

Have completed an individual quarterly report, where applicable, if a young person is over 18 years.

Have included the invoice number in the quarterly spreadsheet (not the reference number)



Activity – Leaving Care Plan

Have checked the TEP is included in the young person's Leaving Care Plan and approved before submitting the quarterly report. If the child is 18 years and TEP is a part of their DCJ approved Leaving Care Plan, complete an individual quarterly report.



Activity – Payment

Where applications are approved, have submitted an invoice to the relevant [CFDU](#), up to a maximum of \$1,500 (excluding GST) and only for one term at a time

Where applications are approved, have received a Payment from DCJ.