



Child Safety PROCEDURE

Title: Extracurricular activities boost for children and young people in family-based care

Purpose

This procedure guides the use of the extracurricular activities boost for children and young people in family-based care by providing guidance on how to process the extracurricular activities boost payment. This procedure is to be used in line with the *Extracurricular activities boost for children and young people in care policy*.

Scope

For the purpose of this procedure, family-based care refers to care provided by approved foster and kinship carers, provisionally approved carers, long term or permanent guardians.

Foster carers, kinship carers, provisionally approved carers and guardians will receive a biannual payment of \$750 for each child and/or young person in their care based on the reference dates of 1 July 2025 and 1 January 2026.

The biannual boost payments will be provided to the primary carers and guardians, in whose care the child or young person has been placed, for those carers and guardians to administer and facilitate access to the extracurricular activities.

Where a child or young person is in a short break care arrangement that is approved as a dual payment on the reference dates the boost payment will only be provided to the child or young person's primary carer.

Where a child or young person is placed with an eligible carer or eligible guardian living inter-state the boost payment will be provided as per the policy and procedure requirements.

Process

Preparation for the payment

To ensure that the payment of the boost proceeds efficiently the child safety service centres (CSSC) undertake the following tasks prior to the CarePay cut-off date in which the reference date falls:

- Business Support Teams (BST) or the responsible CSSC Administration Officer complete any outstanding tasks in the aged CarePay report that may delay the payment such as blocked vendor numbers for primary carers.
- Child Safety Officers update Unify care arrangement information to ensure the care arrangement dates for children and young people placed in family-based care on the reference dates is accurate.

Note: primary carers and guardians are paid based on the care arrangement dates in Unify if they fall within the boost reference dates. If the Unify information is not updated the carers may not receive the payment or may be incorrectly paid.

To commence the payment process

1. Time request for the boost payment file

The Senior Executive Director, Investment and Commissioning requests via email for the Senior Executive Director – Information Services to produce the boost payment file based on the Boost Allowance Business Requirements based on the normal CarePay payment schedule covering the reference date.

Upon receiving the request, *Senior Executive Director – Information Services* provides the request to the Unify data team to produce the boost payment file.

The Unify data team produces the boost payment file and provides it to the Investment and Commissioning business area to confirm that the carers identified are eligible to receive the boost based on carer arrangements recorded in Unify.

Once Investment and Commissioning confirms the information on the boost payment file they provide the file to the financial delegate for approval and payment alongside the fortnightly care allowance payment cycle.

2. Validating the boost payment file

The responsible business area will validate the data in the boost payment file to ensure there are no errors with the SAP vendor numbers, including duplicate or blocked numbers which would delay payment occurring.

3. Providing data to QSS

Once the data has been validated the delegated officer provides the boost payment file to SAP(QSS) and authorises the payment. Payment of the boost will align with the CarePay file for the fortnightly care allowance. The payment of the boost will be provided the day after the fortnightly care allowance with an individual remittance advice.

See [Payment cycle - Department of Child Safety, Seniors and Disability Services.](#)

Exception payment process for carer or guardians who did not receive the initial boost payment

For the next fortnightly caring allowance payment cycle the steps under *To commence the payment process* above will be repeated to identify eligible carers and guardians that may have been missed in the initial payment file due to care arrangements being entered late into the Unify system or carers who may have had a blocked vendor account during the initial payment file.

Paying any eligible carers who were not captured in the initial or exception boost payment files process.

After two fortnightly caring allowance payment runs have occurred CSSCs have a further month to identify eligible carers or guardians who did not receive the boost payment in the first two payment cycles.

The responsible BST checks SAP against the placement report to identify any eligible carers that may have missed the payment. For those eligible carers or guardians that were missed the responsible officer will email the following details to the carerboostpayment@dcssds.qld.gov.au mailbox for the responsible business area to initiate payment of the extracurricular activities boost:

- Confirmation that carer is eligible to receive the payment.
- Carer's name and vendor number
- Child's stat number

E.g. Payment of the extracurricular boost is required for (Carer's name and vendor number) who had (child's name and stat number) in their care on 1 July 2025 and has not received the payment.

The extracurricular activities boost payments will be made using the Family based care G/L code 543040 and cost centre 1302670.

Process for overpayments

Where a carer has received a payment to care for a child not in their care on the reference dates because of incorrect information provided in the boost payment file the overpayment will be regarded as a 'write-off'. The debt 'write off' will be in accordance with the Financial Management Practice Manual.

Process for carers requiring additional support for extracurricular activities

For carers who commence a care arrangement between reference dates or require additional support than that provided via the bi-annual boost payment the boost payment Family based care G/L code 543040 and cost centre 1302670 are not to be used.

Reimbursement outside of the biannual boost payment is made from the respective CSSC cost centre and in line with the normal Child related costs (645) policy and relevant procedure:

- Tutoring (G/L Account Code: 530431)
- Recreation (G/L Account Code: 530430)

Ongoing costs for recreational activities outside of the biannual boost payment can also be met by the high support needs allowance or complex support needs allowance as per the relevant policies and procedures.

Recording the extracurricular activities

Discussions about the child or young person's extracurricular activities are part of the business-as-usual process for case planning. Discuss the child or young person's participation in extra-curricular activities, including the need for additional financial support, during the placement meeting and document the agreed, planned arrangements that will be covered by the boost payment in the placement agreement.

For a child or young person with a long-term or permanent guardian, there is no requirement to document the planned use of the boost payment. There is also no documentation required for a child or young person subject to an adoption care agreement, adoption consent or dispensation of consent.

Records File No.:	N/A
Date of approval:	12 June 2025
Date of operation:	1 July 2025
Date to be reviewed:	1 July 2028

Office:	Investment and Commissioning
Help Contact:	Tertiary Care and Support

Links

Policy

Extracurricular activities boost payment for children and young people in care

Related Procedures

Extracurricular activities boost payment for children and young people in family based care

Child related costs - Child and young person support (645.4) procedure

Child related costs - Education and child care support (645.2) procedure

Related Legislation or Standard

Adoption Act 2009

Child Protection Act 1999

Child Protection Regulation 2023

Human Rights Act 2019

Statement of Commitment between the Department of Child Safety, Seniors and Disability Services and the foster and kinship carers of Queensland.

Related Government Guidelines or Policy

Expenses – Fortnightly caring allowance and inter-state foster payments (365)

Child Related Costs (645)

Forms, Standard Letters of Memorandum

Application for Extracurricular activities boost for children and young people in nonfamily-based care and other care arrangement

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