



Child Safety PROCEDURE

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

Purpose

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

Scope

Nonfamily-based care refers to care provided by organisations who hold an authority to care for children and young people in care.

Other care arrangements refer to young people under 18 years of age living independently or a child or young person placed with a parent under the *Child Protection Act 1999*, [section 82\(2\)](#).

The extracurricular activities boost for children and young people in nonfamily-based care and other care arrangements is provided as a pre-approved CRC reimbursement up to \$1500 per child or young person per financial year.

Pre-approved means confirmation of enrolment in extracurricular activities where receipts or invoices are all that is needed for the child related cost payment to be made.

A child or young person's \$1500 allocation will be calculated on a financial year.

Expenditure for reimbursements under this procedure use the G/L account code 530515.

Process

Applying for the extracurricular activities boost

To apply for the extracurricular activities reimbursement NFBC providers complete the *Application for Extracurricular activities boost for children and young people in nonfamily- based care and other care arrangements*, attach the relevant receipts and submit them to the Child Safety Service Centre (CSSC) for processing.

New NFBC providers must have vendor accounts for their particular service prior to making application for reimbursement. Where possible NFBC providers should provide this number on the

Application for Extracurricular activities boost for children and young people in nonfamily-based care and other care arrangements. Refer to [How to Create a General Vendor](#) for more information.

Before paying for any enrolment or equipment for a child or young person, the NFBC provider contacts the child or young person's CSSC to confirm whether the child or young person may have previously accessed the \$1500 with a previous NFBC provider during the financial year.

When considering a child or young person's annual funding, only consider funding provided under this procedure to NFBC providers. Previous support provided in family-based care arrangements are not included. This also applies to young people living independently.

A member of the Business Support Team (BST) confirms the availability of funds and provides the advice to the NFBC providers.

NFBC providers use the *Application for Extracurricular activities boost for children and young people in nonfamily-based care and other care arrangements* to be reimbursed and access available funds for costs associated with the child or young person's extracurricular activity. Young people living independently also use this form to be reimbursed for their extracurricular activities cost. For young people living independently this form can be submitted on their behalf by their child safety officer.

Processing the extracurricular activities boost application when under \$1500

When the CSSC has received the CRC request for extracurricular activities, the BST determines if the request meets the scope of the *Extracurricular activities boost for children and young people in care policy*. If the request falls within the scope of the policy and within \$1500 per child or young person per financial year, the BST can process the request for the financial delegate's confirmed approval. Refer to [Financial delegations schedule](#) for more information.

Before processing the payment, the BST or responsible officer:

- checks SAP to determine how much funding is available for the child or young person under the extracurricular activities boost for nonfamily-based care and other care arrangements and whether the amount requested falls within the \$1500 allocated per child or young person per annum;
- ensures the application form has been completed correctly and supporting documentation provided;
- checks SAP to confirm the NFBC vendor number provided is correct and current (i.e., not blocked for use);
- ensures the correct CRC G/L Account Code is used; and
- determines that the child or young person was placed with the NFBC provider for the date of the reimbursement request.

For young people living independently or for a child or young person placed with a parent under the *Child Protection Act 1999*, section 82(2) the extracurricular activities boost will be administered similar to existing processes for child related cost reimbursement for this group. They will not be provided payments directly instead the payment will be provided to an organisation or business entity and purchases will be made on their behalf.

BST or responsible officer:

- checks SAP to determine how much funding is available for the child or young person under the extracurricular activities boost for nonfamily-based care and other care arrangements and whether the amount requested falls within the \$1500 allocated per child or young person per annum;
- ensures the application form has been completed correctly and supporting documentation provided; and
- ensures the correct CRC G/L Account Code is used.

Supporting extracurricular activities costing more than \$1500 or when the \$1500 boost for the financial year has been exhausted for a particular child or young person.

If participation in extracurricular activities costs more than \$1500 annually and or in circumstances where a child or young person has used their annual boost funding, services are not expected to access additional contingency-based funds held by the Child Safety outside the funding arrangement. Where there is an emergent and acute level of need or essential activity required by the case plan for a child or young person's extracurricular activities that is not funded under the services' funding arrangement, additional funds may be provided at the discretion of the Child Safety financial delegate on a negotiated basis.

Expenditure for all additional reimbursement over the annual \$1500 boost is made from the respective CSSC cost centre in line with the existing process for reimbursement from CRC. Expenditure for all additional reimbursement over the annual \$1500 boost is made using other G/L account codes. Use and consult the most relevant procedure:

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

Recording the extracurricular activities boost

The processing officer documents in the SAP line items descriptor the reason for the payment. The descriptor should be copied directly from the application form submitted as per the example below.

How it appears in the application form

CHILD DETAILS (first name, last name initial)		ACTIVITY		ACTIVITY TYPE (Enrolment = Enr, Equipment = Equip)		ACTIVITY DETAILS		CSSC CODE
JohnB	-	Arts	-	Equip	-	Paint brushes	-	REDCS

How it should be recorded in the SAP Line descriptor

JohnB, Arts, Equip, Paint brushes, REDCS

The BST follows the CSSCs agreed process to notify the child or young person's child safety officer of the payment.

The child or young person's participation in extra-curricular activities, including the need for any additional financial support, will be discussed and documented in is part of the placement agreement.

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 arrangements.

Belinda Drew

Director-General