|  |  |  |
| --- | --- | --- |
|   | Please email this application form to the appropriate CSSC upon completion using the email list provided at the end of the application.Receipts are to be provided for all reimbursement requests from Service providers. |  |
|  | SERVICE PROVIDER DETAILS  |  |
|  |  |  |  |  |  |
|  | Service provider name: | enter text. |  |  |
|  |  |  |  |  |  |
|  | Submitted by: | enter text. | Date submitted: | enter a date. |  |  |
|  |  |  |  |  |  |  |
|  | Was the child/young person in the care of the service provider on the date the purchase was made? |  |  |  |
|  |  | [ ]  Yes | [ ]  No | *If no, you will be unable to claim a reimbursement for the Extracurricular activity allowance.* |  |
|  |  |  |  |  |  |
|  | Residential address for child/young person: | enter text. |  |  |
|  |  |  |  |  |  |
|  |  |  | Service provider vendor number: | enter text. |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | CHILD / YOUNG PERSON DETAILS |  |
|  |  |  |  |  |  |  |
|  | Child/ young person name: | enter text. | Date of birth: | enter a date. |  |  |
|  |  |  |  |  |  |  |
|  | Care arrangement type: | Choose an item. |  |  |  |
|  |  |  |  |  |  |
|  |  |[ ]  CSO submitting on behalf of child/young person |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | CASE MANAGEMENT DETAILS |  |
|  |  |  |  |  |  |
|  | Child safety Officer: | enter text. |  |  |  |
|  |  |  |  |  |  |
|  | Child Safety Service Centre: | Choose an item. |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | REIMBURSEMENT DETAILS |  |
|  |  |  |  |  |  |  |  |  |
|  | CHILD DETAILS*(first name, last name initial)* |  | ACTIVITY |  | ACTIVITY TYPE*(Enrolment = Enr, Equipment = Equip)* |  | ACTIVITY DETAILS |  | CSSC CODE |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | initials | - | Choose activity | - | Choose activity | - | enter text. | - | CSSC code |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | initials | - | Choose activity | - | Choose activity | - | enter text. | - | CSSC code |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | initials | - | Choose activity | - | Choose activity | - | enter text. | - | CSSC code |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | initials | - | Choose activity | - | Choose activity | - | enter text. | - | CSSC code |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | initials | - | Choose activity | - | Choose activity | - | enter text. | - | CSSC code |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | Comments:  | enter text. |  |
|  |  | *(If required)* |  |  |
|  |  |  |  |  |  |
|  | ADMINISTRATION OFFICERS ONLY |  |
|  |  |  |  |  |  |
|  | Processed by: | enter text. |  |  |
|  |  |  |  |  |  |
|  | Date processed: | enter a date. |  | Child IO number: | enter text. |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Child Safety Service Centre | CSSC Code | CSSC email  |
| Alderley CSSC | ALDCS | BMB\_AlderleyCSSCAdmin@cyjma.qld.gov.au  |
| Atherton CSSC | ATHCS | athertoncssc@cyjma.qld.gov.au |
| Bayside CSSC | BAYCS | baysidecssc@dcssds.qld.gov.au |
| Beaudesert CSSC | BDSCS | admin.beaudesert@dcssds.qld.gov.au |
| Beenleigh CSSC | BEECS | beenleighchildsafety@cyjma.qld.gov.au |
| Bowen CSSC | BWNCS | nqr\_mackay\_bsu@dcssds.qld.gov.au |
| Browns Plains CSSC | BRPCS | brownsplainscssc@dcssds.qld.gov.au |
| Bundaberg CSSC | BUNCS | Bund\_Admin@communities.qld.gov.au |
| Caboolture CSSC | CABCS | cabfinance@dcssds.qld.gov.au |
| Cairns CSSC | CAICS | cairnscsscadmin@dcssds.qld.gov.au |
| Caloundra CSSC | CALCS | caloundracsscadmin@cyjma.qld.gov.au |
| Cannon Hill CSSC | CANCS | BMB\_cannonhillcssc.bst@cyjma.qld.gov.au |
| Cape York North & Torres Strait CSSC | CYNCS | fnq\_capenorth\_admin@dcssds.qld.gov.au |
| Chermside CSSC | CHECS | ChermsideBST@dcssds.qld.gov.au |
| Cooktown CSSC | COOCS | FNQ\_NCLCcsscadmin@cyjma.qld.gov.au |
| Edmonton CSSC | EDMCS | EdmontonAccounts@csyw.qld.gov.au |
| Emerald CSSC | EMECS | AdminEMCSSC@csyw.qld.gov.au |
| Far North Queensland Investigation & Assessment CSSC | FIACS | FNQ\_IA\_ADMIN@cyjma.qld.gov.au |
| Fitzroy CSSC | FITCS | FitzroyAdmin@cyjma.qld.gov.au |
| Forest Lake CSSC | FOLCS | BMB\_ForestLakeCSSCAdmin@dcssds.qld.gov.au  |
| Fraser Coast CSSC | FCTCS | frasercoast@dcssds.qld.gov.au |
| Gladstone CSSC | GLACS | #SCC\_GLCSSC\_Admin@cyjma.qld.gov.au |
| Gold Coast Assessment and In-home Support Centre | GCAIC | goldcoastiandaadmin@dcssds.qld.gov.au |
| Gympie CSSC | GYMCS | Gympieadmin@cyjma.qld.gov.au |
| Inala CSSC | INACS | inalacsscadmin@dcssds.qld.gov.au |
| Innisfail CSSC | INNCS | innisfailcsscadmin@dcssds.qld.gov.au |
| Ipswich Intake, Assessment and Service Connect | IIASC | IIASCadmin@cyjma.qld.gov.au |
| Ipswich North CSSC | IPNCS | ipsnthadmin@dcssds.qld.gov.au |
| Ipswich South CSSC | IPSCS | ipswichsouthcsscadmin@cyjma.qld.gov.au |
| Labrador CSSC | LABCS | LabradorAdmin@dcssds.qld.gov.au |
| Logan Central CSSC | LOGCS | lccssc\_bst@communities.qld.gov.au |
| Loganlea CSSC | LGLCS | Loganlea\_admin@csyw.qld.gov.au |
| Mackay CSSC | MKYCS | nqr\_mackay\_bsu@dcssds.qld.gov.au |
| Maroochydore CSSC | MDECS | MCSAdmin@cyjma.qld.gov.au |
| Mermaid Beach CSSC | MEBCS | mermaidbeachcsscadmin@csyw.qld.gov.au |
| Morayfield CSSC | MORCS | morayfieldfinance@cyjma.qld.gov.au |
| Mt Archer CSSC | MTACS | SCC\_Admin\_MACSSC@cyjma.qld.gov.au |
| Mt Gravatt CSSC | MTGCS | MtGravatt\_CSSC@cyjma.qld.gov.au |
| Mt Isa-Gulf CSSC | MIGCS | NQR\_MtIsa-Gulf\_Admin@dcssds.qld.gov.au |
| North Cairns & Lower Cape York CSSC | NCLCS | FNQ\_NCLCcsscadmin@cyjma.qld.gov.au |
| Redcliffe CSSC | REDCS | RedcliffeBST@cyjma.qld.gov.au |
| Ripley CSSC | RIPCS | ripleycssc@dcssds.qld.gov.au |
| Roma CSSC | ROMCS | RomaChildSafety@dcssds.qld.gov.au |
| South Burnett CSSC | SBUCS | kingaroychildsafety@dcssds.qld.gov.au |
| Southern Downs and Granite Belt CSSC | SDGSC | SDGBCSSCAdmin@dcssds.qld.gov.au |
| Springfield CSSC | SPRCS | BSU\_SpringfieldCSSC@cyjma.qld.gov.au |
| Strathpine CSSC | STRCS | StrathBST@cyjma.qld.gov.au |
| Thursday Island CSSC | THUCS | fnq\_capenorth\_admin@dcssds.qld.gov.au |
| Toowoomba North CSSC | TWNCS | admintncssc@dcssds.qld.gov.au |
| Toowoomba South CSSC | TWSCS | TSCSSCAdmin2@cyjma.qld.gov.au |
| Townsville Investigation & Assessment CSSC | TIACS | NQR\_TSVIA@cyjma.qld.gov.au |
| Townsville North & Hinchinbrook CSSC | TNHCS | admintncssc@cyjma.qld.gov.au |
| Townsville South & Burdekin CSSC | TSBCS | TSCSSCAdmin2@cyjma.qld.gov.au |
| Townsville West & Charters Towers CSSC | TWCCS | NQR\_TSVWEST\_ADMIN@dcssds.qld.gov.au |
| Weipa CSSC | WEICS | fnq\_capenorth\_admin@dcssds.qld.gov.au |
| West Moreton CSSC | WMCCS | IIASCadmin@cyjma.qld.gov.au |
| Western Downs Intake & Assessment CSSC | WDICS | wdiaadmin@dcssds.qld.gov.au |