



Western Australian Network of
Alcohol & other Drug Agencies

WANADA Childcare Access Program (CAP)



Many people engaging with alcohol and other drug services have young children in their care. The Childcare Access Program (CAP) supports improved treatment outcomes for parents and carers of young children by covering the cost of casual childcare bookings while parents or carers attend appointments at WANADA member alcohol and other drug services.

In the absence of other childcare support, the CAP is designed to enable parents or carers of pre-primary aged children to access alcohol and other drug treatment and support by covering the cost of casual childcare bookings on a short-term basis. WANADA advocates for welfare workers to be included in service models to assist with issues such as childcare.

The Childcare Access Program uses a voucher system

1. WANADA supplies member organisations with voucher books and a list of childcare providers who have previously agreed to accept vouchers as payment (on request).
2. The alcohol and other drug service worker will need to contact the childcare provider, of the parent or carer's choice, to confirm they are willing to accept CAP vouchers as payment. (Childcare providers may need information about the CAP arrangement if, for example, they have experienced staff turnovers).
3. The parent or carer enrolls their child at the agreed childcare service and books casual childcare for the day of their appointment with the WANADA member service.
4. After the appointment, the alcohol and other drug service worker gives the parent or carer one completed CAP voucher per child.
5. When collecting the child, the parent or carer gives the voucher to the childcare provider in lieu of payment.
6. The childcare provider sends a copy of the voucher and invoice with corresponding dates to WANADA for payment.

Please note: if a voucher is not supplied to the childcare provider upon collection of the child, WANADA will not be able to process the payment and the parent or carer will be liable for the fees. WANADA will only pay the fees for sessions of childcare that correspond with the dates on completed vouchers.

123456		 CHILD CARE ACCESS PROGRAM			
Client Name: _____	Childcare Centre: _____	Phone: _____	Date: _____	Childs Name: _____	No. Hours: _____
No. Hours: _____	Agency: _____	Childcare Centre: _____	Valid on this date only: _____	Phone: _____	
Approved by: _____			Agency: _____		
For payment of this voucher, mail invoice to WANADA PO Box 8048 Perth 6849 or childcare@wanada.org.au			Please ensure that all sections are completed. 1 voucher per child per visit.		

WANADA responsibilities

- Supply WANADA member services with voucher books and a list of childcare providers who have previously agreed to accept CAP vouchers.
- Pay invoices received from childcare providers when accompanied by valid CAP vouchers.

WANADA member service responsibilities

- As needed, identify an appropriate childcare provider in negotiation with the parent or carer. Please note: if the parent or carer would prefer to use a registered childcare provider that isn't on the supplied list – the following process is the same.
- Contact the childcare provider to confirm they will accept CAP vouchers as payment before referring a parent or carer to use the CAP at that childcare service.
- If necessary, assist the parent or carer to meet enrolment requirements and make the casual childcare booking.
- Provide the parent or carer with a completed CAP voucher *after* their alcohol and other drug appointment.
- If extended alcohol and other drug services will be needed, assist the parent or carer to establish more permanent childcare support.
- Contact WANADA to request extra CAP vouchers or information when needed.

Parent or carer responsibilities

- Enrol the child at a childcare service that has agreed to accept CAP vouchers and arrange a casual childcare booking for the day of their alcohol and other drug appointment.
- Pick the child up on time to avoid late fees and pay childcare provider's late fees if applicable.
- Give the completed CAP voucher to the childcare provider when collecting the child from the childcare provider.

Childcare provider responsibilities

- Provide casual childcare sessions to parents or carers using CAP vouchers, dependent on service capacity.
- Forward vouchers and invoices with corresponding dates to WANADA for payment.

Privacy

WANADA has made the voucher system as discrete as possible to protect the privacy of the service user seeking casual childcare.

For more information, contact:

WANADA
Level 1, 1 Nash Street, Perth WA 6000
PO Box 8048, Perth WA 6849
Telephone: (08) 6557 9400
Email: childcare@wanada.org.au