

Creating an Additional Child Care Subsidy (child wellbeing) **CERTIFICATE**

- In spike -> System -> Spike CCS Maintenance - > login (spike User Name & Password)
- Under **Services** -> click on service name -> scroll to Enrolments
- Use Filter (right hand side) to find child's name
- Click on CHILD'S NAME
- Next screen click on the three dots (top right hand side)
- Click on **Child At Risk**
- Select details (Reason(s), From, Duration and tick boxes under **Declarations**)
- Click on Create

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Same as above to dot point 6, then

- Select details, attach documentation and tick boxes
- Click on Create