

How to report Commonwealth unspent amount and Opt In



Under legislation that commenced 1 September 2021, providers have up to 31 December 2021 to start reporting provider-held Commonwealth unspent amount, but must report once before this date. Reporting will be mandatory from December 2021 claim. Until 28 February 2022, providers can Opt In to return the Commonwealth unspent amount.

1



Determine the Commonwealth unspent amount for the care recipient held by the provider.

2



Log in to the Aged Care Provider Portal (ACPP), or submit a paper claim.

3



Report Commonwealth unspent amount

There are 3 ways to report Commonwealth unspent amounts on the ACPP:



Care Recipient Profile

Perfect for reporting and opting in just one care recipient.

Location:
select **CW unspent amounts** - **Report and Opt In** under the **Commonwealth Amount** tab.



Bulk Invoice screen

Ideal when reporting for multiple care recipients.

Location:
select **Bulk reported Commonwealth unspent amount** in the **Quick links** menu or hamburger menu.



File Import

Users can import a CSV file into ACPP to report and Opt In multiple care recipients at once.

Location:
Use the export and import buttons on the **Bulk reported Commonwealth unspent amount** screen.

4



Enter remaining claim information (leave, entries, departures), other care events and invoice amounts.

5



Navigate to current claim, and make any corrections before you finalise the claim. If opting in, the reported Commonwealth amount or opt in preference can't be changed after finalising the claim.

For more information on how to use the ACPP, see servicesaustralia.gov.au/agedcareportal

