

## **PROGRAMMES IMPLEMENTATION PLATFORM (PIP)**

# **‘How To’ Guide for CCS Service Providers**

## **Fees List and Service Calendar**

## INTRODUCTION

The new online version for processing Fees List and Service Calendar will make the former 'Fees Payment Policy' (FPP) process easier and more streamlined for all service providers. The new process will help by automatically completing the Standard Parent Information letter and in addition a letter for parents outlining the days the service is closed for that programme. This guide will detail how to complete your;

- CCS Fees List
- CCS Calendar
- Printing and completing the Parent's Letter

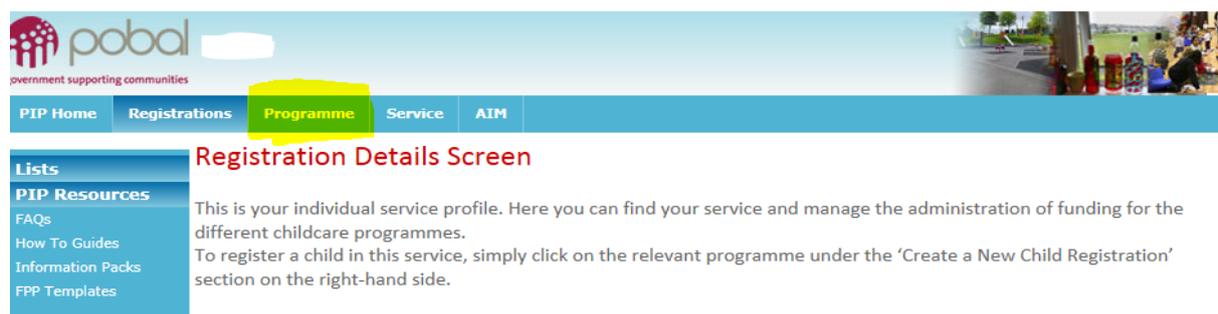
The guide will also outline what will happen after you submit your Fees List and Service Calendar.

## FEES LIST

You are required to develop a Fees List for every programme that you are providing in your service (ECCE, CCS, TEC, CCS- Private). It is important to capture all the session types that you offer to parents. The information required will be similar to that submitted for the FPP last year. The Fees List will outline what services you provide under CCS, the number of days you provide it and the full fees you charge for that service.

## STEP 1

Log into PIP and then click on the programmes tab:



## STEP 2

Here you will see all the programmes that you are contracted for. (See screenshot below). Click on the Fees List that you wish to create/edit (e.g. CCS 2016). The Fees List for that programme will be opened. The service provider's information such as name and address and DCYA Ref. no. will be

auto-populated and also the subvention rates. These subvention rates will be deducted from the full fees that you charge for that session type.

The screenshot shows a software interface with a blue header bar containing 'Programme', 'Service', and 'AIM' tabs, and a search bar. Below the header is a table titled 'Programme Funding Summary' with columns: Programme, Programme Status, Approved Payment Funding Status, Provisional Fees Budget List, Fees List Status, Service Calendar, and Calendar Status. The table lists several programmes for 2016, all with 'Inactive' status and '€0.00 Normal' funding. To the right of the table are several orange buttons: 'Approved Fees List and Service Calendars', 'Early Years Capital 2016 - Application', and 'Early Years Capital 2016 - Expenditure Reporting'. Below these buttons are sections for 'DCYA Ref:', 'Tax Clearance: Not compliant', and 'Address:'. There are also sections for 'Application Name', 'Application Status', and 'Modified'.

### **STEP 3**

Under ‘Session Description’ enter a brief description of **all** the sessions that you offer such as ‘CCS Session 9-12noon’ or ‘full day care’. **You need to consider all the different session types that you offer to CCS children/parents and enter them all on the Fees List. Please add only one per line.**

This is a free text box and should describe the session as accurately as possible, a few examples of different session descriptions are:

- Sessional Session 9-12noon
- Part Time 9-1pm (Under 1yrs)
- Part Time 1-6pm (over 1yrs)
- Full Day 8am-6pm (over 2yrs)
- Afterschool 2-6pm
- Breakfast club

You can ‘add’ a line by clicking the ‘add’ button and you can delete a line by clicking into the text box; this will give you a dropdown menu to the left of the box given you three options;

- Insert CCS before
- Insert CCS after
- Remove CCS

Please be advised that how you list the session types here will be how they appear in the Parent Letter (e.g. cannot be sorted alphabetically later when printing the Parent’s Letter)

N.B. If you offer sessions that are costed pro-rata then you only have to list the session description in the Fees list once such as, if you offer a full day session over 5 days and this is costed at €200 and you also offer 4 full days for €160, 3 full days for €120 and 2 days for €80, as these are costed on a pro-rata basis then that session description only needs to be entered once on the Fees list. *Tip; this will cut down on the length of the parent letter when printed.* **However if you do not pro-rata your weekly costs over 5 days such as, if your full time cost is €200 per week for 5 days and you charge €150 for 3 days or €100 for 2 days then this cost is not pro-rata and all these sessions will need to be listed in the Fees List.**

The next box is 'Session Type'. This is a drop down menu and gives you 7 options:

- CCS Full Day
- CCS Part-time a.m.
- CCS Part-time p.m.
- CCS Sessional a.m.
- CCS Sessional p.m.
- CCS Half Session a.m.
- CCS Half Session p.m.

Here you should link the session type to the session description. Please see some examples below:

**CCS 2016 Fees List**

Session Description	Session Type	# Days	Normal Fee (Before Subvention)	Max Chargeable A	Max Chargeable AJ	Max Chargeable B
Full Day under 1yrs 8am-6pm	1: CCS Full Day	5	€200.00	€105.00	€150.00	€150.00
Full Day over 1yr 8am-6pm	1: CCS Full Day	5	€180.00	€85.00	€130.00	€130.00
Full Day under 1yrs 8am-6pm	1: CCS Full Day	3	€150.00	€93.00	€100.00	€120.00
Sessional (no optional extras)	3: CCS Sessional a.m.	5	€70.00	€38.65	€38.65	€53.00
afterschool 2-6pm	2: CCS Part-time p.m.	5	€100.00	€52.50	€52.50	€75.00
Part Time over 1yr 1-6pm	2: CCS Part-time p.m.	3	€140.00	€111.50	€111.50	€125.00
Afterschool 2-3pm	4: CCS Half Session p.m.	4	€65.00	€52.84	€52.84	€58.20
Breakfast Club	4: CCS Half Session a.m.	2	€20.00	€13.92	€13.92	€16.60

Add

The next box is '# days'. This is a drop down ranging from 1-5 days. Here you will link the session that you offer and over how many days you offer it. Some services will offer all sessions over 5 days. However other services may offer sessions ranging from 1-5 days. Please see examples in the screen shot above.

The next box is 'Normal Fee (Before Subvention)'. This is where you put in the full fees for each session before any subvention has been deducted. Such as if you provide a full time session (5 days full time) and you charge €180 for that session, then enter €180 in this box. The system will then deduct a Band A rate, Band AJ rate and a Band B rate, these rates will be auto-calculated into the Max Chargeable A Box, the Max Chargeable AJ Box and the Max Chargeable B Box. Depending on the Band allocation the max chargeable amounts are the max amount that you can charge the parent/guardian for that place (excluding any optional extras).

#### **STEP 4**

##### Deposits, Discounts and Optional Extras

**Please note that if you do not offer any deposits, discounts or optional extras then please do not leave this text box empty and enter 'We do not offer any deposits, discount or optional extras' as this is the text that will be auto-populated into the parent's letter.**

If your service offers any deposits, discounts or optional extras this is where you will document them. Please ensure that you only put one deposit, discount or optional extra per line and add or delete lines where necessary.

Under 'Description' give a brief, but accurate, description of what you are offering. This is a free text box and it is this detail that the parent will see in the parental letter so **ensure that you have described what your optional extra, deposit and discounts are, how much it will cost and how frequent the cost will be.** If the exact cost of a deposit, discount or optional extra is not known at the time of submitting the Fees List then please enter an approximate amount and state when it will be confirmed but no later than two weeks in advance.

Please see examples below;

<b>Deposits Discounts and Optional Extras</b>	
<i>Type</i>	<i>Description</i>
Optional extras	Collection from school €5 per week
Optional extras	Once off trip to the Zoo €50 (approx). This will be confirmed at least 1 month in advance
Deposit	€20 on enrolment
Discount	€20 deduction per week off full fee for siblings
<input type="button" value="Add"/>	

## **STEP 5**

### **FEES WORKSHEET;**

A breakdown of how you came up with your fees will be required to be attached to the Fees List. This was required in previous years; CCS FTE Cost Price Sheet. This worksheet can be found on the PIP homepage; however you can use whatever format you prefer. This can be done by dividing your expenditure by the amount of weeks opened and the amount of children that you have such as;

€200,000 expenditure divided by 52 weeks = €3846.15

€3846.15 divided by 40 FTE = €96.15

You will not be able to submit your Fees List without attaching a document. This document should show that by charging these fees your service will remain sustainable – expenditure v income.

## **STEP 6**

### **EFFECTIVE DATE;**

This is the date that the Fees List will become effective from such as, the beginning of the programme year. Please note that if you edit your Fees List to add an additional session type or optional extra during the year the effective date selected must be two weeks after you submit it for approval and have informed the parents two weeks in advance. The only exception to 2 weeks' notice rule is if the CCC informs the service the Fees List is incorrect.

The form can be saved as a draft however all mandatory fields must be completed. Once you submit your Fees List the system will automatically approve it and it will show as "system approved" and may be subject to CCC approval.

## **SERVICE CALENDAR**

Similar to last year, a service calendar will be required for each programme that you are participating in (ECCE, CCS, TEC, CCS- Private). The service calendar will require services to mark days when the service will be '**closed**', as well as indicating their non-payment weeks.

## **STEP 1**

Log into PIP and from the homepage click on the programmes tab

## **STEP 2**

Here you will see all the programmes that you are contracted for. Click on the calendar that you wish to create/edit (CCS 2016). The calendar for that programme will be opened. The service provider's information such as, name and address and DCYA ref no. will be auto-populated into the form.

## **STEP 3**

Unlike completing last year's calendar, **you will only need to mark in the days/weeks that your service is closed and non-payment weeks.** If your service is closed for more than 3 days in 1 week this will automatically revert to a non-payment week. However, there is some flexibility in that you can untick this box making it a payment week as long as you tick another non-payment week to replace it where necessary but no further than four weeks from the date of the un-ticked non-payment week.

For a 50/51 week services, the system has ticked 2 weeks in the 'Paid Programme Week' (Christmas week and Easter week). This does not mean that your service has to close on those dates, this will round up your programme call to 52 weeks and you will be entitled to receive payment for children registered during the CCS paid closure weeks.

You must mark the Bank Holidays as closed days. Here is a list of national bank holidays;

- 31<sup>st</sup> Oct 2016 (Mon)
- 26<sup>th</sup> Dec 2016 (Mon)
- 27<sup>th</sup> Dec 2016 (Tue)
- 2<sup>nd</sup> Jan 2017 (Mon)
- 17<sup>th</sup> Mar 2017 (Fri)
- 14<sup>th</sup> Apr 2017 (Fri)
- 17<sup>th</sup> Apr 2017 (Mon)
- 1<sup>st</sup> May 2017(Mon)
- 5<sup>th</sup> Jun 2017 (Mon)
- 7<sup>th</sup> Aug 2017 (Mon)

**N.B Bank holidays should be ticked but should not be counted as a closed day for the purposes of calculations towards non-payment weeks.**

Once you have all your closed days/weeks entered on the calendar you can add up your non-payable weeks by;

Count all the days that you are closed (excluding the bank holidays) and divide it by 5, this will give you the whole number of non-payment weeks such as if you add up your closed days and have a total of 15 closed days divided by 5, gives you a total of 3 non-payment weeks.

However if your closed days add up to 17 days and once divided by 5 this gives you 3 non-payment weeks with (0.4=2days) left over. The rule is that;

- 1-2 days a week closed is equal to a payment week
- 3-5 days a week closed is equal to a non-payment week

Therefore with the example above having 17 days closed; 3 will be non-payment weeks and the remainder 2 days will be a payment week. However if you had 18 days closed, that would result in 3 full non-payment weeks and the remainder 3 days will result in a non- payment week, bringing the total non- payment weeks to 4 weeks.

#### **STEP 4**

When you have entered all the closed days/weeks on the calendar it will calculate your;

- Total payable weeks (total amount of weeks that you will be paid for)
- Non-payable weeks (amount of weeks that you will not be paid for)
- Programme weeks (total payable and non-payable weeks)

Please ensure that these amounts of weeks are correct and alter the non-payment weeks on the calendar if necessary. Please ensure that the number of open weeks over the programme year should not be less than 37 weeks.

#### **STEP 5**

The next question is 'does your service operate different calendars for different CCS session types'. This is automated to 'NO' so if your service only operates off one calendar for all CCS (e.g. only 38 week service) then please move to Step 6.

However if you offer different session types in the same programme and have different calendars for those additional sessions then tick 'Yes' and give a brief explanation in the text box such as, CCS session x 38 weeks as well as 52 week full Day-care completed above.

You will then need to inform your local City/County Childcare Committee that you have different session calendars and report the other weeks /days closed associated with the other session calendar(s) by submitting to the CCC an offline copy of a calendar for that session.

## STEP 6

Effective date; this is the date that the calendar will become effective from such as, the beginning of the programme year. Enter the effective date and click, submit. Please be advised that the calendar can be edited during the year but may affect child registrations e.g. transfers.

## PRINTING THE PARENT LETTER

The Parent Letter is auto generated and the information regarding your service such as, session types, discounts and optional extras entered into the Fees List will appear in the Parent Letter. You can find the Parent Letter under the Programmes tab and under 'Approved Fees list and service calendars' on the right hand side of the screen (see screenshot below). Here you will see all the Fees List (Parent Letter) and calendars that you have submitted for each of the programmes.

The screenshot shows a software interface with a navigation bar at the top containing 'Programme', 'Service', and 'AIM' tabs. Below the navigation bar is a search bar and a 'Notes' link. The main content area is divided into two sections. On the left is the 'Programme Funding Summary' table, and on the right is the 'Approved Fees List and Service Calendars' table. A yellow arrow points to the 'Approved Fees List and Service Calendars' section header.

Programme	Programme Status	Approved Payment Funding Status	Provisional Fees Budget List	Fees List Status	Service Calendar	Calendar Status
<b>2016</b>						
CEC 2016 (PS)	Inactive	€0.00 Normal	Fees List	CCC Approved	Service Calendar	CCC Approved
ASCC 2016	Inactive	€0.00 Normal	Fees List	CCC Approved	Service Calendar	CCC Approved
ECCE 2016	Inactive	€0.00 Normal	Fees List	CCC Approved	Service Calendar	CCC Approved
CETS 2016	Inactive	€0.00 Normal	Fees List	CCC Approved	Service Calendar	CCC Approved
CEC 2016 (AS)	Inactive	€0.00 Normal	Fees List	CCC Approved	Service Calendar	System Approved
CCS 2016	Inactive	€0.00 Normal	Fees List	CCC Approved	Service Calendar	System Approved
CCSP 2016	Inactive	€0.00 Normal	Fees List	CCC Approved	Service Calendar	System Approved
<b>2015</b>						
ASCC 2015	Active	€0.00 Normal	Fees List		Service Calendar	
CEC 2015 (AS)	Active	€0.00 Normal	Fees List		Service Calendar	
CEC 2015 (PS)	Active	€0.00 Normal	Fees List		Service Calendar	
CETS 2015	Active	€0.00 Normal	€0.00 Fees List		Service Calendar	

Programme	Created By	Type	Status	Last Modified	Effect
<b>2016</b>					
CEC 2016	ccc_training4	Calendar	CCC Approved	13/07/2016	01/09/2016
ECCE 2016	ccc_training4	Calendar	CCC Approved	13/07/2016	01/09/2016
ASCC 2016	ccc_training4	Calendar	CCC Approved	13/07/2016	01/09/2016
CEC 2016 (PS)	ccc_training4	Calendar	CCC Approved	13/07/2016	01/09/2016
CCSP 2016	ccc_training4	Fees	CCC Approved	13/07/2016	01/09/2016
CCS 2016	ccc_training4	Fees	CCC Approved	13/07/2016	01/09/2016
CEC 2016 (AS)	ccc_training4	Fees	CCC Approved	13/07/2016	01/09/2016
CETS 2016	ccc_training4	Fees	CCC Approved	13/07/2016	01/09/2016
ECCE 2016	ccc_training4	Fees	CCC Approved	13/07/2016	01/09/2016

## STEP 1

You must print 1 letter for each child (the letter should be photocopied when fully completed with one to be kept in the service and one for the parent). Once you complete the child registration on PIP the provider can complete the Parent Letter by entering the following details:

- The child's name
- PIP registration ID
- Place will commence on XXXX and will end on XXXXXX
- Child is registered in this service over a X week period
- Tick any deposits and discounts that relate to that child
- Under Fees List, tick if the service charges on a weekly or monthly basis
- Tick the session type that the parent is requesting and enter the weekly/monthly Fees including any discounts, if applicable (per each parental arrangements)
- Sign the form and enter the position held (e.g. Manager)

N.B. If the service only entered one Full time x 5 day's session and offers this session from 1-5 days but is pro-rata then you will have to tick the 5 day session and write on the right hand side the Fees and the amount of days the parent is availing of.

## **STEP 2**

The partly completed forms are then given to the parent to read and to voluntarily opt into any optional extras if required. The parent must then initial each page of the letter to ensure that they fully understand each page and sign the parental acceptance. Once the parent has signed the letter this is then given back to the provider.

## **STEP 3**

In the letter under the section 'For Providers Use Only' enter the total parent's Fees including any optional extras that they are availing of.

## **STEP 4**

When the letter is fully completed you should photocopy the letter and the copy is returned to the parent while the original is kept in the service. Please ensure that you have a completed and signed parent letter for each child participating in a programme (ECCE, CCS, TEC, CCS-Private), and keep them on file for your compliance visits. If a child is participating in two programmes please ensure that two parent letters are completed in respect of each programme.

A service calendar letter should also be printed and given to the parent. This will document the days /weeks that your service is closed. Your calendar can be printed from under 'Approved Fees List and service Calendars' on the right hand side of the screen (see screenshot below). A Service Calendar letter should also be displayed in your service.

Please remember to print a copy of your Fees List also to display in your service. To print your Fees List, click directly into each Fees List and click print (see screenshot below).

The screenshot displays a web application interface. At the top, there is a navigation bar with 'Programme', 'Service', and 'AIM' tabs, and a search bar on the right. Below this is a 'Programme Funding Summary' table with columns: Programme, Programme Status, Approved Payment Funding Status, Provisional Budget, Fees List, Fees List Status, Service Calendar, and Calendar Status. A yellow arrow points to the 'Fees List' column. Below the summary table is a detailed table of 'Approved Fees List and Service Calendars' with columns: Programme, Created By, Type, and Status. A second yellow arrow points to the 'Fees List' link in the detailed table. To the right of the tables, there are fields for 'Service Name:', 'DCYA Ref:', 'Tax Clearance:', and 'Address:'.

## WHAT HAPPENS NEXT?

As soon as a Fees List and calendar has been submitted these will be auto-approved and the status that you will receive will be 'System Approved'. Please be advised that your Fees List and Calendars may be subject to review by your CCC.

There are 3 types of status that you will see when you submit your calendar and Fees List:

- System approved (this requires no action from you)
- CCC approved (this requires no action from you and confirms that your CCC has approved your Fees List/Calendar)
- Query (this requires an action from you, if the CCC are reviewing your Fees list/Calendar and have a query relating to them they will query it and the status will change to query)

If you do get a query from your CCC relating to your Fees List/Calendar you can view this query by clicking into the Fees List or Calendar (whichever is queried). There will be a comment box and it is here that you will see the query.

You will then either amend the Fees List/calendar or contact your CCC for further clarification. When you have amended them, click submit and the CCC will then review it again and either the CCC will approve or query it back again.

**Please be advised that if you have to amend your Fees List or calendar it **will** result in you having to reprint the parent letter and getting parents to re-sign the amended letter to keep on file for compliance purposes. So if you have any doubts regarding completing the Fees List or Calendar online then please contact your CCC prior to submitting your Fees List and or Calendars.**