

# Community Childcare Subvention

## PROGRAMMES IMPLEMENTATION PLATFORM (PIP)



## ***'HOW TO'*** **GUIDE**

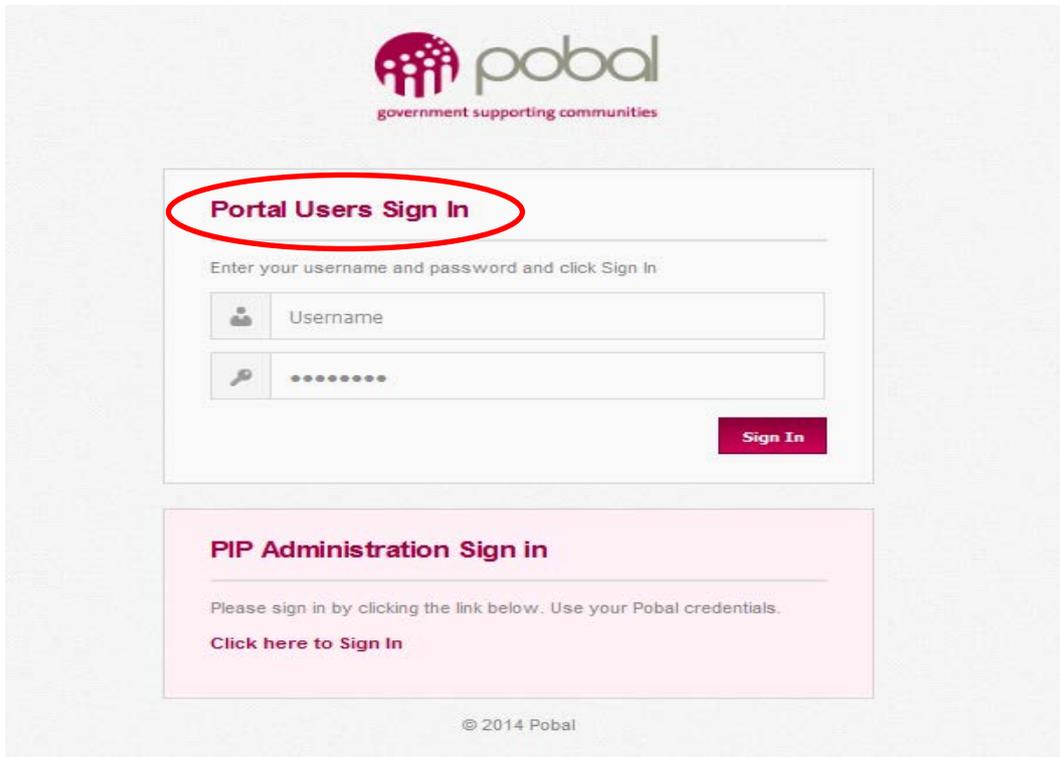
## PIP 'HOW TO' GUIDE CONTENTS

Logging-in to the PIP Portal .....	1
How to log-in to the PIP Portal .....	1
1. Navigating the PIP Portal .....	2
How to Navigate the PIP Portal .....	2
3. Community Childcare Subvention (CCS).....	5
3.1 Registering a child on the CCS Programme .....	5
<b>Important Notice</b> .....	5
How to complete a CCS Child Registration on PIP.....	6
<u>    </u> Completing the Form: .....	8
<b>Important Notice:</b> .....	12
3.2 Registration Requests.....	14
How to add a Registration Request on PIP.....	14
3.3 Made a Mistake/Cancelling a CCS Child Registration .....	15
3.4 Making Changes to Child Registrations .....	15
3.5 Registrations outside the CCS Snap-Shot Week.....	15
<b>Important Notice:</b> .....	15
<u>    </u> TEC to CCS Transfers (TEC Exemption).....	16
<u>    </u> 0-12mth Exemption.....	16
4. CCS Post Child Registration Process.....	17
5. Appealing a CCS Band Eligibility Decision .....	17
How to Appeal a CCS Band Eligibility Decision on PIP .....	17
<b>APPENDIX 1</b> .....	18

## Logging-in to the PIP Portal

### How to log-in to the PIP Portal

In order to access the PIP Portal a service provider must first log-in on the Pobal website. The following screen will appear:

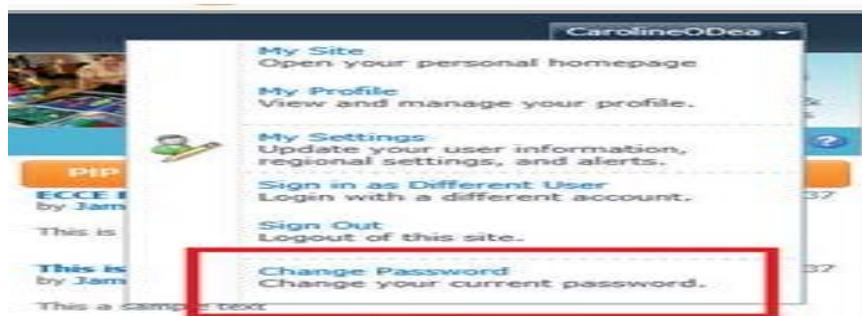


Enter your username and password, as issued by Pobal, in the Portal Users Sign In section.

For security purposes you should change the password to your own chosen password when you log in for the first time and should keep this password secure. The password should never be shared.

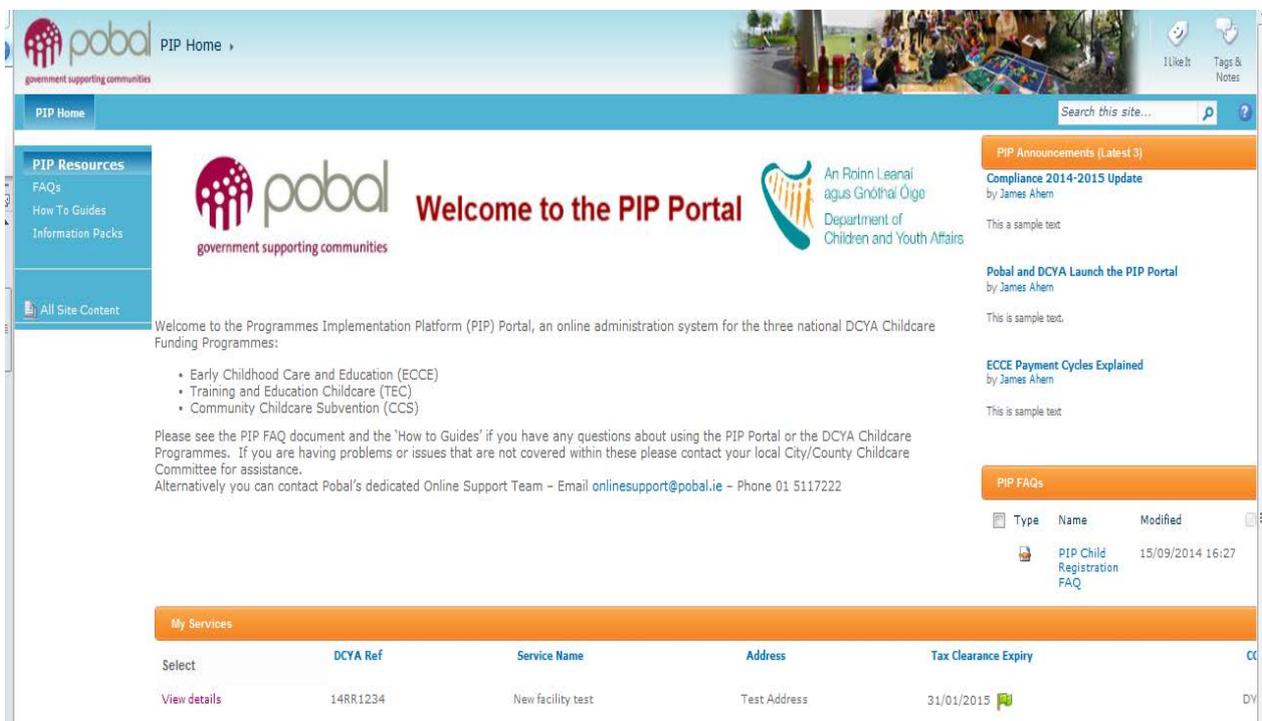
A password can be changed as follows:

1. Log-in to the PIP Portal with the username and password issued by Pobal
2. Select your username at the **top right** hand side of the screen
3. Select Change Password



# 1. Navigating the PIP Portal

Once logged-in, the PIP Homepage for the service will appear. The homepage provides the service with access to PIP announcements, resources, information and PIP Support details. Each of the facilities for a service provider/organisation will be listed here.



**\*Find handy 'tool tips' on the Portal & Forms by hovering the cursor over fields**

## How to Navigate the PIP Portal

To manage the individual facilities registration forms and payment details, simply click [View details](#) for the relevant facility. That individual facility's PIP Dashboard with Registration Details Screen will appear.

**Registration Details Screen**

This is your individual service profile. Here you can find your service and manage the administration of funding for the different childcare programmes. To register a child in this service, simply click on the relevant programme under the 'Create a New Child Registration' section on the right-hand side.

**Programme Funding Summary**

Select	Programme	Programme Status	Approved Funding	Payments to Date	Balance To Payment	Pay Status	Provisional Budget
Select	ECCE 2014	Active	€1,900.00	€0.00	€1,900.00	Normal	€7,125.00
Select	CEC 2014	Active	€0.00	€0.00	€0.00	Normal	€560.00
Select	CETS 2014	Active	€0.00	€0.00	€0.00	Normal	€0.00
Select	CEC 2014 (AS)	Active	€0.00	€0.00	€0.00	Normal	€0.00
Select	ASCC 2014	Active	€0.00	€0.00	€0.00	Normal	€400.00

**Service Details**

Service Name: New facility test  
 DCYA Ref: 14RR1234  
 Tax Clearance Expiry: 31/01/2015  
 Address: Test Address

**Create Child Registration**

- ECCE 2014
- CEC 2014
- CETS 2014
- CEC 2014 (AS)
- ASCC 2014

**Level 2: Service PIP User List**

Registrations	Pending Requests	Allocations					
Select	Child Name	Id	Programme	Start	End	Status	Value
DV000016	James A Hern	DV000016	ECCE 2014			In Progress	

**User Name**

jmcgarry  
pdonegan

## Programme Funding Summary

This section presents a summary of the individual DCYA Early Years Programmes for which the service has been issued a contract by the DCYA.

**Programme Status** indicates if the service is 'in-contract' with the DCYA. This status should be 'Active' to enable a service to register children. If the status is 'In-active', then it means the contract has not been countersigned and/or the service is not participating in the programme for this academic year.

**Approved Funding** indicates the total actual funding that has been approved based on child registrations in the individual programmes.

**Payments to Date** indicates the actual payments that have been made to date (including any Preliminary Payments received). When a service logs-in to register children for the first time, this column will show any Preliminary Payments already made in advance of registrations.

**Balance to Pay** shows the balance of funding left to be paid (Approved Funding less Payments to Date). When a service logs-in to register children for the first time, this column will show a negative amount (as no children have yet been registered and approved). Once children are registered the negative balance will reduce and should move to a positive figure.

**Payment Status** indicates the payment situation i.e. if payments to the service provider are 'Normal' or 'On hold'. If the payment status is 'On hold' this may be due to circumstances such as an expired Tax Clearance Certificate. Registrations can still be made if the Payment status is 'On hold', but no payments can occur.

**Provisional Budget** shows the funding that has been calculated based on the child registrations made but are still pending approval.

## Registrations / Pending Requests

By clicking on the individual childcare programme in the [Programme Funding Summary](#) the details of for your service's activity under this programme will appear in the tabs below:

**Registrations** lists the name of each of the children registered under the selected childcare programme. The Registration ID and childcare start and end date is also listed along with the status of the registration and the overall funding of that registration.

**Pending Requests** lists the details of the individual Child Registrations submitted with a 'Registration Request' and awaiting decision.

**Allocations** lists the details of the individual approved Child Registrations and the overall funding allocated to that registration i.e. in ECCE it may include the registration value with 'Higher Capitation' included.

## Service Details

This section shows the basic service details such as the name and DCYA reference number. The expiry date of the service's Tax Clearance Certificate (TCC) is also shown. A coloured flag is also presented to indicate the status of the TCC. Green indicates the TCC is in date; Amber indicates the TCC will expire within the month and Red indicates the TCC has expired.

\*When the TCC has expired no payments can be made and the Payment Status under [Programme Funding Summary](#) will show as *On-hold*.

## Create Child Registration.

The links to PIP Child Registration Forms, for the DCYA Early Years Programmes under which a service is 'in-contract', can be found in this section. By clicking on the relevant programme an individual PIP Child Registration Form opens.

### **3. Community Childcare Subvention (CCS)**

The CCS Programme covers the academic year, starting in September and finishing in August. The only age requirement is that a child must be born on or after 1 September 1999 i.e. be aged under-15 years on 1 September 2014. The parent/guardian must meet the eligibility criteria of the CCS Programme, where the child was attending the community 'not-for-profit' Childcare Services, during the CCS Snap-Shot Week (20<sup>th</sup> – 24<sup>th</sup> October 2014).

CCS Programme Eligibility Criteria and subvention Band rates can be seen in Appendix 1.

#### **3.1 Registering a child on the CCS Programme**

The eligibility of each child registered for the CCS programme will be verified by reference to Parent and the Child's Irish Personal Public Services Number PPSN and/or Verification Letter and accompanying evidence, where applicable. The Child's Date of Birth will also be used for eligibility purposes.

Eligibility is verified by submitting details for checking against the Department of Social Protection and Health Service Executive records (for medical cards).

It is in the interest of service providers to request proof of Parent's PPSN and that it matches the name of the Parent requesting the subvention. Proof of the child's date of birth and Irish PPSN is also important, as any errors in these details at the child registration stage will result in payments being delayed. Proof of an Irish PPSN can take the form of a copy of an official document or card showing the child's name and Irish PPSN, e.g. a Drug Payment Scheme card, a Medical Card, or a letter from the Department of Social Protection.

#### **Important Notice**

Service Providers must register those children enrolled as attending at the service during the CCS 'snap-shot week' (20<sup>th</sup> – 24<sup>th</sup> October 2014) for whom their parent/guardian wishes to claim CCS. The details completed on the hardcopy CCS Child Registration Form (from information pack provided) should be used to complete the PIP CCS Child Registration Form.

Also required will be the childcare start and end dates of attendance and the subvention band the service is proposing to receive after the verification process.

The service provider will also need to note the number of weeks the service will be closed to the different types of childcare places offered i.e. pre-school, after-school, full day care etc.

If the child's place/service provision has changed since s/he first registered in the service, please ensure to complete the registration in accordance with the level of service attended during the CCS Snap-shot week (20<sup>th</sup> – 24<sup>th</sup> October 2014)

**ALL PIP CCS (snap-shot week) Childcare Registration Forms must be completed and submitted by 5pm on the 19<sup>th</sup> of December 2014 to be eligible for consideration.**

**TEC to CCS Transfers:** Please note that PIP will administer TEC to CCS Transfers (TEC Exemptions) at the point in which the child is due to transfer on to CCS (but before the 10th April 2015) and so unlike previous years the child must not “come off TEC to be on CCS for Snap-Shot Week and then go back to TEC until the place is over”.

It is only children who are enrolled in a TEC Place during the CCS Snap-Shot Week but who would otherwise have been eligible for CCS who can avail of the TEC to CCS Transfer.

Further instructions will follow on how to process these TEC Exemptions, however, in the meantime Service Providers are requested to consult with their local CCC about any children who will be seeking to avail of the TEC Exemption for CCS later in the year.

## How to complete a CCS Child Registration on PIP

**The following information is required for completing the CCS Child Registration:**

1- Details completed on hardcopy CCS Registration Form

**Please Note:** To improve PPSN validation on PIP please ensure accurate:

- a) Parent's name matching the Parent's PPSN that is being used to claim subvention
- b) Name Spelling (as per Birth Certificate or Deed Poll) and Date of Birth
- b) Irish Personal Public Services Number (PPSN) can be found on documentation regarding claim to Child Benefit, or by contacting the Department of Social Protection.

2- Childcare Start and End Dates of attendance for the child (attendance roll books must be kept).

3- Number of weeks service is closed as relevant to the type of childcare place – (service calendar)

4- CCS Verification Form and Evidence, as required

Click on 'CCS 2014' under the 'Create Child Registration' section on the right-hand side of your Registration details screen and the CCS Registration form will open.



When the registration form is opened, the STATUS (see top right hand side) will be 'IN PROGRESS', which means it is being completed by the service provider and has not yet been 'submitted'.

 	
<b>CCS REGISTRATION</b>	
<b>REGISTRATION ID:</b>	<b>STATUS: In Progress</b> (circled in red)
<b>Service Provider Info</b>	* indicates mandatory fields

The Registration ID will remain blank until the form is saved and/or submitted. The Registration ID is a unique identifying number that will replace the PPSNs and allow for the identification of the child registration in the PIP system. This number will be used, on future CCS Forms related to the child's childcare placement in the service, including all Parent Declaration Forms.

The Service Provider's facility information will be automatically populated on the form: the name of the service, the address, the DCYA reference, the name of the Programme and the start and end date of the Programme.

When the form is 'IN PROGRESS' it can be saved as a draft form at any point as information is entered, by selecting  EXCEPT where any PPSN has been entered.

**Once the child's PPSN is entered on the form it must either be submitted or the PPSN must be removed in order to save the form as an 'In Progress' draft.**

**CCS Snapshot Information**

CCS Snapshot Information			
CCS Eligibility Window From	20/10/2014	CCS Eligibility Window To	24/10/2014

This section of the form provides the eligibility dates for which the child must be enrolled as attending in the service.

## Completing the Form:

1. The first section to be completed is the **Parent Information**. Enter the Parent's First Name and Last Name in the relevant boxes. **Do not enter the PPSN until you are ready to submit the registration.** After the PPSN number is entered, the form cannot be saved as 'IN PROGRESS' – it must be submitted. If you wish to save the form then you must delete the parent and child PPSN and then save.

Parent Information			
First name	<input type="text"/>	* Last name	<input type="text"/>
		Parent PPSN	<input type="text"/>

2. The next section is the **Parent Eligibility Info**, which includes a list of CCS Eligibility criteria that cannot be verified using a PPSN. CCS eligibility is verified by using the parent/guardian (or child in the case of medical/GP card) PPSN and verifying this with the Department of Social Protection and Health Service Executive records, however, there are a number of eligibility records that may not be possible to verify using the PPSN and therefore require the submission of a 'CCS Verification Form' and evidence of participation (letter from relevant programme etc.).
  - a) If no box is to be ticked in this section i.e. the parent is not in receipt of any of the listed criteria then skip to the next section – Child Information
  - or**
  - b) Where a box is ticked then attached the completed verification letter and any evidence where applicable (all scanned as one document i.e. one attachment)

\* Where a parent is participating in one of the programmes listed and the service fails to complete this section this may result in delayed CCS approval as the service provider may then be required to go through the CCS Appeals Process.

Parent Eligibility Info		
<i>Please tick if the child's parent/guardian is in receipt of one of the following</i>	Select	If any of these are ticked then a Verification Form and evidence of participation should be attached
Community Employment (CE) Scheme	<input type="checkbox"/>	
Domiciliary Care Allowance (DCA)	<input type="checkbox"/>	
ETB/Solas Training Allowance	<input type="checkbox"/>	
Rural Social Scheme (RSS)	<input type="checkbox"/>	
Secondary School Student	<input type="checkbox"/>	
Springboard course/National Internship Programme	<input type="checkbox"/>	
Tús/Gateway/Part-time Job Incentive Scheme	<input type="checkbox"/>	
Tusla Referral	<input type="checkbox"/>	

Service providers should click on the 'click here to attach file' to attach scanned verification documents. If more than one document is to be attached, simply click 'Add Attachment'.

- The next section is **Child Information**. Enter First Name, Last Name, Date of Birth and Gender. **Do not enter the PPSN until you are ready to submit the registration.** After the PPSN number is entered, the form cannot be saved as 'IN PROGRESS'– it must be submitted. If you wish to save the form then you must delete the parent and child PPSN and then save.

Child Information			
First name	<input type="text"/>	* Last name	<input type="text"/>
Date of Birth	<input type="text"/>	* Gender	Select... <input type="button" value="v"/>
		Child PPSN	<input type="text"/>

This information is automatically checked by PIP against the information held by the Department of Social Protection (DSP) and if all the details are in order the following message will appear under the PPSN box: **The PPSN is Valid**. The registration form can then be submitted, provided all the other fields are completed.

- To avoid the registration failing the PPSN checker, ensure that all the child's details are correct and confirm that the details being entered on the PIP registration correspond with the details by which the parent/child has been registered with the DSP (Name, Date of Birth and PPSN) i.e. the name by which parent/child is registered with the DSP as opposed by the name they are known by.

**Invalid PPSN Format**– In this case the format of the PPSN is incorrect and PIP is unable to validate. A registration cannot be submitted with an invalid format. A correct PPSN format has 7 numbers followed by one or two letters that are unique to those numbers. If this message appears, delete the PPSN number inputted, and save

the registration as 'IN PROGRESS' and then check the correct details with the parent.

**Invalid PPS Number:** The PPSN format matches however the number is not found to be valid.

**No Match for the PPSN**– In this case the actual PPSN has been checked by PIP and does not match with the child’s name and date of birth that has been inputted. If this message appears, delete the PPSN number inputted, and save  the registration as ‘IN PROGRESS’ and then check the correct details with the parent.

4. The next section is the **CCS Session**. Here the service Provider must complete
    - a) the CCS Band (see appendix 1 for CCS Bands and eligibility criteria) they expect the parents to receive.
    - b) the session(s) the child is availing of in the service during the CCS Snap-Shot Week i.e. the child is in the service part-time during the CCS snap-shot week but plans to be in the service full-time from May2015, then the session type must be part-time.
- ❖ Childcare Start Date must be a Monday.
  - ❖ Childcare End Date must be a Friday.
  - ❖ Payment End Date will automatically fill with the Childcare End Date. If this date should be later (i.e. child is leaving the service in May 2015 however the service requires full CCS Subvention until service close date or end of CCS Programme Call (whichever is sooner) then this date should be adjusted.
  - ❖ Weeks in Period will automatically calculate.
  - ❖ Non-payable Weeks is the number of weeks the service is closed between the childcare start date and the payment end date.
  - ❖ Payable Weeks will automatically calculate the number of weeks the service provider should be paid for this child. (\*if the service is open for 50 weeks or more then, 52 weeks payment will be received)
  - ❖ Add Session: when a child has different childcare arrangements/session i.e. split week of 3 days full-time and 2 days part-time, add a session and complete details.
  - ❖ Please DO NOT add different attendance levels for ‘mid-term’ or ‘summer breaks’ for children entered for the snap-shot week.

Sessions							
Proposed CCS Band		Select... *					
Type of Place	Days Per Week	Childcare Start	Childcare End	Payment End Date	Weeks In Period	Non Payable Weeks	Payable Weeks
* ▼	Select* ▼	* 📅	* 📅	* 📅	0	0	0
<input type="checkbox"/> Add Session							
FTE already allocated on CCS		<input type="text"/>	FTE allocated to this Registration		<input type="text" value="0"/>	Total FTE allocated	
					<input type="text" value="0"/>		

**Please Note:** A Child is only eligible for CCS Subvention session for one Full-Time Equivalent (FTE) place but may avail of a break-down of sessions in multiple CCS Services.

The CCS Child Registration Form will auto fill the Total FTE allocated on CCS. This is the level of an FTE place the child has already been allocated on a CCS Programme either in this service or in another service and the value being registered for under the current Registration Form i.e. child is already registered for 2 days per week part-time in a different service and requires 2 days per week full-time in this service.

If a child is registered in 2 different services and the FTE exceeds 0.6 with a proposed BAND AJ, then the payment may be delayed while both services are contacted regarding the 'capped' payment'

**Tip:** To remove a session that has been added in error, simply hover the mouse to the left of the 'Type of Place' field, a drop-down arrow will appear, click Ctrl + Delete remove session.



5. Once all the mandatory data is inputted and no red dash lines show around any of the boxes, the message below will appear and the registration can now be submitted by clicking the submit button.

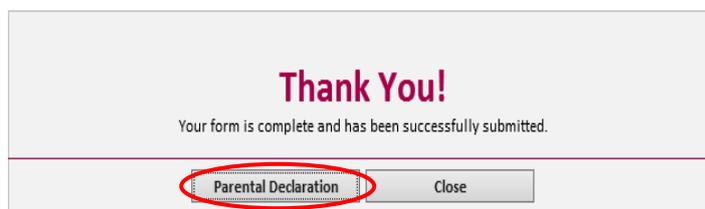


Error notices (indicated by a red dash lines around the field containing the error) will display, where there is an error in information entered, when the Submit button has been pressed. Review the data and correct the information and then submit again.



Please allow for a response time between submitting a registration form and it reflecting on the PIP Dashboard. This response time may vary depending on time of the day and user traffic. Once the Registration goes through, the CCS Service Provider will see a 'unapproved funding' amount applied to the registration which is based on the information provided and the eligibility band selected by the Service Provider. This is **Provisional** and cannot be confirmed until the full verification process has been processed and the approved CCS Band is entered on PIP.

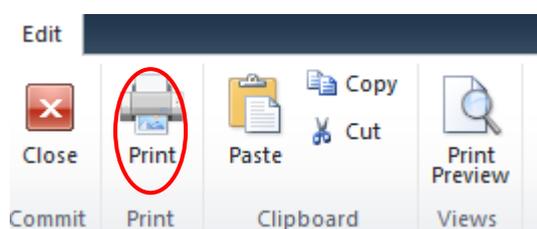
When the registration form has been successfully submitted the following screen will show



Click **Parental Declaration** button that will appear on the screen. This form **MUST** be printed and signed by both the parent and service provider. A copy should be given to the parent and a further **signed CCS Parent Declaration Form must be retained in the service for inspection during Pobal compliance visits.**

Print the Declaration Form by clicking the Print key (top left of screen) or click the **Ctrl** key and the **P** key at the same time.

Once printed, click the '**Close**' button at the bottom of the form to return to the Dashboard.



### **Important Notice:**

Once the service provider has the signed CCS Parental Declaration Form (with Registration ID) the original hardcopy Child Registration Form, which shows the child's PPSN, must be returned to the parent or destroyed for data protection purposes.

The PIP Parental Declaration Forms are kept on site for the purposes of compliance visits to show that the child has been registered in accordance with the parent's childcare requirements. This form is **not a receipt of approval** into the childcare scheme. Approval is confirmed after the Registration Form has been submitted and subsequently validated.

### **CCC can stamp the PIP Parental Declaration Form**

Due to the delayed launch of CCS Registrations, in the event the CCS Service Providers cannot manage to get the Parent to sign the new PIP Parental Declaration Form, it can be stamped by your local CCC (after seeing the original hardcopy registration and/or the original PIP Parental Declaration Form signed by the Parent) rather than requiring the parent to sign a new form.

The original hardcopy form can then be destroyed.

### **Irish Language Version of the PIP Parental Declaration Form**

Due to the complexity of the build of the PIP System and its phased roll-out an Irish language version of the PIP Parental Declaration Form is regrettably not currently available. If a parent does not wish to sign the English version of the PIP Parental Declaration Form your local CCC can stamp the PIP Parental Declaration Form in lieu of the Parent, after seeing the original hardcopy Irish version registration form signed by the Parent.

## Community Childcare Subvention (CCS) Programme CCS 2014

## PIP REGISTRATION - PARENT DECLARATION FORM

## PLEASE READ CAREFULLY

The Community Childcare Subvention (CCS) programme funds community/not-for-profit services, to enable them to charge reduced childcare fees to disadvantaged and low income parents. Details of the programme are provided in the letter for parents which you should receive from your service provider.

The details on this form have been taken from information provided by you to the service provider. If the details are correct, you should sign and date the form.

The information contained in this form has been electronically submitted by the service provider onto the Programmes Implementation Platform (PIP). The information will be made available to the Department of Children & Youth Affairs (DCYA) and its agency, Pobal. This is to enable the information provided to be verified and the amount of CCS funding for your child to be paid to the service.

Personal Public Service Numbers (PPSNs) supplied by you have been entered on PIP to verify that the child is eligible for the CCS programme. However for data protection purposes the PPSNs have not been printed on this form and you have been provided with Registration ID and this number is shown below.

**NOTE: CCS subvention cannot be claimed in respect of a child who – during the same period - is also being funded under the Early Childhood Care and Education (ECCE) programme or Training and Employment Childcare (TEC) programmes.**

<b>Declaration by the Parent / Guardian</b>
---

Parent/Guardian Name: Test Ccs

Name of Service:

Registration ID: KY000381

**I declare that I am the parent or legal guardian of the following child who attends this childcare facility, and in whose name I am claiming under the CCS programme.**

Child's Full Name	Date of Birth (dd/mm/yyyy)	Gender (M/F)	Childcare Session Required	No of Days per Week	Childcare Start	Childcare End	Payment End Date
Test Ccs I	01/01/2011	Male	1: CCS Full Day	2	03/11/2014	28/08/2015	28/08/2015

**I agree that the information given for this form may be used by the Department of Children & Youth Affairs, or Pobal acting as Agent for the Department, in conjunction with the Department of Social Protection, Dept of Education and Skills and the HSE, to verify that the child is eligible for the CCS programme during the October snap shot week (20/10/2014 - 24/10/2014) to calculate the CCS subvention amounts due to this community (not for profit) childcare service, and for statistical purposes.**

**I also agree that servants or agents of the Department may contact me to confirm information relating to my child's participation in the CCS programme, for the purposes of checking the provider's compliance with the Terms and Conditions of the programme.**

Your Signature \_\_\_\_\_ Date: \_\_\_\_\_ Contact telephone: \_\_\_\_\_

<b>Declaration by Provider</b>
--------------------------------

I confirm that the child listed above attends ( \_\_\_\_\_ ) childcare service (Ref. No. \_\_\_\_\_ ). I confirm the level of service has been verified by me. I will not use the information given for any purpose except to complete the registration as required under the CCS programme. When I complete the registration, I will retain this form within the service for inspection in the course of compliance visits.

Signature of Owner/ Manager/Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Back	Close
------	-------

## 3.2 Registration Requests

Where a Child Registration Form cannot be submitted due to certain validation requirements, the registration form can still be submitted by completing a Registration Request. The reasons under which a Registration Request can be submitted are as follows:

**PPSN Validation:** where No Match for the PPSN is found, service providers can submit a registration request with supporting document/s that evidences the child's details (registered name and date of birth) and PPSN.

\*Please do not submit a registration request for PPSN validation unless you have checked all of the details (Name, Date of Birth and PPSN). PPSN validation request is not accepted where the PPSN format is not valid or the PPS number is invalid.

**Already Registered:** A message will appear if the child PPSN is already recorded as registered in another programme or in another service (using full FTE place). In these cases, the provider can submit an 'Already Registered' request.

**Other:** where a service provider has some other reason they are having difficulty submitting the form, a brief explanation must be provided. During this first registration phase this should only apply to registrations where the child was in attendance at the service during the CCS Snap-Shot week 20<sup>th</sup> – 24<sup>th</sup> October 2014.

### How to add a Registration Request on PIP



The screenshot shows a web form titled "Registration Requests". It has three main sections: "Reason", "Comment", and "Attachment". The "Reason" section contains a dropdown menu with "Select..." and a red asterisk. Below it is a "Remove Request" button. The "Comment" section is a large text area with a red asterisk. The "Attachment" section contains a link "Click here to attach a file" with a red asterisk. At the bottom left, there is a checkbox labeled "Add Registration Request".

1. Click Add Registration Request.
2. Select the Reason from the drop-down menu, select the most appropriate reason for the request i.e. PPSN Validation; Already Registered; Other.
3. Enter the details of the request in the Comment box – a short description will suffice but it is mandatory to complete this box. **Please DO NOT re-enter the PPSN in the comment box.**
4. Attach documents (where relevant) to support the request. Please Note that only one file can be attached per registration request. If multiple documents are to be attached, please scan these to the one file and then attach. If scanning to one file is not possible, please open another registration request as shown below and submit attachments as Part 1 and 2 etc.

Registration Requests		
Reason PPSN Validation	Comment Child PPSN confirmed with parent, see attached letter from DSP (Part 1 of 2 attachments)	Attachment DSP Letter.docx 12.35 KB
<input type="button" value="Remove Request"/>		
Reason PPSN Validation	Comment Part 2 of above and attachment	Attachment DSP Letter.docx 12.35 KB
<input type="button" value="Remove Request"/>		
<input checked="" type="checkbox"/> Add Registration Request		
The form is ready for submission. Note: The PPSN number will no longer be visible. The system will display a unique non-sensitive identifier for this Registration that the Service User or CCC user may use to locate the Registration information subsequently.		
<input type="button" value="Save"/>		<input type="button" value="Submit"/>

5. Press submit when completed

### 3.3 Made a Mistake/Cancelling a CCS Child Registration

In the event that, after submitting a Child Registration Form, it is realised that a mistake was made with the details provided i.e. incorrect parents details, gender, number of days, and start or end date please EMAIL: [onlinesupport@pobal.ie](mailto:onlinesupport@pobal.ie) stating the facility DCYA Ref, Child Registration ID and the nature of the mistake made.

**Do not submit another registration form for the child.**

### 3.4 Making Changes to Child Registrations

When a child who is entered on PIP for the CCS Programme for 2014/2015 leaves the CCS service, has not attended the service for four consecutive weeks or their level of service provision has decreased, this information must be entered on PIP, stating the relevant dates required. The CCS funding for this child will continue to be paid (unless the CCS Service Provider volunteers to release the funding), however if a significant number of subvented children leave/do not attend a service without being replaced by eligible CCS children, the CCS funding for the service will be reviewed.

**PLEASE NOTE THE FACILITY TO CHANGE A CHILD REGISTRATION ON PIP IS NOT YET AVAILABLE. FURTHER INSTRUCTIONS WILL BE RELEASED ON THIS PART OF THE FORM.**

### 3.5 Registrations outside the CCS Snap-Shot Week

#### Important Notice:

In the first instance, please only register those children for whom CCS is being claimed and who were in attendance in the service during the CCS Snap-shot week (20<sup>th</sup> -24<sup>th</sup> October 2014).

## **Instructions for registrations outside of the CCS Snap-shot Week will follow in due course.**

The following two scenarios are the 'only' circumstances for which a child may be deemed eligible for CCS Subvention outside of the CCS Snap-shot Week.

### **TEC to CCS Transfers (TEC Exemption)**

Please note that PIP will administer TEC to CCS Transfers (TEC Exemptions) at the point in which the child is due to transfer on to CCS (but before the 10th April 2015) and so unlike previous years the child must not "come off TEC to be on CCS for Snap-Shot Week and then go back to TEC until the place is over".

It is only children who are enrolled in a TEC Place during the CCS Snap-Shot Week but who would otherwise have been eligible for CCS who can avail of the TEC to CCS Transfer.

Further instructions will follow on how to process these TEC Exemptions, however, in the mean-time Service Providers are requested to consult with their local CCC about any children who will be seeking to avail of the TEC Exemption for CCS later in the year.

## **Instructions for registering TEC Exemptions will follow in due course.**

### **0-12mth Exemption**

A parent of an infant aged 0-12 months unable to apply for CCS subvention before/during the snapshot week may do so at any stage during the CCS year. DCYA will only consider applications for infants aged 0-12 months throughout the CCS year. Reasons may include:

- Parent unable to access service during the snapshot week due to its underage restrictions (0-12 months only)
- Parent not in a position to enrol infant during the snapshot week due to Maternity Leave, ill health or other domestic situations
- The child has not been born as of the snapshot week

The following conditions will apply:

- The infant for whom a CCS subvention application is being made, outside of the snapshot week, may only be aged up to 12 months of age on the day of enrolment.
- CCS funding may be granted in such a case only where the parent is otherwise eligible during the snapshot week (e.g. social welfare payment, medical card). The child's CCS Band will be calculated accordingly.
- A CCS service must have capacity for the child.
- The CCS Service must not already be receiving CCS funding for a child who has left that service and not yet been replaced. They must provide the available CCS-funded place to the infant prior to any new applications for funding.

\* In cases where the child who left the service was eligible under a reduced Band or service level, application for increased CCS funding can be made in respect of the 0 – 12 month infant eligible at the higher Band.

**Instructions for registering 0-12mth Exemptions will follow in due course.**

#### **4. CCS Post Child Registration Process**

Once a CCS registration has been submitted it will have a 'Provisional' status attached to it while the verification process takes place.

**Submitting Additional Verification Documents:** Ideally services should attach parent verification documents at the time of completing the registration. However, in the event that it was not possible to do so prior to the CCS registration form closing (19<sup>th</sup> December), service providers can return to the 'provisional' registration form after it has been submitted and attach verification documents as required. **Please Note:** failure to submit documents before the **9<sup>th</sup> January 2015** may result in delayed CCS approval as the service provider may then be required to go through the CCS Appeals Process.

#### **5. Appealing a CCS Band Eligibility Decision**

CCS Registrations must be submitted before the 5pm on the 19<sup>th</sup> December 2014 closing date, to be considered for eligibility under the CCS Programme and the child must have been in attendance with the service during the CCS Snap-Shot Week (20<sup>th</sup> – 24<sup>th</sup> October 2014), unless applying under the 0-12mth Exemption or TEC Exemption options.

After the closing date, information submitted through PIP will be used to consult with the Department of Social Protection and Health Service Executive records, to consider the applicant's eligibility for CCS and the appropriate CCS Band rate for which s/he is eligible.

Final CCS Band Approvals will be entered onto the PIP System (expected to be by the end of January 2015), after which the CCS Appeals Process will open for 1 month.

Instructions on how to follow the CCS Appeals Process will follow in due course.

#### **How to Appeal a CCS Band Eligibility Decision on PIP**

The CCS Appeals Process will open after the final submission of approved CCS Bands on PIP (expected to be by the end of January 2015) and will be open for 1 month.

**Instruction on how to follow the CCS Appeals Process will follow in due course.**

## APPENDIX 1

### Subvention Bands and Rates

The table below outlines the weekly subvention rates for Bands A, AJ or B, based on the type of service the child is availing of. (The list of payments under Band A in the table is not exhaustive. Where clarification is required please contact the City / County Childcare Committee).

Please note that a Medical Card is required with Band A and Band AJ payments.

The Subvention bands and rates are as follows:

Level of Service	Band A (with medical card)	Band AJ (with medical card)*	Band B
	<ul style="list-style-type: none"> <li>▪ One Parent Family Payment</li> <li>▪ Widows/Widowers Pension</li> <li>▪ Pre-retirement Allowance</li> <li>▪ Farm Assist</li> <li>▪ State Pension</li> <li>▪ Blind Pension</li> <li>▪ Guardian's Payment</li> <li>▪ Illness/Injury Benefit***</li> <li>▪ Disability Allowance</li> <li>▪ Carer's Benefit/ Allowance</li> <li>▪ Back to Work Enterprise/Education Allowance</li> <li>▪ Community Employment / Rural Social Scheme</li> <li>▪ Domiciliary Care Allowance</li> <li>▪ Family Income Supplement (FIS)</li> <li>▪ Secondary School students</li> <li>▪ Invalidity Pension</li> <li>▪ Disablement Pension</li> </ul>	<ul style="list-style-type: none"> <li>▪ Job Seekers Benefit/ Allowance</li> <li>▪ Supplementary Welfare Allowance**</li> <li>▪ Tús</li> <li>▪ Part-time Job Incentive Scheme</li> <li>▪ Gateway</li> </ul>	<ul style="list-style-type: none"> <li>▪ Medical Card</li> <li>▪ GP Visit Card</li> <li>▪ Parents who are in receipt of Social Welfare payments listed under Band A/AJ but have no medical card</li> <li>▪ Parents who no longer qualify for Band A/AJ this year but who were verified as being on Band A/AJ at the end of the previous school year</li> </ul>
	<ul style="list-style-type: none"> <li>▪ <b>Official Tusla Referrals (no medical card required)</b></li> </ul>		
<b>Full-Day Payment (5 hrs +)</b>	€95	€50*	€50
<b>Part-time Payment (3:31-5:00)</b>	€47.50	€47.50	€25
<b>Sessional Payment (2:16-3:30)</b>	€31.35	€31.35	€17
<b>Half Session Payment (1:00-2:15)</b>	€15.20	€15.20	€8.50

\* parents who qualify for Band AJ (with medical card) e.g. a parent in receipt of Jobseekers Benefit/Allowance (JB / JA) and with a medical card qualify for subvented childcare to a maximum of €50 subvention for full day-care per week (Band AJ). This cap applies where a child attends from 3 full days to 5 full days per week. Parents in receipt of Jobseekers Benefit/Allowance (JB / JA) and do **not** have a medical card qualify for subvented childcare under Band B.

No Band is automatically applied to those parents partaking in a **Springboard course** and/or a **National Internship Programme (NIP/JobBridge)**, or in receipt of the ETB/SOLAS Training Allowance. The appropriate band will be decided on a case by case basis, based on the allowance received immediately prior to the course/programme/training.

\*\* A similar cap applies to Basic Payments under the Supplementary Welfare Allowance Scheme, as many of those in receipt of such payments are awaiting a decision on a Jobseekers Benefit/Allowance claim. In the event that this payment concludes with a successful claim which attracts a full rate Band A eligibility, with a medical card (e.g. One Parent Family Payment) then the eligibility for that payment can be back dated to the September of that given academic year for which the basic payment applied. However, the successful claim must be appealed as part of the CCS Appeals Process (See Section 13).

\*\*\*Parents on Disability/Illness/Occupational Injury Benefit will be reviewed during the course of the academic year ('DB Review'). If the relevant Benefit no longer applies at the review, the band will be amended accordingly. A parent may appeal the assigned Band with evidence of a different eligible Social Welfare payment being received during the DB Review period.

Please see below some examples of the different Band entitlements:

- a) Parent in receipt of Family Income Supplement (FIS) without a medical card, parent entitled to Band B subvention rate.
- b) Parent in receipt of One Parent Family & holds a medical card, parent entitled to Band A subvention rate.
- c) Parent in receipt of Tús, parent is entitled to Band B subvention.
- d) Parent in receipt of Job Seekers Benefit, parent is entitled to Band B subvention.
- e) Parent in receipt of Job Seekers Allowance & holds a medical card, parent is entitled to Band AJ subvention.
- f) Parent in receipt of Domiciliary Care & holds a medical card, parent entitled to Band A subvention. However, if the parent does not hold a medical card, but the child does, that child only to receive Band A subvention rate. Any other children of that family receive Band B.