



Department of Children and Youth Affairs (DCYA)

CHILDCARE FUNDING PROGRAMMES

Early Childhood Care and Education (ECCE), Training and Employment Childcare (TEC), Community Childcare Subvention (CCS) and Community Childcare Subvention Private (CCSP)

INFORMATION AND FREQUENTLY ASKED QUESTIONS

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Administered via the Programmes Implementation Platform (PIP), in conjunction with



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DCYA CHILDCARE FUNDING PROGRAMMES INFORMATION AND FREQUENTLY ASKED QUESTIONS

Introduction

This document aims to summarise each of the Department of Children and Youth Affairs (DCYA) Childcare Funding Programmes:

Early Childhood Care and Education (ECCE): A universal childcare programme otherwise known as ‘free pre-school’,

Community Childcare Subvention (CCS), Private (CCSP) and CCS ‘Resettlement/Relocation’ (CSSR): Providing childcare funding support to low income and disadvantaged families in community (CCS) and private settings (CCSP), while also providing support to Resettlement/Relocation Programme Refugees in line with eligibility documents supplied by the Department of Justice and Equality.

Training and Employment Childcare (TEC) Programmes: Providing childcare funding support for parents participating in eligible ETB/Solas vocational training courses; Community Employment (CE) programmes or returning to employment.

Most of the information in this document is directed at childcare service providers, to use as instructions on how to administer the rules of the programme(s), however parents and guardians may also find it useful to understand the rules of the programmes.

The DCYA Childcare Funding Programmes are processed online via the Programmes Implementation Platform (PIP). The PIP system is administered by Pobal, on behalf of the Department. The approved childcare funding is paid directly to the childcare service and must be deducted directly from the service’s pricelist fee for the service provision. The service provider must display a Fees List that indicates the exact pricelist as well as the reduced price of the service based on the relevant approved programme funding i.e. the full price less the funding approved. A Service Calendar must also be displayed to show parents the days and weeks closed during the programme year. Parents must sign PIP Parent Declaration Forms to indicate that they understand the terms of the programme and that all child registration details are accurate.

Contact Details:

Any queries in relation to accessing services in contract under the DCYA Childcare Funding Programmes and the rules of the programmes should first be directed to the local City/County Childcare Committee (CCC). Please see the PIP Homepage on www.pobal.ie for CCC contact details.

Service Providers can also contact PIP Support at onlinesupport@pobal.ie or 01-5117222 for assistance in administering the rules of the Programmes as well as with any technical issues with their PIP Portal.

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Summary of Early Childhood Care and Education (ECCE) Programme

Universal eligibility.

From 29 August 2016 to 30 June 2017, the ECCE Programme is available for up to 15 hours per week (3hrs per day x 5days) for a maximum of 38weeks. .

From September 2016, there are 3 points during the pre-school year where a child can become eligible: the maximum number of weeks funding is dependent on a child's date of birth and primary school starting age. The three eligibility points for the 2016/17 ECCE Programme are:

Registration Stage	Born Between
From 29 August 2016	1 st January 2012 and 31 st August 2013
From 2 January 2017	1 st January 2012 and 31 st December 2013
From 3 April 2017	1 st January 2012 and 31 st March 2014

Summary of DCYA Targeted Childcare Programmes

Eligibility does not guarantee childcare funding. Childcare funding is only payable once the registration has been approved through the Programmes Implementation Platform (PIP) System.

	Community Childcare Subvention (CCS) and Private (CCSP)	Training and Employment Childcare (TEC)			
		Childcare Education and Training Support (CETS)	After-School Childcare (ASCC)	Community Employment Childcare Pre-school (CEC PS)	Community Employment Childcare After-School Childcare (CEC AS)
Age of Child	Child must be less than 15years	Child must be less than 15 years old on the childcare start-date	Primary School going child less than 13 years old on the childcare start-date (includes Summer prior to starting primary school)	Child must be less than 5 years old on the childcare start-date	Primary School going child less than 13 years old on the childcare start-date
Eligibility Criteria	See CCS eligibility criteria in table below	Eligibility for TEC Programmes is determined by the Dept. of Education ETB/Solas (for CETS); by the Dept. of Social Protection (for ASCC) and Dept. of Social Protection Community Employment (CE) Sponsor, (for CEC PS and CEC AS)			
Duration of Programme	52 weeks per year	Eligibility start and end dates (max 50 weeks per programme year) depending on availability	Max 52 weeks in total depending on availability. (The 52 weeks of ASCC allowance does not have to be used consecutively)	Eligibility start and end dates (max 50 weeks per programme year) depending on availability	Eligibility start and end dates (max 50 weeks per programme year) depending on availability

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Targeted Programmes: Funding Amounts	Community Childcare Subvention (CCS) (pro-rata up to 5 days per week)		Childcare Education and Training Support (CETS) (pro-rata up to 5 days per week)	After-School Childcare (ASCC) (pro-rata up to 5 days per week)	Community Employment Childcare Pre-school (CEC PS) Flat Rate* - 5 days per week)	Community Employment Childcare After-School Childcare (CEC AS) Flat Rate - 5 days per week)
Full-Day Weekly Payment (5 to 10 hours per day)	Band A (with medical card) Band AJ (with medical card) Band B	€95pw €50pw (cap)* €50pw	€145pw	N/A	N/A	N/A
Part-time Weekly Payment (3:31-5:00 hours per day)	Band A (with medical card) Band AJ (with medical card) Band B	€47.50pw €47.50pw €25pw	80pw + 14wk top-up at €65 extra per week	N/A	€80pw * pro-rata when full-time childcare used a couple of days and child is in ECCE also	N/A
Sessional Weekly Payment (2:16-3:30 hours per day)	Band A (with medical card) Band AJ (with medical card) Band B)	€31.35pw €31.35pw €17pw	N/A	N/A	N/A	N/A
Half Session Weekly Payment (1:00-2:15 hours per day)	Band A (with medical card) Band AJ (with medical card) Band B	€15.20pw €15.20pw €8.50pw	N/A	N/A	N/A	N/A
After-School (up to 3:30 hours per day)	N/A		€45pw + 14wk top-up at €100 extra per week	€40pw + 10 wk top-up at €65 extra per week	N/A	€40pw + 10wk top-up to part-time at €40 extra per week
After-School + Transport	N/A		€80pw + 14wk top-up at €65 extra per week	€80pw + 10 wk top-up at €25 extra per week	N/A	N/A
Maximum Parental Contribution (pro-rata applicable)	Subvention plus parental contribution combined cannot exceed the cost of the place as per service fees list		Full-Day Part-time After-School After-School with Transport	€25pw €15pw €5pw €15pw	€15pw	€15pw

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Community Childcare Subvention (CCS) Eligibility Criteria

The table below outlines the CCS eligibility criteria for Bands A, AJ and B, based on the type of service the child is availing of. (The list of payments under Band A/AJ in the table is not exhaustive). A Medical Card is required with Band A and Band AJ payments.

Table 2: CCS Band Eligibility		
Band A (with medical card)	Band AJ (with medical card)*	Band B
<ul style="list-style-type: none"> • One Parent Family Payment • Widows/Widowers Pension • Pre-retirement Allowance • Farm Assist • State Pension • Blind Pension • Guardian's Payment • Illness/Injury Benefit • Disability Allowance • Carer's Benefit/ Allowance • Back to Work Enterprise/Education Allowance • Community Employment / Rural Social Scheme • Domiciliary Care Allowance**** • Family Income Supplement (FIS)***** • Secondary School students • Invalidity Pension • Disablement Pension 	<ul style="list-style-type: none"> • Job Seekers Benefit/ Allowance • Supplementary Welfare Allowance** • Tús • Part-time Job Incentive Scheme • Gateway 	<ul style="list-style-type: none"> • Medical Card • GP Visit Card (over 6yr+ only)*** • Parents who are in receipt of Social Welfare payments listed under Band A/AJ but have no medical card • 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
<p>❓ Official Tusla Referrals (no medical card required)</p> <p>❓ HSE Public Health Nurse referrals (no medical card required)</p>		

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* 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 (Note: where a child attends for 1 or 2 full days only it will not be pro-rated). Parents in receipt of Jobseekers Benefit/Allowance (JB / JA) and do **not** have a medical card qualify for subvented childcare under Band B.

The following applies to Community Services only

** Situation: Parent receiving Basic Payments under the Supplementary Welfare Allowance Scheme, and awaiting a decision on a Jobseekers Benefit/Allowance claim: If the claim is successful 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, which must have been backdated to include the CCS snap-shot window, must be appealed as part of the CCS Appeals Process

*** GP visit card is now universal for children 0-6 and therefore will now only apply to Band B subvention eligibility for 6yrs+.

**** Domiciliary Care Allowance eligibility documents may be dated to within one year prior to the CCS eligibility window (or for CCSP, within one year prior to childcare start date)

***** Family Income Supplement (FIS) eligibility documentation will be accepted where the start date of the FIS payment is valid during the CCS eligibility window (for CCSP eligibility documentation will be accepted if FIS payment start date is valid within one month prior to the childcare start date).

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

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

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Sample List of DSP Allowances, their codes and level of CCS Band expected			
DSP Allowance	Code	Parent Band (with med card)	Parent Band (without med card)
One Parent Family Payment	OFP	A	B
Widow/Widowers Pension Contrib/Non-Contributory	WCP / WPNC	A	B
Pre-Retirement Allowance	PRTA	A	B
Farm Assist / Fish Assist	FASS / FISH	A	B
State Pension Contrib / Non-Contributory	State Pension Contrib / Non-Contributory	A	B
Blind Pension	BLDP	A	B
Guardian's Payment Contrib / Non-Contributory	GRDP / GPC/GPNC	A	B
Illness / Injury Benefit (Disability Benefit)	DB	A* (Reviewed during year under DB Review)	B* (Reviewed during year under DB Review)
Occupational Injury Benefit	OIB	A* (Reviewed during year under DB Review)	B* (Reviewed during year under DB Review)
Disability Allowance	DA	A	B
Carer's Benefit / Allowance	Carers B/ Carers	A	B
Back to Work Enterprise Allowance	BTW	A	B
Back to Education Allowance	BTE	A	B
Community Employment	CE	A	B
Rural Social Scheme	RSS	A	B
Domiciliary Care Allowance	DCA	A	B
Family Income Supplement	FIS	A	B
Invalidity Pension	INVP	A	B
Disablement Pension	DP	A	B
Job Seekers Benefit / Allowance	UB / UA / C-UB/ C – UA / SST	AJ	B
Supplementary Welfare Allowance (1)	BASI	AJ	B
Tús	Tús	AJ	B
Part-time Job Incentive Scheme	Part-time JI	AJ	B
Gateway	Gateway	AJ	B

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CCS Eligibility Criteria not checked through DSP – requires verification documents					
	Code	Parent Band (with med card)	Child Band (with med card)	Parent Band (without med card)	Child Band (without med card)
Secondary School Student	2 nd level student	A	N/A	B	N/A
Tusla Referrals (social workers)	Tusla Referral	N/A	A	N/A	A
HSE Referrals (PHNs)	HSE Referral	N/A	A	N/A	A
Medical Card	Med card	B	B	N/A	N/A
GP Visit Card 6+	GPVC	B	B	B	B

- 1) For those who show proof of Supplementary Welfare Allowance please ensure it does not also state Direct Provision as this does not entitle the parent to subvention. Direct Provision is paid to Asylum Seekers who fall under the Department of Justice.
- 2) Parents who were verified by DCYA as being on Band A /AJ by the end of the previous programme year will be entitled to Parent Band B in the following year (for one programme year only). This applies even where parents are no longer eligible for Band A / AJ.

Payments made by DSP that are NOT Eligible for CCS Programme(this is not exhaustive)
Child Benefit
Creche Supplement
Fuel Allowance
Travel Allowance
Rent Supplement
Dietary Supplement
Exceptional Needs Payments
Local Authority Mortgage
Mortgage Interest Supplement
Other (under Supplementary Welfare Allowance)
Direct Provision
Back to Work Family Divided
Fostering payments

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Summary of CCS Resettlement/Relocation

	Community Childcare Subvention 'Resettlement/Relocation'
Age of Child	Child must be less than 5 years old on the childcare start-date
Eligibility Criteria	Eligibility Letter (either 'Resettlement' or 'Relocation') provided by the Dept of Justice and Equality, as per template available on the PIP Homepage – NOTE: This is the <u>only</u> eligibility document required/accepted for CCS Resettlement/Relocation
Duration of Programme	52 weeks per year 'Resettlement': maximum of 60 weeks' funded childcare 'Relocation': maximum of 8 weeks' funded childcare
Full-Day Weekly Payment (5 to 10 hours per day)	N/A
Part-time Weekly Payment (3:31-5:00 hours per day)	€95 (based on 4 days a week attendance)
Sessional Weekly Payment (2:16-3:30 hours per day)	N/A
Half Session Weekly Payment (1:00-2:15 hours per day)	N/A
After-School (up to 3:30 hours per day)	N/A
After-School + Transport	N/A
Maximum Parental Contribution (pro-rata applicable)	Parents eligible under CCS 'Resettlement'/'Relocation' are not asked to make any financial contribution to their child's part-time (only) child-care.

Community Childcare Subvention (CCS) Proof of Eligibility

Note: The eligibility window for CCS subvention for the 2016/17 Programme Call is Monday 12th September to Friday 14th October 2016.

Social Welfare Payment:

Ensure that:

- The name on the evidence (DSP receipt or letter) matches the parent details on the child registration;
- The receipt or the letter from the Department of Social Protection (DSP) specifies the PPSN and name of the allowance and includes at least one date in the CCS snapshot window
- For CCS(Private) ensure that the letter/receipt from the DSP is at least one date within one month prior to and not expiring before the childcare start date)
- The name on the evidence (DSP receipt or letter) matches the parent details on the child registration.
- The receipt will be acceptable even if the first 4 digits of the parent PPSN have been blocked out e.g. PPSN ****123G. Please note that Bank Statements are not accepted as proof of DSP payment.

CE scheme, Tús etc.

Ensure that:

- There is a letter from the employer with the Parent Name, matching the child registration and PPSN
- The employer letter should state that the parent was on the specific work programme during the snapshot window.
- The letter should be on the employer's letterhead paper, is signed by the employer and dated during or after snapshot window but not before.
- Note: for CCS(Private) this letter should give dates of work programme; the childcare start and end dates should fall between these dates

Verification Form e.g. Maternity Benefit, 2nd level student etc.

Ensure that:

- The relevant form has been stamped, signed and dated by the relevant body e.g. DSP, school principal during or after snapshot window
- For CCS(Private) the completed form should be valid within one month prior to and not expiring before the week of the childcare start date).

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- The form must include the parent name and PPSN (completed by the appropriate official, e.g. DSP or School Principal) which matches that on the child registration.

HSE medical or GP Visit Card (6+)

Ensure that:

- The relevant card has not expired prior to snapshot window. (
- For CCS(Private) the card date does not expire before the week of the childcare start date.
- If the evidence is based on a letter, only those letters from the HSE Primary Care Reimbursement Service (PCRS) are acceptable.
- Note: Letters from GPs are not acceptable evidence.

Community Childcare Subvention (CCS) Proof of Eligibility (ctd)

Tusla or PHN Referral

Ensure that:

- The referral letter is dated prior to or during the snapshot window (but not before start of 2016/17 CCS year).
- For CCS (Private) this letter should give childcare start and end dates.
- The referral letter (CCS & CCS Private) must include the child's name and PPSN.
- The Tusla letter must also include if there is a service level agreement for funding or that Tusla is paying for the balance of the child's placement.
- The Tusla or PHN Service Declaration should be attached with the relevant letter.
- The PHN/Tusla Social Worker must sign the PHN/Tusla Service Declaration.
- The parent and child details should match the child's registration.
- The service manager must sign and date the Service Declaration.
- The service manager's name should be the same as that specified on PIP.
- **In the case of Tusla/PHN Referrals the parent must not be charged a fee.**

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Programmes Eligibility Criteria and Documentation Required

Programme	Eligibility Criteria	Required eligibility documentation (and where to get it)	Please note
ECCE	Date of Birth.	<ol style="list-style-type: none"> 1. Child's full name per birth certificate or passport 2. Child's date of birth (D.O.B) 3. Irish PPSN 	From September 2016 a child's eligibility is based on the child's date of birth and has three points during the pre-school year where a child can become eligible
CCS	<p>See pages 4-7 above for CCS eligibility criteria. CCS is based on the child being registered in the service across snap-shot window, as determined annually, with attendance registered as per the level of service the parent enrolled/is paying for.</p> <p>*exception to snap-shot window applies for children 0-12mths and children availing of TEC during snap-shot window;</p>	<ol style="list-style-type: none"> 1. Child PPSN 2. Child D.O.B 3. Parent PPSN 4. Parent D.O.B 5. Verification documentation for 'snap-shot window' is required to support an application (see pages 4-7 above for CCS eligibility criteria) 	<p>Must be eligible for CCS during the CCS snap-shot window. Band Approval is only valid when verification process is complete.</p> <p>Service providers can request document evidence of eligibility on registration and again on CCS snap-shot window if applying subvention before approval.</p>

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Programme	Eligibility Criteria	Where to get relevant eligibility documentation	Please note
CCS in a Private Service (CCSP)	See pages 4-7 above for CCS eligibility criteria. CCSP eligibility is based on the date of registration/childcare start date in the service as per the level of service registered / the parent is paying for.	<ol style="list-style-type: none"> 1. Child PPSN 2. Child D.O.B 3. Parent PPSN 4. Parent D.O.B 5. Evidence of eligibility documentation 'dated within one month prior to but not expiring before childcare start date) is required to support an application (see pages 4-7 above for CCS eligibility criteria) 	<p>Must be eligible for CCSP as of childcare start date on PIP. Band Approval is only valid when verification process is complete.</p> <p>Service providers must request and include document evidence of eligibility on registration.</p>
CCS Resettlement/Relocation	Available through CCS and CCSP services. Refugee placement administered by the Irish Naturalisation and Immigration Service of the Department of Justice and Equality (DJE). Proof of eligibility via template Dept of Justice and Equality letters, attached with child registration	<ol style="list-style-type: none"> 1. Child PPSN 2. Child DOB 3. Parent PPSN 4. Parent DOB 5. Letter of eligibility from Department of Justice and Equality (DJE), including length of childcare placement (max 60 weeks for 'Resettlement' and max 8 weeks for 'Relocation' refugee children. 	<p>Registration Approval is only valid when verification process is complete. Service providers must include the DJE letter as eligibility document on the child's registration.</p>

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Programme	Eligibility Criteria	Where to get relevant eligibility documentation	Please note
TEC – CETS	<p>Participants on the following Further Education Programmes are eligible to apply for CETS funding.</p> <ul style="list-style-type: none"> • CETS approved Education and Training Board (ETB) courses – (former FAS courses) • CETS approved Vocational Training Opportunities Scheme (VTOS) • CETS approved Youthreach • Back to Education Initiative (BTEI) 	<ol style="list-style-type: none"> 1. Child PPSN 2. Child D.O.B 3. Parent PPSN 4. Parent D.O.B <p>Stamped or headed paper letter of eligibility from relevant course provider as proof of eligibility to apply for the CETS Programme.</p> <p>*VTOS can take place in Core VTOS centres and in Dispersed mode in PLCs. It is essential that any letter of eligibility from a PLC provider states that the person is attending a VTOS Dispersed PLC.</p>	<p>Official course calendar from ETB/Solas must be given to the service provider in order to agree the weeks of childcare required and also the weeks when childcare is not required. Childcare places are allocated on a First come first served basis – eligibility does not guarantee a childcare place. The Parent must sign an attendance record each week to declare that they are still in attendance on their specified training course.</p>
TEC – CEC (PS) and (AS)	<p>A Community Employment (CE) participant who requires childcare in order begin or continue on a CE scheme is eligible for a childcare place.</p> <p>Note: Where an eligible child is participating in ECCE, a CEC place cannot be offered instead of ECCE attendance. However, if the parent's CE attendance does not occur at the same time of day as the child's ECCE participation, they can avail of</p>	<ol style="list-style-type: none"> 1. Child PPSN 2. Child D.O.B 3. Parent PPSN 4. Parent D.O.B 5. Letter of ASCC eligibility which is available ONLY from the Community Employment Sponsor. 	<p>First come first served basis – eligibility does not guarantee a childcare place.</p>

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	CEC place for the time that covers their CE programme attendance.	*Each new 50 week period requires a new letter of eligibility.	
Programme	Eligibility Criteria	Where to get relevant eligibility documentation	Please note
TEC – ASCC	<p>In order to be eligible for ASCC a client must be in receipt of FIS (regardless of duration) AND increase hours of work OR satisfy BOTH A and B below</p> <p>A. Be in receipt of Jobseekers’ Benefit (JB) or Jobseeker’s Allowance (JA), Jobseeker’s Transitional payment (JST) or One -Parent Family Payment (OFP) or be on a DSP employment programme; <u>AND</u></p> <p>B. be in receipt of any of the above payments or on a DSP employment programme (or any combination of the 4) for at least 3 months (78 days) <u>AND</u> Have one or more children aged between 4 and 13 years who are in primary school;</p> <p>AND</p> <p>B. Commence any one of the following: employment (either full-time or part-time) <u>OR</u> Increase their employment <u>OR</u> a specified DSP employment programme (except</p>	<ol style="list-style-type: none"> 1. Child PPSN 2. Child D.O.B 3. Parent PPSN 4. Parent D.O.B 5. Letter of ASCC eligibility which is ONLY available from local Department of Social Protection Office (DSP). This letter must be the standard letter that is <u>generated from the DSP Stór System.</u> Details for local DSO Offices/Intreo Offices can be found at www.welfare.ie 	<p>Eligibility letters for ASCC are only available up to 26 weeks after starting job/increasing hours of work. Places are allocated on a first come first served basis – eligibility does not guarantee a childcare place.</p> <p>*ASCC letter of eligibility expires if not used for childcare within 26 weeks of date of the letter. Once used once there is no expiry date – maximum 52 weeks allowance but these do not have to be consecutive weeks.</p>

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	<p>Community Employment): JobBridge, WPP, BTWEA, TÚS, Gateway or RSS</p> <p>NOTE: Availing of ASCC does not preclude subsequent application for FIS, where other FIS eligibility criteria are met.</p>		
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Registered in more than one programme– What's allowed?

Programme	In the Same Service	How to	Different Service	How to
ECCE and ECCE at the same time	N/A	N/A	Only in exceptional circumstances e.g. joint access arrangements that mean a child is too far a distance from one home to another to attend same service. (case by case basis)	Register Child for each programme. The second programme to be registered will block as 'Already Registered in another Programme' – submit registration request with details and wait for approval.
ECCE and TEC at the same time	Yes – only if the TEC eligibility is for outside of ECCE hours e.g. course is on in the afternoon and ECCE is run in the morning	Register Child for each programme. The second programme to be registered will block as 'Already Registered in another Programme' – submit registration request with details and wait for approval. The only session type that should be selected for a CETS Registration is either CETS Pre-school Part-time a.m. or p.m.	Yes – only if the TEC eligibility is for outside of ECCE hours e.g. course is on in the afternoon and ECCE is run in the morning	Register Child for each programme. The second programme to be registered will block as 'Already Registered in another Programme' – submit registration request with details and wait for approval. The only session type that should be selected for a CETS Registration is either CETS Pre-school Part-time a.m. or p.m.

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ECCE and CCS at the same time	No	N/A	Only in exceptional circumstances e.g. specific ECCE-only service but CCS part-time childcare also required in another service (case by case basis approval)	CCS Approval can only be based on child registered across CCS snap-shot window. The second programme to be registered will block as 'Already Registered in another Programme' – if there is an exceptional need then the second service can submit a registration request under 'other' presenting a case for the exception which will be considered.
Programme	In the Same Service	How to	Different Service	How to
ECCE and CCS in a Private Service (CCSP) at the same time	No	N/A	Only in exceptional circumstances e.g. specific ECCE only service but CCSP part-time childcare also required in another service (case by case basis approval)	The second programme to be registered will block as 'Already Registered in another Programme' – if there is an exceptional need then the second service can submit a registration request under 'other' presenting a case for the exception which will be considered.
ECCE and CCS Resettlement/Relocation (CCSR) at the same time	No	N/A	No	N/A
				CCS Approval can only be based

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TEC and CCS at the same time	No	N/A		Only in exceptional circumstances.	on child registered across CCS snap-shot window. The second programme to be registered will block as 'Already Registered in another Programme' – if there is an exceptional need then the second service can submit a registration request under 'other' presenting a case for the exception which will be considered.
Programme	In the Same Service	How to		Different Service	How to
TEC and CCS in a Private Service (CCSP) at the same time	No	N/A		Only in exceptional circumstances.	The second programme to be registered will block as 'Already Registered in another Programme' – if there is an exceptional need then the second service can submit a registration request under 'other' presenting a case for the exception which will be considered.
TEC and CCS Resettlement/Relocation (CCSR) at the same time	No	N/A		No	N/A

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TEC and TEC at the same time	Yes. Only where a parent is eligible for CEC and CETS i.e. is participating in CE and also attending an eligible course and has letters of eligibility for both. The childcare needs must be for alternative times e.g. a parent on CE for five mornings per week and on an eligible course for two afternoons a week would be allowed full CEC registration and two days CETS registration Pre-school part-time PM registration.	Register Child for each programme. The second programme to be registered will block as 'Already Registered in another Programme' – submit registration request with details and wait for approval	Yes – only if the TEC eligibility is for outside of the days/hours registered in the other service i.e. splitting TEC eligibility across two services.	Each service registers the child for each programme. The second programme to be registered will block as 'Already Registered in another Programme' – then the second service can submit registration request with details and wait for approval
Programme	In the Same Service	How to	Different Service	How to
CCS and CCS in a Private Service (CCSP) at the same time	N/A	N/A	Only if value of one Full-time place is not exceeded e.g. child in one CCS service and also requires CCS Private childcare in another service.	Child must be already registered and approved for CCS based on eligibility in CCS snap-shot window and also be eligible for CCSP based on childcare start-date in private service. The CCSP registration will block as 'Already Registered in another Programme' – the

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				second service can submit a registration request under 'other' submitting eligibility documentation which will be considered. Please check that the second registration is not actually a transfer from one CCS service to another.
CCS and CCS at the same time	N/A	N/A	Only if value of one Full-time place is not exceeded e.g. child in one CCS service and also requires CCS childcare in another service.	Child must be already registered in both services and approved for CCS based on eligibility in CCS snap-shot window. The second CCS registration will block as 'Already Registered in another Programme' – the second service can submit a registration request under 'other' submitting eligibility documentation which will be considered. Please check that the second registration is not actually a transfer from one CCS service to another.
CCS and CCS Resettlement/Relocation (CCSR) at the same time	No	N/A	No	N/A

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ECCE, TEC and CCS or CCSP at the same time	No	N/A		No	N/A
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DCYA CHILDCARE FUNDING PROGRAMMES INFORMATION AND FREQUENTLY ASKED QUESTIONS

Moving from one programme to another– What’s allowed?

Programme	In the Same Service	How to		Different Service	How to
ECCE to ECCE	N/A	N/A		Yes	First service completes the PIP ECCE Leaver form – 4 weeks payment notice period required. New service may only register for remaining eligibility of the child up to a maximum of 38 weeks allowable
ECCE to TEC	Yes	Complete the ECCE PIP Leaver form with correct date (actual leaving date) to cancel 4 weeks’ notice period and then register the child for TEC Programme with appropriate eligibility documentation		Yes	First Service completes the PIP ECCE Leaver form – 4 weeks payment notice period required.* New Service registers the child for TEC Programme with appropriate eligibility documentation *Note: Under exceptional circumstances duplicate funding will be allowed for the notice period and the child can join the new service immediately – the second service’s registration will block with ‘Already registered in another programme’ and will need to submit registration request.

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Programme	In the Same Service	How to	Different Service	How to
ECCE to CCS	Yes – if the child is registered in the service on or before CCS Snap-shot window. i.e. Only before CCS Snap-shot window	Complete the PIP ECCE Leaver form with correct date to cancel 4 weeks' notice period and then Complete the CCS Registration Form in time for CCS Snap-shot window.	Only before CCS Snap-shot window	First Service completes the PIP ECCE Leaver form – 4 weeks' payment notice period required.*ECCE notice period must be finished in time for CCS Snap-shot window. New Service Registers the child for CCS Programme in new service.
ECCE to CCS in a Private Service (CCSP)	Yes	Complete the ECCE PIP Leaver form with correct date (actual leaving date) to cancel 4 weeks' notice period and then register the child for CCSP Programme with appropriate eligibility documentation	Yes	First Service completes the PIP ECCE Leaver form – 4 weeks payment notice period required.* New Service registers the child for CCSP Programme with appropriate eligibility documentation
ECCE to CCS Resettlement/Relocation (CCSR)	Yes	Complete the ECCE Leaver Form with correct date and then register the child for CCSR with appropriate eligibility	Yes	Complete the ECCE Leaver Form with correct date and then register the child for CCSR with appropriate eligibility
Programme	In the Same Service	How to	Different Service	How to

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TEC to ECCE	Yes	Complete the PIP TEC Leaver form with correct date and then register the child for ECCE Programme.	Yes	<p>First Service completes the PIP TEC Leaver form - with correct date (2 weeks' notice period can be manually added if service requires it).</p> <p>New Service registers the child for ECCE Programme. ECCE Start date applies only after TEC notice period is completed, (if it was applied by first service).</p> <p>*Note: Under exceptional circumstances the notice period may be waived and the child can join the new service immediately – 'Already registered' registration request should be submitted to present a case.</p>
TEC to TEC	Yes – based on eligibility one can transfer from one TEC programme to another	Complete the relevant PIP TEC Leaver form with correct date and then register the child for the other TEC Programme with appropriate eligibility documentation.	Yes – this is possible for transfers within same TEC Programme or to a different TEC Programme, where eligible.	<p>First Service completes the relevant PIP TEC Leaver form with correct date (2 weeks' notice period can be manually added if service requires it)*</p> <p>New Service registers the child with eligibility documents or by submitting registration request and referencing original Reg ID to</p>

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				<p>track eligibility approval.</p> <p>For a different TEC Programme register with appropriate eligibility documentation for approval.</p> <p>*Note: Under exceptional circumstances the notice period may be waived and the child can join the new service immediately – ‘Already registered’ registration request should be submitted to present a case.</p>
Programme	In the Same Service	How to	Different Service	How to
TEC to CCS	<p>YES – if the child was in the service during CCS snap-shot window but was registered on a TEC Programme.</p> <p>No gap in service provision between TEC to CCS is allowed i.e. it must be a direct move from TEC to CCS</p>	<p>Complete the PIP TEC Leaver form with correct date and then register the child for CCS Programme with a TEC Exemption request and relevant CCS eligibility documentation (based on snap-shot window) and level of service provision required.</p>	<p>Only if transferring during or before the CCS snap-shot window.</p> <p>CCS TEC Exemption does not apply to a different service.</p>	<p>First service completes the PIP TEC Leaver form with correct date (2 weeks’ notice period can be manually added if service requires it). *TEC notice period must be finished in time for CCS Snap-shot window. New Service registers the child for CCS Programme in time for CCS Snap-shot window.</p>

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TEC to CCS in a Private Service (CCSP)	Yes	Complete the PIP TEC Leaver form with correct date and then register the child for CCSP Programme with appropriate eligibility documentation.	Yes	First Service completes the relevant PIP TEC Leaver form with correct date (2 weeks' notice period can be manually added if service requires it)* New Service registers the child for CCSP with eligibility documents
TEC to CCS Resettlement/Relocation (CCSR)	Yes	Complete the TEC Leaver Form with correct date and then register the child for CCSR with appropriate eligibility	Yes	Complete the TEC Leaver Form with correct date and then register the child for CCSR with appropriate eligibility
Programme	In the Same Service	How to	Different Service	How to
CCS to ECCE	Yes – only if the CCS service is in a position to release the CCS funding to receive the ECCE funding instead.	Complete a PIP CCS Leaver Form choosing the release funding option and then complete an ECCE registration Form	Yes – only if first CCS service has released the CCS funding.	First Service completes a PIP CCS Leaver Form choosing the 'release funding' option. New Service completes an ECCE registration form. N.B. New service should confirm that first service did release the funding (ask parent for copy of PIP Leaver Form/do not confirm placement until PIP Approval

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				comes through)
CCS to TEC	Yes only if the CCS service is in a position to release the CCS funding to receive the TEC funding instead.	Complete a PIP CCS Leaver Form choosing the release funding option and then complete a TEC registration Form with relevant eligibility documentation and submit with a registration request under 'other'.	Yes – only if the first service does not provide the TEC programme or the course is at a distance too far from the first service and the child needs to be moved for access reasons.	First Service completes a PIP CCS Leaver Form (release funding option can be set to 'no' if the service does not want to release the funding). New service completes a TEC registration form with relevant eligibility documentation and submits it with a registration request under 'Already Registered' with proof of need to move.
Programme	In the Same Service	How to	Different Service	How to
CCS to CCS	N/A	N/A	<p>YES – only if first CCS service has released the CCS funding.</p> <p>Note: CCS Funding should be released where the service is not</p>	<p>Transfer can only be accepted based on first level (Band/days/session etc) of service approval.</p> <p>First service completes a PIP CCS Leaver Form choosing the release funding option (i.e. releases remainder of funding for the year)</p>

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			in a position to use the funding for a replacement child.	<p>New Service completes a CCS registration Form in the second service choosing the 'transfer' option.</p> <p>N.B. New service should confirm that first service did release the funding (ask parent for copy of PIP Leaver Form/do not confirm placement until PIP Approval comes through)</p>
Programme	In the Same Service	How to	Different Service	How to
CCS to CCS in a Private Service (CCSP)	N/A	N/A	Yes – only if the CCS service has released the CCS funding	<p>CCS service completes a PIP CCS Leaver Form choosing to release the funding. CCSP service completes a CCSP registration form submitting proof of eligibility documentation for childcare start date.</p> <p>N.B. CCSP service should confirm</p>

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				that CCS service did release the funding (ask parent for copy of PIP Leaver Form/do not confirm placement until PIP Approval comes through)
CCS in a Private Service (CCSP) to CCS	N/A	N/A	N/A	N/A
CCS to CCS Resettlement/Relocation (CCSR)	Yes	Complete the CCS Leaver Form with correct date and then register the child for CCSR with appropriate eligibility	Yes	Complete the CCS Leaver Form with correct date and then register the child for CCSR with appropriate eligibility
CCS to TEC and then back to CCS	YES – if the child was in the service for CCS but moved to TEC before or after CCS Snap-shot window, they can then transfer back to CCS on TEC end-date as long as there was no gap in service provision between the programmes i.e. it must be a direct move from CCS to TEC and from TEC to CCS.	Complete the PIP CCS Leaver form (release funding) with correct date and then register the child for TEC. When the TEC period ends/PIP leaver is submitted, register for the CCS Programme with a TEC Exemption request and relevant CCS eligibility documentation (valid during the snap-shot window if Band not	No	N/A

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	*NB: parent must have been otherwise eligible during the CCS Snap-shot window	already verified). Reference the first CCS Registration ID on new CCS registration. If the child moved from CCS to TEC before the snapshot window, an 'Other' registration request is required, attaching a copy of the attendance record for weeks prior to being on TEC programme, with 'Comment' entered, outlining this.		
Programme	In the Same Service	How to	Different Service	How to
CCS to TEC and then back to CCS using Different Parent eligible for TEC	If a parent has registered their child on the CCS programme during the snapshot window, the child may be moved to	Complete the PIP CCS Leaver form (must release funding) with the correct date and then register the child	No	N/A

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	<p>the TEC programme after the snapshot window under a different parent as long as there is no break in the child's attendance. .</p>	<p>for TEC using the other Parent's details. When the other parent finishes the course the TEC registration is then end-dated and the child can be re-registered on the CCS programme under the original parent's details using the PIP Registration ID from the original CCS registration. The new registration cannot exceed the original FTE approved and there must be no break in the child's attendance. When completing the new CCS registration and include an "Other" Registration Request. The Registration will appear as 'CCS Not Funded'. This will be processed by Pobal and 'approved' (where all details are correct), based on the original registration.</p>		
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Programme	In the Same Service	How to	Different Service	How to
CCS in Private Service (CCSP) to ECCE	Yes	Complete a PIP CCSP Leaver Form. Then complete an ECCE registration form	Yes	<p>First service completes a PIP CCSP leaver form (funding will be released automatically however 2 weeks' notice period can be manually added if service requires it). New Service completes an ECCE registration form.</p> <p>N.B. New service should confirm that first service has completed PIP Leaver form/do not confirm placement until PIP Approval comes through.</p>
Programme	In the Same Service	How to	Different Service	How to
CCS in Private Service (CCSP) to TEC	Yes	Complete a PIP CCSP Leaver Form. Then complete an TEC registration form	Yes	First service completes a PIP CCSP leaver form (funding will be released automatically however 2 weeks' notice period can be manually added if service requires

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				<p>it). New Service completes a TEC registration form</p> <p>N.B. New service should confirm that first service has completed PIP Leaver form/do not confirm placement until PIP Approval comes through</p>
CCS in a Private Service (CCSP) to CCS	N/A	N/A	Only allowed if in time for CCS snapshot window	CCSP service completes a PIP CCSP leaver form (funding will be released automatically however 2 weeks' notice period can be manually added if service requires it). CCS service completes a CCS registration form.
CCS in a Private Service (CCSP) to CCS Resettlement/Relocation (CCSR	Yes	Complete the CCSP Leaver Form with correct date and then register the child for CCSR with appropriate eligibility	Yes	Complete the CCSP Leaver Form with correct date and then register the child for CCSR with appropriate eligibility

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Frequently Asked Questions

Training and Employment Childcare (TEC) Programmes FAQs

What if?	Answer	Documentation Required	Please note
How do I know which of the TEC childcare programmes to submit my registration under?	Before submitting a registration on PIP, check and confirm what is stated on the letter of eligibility from the parent. If unsure, please contact your local CCC for advice before doing anything on PIP	<p>* Letters from ETB/Solas will be for CETS programme</p> <p>* Letters from DSP will be for ASCC</p> <p>* Letter from Community Employment Sponsor will be for either CEC pre-school or after-school.</p>	If you have submitted a registration under the wrong programme, then 'cancel' the incorrect registration and start again. See 'TEC - How to Guide for Service Providers' Step 3.4 for information on how to make cancellations.
What start date and type of session should I use when submitting the registration: <ul style="list-style-type: none"> • Date of Letter? • Date on Course Calendar? • Date asked for by parent? 	<p>Childcare start and end dates should be the same as, or fall in between, the eligibility dates written on the eligibility letter.</p> <p>Before submitting a registration on PIP, check and confirm what is stated on the eligibility documents from the parent. If unsure, please contact your local CCC for advice before doing anything on PIP</p>		

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What if?	Answer	Documentation Required	Please note
What does after-school with transport include?	With transport means that the child will be transported to school (drop-off) and from school (pick-up) by the service. The Parent is not required to pay any additional costs for either of these services. The parent can choose either or both transport services.		
The local school is within walking distance to my service, can I still claim after-school with transport if, for example, a staff member is dropping-off and collecting the child?	Yes, as long as the service provider incurs an additional cost by providing the transport.		Where there is no extra cost to the service to facilitate transport then a transport option should not be applied
I have a parent eligible for CETS who is asking for part-time school age with transport but it is not an available option in the session types?	CETS part-time childcare does not include transport. Parents must choose between having the extra hours of childcare through a part-time place (i.e. more that 3.5hrs)and paying for transport as an optional extra or choosing the after-school with transport session and paying for the extra care (time) needed beyond 3.5hrs		

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What if?	Answer	Documentation Required	Please note
The Parent is eligible for TEC Childcare up to dates that will go in to the next years' 'Programme Call'	<p>Complete Child Registration Form providing the correct eligibility dates and then childcare start and end dates to the end of the Programme Call Year. Allow this registration to expire.</p> <p>If parent stays on the course/work placement, a new registration will be required to be submitted at the beginning of the next programme call however by referencing the original Registration ID the eligibility approval can be tracked and so no new eligibility documentation will be required. Childcare start and end dates will not be allowed on PIP outside of the eligibility start and end dates, so it is important that the above is followed so as to ensure the parent can avail of all eligible childcare weeks.</p>	<p>Eligibility documentation should be attached (can be the original documentation attached in previous Programme Call Year) or a registration request detailing original Registration ID should be submitted so that eligibility documentation can be tracked.</p>	<p>At the end of August the CCCs will be informed by Pobal, using data from PIP, of the eligibility for childcare into the next Programme Call Year so that CCCs can remind services that the parent needs to re-register the child if they are continuing on the course/work placement and still require the childcare place.</p>

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TEC Parent Extending Eligibility within the Programme Call Year	The existing registration should be allowed to expire on PIP. A new registration covering the extended eligibility dates should be submitted in PIP, even if it's only a short extension.	New eligibility documentation should be submitted and approved. If the new eligibility extends beyond programme call year – follow instructions in the previous FAQ above.	Extension of eligibility is effectively a request for a new place and so approval is based on programme up-take on a first come first served basis.
What if?	Answer	Documentation Required	Please note
When does an ASCC letter of eligibility expire?	ASCC eligibility letters must be first registered for approval within 26 weeks of the date of the letter. As soon as they are used once there is no expiry date. A maximum of 52 weeks allowance is allowed (which can include 10 of those weeks topped up to full-time childcare) but they do not need to be used over consecutive weeks.		
TEC Parent didn't use all 52 weeks eligibility for ASCC – can s/he register child(ren) again at a later date to avail of the rest?	Yes. Once ASCC childcare was activated for the first time within 26 weeks of the date of the eligibility letter then the parent can avail of ASCC for a maximum of 52 weeks over any period e.g. the parent could use 20 weeks and then stop and after 6 months register again for another 32 weeks. The eligibility only expires once the 52 weeks are exhausted.	Register the child with a Registration request providing either a copy of the ASCC eligibility letter or the original PIP Registration ID.	*Note: The 10 weeks' full-time childcare available on ASCC are available once only and must be used within the 52 weeks a child is registered on the Programme. For example if 52 weeks' ASCC without any top-up have been used then no ASCC fulltime (top-up) childcare can then be used.

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TEC Parent seeking childcare to cover mid-term and summer periods only (block periods)?	This is allowable if eligible for CETS or CEC but is not allowable as part of ASCC. ASCC requires that the parent has an ongoing need from the start of eligibility for ASCC.	Relevant CETS or CEC eligibility applies. Register child for the CETS or CEC programme with a child care start and end date for childcare required. A 'top-up' can also be applied (after initial approval) if required in that same period e.g. CEC Afterschool (AS) for two weeks with a top-up to part-time rate for those two weeks.	See 'TEC – How to Guide for Service Providers' Appendix 1 for details of other TEC amend/top-ups. Block periods must be registered separately i.e. register child for mid-term and then do NEW registration again for summer period when the time comes.Registrations can only be applied for 7days before they are due to start.
What if?	Answer	Documentation Required	Please note
Child absent from TEC programme?	<p>A service provider should enquire into the absence within the first week of it occurring. A PIP Leaver form must be submitted after two weeks' absence from the programme.</p> <p>If there is good reason for the child's absence beyond two weeks the service provider must contact their local CCC in writing (an email will suffice) to seek authorisation not to submit a PIP Leaver Form. Where there is good reason, the CCC will log a note on the PIP System indicating that a Leaver Form has not been submitted as well as the reason why,</p>	The service provider should keep a record on file of their authorisation from the CCC (email will suffice) not to submit PIP Leaver Form, for compliance purposes.	The CCC should note any specific arrangements with a service against the registration's 'notes' on PIP CRM to assist with compliance information storage.

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	which will be taken into account for compliance purposes.		
What if?	Answer	Documentation Required	Please note
TEC parent not attending course as on maternity leave - child is still attending the service?	If a parent is on Maternity/Paternity Leave then they are no longer considered to be attending their course/work placement and so are no longer eligible. A PIP Leaver Form must be completed and a new registration can be submitted when the parent returns to the course/work programme after the maternity leave.	N/A	N/A
TEC Parent is not attending course/work placement as on sick-leave – can the child still attend the service?	<p>A parent's sick leave needs to be considered on a case by case basis – services must contact their local CCC for authorisation to keep childcare place open. Where such authorisation is granted, the CCC will log a note on the PIP System indicating that a Leaver Form has not been submitted as well as the reason why, which will be taken into account for compliance purposes.</p> <p>*for ASCC if the child is going to be out sick for several weeks it would be in the best interests of the parent to submit a PIP Leaver form and re-</p>	<p>CCC may need to contact the course/workplace sponsor who issued the eligibility letter to discuss the sick leave circumstances.</p> <p>The service provider should keep a record on file of their authorisation from the CCC (email will suffice) not to submit PIP Leaver Form, for compliance purposes.</p>	CCC should log any specific arrangements with a service against a registration's 'notes' on PIP CRM to assist compliance information storage.

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	register later, to save the eligible weeks for when they are needed.		
What if?	Answer	Documentation Required	Please note
TEC parent has not signed the sign-in sheets for a number of weeks, but has not indicated to the service that they have left course/work placement?	<p>TEC sign-in sheets are for parents to 'declare' to the service that they are still in attendance at their relevant course/work placement. Service Providers are responsible for asking parents to 'sign in'. Failure to 'sign in' will require that the service considers the parent is no longer on the course/work placement and so the parent must be informed that the child must be submitted as a PIP Leaver.</p> <p>If there are exceptional circumstances or sick leave, (as above) services must contact their local CCC for authorisation to keep a TEC childcare place open. Where such authorisation is granted by the CCC, the CCC will log a note on the PIP System indicating</p>	<p>TEC sign in sheets are examined as part of compliance visits and may be queried for further information.</p> <p>The service provider should keep a record on file of any authorisation from the CCC (email will suffice) not to submit PIP Leaver Form, for compliance purposes.</p>	

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	that a Leaver Form has not been submitted as well as the reason why, which will be taken into account for compliance purposes.		
Who can sign the 'sign-in sheets' if it is not the TEC parent who is regularly dropping off/collecting the child?	The service provider must request that a signed letter of permission is given by the parent for an additional adult to sign the sign-in sheet on their behalf. This letter of permission must be kept on file by the service provider. The additional adult must also sign this letter as a declaration that they will only sign-in on behalf of the parent, if the parent is still attending on the course/work placement	The service provider should keep a record on file of the letter of permission for an additional adult to sign-in on behalf of the parent, for compliance purposes. The additional adult must also sign this letter declaring that they will only sign-in on behalf of the parent, if the parent is still attending on the course/work placement	

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What if?	Answer	Documentation Required	Please note
It is difficult to get TEC parent to sign the sheet each week so when they do get an opportunity they block sign ahead for the term or year ahead. Is that allowed?	No, TEC parents cannot sign ahead for childcare not yet received, as the weekly sheet is to 'declare' to the service that they are still in attendance at their relevant course/work placement. It is acknowledged that it is not always easy to find the time for a parent to sign-in but it is a requirement of the TEC programme and sign in sheets are monitored as part of compliance checks.	TEC sign-in sheets are examined as part of compliance visits and may be queried for further information. Evidence that a parent is signing ahead is regarded as a non-compliance issue.	
TEC Parent is seeking changeable care arrangements (no fixed pattern). Example: additional full time care needed when on work placement but work placement hours not set?	This scenario is subject to the agreement of the service provider. The parent may need to seek an alternative childcare provider if their provider cannot accommodate the changeable care arrangements. Note: To facilitate changeable care arrangements on PIP, a new registration must be submitted for each change i.e. childcare start and end date for first pattern. Then new registration must be submitted with new childcare start and end date for second pattern.	A Parent Declaration Form required for each registration. Where there may be a specific arrangement that cannot be registered accurately on PIP, the service provider must seek authorisation in writing (an email will suffice) from their local CCC for such an arrangement and keep as evidence on file for compliance purposes. The CCC must also log a note of this arrangement on the PIP System, for compliance purposes.	CCC should log any specific arrangements with a service against a registration's 'notes' on PIP CRM to assist compliance information storage

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What if?	Answer	Documentation Required	Please note
TEC Parent seeking week-on/week-off childcare arrangement	<p><u>CETS</u>: the child can be registered using the 50% option which will pay the service at a 50% rate per week which will total one week payment over a two week period.</p> <p><u>CEC Pre-School (PS)</u>: if the child is attending full-time one week and is off the next, and where there is a balance of over 19.5 hours over a two week period, then child care can be registered for the weekly part-time flat rate.</p> <p><u>CEC After-School (AS)</u>: if the child is attending less than 19.5hours over two weeks then child care must be registered under the new CEC (AS) 50% option.</p> <p><u>ASCC</u>: cannot be considered for changeable care arrangements</p>	<p>Parent Declaration Form required for each registration.</p> <p>Where there may be a specific arrangement that cannot be registered accurately on PIP the service provider must seek authorisation in writing (an email will suffice) from their local CCC for such an arrangement and keep as evidence on file for compliance purposes. The CCC must also log a note of this arrangement on the PIP System, for compliance purposes.</p>	<p>CCC should log any specific arrangements with a service against a registration's 'notes' on PIP CRM to assist compliance information storage.</p> <p>Arrangements outlined here are subject to Service Providers being agreeable to facilitate such arrangements.</p>

DCYA CHILDCARE FUNDING PROGRAMMES INFORMATION AND FREQUENTLY ASKED QUESTIONS

What if?	Answer	Documentation Required	Please note
TEC <u>CETS</u> Child does not attend for childcare for one week – does the parent have to pay the parent contribution?	<p>As part of <u>CETS</u> registration the service provider should request the parent's course calendar to note the weeks the parent is not on the course. The parent does not have to pay the parent contribution for the weeks the course is not running.</p> <p>If the parent wants to avail of the childcare when the course is not running the parent is subject to paying the balance of the normal fees charged by the service provider i.e. the parent contribution for that week may exceed the maximum set as part of the TEC Programme but must only be charged to meet the service set fee for that level of childcare. If a parent does not avail of childcare on a week their course is on (as per course calendar) then they are obliged to pay the max €15 parent fee.</p>	N/A	<p>Service provider discretion is allowed if they wish to make alternative arrangements with the parent regarding fees as long as the parent is not charged beyond the maximum service fee set during weeks when their course is on.</p> <p>All charges to parents may be queried as part of a compliance visit to ensure that any alternative arrangements remain within the rules of the TEC programme.</p>
If a TEC child attends 2 days in one week and 3 days the next as an ongoing pattern, what do I do?	Submit registration on PIP for the 2 days per week with an explanatory request. Once the CCC has approved eligibility, PIP Support will allocate an extra day every 2 nd week	TEC eligibility documents	

DCYA CHILDCARE FUNDING PROGRAMMES INFORMATION AND FREQUENTLY ASKED QUESTIONS

Community Childcare Subvention (CCS) Programme FAQs

What if?	Answer	Documentation Required	Please note
What is the 'Snapshot window' and how does it work?	<p>The snapshot window for the 2016/17 Programme Call is:</p> <p>Monday September 19th to Friday October 14th</p> <p>Only children registered on PIP during this 'snapshot window' are accepted by the DCYA as registered for CCS for the 2016/17 Programme Call.</p> <p>(exceptions to this rule include registrations of 0-12 month old babies. 'See CCS – How to Guide for Service Providers', available on the PIP Homepage, for more details).</p>		
What is the 'Eligibility Window'?	<p>The eligibility window for the 2016/17 Programme Call is:</p> <p>Monday 12th September to Friday October 14th</p> <p>At the end of the CCS snapshot window, the DCYA submits PIP child registration info to Dept of Social Protection to check against CCS eligibility criteria. CCS Band approvals are based on these checks, as well as checks against HSE databases. A parent's eligibility will only be considered where they were live during the CCS Eligibility Window, e.g.</p> <ul style="list-style-type: none"> - Parent on One Parent Family Payment (OFP) 		

DCYA CHILDCARE FUNDING PROGRAMMES INFORMATION AND FREQUENTLY ASKED QUESTIONS

	<p>and Medical Card between 12 Sept and Oct 14th = CCS Band 'A' Approval</p> <ul style="list-style-type: none"> - Parent on medical card between 12 Sept and 14 Oct, but OFP expired on 9th September with no renewal during Eligibility Window = Band 'B' Approval 		
How long does it take for CCS Band Approval to come through?	CCS Band Approvals are published in December of the Programme year. As checks need to be completed with the Department of Social Protection this process can take some time. Notification updates will be issued by the DCYA in this regard.	N/A	N/A
What if?	Answer	Documentation Required	Please note
Service does not want to give a parent subvention prior to the subvention Band rate being approved by the DCYA?	Services providers are not obliged to give subvention until the DCYA approve a Band. However the parent must be refunded the full subvention amount once the registration on PIP has been approved a Band.		
Service wants to give a parent the subvention before bands are approved?	If a service provider wishes to oblige the parents/guardians by giving them subvention on their childcare costs prior to the bands being approved by DCYA, they do so at their own risk and are encouraged to ask the parent/guardian for documentary proof of the parent/guardian's CCS eligibility as reassurance that the band requested is likely to be approved.	Please refer to pages 3-6 of this document on CCS eligibility. Documents showing CCS eligibility may be attached to the child registration on PIP.	Please note, that DCYA will only approve funding on the verified band, if an incorrect band is assigned by a service and subvention is given to the parent at this rate, it may impact on a service's sustainability.
What if?	Answer	Documentation Required	Please note

DCYA CHILDCARE FUNDING PROGRAMMES INFORMATION AND FREQUENTLY ASKED QUESTIONS

What is accepted as a CCS eligibility document?	<p>The document should contain the name of the parent, PPSN, the name of the allowance/benefit and must show person is/was in receipt of allowance/benefit during the eligibility window (12 Sept to 14 Oct 2016).</p> <p>Medical Card or GP Visit Card (GPVC) of the person claiming CCS must not expire before the end of the relevant 'Eligibility Window' (this must be child-care start date for CCS-Private).</p> <p>Note: Please check the bottom right-hand corner of the card for type of card e.g. Doctor's Visit Card (DV) or GPVC instead of MC (medical card).</p>		<p>Please note: bank statements are not accepted as evidence of DSP payments.</p> <p>Please note: letters from doctors or pharmacists are not accepted as evidence of MC/GPVC. Letters from the Primary Care Reimbursement Service of the HSE only (with the relevant dates specified on the letter) will be accepted in the place of a copy of a medical card</p>
While awaiting the outcome of a CCS Band Appeal, the service continues to apply the provisional Band rating; is this allowable for compliance purposes?	<p>Yes, however it is <u>recommended</u> that a service should apply the band approved by DCYA whilst Appeal is ongoing. If the Appeal is successful, any monies due will then be paid retrospectively to the service, who must reimburse the parent.</p>		<p>If the service wishes to apply the provisional band rating, they do so at their own risk.</p>
What if?	Answer	Documentation Required	Please note

DCYA CHILDCARE FUNDING PROGRAMMES INFORMATION AND FREQUENTLY ASKED QUESTIONS

CCS service wishes to appeal Band granted by DCYA but parent has since left and the service is unable to get supporting documents or supporting documents do not cover eligibility window?	A service cannot appeal a band without supporting evidence. It is important that if a service is to grant subvention to a parent from the start of the programme year in September, they request to see documentary proof of CCS eligibility. Please note that CCS funding approved by DCYA will be based only on parent/child's CCS eligibility during the CCS Eligibility Window (12 Sept to 14 Oct 2016).	CCS eligibility documents, e.g. DSP proof of payment and/or medical card/GPVC. A service can add these eligibility documents, if they so wish, to a child's registration during snapshot window. This may prevent difficulties getting the documentation at a later date for the purposes of a CCS Band Appeal.	An Appeal will not be considered without supporting documents attached.
A service is making a CCS appeal: The service has parent's medical card number but is unable to get copy of card, will this suffice?	No. Proof of medical card must be attached as it states name and PPSN and valid end-date.	Medical card evidence only is accepted.	Please note: letters from doctors or pharmacists are not accepted as evidence of MC/GPVC. Letters from the Primary Care Reimbursement Service of the HSE only (with the relevant dates specified on the letter) will be accepted in the place of a copy of a medical card
Is Band approval based on status during CCS Eligibility Window or at time of verification with DSP?	Band approval is strictly based on CCS eligibility during CCS Eligibility Window		No other dates will be considered.
What if?	Answer	Documentation Required	Please note
CCS parent approved	No, CCS eligibility is determined and fixed at the		

DCYA CHILDCARE FUNDING PROGRAMMES INFORMATION AND FREQUENTLY ASKED QUESTIONS

Band B from Eligibility Window but their circumstances have now changed and they are eligible for Band A, can they apply for a review of their Band?	band level from Eligibility Window. A parent's CCS funding will remain at Band B for the programme year.		
Which parent should a CCS registration be made under to ensure appropriate Band Approval?	Parents should consider which of the parents/guardians will get the greater CCS eligibility. Please note that the parent on the registration will be the parent verified by DCYA. The childcare manager may assist in determining the parent who will gain the highest subvention. Alternatively the service or parent may contact their local CCC.with this query.		CCCs details are available on the PIP Homepage, available from www.pobal.ie).
If a child leaves to attend a different service, does the first service have to release their CCS funding?	<p>No.</p> <p>When a parent enrolls and commits to a place with CCS funding then that funding is committed to the services for that programme year.</p> <p>While a parent is free to remove their child from a service at any point they will not be allowed to avail of further childcare funding (from any programme) while the approved funding is committed to the CCS Service.</p> <p>Services plan their finances based on committed funding and may not be able to afford to release</p>	A CCS leaver form must be completed on PIP for all children who leave the service. When completing the CCS Leaver, the service has the option to 'Release the CCS Funding'. If a service does not wish to release funding please remember to tick 'No'	<p>Please note: CCS funding for this child will cease with effect from the 'leave date' once the release funding option is selected.</p> <p>Where a child has left the service but the service has not released the CCS funding, the service must try to replace that child as soon as possible. Once a replacement child has started in the service (or was in the service and is in a</p>

DCYA CHILDCARE FUNDING PROGRAMMES INFORMATION AND FREQUENTLY ASKED QUESTIONS

	<p>this funding mid-year. If a service is, however, in a position to do so then they can select the option to release the childcare funding which will then allow a parent the option to enrol their child in another service/childcare programme, where eligible.</p>		<p>position to become a replacement child), the service must complete a registration on PIP for a CCS Not Funded child. This is sufficient as means of registering a 'Replacement Child'. This child will be taken into consideration for compliance purposes.</p>
What if?	Answer	Documentation Required	Please note
<p>How does 'replacement child' work when CCS service keeps the funding after a child leaves?</p>	<p>When a service does not 'release funding' after a CCS approved child leaves the service, it is expected that the subvention rate will be passed on to another child who would have been eligible for CCS had they been in the service during the snap-shot window i.e. CCS Not Funded Child on PIP.</p>	<p>Any CCS eligible child who starts in your service after the CCS snap-shot window can be registered on PIP as a CCS Not Funded child. This is sufficient as means of registering 'replacement children'</p>	<p>Please note: where a CCS service has lost more than 25% of its CCS children, but has not replaced these children/has not submitted enough 'Replacement Child' registrations on PIP, it will be deemed to be non-compliant with the rules of the CCS Programme.</p>

DCYA CHILDCARE FUNDING PROGRAMMES INFORMATION AND FREQUENTLY ASKED QUESTIONS

CCS child moving from another service where CCS funding has not been released?	When a child transfers from one CCS service to another CCS service and funding is not released the second service will treat the child as a CCS not-funded child, i.e. 'replacement child'.	2 nd service should proceed to register child on PIP as 'CCS Not Funded', i.e. a replacement child.	Child will not have funding in its own right in second service. The second service may, if applicable use funding from another child who has left, i.e. as a 'replacement child'
What if?	Answer	Documentation Required	Please note
CCS parent changes their level of service after snap-shot window (increase or decrease)?	<p>The CCS Level of Service is set as of snap-shot window, therefore if a parent either increases or decreases their level of service, the level of service on PIP remains as is.</p> <p>Where a CCS parent decreases their level of service, this benefit can be passed on to another eligible parent .i.e. replacement child for level of decrease.</p> <p>Services must retain a clear record of the change in the level of service for compliance purposes. Please note that a decrease in level of service will be taken into account as loss of a portion of a child's registration during snapshot window, for the purposes of compliance, and should be replaced where possible.</p>	<p>No amendments are required on PIP for parents who have increased or decreased their level of service since snap-shot week.</p> <p>Note: If DCYA makes a policy decision (such as during the 2015/16 'expansion') to allow parents to <u>increase</u> their level of service, then this may be done by completing a CCS Leaver, releasing the funding, and then submitting a new registration for the increased level of service as from the date announced.</p>	Clear, concise records of all amendments to level of service etc. which affects CCS funding amounts must be retained by service for compliance purposes.

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CCS Leaver completed on PIP and 'released' funding in error?	Once submitted in PIP the CCS Leaver form will confirm for the parent if funding has been released or not. Where funding has been released, the parent can present this leaver to another service to avail of their remaining CCS funding. The CCS leaver form verifies what leaving arrangement was agreed with parent. The Service can contact Pobal at onlinesupport@pobal.ie and inform them of the error however any amendment to reinstate funding to a service is fully dependent on written agreement from the parent.	Send an email to onlinesupport@pobal.ie detailing the error	In nearly all cases, PIP Support is unable to re-instate CCS funding once a service has elected to release it on the CCS Leaver so <u>please submit PIP Leavers carefully</u>
What if?	Answer	Documentation Required	Please note
CCS Leaver Form completed on PIP and funding not released. CCS parent presents at a new service and the 1st is now willing, due to the needs of the family, to retrospectively release funding?	<p>Service must contact Pobal onlinesupport@pobal.ie and request assistance with this.</p> <p>There is no cut-off point if the first service wishes to release funding retrospectively due to the needs of the family. Funding will be retrieved as an overpayment if the final CCS payment has already been paid.</p>	Email to onlinesupport@pobal.ie detailing the error	
CCS Registrations completed with incorrect weeks	Cancel the incorrect registration and start again with a new corrected registration. The Registration ID from the cancelled registration	Parent and Child full name with date of birth for each and the cancelled registration id.	If registration retrieval was used keep a copy of the signed parent declaration

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(payable/non-payable weeks), what do I do?	can be used instead of the PPSN.		form attached to the new parent declaration form to show proof that parent signed to that level of service.
What if?	Answer	Documentation Required	Please note
CCS Service always asks for voluntary donations or apply a minimum fee of €5 per week. Can this be collected from parents who are Tusla/PHN referrals?	No. Tusla and PHN referrals are to be used only for childcare intervention requirements based on a level of need assessed by the social worker/PHN. The referring service must make arrangements to ensure the parent is not required to pay the balance of the childcare fee. It is not a valid Tusla/PHN referral if the parent is charged any fee.		
Child is absent from CCS programme?	A service provider should enquire into absence within the first week. A PIP Leaver form must be submitted after four weeks absence from the programme.		
CCS child is absent for more than 4 weeks due to illness but is expected to return?	A service provider should enquire into absence within the first week. A PIP Leaver form must be submitted after four weeks' absence from the programme (without releasing the funding just in case the child returns at a later date). If there is good reason for absence beyond four weeks service provider must contact the CCC in writing (email will suffice) to	The service provider should keep a record on file of their authorisation from the CCC (email will suffice) not to submit PIP Leaver Form, for compliance purposes	CCC should log any specific arrangements with a service against a registration's 'notes' on PIP CRM to assist compliance information storage.

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	seek authorisation not to submit a PIP Leaver Form. The CCC will log a note on the PIP System for compliance purposes.		
What if?	Answer	Documentation Required	Please note
If a parent was on a course and availing of TEC funding during CCS snapshot week but was also eligible for CCS, can CCS funding be requested once the course/TEC funding ends.	Yes, this is called a TEC Exemption and can only be applied if the parent is on the TEC Programme in the same service.	CCS eligibility documents required for snapshot week.	
If a child was registered on CCS and then the other parent was on a course and eligible can the parents avail of TEC and then CCS again when the course is over?	Yes, this can be managed similar to a TEC Exemption. See CCS to TEC to CCS in 'Child moving from one programme to another – what's allowed?' section above.		
Child was too young for the service in the CCS snapshot window of 19	If the child could not start in the childcare service because they were too young (service age policy), they may still apply for CCS under the 0-12 month		* - Parent unable to access service during the snapshot window due to its underage restrictions (0-12 months)

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September to 14 October 2016, can they request CCS funding when they reach an age accepted by the service?	exemption rule*. CCS eligibility criteria remains the same. Child's CCS eligibility is based on the start date in the service.		only) -Parent not in a position to enrol infant during the snapshot window due to Maternity Leave, ill health or other domestic situations -The child has not been born as of the snapshot window
What if?	Answer	Documentation Required	Please note
If a parent was on Maternity benefit during the CCS snapshot window, can CCS Funding be requested later in the year when childcare is needed.	Yes, the parent maybe eligible for the CCS Programme if you are on Maternity Benefit during the CCS snapshot window providing she was CCS eligible, <u>immediately prior to going on Maternity Benefit.</u> The list of payments that are eligible under CCS are on page 3-5 of this guide. Holding a medical card/GPVC during the snapshot window also makes you eligible.		A verification form must be completed by DSP and attached to the child's registration. This form is available through the childcare service.
Can an older child who did not attend in the service over Snap-shot window as the mother was on Maternity Leave avail of CCS?	Children should be enrolled and attending the service. The Maternity Leave exemption is to allow for CCS eligibility to be considered for immediately prior to the parent going on Maternity Leave as Maternity Leave itself is not an eligible benefit for CCS Funding. The exception is a child under 12 months who will be considered for eligibility for the CCS Programme outside the snapshot window by submitting a 0-12month		

DCYA CHILDCARE FUNDING PROGRAMMES INFORMATION AND FREQUENTLY ASKED QUESTIONS

	exemption request.		
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Community Childcare Subvention - Private (CCSP) Programme FAQs

What if?	Answer	Documentation Required	Please note
Is there any difference between the rules of CCS in a community service and CCS in a private service.	<p>Yes, there are a few differences in how the CCS (Private) programme will run.</p> <ul style="list-style-type: none"> - CCS (Private) is not based on a 'snap-shot' window but on budget availability. - CCS (Private) eligibility is based on the parent being eligible as of the childcare start date. - CCS (Private) registration approvals run similarly to that of TEC Programme approvals (however where the CCCs approve TEC registrations, the DCYA currently approve CCSP registrations). Copies of proof of eligibility must therefore be submitted as part of CCSP registrations. - CCS (Private) funding runs on a two-weekly payment schedule similar to the TEC Programmes. - CCS (Private) services cannot retain CCSP funding for a child if the child leaves the 	Copies of proof of eligibility must be submitted as part of the registration.	

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	service before the original childcare end-date registered.		
What if?	Answer	Documentation Required	Please note
I have a CCS (Private) contract, when can an eligible parent register in my service?	For the 2016/17 Programme Call, CCS eligible parents may register in a service participating in the CCS (Private) throughout the Programme Call (beginning 29 th August 2016). CCSP Registration details are available in the 'PIP How to Guide for CCSP', which may be downloaded from the Pobal website, www.pobal.ie .	Written evidence of parent/child's eligibility as per CCS Eligibility Criteria outlined in this guide. *eligibility for CCSP is based on being eligible as of the childcare start date.	Transfer of a parent from CCS to CCSP is subject to the CCS service voluntarily releasing the CCS funding.
The Parent has to be eligible at the time of registration – how old can the 'proof of eligibility' documents be dated.	Eligibility documents must be dated within one month, but not expiring before, childcare start date e.g. childcare start date 7 th March – the proof of eligibility documents should be dated no earlier than 7 th February.		*This is different to CCS Community services where the proof needs to be dated across the 5-week eligibility window. Please note that documentation received more than a month prior to childcare start date will not be accepted as proof of CCSP eligibility
Parent has decreased level of childcare since CCSP registration was submitted	Submit a new CCSP Registrations (with decreased level of service provision) with an	Eligibility Documents to be attached to each registration, as a new registration.	

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and approved.	'Already registered' registration request providing details of the original Reg ID and requesting for the case to be managed. You will be contacted and instructed on when to submit a PIP leaver for the original registration.		
What if?	Answer	Documentation Required	Please note
Parent has increased level of childcare since CCSP registration was submitted and approved	Submit a leaver/cancel the registration and submit a new CCSP Registration (with increased level of service provision) with an 'Already registered' registration request providing details of the original Reg ID and requesting for the case to be managed.	Eligibility Documents must be attached to each registration, as a new registration.	
What if eligibility documents are not accepted/Can I appeal a CCSP registration?	No, Band approval is based on eligibility documents submitted. The original registration should be cancelled and a new registration will need to be submitted with the correct documentation.		
The Band eligibility of my CCS (Private) parent has changed since they registered and were approved – what should I do?	Submit a leaver/cancel the registration and then submit a new CCSP Registration (with new CCS band proposed and supporting evidence) with an 'Already registered' registration request providing details of the	Eligibility Documents must be attached to each registration, as a new registration.	

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	original Reg ID and requesting for the case to be managed.		
What if?	Answer	Documentation Required	Please note
Can a CCS (Private) parent now register for the full year?	Yes. The CCSP 2016/17 programme will start on 29 th August 2016. Registrations can be entered on PIP from this date.		
What are the rules under CCS (Private) re child being absent/sick and notice for child leaving etc?	The rules for CCS (Private) are similar to that of the TEC Programmes i.e. two weeks absenteeism requires a PIP Leaver to be submitted (or permission from CCC not to) and two weeks' notice period is applicable for a child leaving the service. Please consult the TEC Programme FAQs in this document for more information		
How will I know if there are CCSP Places available so that I can register a child in my service?	The County Area limits that were in place during the 2015/16 Programme Call have now been removed. There is however a national budget limit, which will be monitored on an ongoing basis and so the DCYA cannot guarantee that a registration for CCSP will be approved. A notice will be issued on the PIP Homepage/Portal if the CCSP Budget is approaching its limit.		

DCYA CHILDCARE FUNDING PROGRAMMES INFORMATION AND FREQUENTLY ASKED QUESTIONS

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CCS Resettlement/Relocation (CCSR) - FAQs

Question	Answer	Documentation Required	Please note
I am a CCS/CCSP service and have had enquiries from my CCC/Dept of Justice/parent about providing CCSR Childcare. How do I go about it?	Please contact Pobal in the first instance, pipdocuments@pobal.ie asking to be set up to provide CCSR on PIP. Pobal will then activate your CCSR functionality and you will be able to take in CCSR children and register these children on PIP	Copies of proof of eligibility must be submitted as part of the registration.	See Step 1 of 'CCS Resettlement/Relocation PIP How to Guide for Service Providers', available on the PIP Homepage, for more details of how to manage the child's registration.
I currently do not provide either the CCS/CCSP Programmes. Can I facilitate a CCSR child?	No. You must first apply to join the CCS (community/not for profit) or CCSP (private) Programme, before being set up to provide CCSR.		
Are there differences between CCCSR and other types of CCS/CCSP?	Yes, there are a number of differences in how CCS Resettlement/Relocation (CCSR) is run. - CCSR is <u>not</u> based on a 'snap-shot' window but on the childcare start date required by the parent, as well as on the number of weeks for which the child is eligible for CCSR funding. - CCSR eligibility is based on the parent submitting the completed template eligibility letter submitted and signed by the Department of Justice and Equality (template available to view on the PIP Homepage,		

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	<p>available from www.pobal.ie).</p> <ul style="list-style-type: none"> - CCSR registration approvals will be conducted by the DCYA on a case by case basis and so copies of completed letters of eligibility must be submitted as part of the registration. - CCSR services cannot retain CCSR funding for a child if the child leaves the service before the childcare end-date registered. 		
How many weeks of funded childcare is a CCSR child eligible for?	<p>CCS Resettlement children are eligible for 60 weeks' funding of a flat fee of €95 per week for part-time childcare</p> <p>CCS Relocation children are eligible for 8 weeks' funding of a flat fee of €95 per week for part-time childcare</p>		
What is the difference between CCS Resettlement and CCS Relocation?	<p>CCS Resettlement children have come directly from outside of the EU, as refugees fleeing conflict. They are eligible for 60 weeks' funding of a flat fee of €95 per week for part-time childcare. This covers childcare for parents attending language and cultural orientation courses for an initial period of approx. 8 weeks in a designated Reception Centre, followed by approx. 52 additional weeks in their new community.</p> <p>CCS Relocation children have already spent some time in the EU, having fled conflict in their home countries, and have now been accepted to relocate to Ireland. They are</p>		

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	eligible for 8 weeks' funding of a flat fee of €95 per week for part-time childcare. This covers childcare for parents attending language and cultural orientation courses for up to 8 weeks in a designated Reception Centre. These parents are not required to attend courses beyond their stay in the Reception Centre.		
What if?	Answer	Documentation Required	Please note
I have been given an eligibility letter for CCSR but it is not the same as the template on the PIP Homepage?	CCSR eligibility is based only on the parent submitting the correct eligibility letter. In order to avoid delays in registering the children as well as for the parents/children, you should request that the correct letter be submitted for registration on PIP. You can contact your local CCC for more information on how to get the correct eligibility letter.	Eligibility letter completed by Dept of Justice and Equality Officials as per template provided on the PIP Homepage.	CCSR is only available to Refugees accepted under the Resettlement/Relocation Programmes. The correct Department of Justice and Equality letter ensures that CCSR childcare funding is granted accordingly.
I have been given the correct eligibility letter but the child has already been funded for CCSR in another service?	Children eligible for CCSR may move between services in order to facilitate their movement between Reception Centres and their new communities. Please consult the 'CCS Resettlement/Relocation PIP How to Guide for Service Providers', available on the PIP Homepage, for more details of how to manage the child's registration.		
Can the child be registered for full-time childcare under CCSR?	CCS Resettlement/Relocation provides a flat funding fee of €95 per week for part-time childcare in order to facilitate parent's attendance on language and cultural		If a service provider wishes to provide full-time childcare to CCSR-eligible children they may do so out

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	orientation courses. The flat fee must cover the full cost of childcare, and the parent should not be charged an additional fee.		of their own/alternative funds. However PIP registrations under CCSR can be made for part-time childcare only.
What if?	Answer	Documentation Required	Please note
What if eligibility letters are not accepted/Can I appeal a CCSR registration?	No, Band approval is based on eligibility documents submitted. A new registration will need to be submitted with the correct eligibility letters.		
Children registered in my service are eligible for CCSR beyond the end of the Programme Year. What do I do?	<p>CCSR registrations should be end-dated for the end of the Programme Year. However a new registration may then be submitted in the new Programme Year, with the Childcare start and end dates covering the eligible weeks remaining for that child, e.g.</p> <p>2016/17 Programme Year:</p> <ol style="list-style-type: none"> 1. Resettlement Child uses up 8 weeks in Reception Centre 2. Moves to new community 3. Starts childcare in new community. Service provider end-dates registration for end of Programme Year. 4. Attends for additional 10 weeks' childcare up to end of Programme Year. 	Please consult the 'CCS Resettlement/Relocation PIP How to Guide for Service Providers', available on the PIP Homepage, for more details of how to manage the child's registration.	

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	<p>5. Service Provider calculates: 8 weeks reception centre + 10 weeks in service = 18 weeks used</p> <p>6. 60 weeks eligibility <u>minus</u> 18 weeks used = 42 weeks <u>remaining</u></p> <p>7. Service registers child for 42 additional weeks' CCSR funding in the 2017/18 programme year.</p>		
What if?	Answer	Documentation Required	Please note
My CCSR eligible parent has been in my service since May 2016, can I back date their registration to May?	No, registrations under CCSR can only be back-dated to May 30 th 2016. The childcare start date cannot be any earlier than 30 May 2016.		
What are the rules under CCSR re: child being absent/sick and notice for child leaving etc?	The rules for CCSR will run similarly to that of the TEC Programmes i.e. two weeks absenteeism requires a PIP Leaver to be submitted (or permission from CCC not to) and two weeks' notice period is applicable for a child leaving the service. Please see pages above re: TEC Leavers.		

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Early Childhood Care and Education (ECCE) Programme FAQs

What if?	Answer	Documentation Required	Please note
When can a service provider register a child onto the ECCE programme?	A service provider can only Register a Child 7 days in advance of the childcare start date, however if the child does not attend the service by the childcare start date then this registration must be cancelled immediately.		The Childcare start dates for the 2016/17 Programme Call are: <ul style="list-style-type: none"> Monday 29 August 2016 Monday 2nd January 2017 Monday 3rd April 2017
What is the latest that a service provider can register a child on to the ECCE programme?	8 weeks: A child should be registered on the ECCE no later than 8 weeks after they started. If later than 8 weeks, the service will be required to submit a 'late registration' request explaining why the child has not been registered until now.	'Late Registration' Request in PIP and clear rationale for why registration is late.	DCYA holds the right to decline or not back-date funding on any 'late registrations' to the ECCE programme. DCYA holds the right to review the contract of services who consistently submit 'late registrations'.
What if?	Answer	Documentation Required	Please note

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Are there any exceptions to the older age limit?	From September 2016, there will be no exceptions to the older age limit under the ECCE Programme. Children who are over the age limit of 4 years and 8 months on 1 September 2016 will not be eligible to avail of the ECCE Programme.		
Are there any exceptions for children with special needs?	During the September 2016/17 pre-school year, exceptions to the ECCE upper age limit will only be allowed where the child has been assessed by the HSE, or a treating consultant, as having special needs which will delay their entry to school. Applications for such exemptions are to be submitted in writing, enclosing the relevant medical report, in advance, directly to the DCYA for approval.	Examples of the type of medical reports accepted are: -Speech and Language Therapist -Occupational Therapist -Senior Psychologist -Physiotherapist -Paediatrician / developmental Neurologist -Psychiatrist -Psychotherapist -Cardiologist -Oncologist (not an exhaustive list)	Note: Where a child wishes to avail of an overage exemption on medical grounds in order to participate in the ECCE programme and also wishes to apply for supports under the Access and Inclusion Model (AIM), the overage exemption must have been granted by DCYA prior to making an application for AIM supports.
What if?	Answer	Documentation Required	Please note

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Child is registered to attend for some days full-time childcare and just the ECCE sessions on the other days. How much of the ECCE money should be offset against the full creche fees?	For the 2016/17 pre-school year the rate to be offset against full or part-time fees is €12.90 per day, only where the child is in attendance over and above the 3 hours during the relevant day, e.g. if a child is in full-time for 3 days then it is 3x €12.90 offsetting a total of €37.70.		
Is a pre-school service allowed to charge additional charges?	Only as <u>Optional</u> Extras. Service Providers should show a Fees List explaining what is included in the free ECCE and what are 'optional extras'. Where a parent does not choose any of the optional extras, their child <u>must</u> be provided with the full ECCE service provision, by a Leader with the required level of qualifications. If some children are participating in an optional activity, children not participating in the optional activity must be catered for in a separate and suitable room.		
What if?	Answer	Documentation Required	Please note
Parent wants to register ECCE	The ECCE programme requires that		Where a parent requires alternate

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child for alternate days every 2nd week e.g. 3 day week followed by a 4 day week.	parent decides on the same set number of days per week. Week-on/Week-off arrangements are not accommodated under the ECCE programme.		days and the service provider is agreeable to this arrangement, then the registration in PIP must be for the minimum number of days. For example: 3 day week followed by 4 day week: the service should register for 3 days per week. For the alternate 4 day week, the parent will pay the balance for the 4 th day.
A child is registered for 5 days per week, but only attends, for example, 3 days per week (Mon - Wed)?	A change in level of service must be registered against this child, thus reducing the ECCE payment to this service.	Edit Registration in PIP and submit a 'Change in Level of Service'	
A child is registered for 5 days per week but doesn't attend the full week, missing different days each week?	A service provider should enquire into why a child's attendance is showing as sporadic. Where it is shown that the parent does not require the 5 days per week, a change in level of service must be registered against this child, thus reducing the ECCE payment to this service.	Edit Registration in PIP and submit a 'Change in Level of Service'	
What if?	Answer	Documentation Required	Please note

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Parent wishes to decrease or increase the number of days the child is availing of the ECCE programme?	Yes, on condition that the service provider can cater for the request.	Edit registration in PIP and submit a 'change in level of service'.	
Child is absent from ECCE programme?	<p>A service provider should enquire into absence within the first week.</p> <p>A PIP Leaver form must be submitted after four weeks absence from the programme.</p> <p>*If there is good reason for absence beyond four weeks service provider must contact the CCC in writing (email will suffice) to seek authorisation not to submit a PIP Leaver Form. The CCC will log a note on the PIP System for compliance purposes.</p>	Record of authorisation (email will suffice) not to submit PIP Leaver Form should be kept on file for compliance purposes.	CCC should log any specific arrangements with a service against a registration's 'notes' on PIP CRM to assist compliance information storage.
Child has been absent without notice from ECCE programme for 4weeks. When I complete the ECCE leaver can I also claim my 4 weeks payment notice in addition to the 4 weeks absence?	No, the ECCE Leaver must be completed up to a maximum of 4 payment weeks after the week the child last attended.		

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What is AIM?	The Better Start Access and Inclusion Model (AIM) is a model of supports designed to ensure that children with disabilities can access the Early Childhood Care and Education (ECCE) programme. More detailed information on AIM can be found at www.preschoolaccess.ie . Your local CCC will also be able to provide further information and guidance.
Can a child access AIM while registered on the TECCCS/CCSP/CCSR Programmes?	Yes, as long as the child is of ECCE-eligible age and is partaking in an ECCE session. More detailed information on AIM can be found at www.preschoolaccess.ie . Your local CCC will also be able to provide further information and guidance.

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Childcare Service Providers – Programmes Administration FAQs

What is the application process to apply for a DCYA Childcare Funding Programme contract for 2016/17?	<p>The DCYA has issued notifications via the PIP Homepage and Portals in relation to the new PIP online contracting process. All DCYA Childcare Programme re-contracting will take place online (via PIP) for the 2016/17 Programme Call.</p> <p>Brand new services wishing to enter into contract with the DCYA to provide the childcare funding Programmes in 2016/17 should contact their local CCC in order to begin their application process. Note: it will be possible to enter into contract for the following Programmes throughout the 2016/17 Programme Call:</p> <ul style="list-style-type: none">- ECCE- TEC- CCSP <p>Note: It <u>will</u> be possible to enter into contract to provide the CCS (community/not for profit) Programme in advance of the CCS snapshot window (19th September 2016).</p> <p>Note: ECCE/TEC/CCSP contract provision after the programme call start date is at the discretion of the DCYA.</p> <p>Services that already provide DCYA childcare programmes but wish to enter into contract for additional programmes should download and complete the '2016/17</p>
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	<p>Additional Programmes Application Form', which is available on the PIP Homepage. The completed form as well as supporting documentation should be submitted to your local CCC for processing.</p> <p>Existing CCS/CCSP services wishing to provide CCS Resettlement/Relocation should contact Pobal directly, on pipdocuments@pobal.ie to be set up accordingly.</p>
<p>What is required for a service to apply to get a contract for a DCYA Childcare Funding Programme?</p>	<p>Applications must be submitted through your local CCC, and must be approved by the DCYA based on eligibility. Copies of the 'Grant Funding Agreements' for each of the DCYA childcare programmes are available to download and view on the DCYA website, under 'Childcare', (www.dcy.gov.ie). These documents outline the requirements of a childcare service wishing to enter into contract with the DCYA for the relevant childcare programme.</p> <p>A childcare service provider, which provides or intends to provide childcare to children aged 0-6 must also register with Tusla, and are subject to the Child Care Act 1991 (Early Years Services) Regulations 2016.</p>
<p>Can a service enter into contract for a DCYA Childcare Funding Programme at any stage during the year?</p>	<p>It will be possible to enter into contract for the following Programmes throughout the 2016/17 Programme Call:</p> <ul style="list-style-type: none"> - ECCE - TEC - CCSP <p>Note: It <u>will</u> be possible to enter into contract to provide the CCS (community/not for profit) Programme in advance of the CCS snapshot window (19th September 2016)</p>

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Does a service have to be notified/registered with the Child and Family Agency (Tusla)?	A childcare service provider which provides or intends to provide childcare to children aged 0-6 must register with Tusla, and are subject to the Child Care Act 1991 (Early Years Services) Regulations 2016. Afterschool only services and childminders must be notified to their local CCC.
I am a child-minder, can I apply for a DCYA childcare contract?	Yes. Childminders can apply to enter into contract for an ECCE and/or TEC Contract.
What adult:child ratios must the service adhere to?	The adult: child ratio for ECCE Rooms is 1:11 (all children must be aged between 2.5 years and 6 years of age). Please see the Child Care Act 1991 (Early Years Services) Regulations 2016 for all additional adult:child ratio requirements.
What qualifications are staff in the service required to have?	<p>From 31 December 2016 all staff working directly with children in the service must hold a minimum qualification for the purposes of compliance with the Child Care Act 1991 (Early Years Services) Regulations 2016. Please see the DCYA Early Years Recognised Qualifications list at www.dcy.ie.</p> <p>ECCE: From September 2015 (last year's pre-school year) in the case of new services, or 31st December 2016 in the case of pre-existing service providers, the provider shall ensure that the pre-school leaders in ALL services participating in the ECCE programme must at a minimum hold a qualification that meets the contract requirements for ECCE Room Leader (Standard Service), as set on the published list of DCYA 'Early Years Recognised Qualifications', or hold a Letter of Eligibility to Practice at this level issued by the DCYA. The published list of DCYA 'Early Years Recognised Qualifications' is available on the Department's website (www.dcy.gov.ie).</p>

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	<p>The service provider must ensure that all staff working with children in the Pre-School Service must at a minimum hold a qualification that meets the minimum regulation requirement, as set on the published list of DCYA 'Early Years Recognised Qualifications', or hold a Letter of Eligibility to Practice at this level issued by the DCYA, or have signed the Grandfathering Agreement. The published list of DCYA 'Early Years Recognised Qualifications' is available on the Department's website (www.dcy.gov.ie).</p>
<p>Can the service charge a deposit?</p>	<p>Yes. Childcare providers are entitled to charge a refundable booking deposit to hold a place for a child. All deposits must be refunded when the child's registration is approved/once preliminary payment is issued for CCS. The maximum deposit a childcare provider should charge a parent should be aligned with the programme notice period required i.e. 4 weeks for ECCE and 2 weeks for CCS, CCSP and TEC Programmes. Parental bands will be assigned to CCS registrations approximately six weeks after the registration window has closed on PIP.</p> <p>Note: Deposits may not be charged from CCSR Parents.</p>
<p>The Child Care Act 1991 (Early Years Services) Regulations 2016 state that I must keep <u>details of daily attendance by a pre-school child in my service</u>. What details do I need to record for the DCYA childcare programmes? Also, what if the children in my service are over the age of 6 years?</p>	<p>For the purposes of the DCYA Childcare Programmes, service providers must keep daily attendance records for each child attending in their service under each of the programmes, regardless of the child's age, i.e. ECCE, CCS, CCSP & TEC (between 0 and 15 years old across the programmes). These details must include:</p> <ul style="list-style-type: none"> - Child name - Date of attendance - Time of child's arrival - Time of child's departure

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<p>What is the rate of payment a service can receive for a child registered in a Community Childcare Subvention (CCS) or Training and Employment Childcare (TEC) Programme?</p>	<p>See on page 3 above 'Summary of DCYA Targeted Childcare Programmes'. N.B. All funding rates provided must be fully transferred to the parent.</p>
<p>What is the rate of payment a service can receive for an ECCE child?</p>	<p>The standard capitation rate is €64.50 per week and paid when all staff working with children in the service are qualified to meet the minimum requirements for the purposes of the Regulations and ECCE Programme rules, i.e. when the pre-school leader is approved by the DCYA as per the DCYA Early Years Recognised Qualifications list, or otherwise.</p> <p>The ECCE higher capitation fee, which is equivalent to an additional €10.50 per child per week, is payable to services for the number of children allowable in any designated ECCE room (as per the adult: child ratios and minimum space requirements detailed in the Childcare Act 1991 (Early Years Services) Regulations 2016), where the pre-school leader holds a qualification recognised as meeting the minimum contract requirements for ECCE (“Higher Cap”) as set out on the published list of ‘Early Years Recognised Qualifications’, or must otherwise be deemed eligible by the DCYA, and have a minimum of 3 years’ experience working in the childcare sector. More information on the Higher Capitation and the Department of Children and Youth Affairs Early Years Recognised Qualifications is available at www.dcy.gov.ie.</p> <p>N.B. The standard capitation rate must be fully transferred to the parent when a child is availing of additional hours in the service outside of the ECCE provision, while it is the service provider who retains the difference between the standard and</p>

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	higher capitation rate when the Higher Capitation rate has been granted.
What is the minimum number of ECCE hours that a service can provide in a week?	<p>ECCE services are required to provide 3 hours per day over 5 days a week for 38 weeks per pre-school programme year. Some services can be provided with an exemption and contracted to provide 3.5hrs per day over 4 days a week for 41 weeks per year. An exemption to allow a service into contract for the 41 week period may be considered in line with the ECCE provision need in the area or other exceptional circumstances.</p> <p>Note: For the 2016/17 Programme Call Year, new ECCE services may be allowed into contract throughout the programme call year. These new ECCE services will be required to provide 3 hours per day over 5 days a week for the remaining weeks within the ECCE pre-school year.</p>
What is the minimum number of children a service can have to participate in the ECCE Programme?	The minimum enrolment number for ECCE is based on what is considered the minimum appropriate number for the fostering of pro-social behaviour and cognitive development. It is important that the pre-school classroom should provide stimulating, motivating activities that promote student involvement, where individual choices are encouraged and where there is an opportunity for children to

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	engage with a diverse range of friends. Services are expected to have a minimum enrolment of at least 8 eligible children to participate in each pre-school session, and a service that does not have this level of participation has no entitlement to be funded under the programme.
Are there any exemptions allowed to the minimum number of children (8) to be enrolled in the ECCE Programme?	<p>The Early Education Unit has indicated that, while not ideal, it would be possible to deliver a good ECCE programme curriculum to a group of five or more children in the pre-school age group (i.e. between 2½ and 6 years); it is not necessary for all of the children to be enrolled in the ECCE programme. In other words, provided that the service has a pre-school group of not fewer than five children, they will be permitted to participate, through exception.</p> <p>Exceptions to this minimum requirement will be considered where, for good reason, a service which is an appropriate setting for the pre-school year has:</p> <ul style="list-style-type: none"> (a) an enrolment of at least 8 children of whom at least 3 qualify for the programme and the remainder will qualify in the following year, or (b) is a smaller service which has an enrolment of not fewer than 5 children in their pre-school year, or (c) for the 2016/17 year, upon application to and approval by the DCYA, a service that has an ECCE Room that is full but due to the Budget 2016 extension of ECCE now has children eligible for ECCE in a room which has an enrolment of not fewer than 5 children in their pre-school year (i.e. between 2½ and 6 years) - assuming ECCE staff qualification criteria are met. <p>If the service can meet the criteria for the ECCE Room as per the conditions the</p>

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	<p>service is currently expected to adhere to: an appropriate Room Leader and Pre-school Assistant(s) with a recognised qualification and children in the room within the relevant age-range then, the child can be registered for ECCE this year. However if the service is not in a position to meet the requirements for ECCE and the only ECCE Room is full, then the child cannot be registered on the ECCE Programme for this year. The parent may however wish to consider using another childcare service with available ECCE space.</p> <p>A service must contact their local CCC for permission to register children in the ECCE Programme in a room of fewer than 8 ECCE Registered Children. The CCC will then submit this request to the DCYA for approval. This approval will be noted on the PIP system for compliance purposes.</p>
How does a service Register Children for the relevant Childcare Programme they are in Contract to provide?	<p>The service provider must be approved and contracted (online via PIP) to administer the DCYA Childcare Programme, after which all Programme administration will be conducted online. The PIP How to Guides for Service Providers are available on the PIP Homepage and Portal to assist service providers in managing each of the childcare programmes online, and to assist with the registration of children.</p>
When should the service complete a Fees List?	<p>Fees Lists must be completed and submitted online via PIP, as part of your application/ annual re-application to provide the DCYA Funding Programmes . The relevant dates and details are available in the Fees List and Service Calendar 'How to Guides', available from the PIP Homepage (www.pobal.ie).</p>
What should a service provider do if their Bank Details, TCAN, Contact Details, PIP User List, Fees List, Service Calendar or Operating hours change?	<p>Services can send changes regarding their Bank Details, TCAN, Contact Details and PIP User list to pipdocuments@pobal.ie. Any changes in relation to fees lists and service calendars should be directed to your local CCC in the first instance, (and at least 4 weeks prior to any change being made therein).</p>

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<p>What are Compliance Visits?</p>	<p>Compliance Visits are an on-sight checks undertaken by Pobal on behalf of the DCYA. The purpose of these visits is to ensure that the service is administering the programmes in line with their ECCE, TEC, CCS or CCSP Contracts, as well as the DCYA Programmes Information and FAQs document, and relevant ECCE, TEC, CCS/CCSP How to Guides for Service Providers. These visits include the checking of attendance records in line with PIP registrations, fees records and staff qualifications.</p>
<p>How does a service now qualify for higher capitation under the ECCE programme?</p>	<p><u>For the 2016/17 ECCE pre-school year:</u></p> <p>A service that has an ECCE room with:</p> <ul style="list-style-type: none"> - a Room Leader with a qualification recognised as meeting the minimum contract requirements for ECCE (“Higher Cap”) as set out on the published list of ‘Early Years Recognised Qualifications’ (or must otherwise be deemed eligible by the DCYA) and - have a minimum of 3 years’ experience working in the childcare sector and - that also meets the required ECCE adult: child ratios requirements <p>is eligible to apply for ECCE Higher Capitation <u>for that room and/or all other rooms in their ECCE service that provides the above.</u></p> <p>A service provider will qualify for the ECCE Higher Capitation rate based on the number of children (capacity) allowed in the ECCE session (room) in which there is a Room Leader with a qualification recognised by the DCYA for the purposed of the ECCE Room Leader - Higher Capitation, with three years’ experience and meets the all other minimum ECCE programme requirements i.e. adult: child ratios and pre-school assistants with at a minimum level 5 qualification on the NFQ in the</p>

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	<p>specialisation of childcare/early education, as set out on the published list of DCYA 'Early Years Recognised Qualifications', or otherwise be deemed eligible by the DCYA.</p> <p>More information on the Higher Capitation and the Department of Children and Youth Affairs Early Years Recognised Qualifications is available at www.dcy.gov.ie.</p>
What should a higher capitation provider do if their qualified Level 7 Room Leader resigns	<p>The service provider must contact DCYA immediately to communicate this change and revert the room where that Level 7 leader was working to standard capitation rate. Failure to do so will be considered as non-compliance, resulting in payments being retrieved. It may also risk your service's ECCE contract status. Further details in relation to the procedure for a service to amend their Higher Capitation status are outlined on the 'ECCE Programme' page of the DCYA website (www.dcy.gov.ie)</p>
What should a higher capitation provider do if their Level 7 staff member is out sick or on annual leave?	<p>Irregular patterns of non-attendance by the qualified Room Leader are allowable as an exception, only where a service provider keeps records of dates of when the room leader was not in attendance, and the reasons for non-attendance, for compliance purposes.</p>
I am a higher capitation service with two inter-connecting ECCE rooms. Can I have one qualified Level 7 room leader for both rooms?	<p>During the 2016/17 ECCE Programme Call, higher capitation can be applied for on the basis of each ECCE room within your service. In this example you will be granted higher capitation for one ECCE room only, i.e. the room where the level 7 leader is working. If you wish to benefit from higher capitation for both rooms you will need to submit evidence of another level 7 room leader working with the ECCE children in the connecting room.</p>
When are the Programme payments made?	<p>Payment Schedules for each Childcare Funding Programme can be downloaded from the PIP Homepage at www.pobal.ie.</p> <p>In advance of each programme year start, preliminary payments are made to childcare services in late August. This figure is based on the previous programme</p>

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	year's funding as well as registration levels.
Why do CCS Services have to submit Audited Financial Statements (AFS) every year?	AFS are requested from CCS services as part of the governance and sustainability supports provided to CCS services by Pobal on behalf of DCYA. In many cases, CCS facilities have been the recipients of significant capital investment from DCYA and remain in contract with Pobal under the National Childcare Investment Programme.
What is a Decomittal or Recovery Procedure?	Decommittal is the formal withdrawal of previously approved funding. Recovery is the recouping of the decommittal amount. A decommittal may arise from a service ceasing to operate before the programme year ends or from an over-claim/payment against registrations. The DCYA and/or Pobal, (on behalf of the DCYA), reserve the right to recoup overpayments made from one childcare funding programme from monies due for another.
How can a service settle outstanding debts to the DCYA?	On behalf of the DCYA, Pobal will liaise with services impacted by decommittal/recovery to agree an appropriate repayment plan.
What should a service provider do and who should they notify in relation to the closure of a service?	The Service Provider should submit notifications in writing to their local City/County Childcare Committee and to pipdocuments@pobal.ie There can be a variety of reasons for a service closing. Where circumstances are resulting in a service having to close then it is advised that such services liaise and seek the support/guidance of their local CCC at the earliest point.

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What should a service provider do and who should they notify in relation to the transfer of ownership of a service?	Service Providers should contact the DCYA with all relevant details and to request a new online contracting process via PIP, where necessary.
What should a service provider do and who should they notify in relation to the change in Legal Status of a service?	Service Providers should contact the DCYA with all relevant details and to request a new online contracting process via PIP, where necessary.
What should a service provider do and who should they notify in relation to the change of address of a service?	Service Providers should contact the DCYA with all relevant details and to request a new online contracting process via PIP, where necessary.
I want to expand my service and open another room, what do I need to do?	<p>New room within the same facility: Ensure relevant notification/registration with Tusla (for pre-school services) and with your local CCC (Note: for afterschool only services that cater only for children aged over 6 years, you only need to register with your local CCC). This addition does not affect DCYA contracts as long as relevant notification has taken place.</p> <p>New room at another location: This is considered a new facility and will require a separate contract. Service Providers should contact their local CCC with all relevant details and to request a new contracting process via PIP.</p>