



**An Roinn Leanaí  
agus Gnóthaí Óige**  
Department of Children  
and Youth Affairs

## Department of Children and Youth Affairs

### **TRANSITIONAL RULES FOR DCYA TARGETED CHILDCARE PROGRAMMES**

Valid for the 2019/20 Programme Year

Published on 10<sup>th</sup> June 2019

**Community Childcare Subvention Plus (CCSP) (Including Universal Subsidy (CCSU))**

**Community Childcare Subvention Resettlement (CCSR)**

**Community Childcare Subvention Resettlement (Transitional) (CCSR(T))**

**Training and Employment Childcare (TEC)**

## Table of Contents

<b>Introduction .....</b>	<b>8</b>
<b>Chapter 1 Rules Common to All Childcare Programmes .....</b>	<b>10</b>
<b>1.0 Compliance .....</b>	<b>11</b>
<b>1.1 Attendance Records.....</b>	<b>12</b>
1.1.1 Requirement to maintain attendance records .....	12
1.1.2 Failure to maintain appropriate attendance records .....	13
<b>1.2 Force Majeure .....</b>	<b>13</b>
1.2.1 Reporting of Force Majeure Incident.....	13
1.2.2 Force Majeure Claim Process Deadline .....	13
<b>Chapter 2 Community Childcare Subvention Plus (CCSP) .....</b>	<b>14</b>
<b>2.0 Overview of CCSP .....</b>	<b>14</b>
<b>2.1 Eligibility for CCSP.....</b>	<b>15</b>
<b>2.2 CCSP Programme Rules .....</b>	<b>15</b>
2.2.1 DCYA Reference No.....	15
2.2.2 Requirement for CCSP Services to participate in ECCE and/or TEC.....	15
2.2.3 Types of places under the CCSP Programme .....	15
2.2.4 Required information.....	15
<b>Table 2 CCSP Band Eligibility .....</b>	<b>16</b>
2.2.5 Note on Table 2.....	17
2.2.6 Appeal of Band Rate.....	17
2.2.7 Tusla registration .....	17
2.2.8 Childminders Tusla registration .....	17
<b>2.3 Fees List and Service Calendar .....</b>	<b>18</b>
2.3.1 Fees List and Service Calendar requirement.....	18
2.3.2 Document display requirement .....	18
2.3.3 Document filing requirement .....	18
2.3.4 Fee changes.....	18
2.3.5 CCSP Service Calendar.....	18
2.3.6Optional extras.....	18
2.3.7 Booking Deposits.....	18
2.3.8 Tusla referrals .....	18
2.3.9 PHN referral .....	19
2.3.10 Payment of 52 weeks for 50 weeks' attendance .....	19

2.3.11 Change of Circumstances.....	19
2.3.12 Service closure .....	19
<b>2.4 Child Registration .....</b>	<b>19</b>
2.4.1 Entering a child on the CCSP Programme .....	19
2.4.2 CCSP child registration on PIP .....	20
<b>2.5 Attendance.....</b>	<b>20</b>
2.5.1 Absenteeism.....	20
2.5.2 Reduction in attendance/PIP Updating .....	20
2.5.3 Departure from service:.....	20
2.5.4 Non Attendance .....	21
<b>2.6 Record Keeping.....</b>	<b>22</b>
2.6.1 Attendance Records.....	22
2.6.2 Failure to maintain appropriate attendance records .....	22
2.6.3 Compliance Visits .....	22
2.6.4 De-committal and Recovery Procedures .....	22
<b>2.7 Universal Subsidy (CCSU) .....</b>	<b>23</b>
2.7.1 Overview of Universal Subsidy.....	23
2.7.2 Eligibility for the Universal Subsidy.....	23
2.7.3 Required documents.....	23
2.7.4 Programme Rates.....	23
<b>Table 3 Universal Subsidy (CCSU) rates .....</b>	<b>23</b>
2.7.5 CCSU Programme Rules .....	23
<b>2.8 Financial Requirements.....</b>	<b>23</b>
<b>2.9 FAQs for CCSP Programme (including CCSU) .....</b>	<b>24</b>
<b>Chapter 3 Community Childcare Subvention Resettlement (CCSR).....</b>	<b>26</b>
<b>3.0 Overview of CCSR .....</b>	<b>26</b>
<b>3.1 Eligibility for CCSR.....</b>	<b>26</b>
<b>3.2 CCSR Programme Rules</b>	<b>26</b>
3.2.1 Duration of programme .....	26
3.2.2 DCYA Reference No.....	26
3.2.3 Requirement for CCSR Services to participate in ECCE and/or TEC.....	26
3.2.4 Types of places available under the CCSR Programme.....	26
3.2.5 Programme Rates.....	26
3.2.6 Required documents/information .....	26
3.2.7 Tusla Registration.....	27

3.2.8 Fees Policy and CCSR.....	27
3.2.9 Booking deposits.....	27
3.2.10 Optional extras.....	27
3.2.11 Calendar Policy.....	27
3.2.12 Change of circumstances .....	27
3.2.13 Service closure .....	27
<b>3.3 Child Registration .....</b>	<b>28</b>
3.3.1 Entering a Child on the CCSR Programme.....	28
3.3.2 CCSR Child registration on PIP .....	28
3.3.3 Child Registration Window .....	28
<b>3.4 Attendance.....</b>	<b>28</b>
3.4.1 Absenteeism.....	28
3.4.2 Reduction in attendance/PIP Updating .....	28
3.4.3 Departure from service.....	29
3.4.4 Non Attendance .....	29
3.4.5 Moving from one CCSR provider to another .....	30
3.4.6 If a child leaves the CCSR Programme .....	30
<b>3.5 Record Keeping.....</b>	<b>30</b>
3.5.1 Attendance records.....	30
3.5.2 Failure to maintain appropriate attendance records .....	30
3.5.3 Compliance Visits .....	31
3.5.4 De-committal and Recovery Procedures .....	31
<b>3.6 Financial Requirements.....</b>	<b>31</b>
<b>3.7 FAQs for CCSR.....</b>	<b>32</b>
<b>Chapter 4 Community Childcare Subvention Resettlement (Transitional) (CCSR(T)) .....</b>	<b>33</b>
<b>4.0 Overview of CCSR(T) .....</b>	<b>33</b>
<b>4.1 Eligibility for CCSR(T).....</b>	<b>33</b>
<b>4.2 CCSR(T) Programme Rules.....</b>	<b>33</b>
4.2.1 Duration of programme.....	33
4.2.2 DCYA Reference No.....	33
4.2.3 Requirement for CCSRT Services to participate in ECCE and/or TEC.....	33
4.2.4 Types of places under CCSR(T) Programme .....	33
4.2.5 Programme rates .....	33
4.2.6 Required documents/information .....	34

4.2.7 Tusla registration .....	34
4.2.9 Booking deposit .....	34
4.2.10 Optional extras.....	34
4.2.11 Calendar Policy.....	34
4.2.12 Change of circumstances .....	34
4.2.13 Service closure .....	35
<b>4.3 Child Registration .....</b>	<b>35</b>
4.3.1 Entering a Child on the CCSR(T) Programme .....	35
4.3.2 CCSR(T) Child Registration .....	35
<b>4.4 Attendance.....</b>	<b>35</b>
4.4.1 Absenteeism.....	35
4.4.2 Reduction in attendance/PIP Updating .....	35
4.4.5 If a child leaves the CCSR(T) Programme .....	37
4.4.6 Funding of CCSR(T) child leaving the service .....	37
4.4.7 Moving from one CCSR(T) provider to another .....	37
4.4.8 Transfer from the TEC programme to the CCSR (T) programme.....	37
<b>4.5 Record Keeping.....</b>	<b>37</b>
4.5.1 Attendance records.....	37
4.5.2 Failure to maintain appropriate attendance records .....	38
4.5.3 Compliance Visits .....	38
4.5.4 De-committal and Recovery Procedures .....	38
<b>4.6 CCSR(T) Financial requirements.....</b>	<b>38</b>
<b>4.7 Financial Requirements.....</b>	<b>38</b>
<b>4.8 FAQs for CCSR(T) Programme .....</b>	<b>39</b>
<b>Chapter 5 Training and Employment Childcare (TEC) .....</b>	<b>40</b>
<b>5.0 Overview of TEC .....</b>	<b>40</b>
<b>5.1 Eligibility for TEC (CETS, CEC and ASCC).....</b>	<b>41</b>
5.1.1 Eligibility Criteria for CETS.....	41
5.1.2 Documents/information required for CETS .....	42
5.1.3 Eligibility Criteria for CEC .....	42
5.1.4 Documents/information required for CEC.....	42
5.1.5 Eligibility Criteria for ASCC .....	42
5.1.6 Documents/information required for ASCC .....	42
<b>5.2 TEC Programme Rules .....</b>	<b>44</b>

5.2.1 DCYA Reference No.....	44
5.2.2 Entering a child on the TEC Programme .....	44
5.2.3 TEC Child Registration on PIP.....	44
5.2.4 Types of Places under the TEC Programme .....	44
5.2.5 Booking deposits .....	44
5.2.6 Tusla registration .....	44
5.2.7 Transport service .....	45
5.2.8 Sign-in.....	45
5.2.9 Mid-term/summer periods .....	45
5.2.10 Change of Circumstances.....	45
5.2.11 Service closure .....	45
<b>5.3 Fees List and Service Calendar .....</b>	<b>46</b>
5.3.1 Fees List and Service Calendar requirement.....	46
5.3.2 Document display requirement .....	46
5.3.3 Document filing requirement .....	46
5.3.4 TEC Service Calendar.....	46
5.3.5 Fee changes.....	46
5.3.6 Optional extras.....	46
<b>5.4 Child Registration .....</b>	<b>46</b>
5.4.1 Entering a child on the TEC Programme .....	46
<b>5.5 Attendance.....</b>	<b>47</b>
5.5.1 Absenteeism.....	47
5.5.2 Reduction in attendance/PIP Updating .....	47
5.5.3 Departure from service:.....	47
5.5.4 Non Attendance .....	48
<b>5.6 Record Keeping.....</b>	<b>49</b>
5.6.1 Attendance Records.....	49
5.6.2 Failure to maintain appropriate attendance records .....	49
5.6.3 Compliance Visits .....	49
5.6.4 De-committal and Recovery Procedures .....	49
<b>5.7 Financial Requirements.....</b>	<b>50</b>
5.7.1 Financial Records .....	50
<b>5.8 FAQs for TEC Programme .....</b>	<b>50</b>
<b>Appendix 1.....</b>	<b>52</b>



## Introduction

As part of our commitment to raising the quality of early years care and education, the new National Childcare Scheme (NCS) will be introduced in the final quarter of 2019 financial year. This scheme will replace the current targeted childcare programmes enabling some families to become eligible for subsidies for the first time. Parents will apply directly to NCS for financial support, meaning providers will no longer need to manage parental paperwork in order to apply for subsidies. NCS will provide financial support for children aged between 24 weeks and 15 years who are attending any participating Tusla registered service. There are two types of supports available under NCS (1) a universal subsidy and (2) an income assessed subsidy:

- 1) A **universal subsidy** is payable for children between the ages of 24 weeks and 36 months (or until the child qualifies for the Early Childhood Care and Education (ECCE) programme if later) who are using childcare services with an approved childcare provider. The universal subsidy is not means-tested and is available to all qualifying families of any income level.
- 2) An **income assessed subsidy** is payable for children from 24 weeks to 15 years of age who are using childcare services with an approved childcare provider. The level of subsidy is determined by the family's reckonable income (e.g. gross income minus tax and other deductibles (list is available on [www.ncs.gov.ie](http://www.ncs.gov.ie)) and minus any applicable multiple child discount). The income-related subsidy is payable for qualifying families where the family's annual reckonable income is up to a maximum of €60,000.

The existing targeted childcare funding programmes will continue until the commencement of NCS, and thereafter in a limited way. This rules document provides a methodology of ensuring continuity of service for parents and providers for the 2019/2020 programme year for children registered on the targeted childcare funding programmes who do not choose to transfer onto the NCS, subject to certain terms and conditions. These registrations are referred to as 'Savers'.

**Upon the commencement of NCS no new registrations can be made for previously unregistered children under the CCSP and TEC programmes.**

Parents/guardians with Savers registrations will not be entitled to be reassessed under these legacy programmes although they may adjust their days and/or session types. It is important to note that the level of service can only be adjusted with the specific Service Provider that the parent/guardian initially registered with, i.e. a parent/guardian will not be able to change a provider and re-enter the legacy programmes following the introduction of NCS.

This document outlines the legacy childcare schemes provided by the Department as follows:

**Community Childcare Subvention Plus (CCSP):** This programme provides support for parents/guardians on a low income to avail of reduced childcare costs at participating privately owned childcare services and at community not for profit childcare services. CCSP will stop processing new registrations for children not previously registered in the 19/20 programme year under CCSP upon the commencement of NCS;



**Community Childcare Subvention Resettlement (CSSR):** This programme provides childcare support to Programme Refugees to support their resettlement and integration into Irish society and will stop processing new registrations for children not previously registered in the 19/20 programme year under CSSR upon the commencement of NCS;

**Community Childcare Subvention Resettlement (Transitional) (CSSR(T)):** As part of the “Rebuilding Ireland – an Action Plan for Housing and Homelessness” the DCYA provides access to free childcare for children of families experiencing homelessness and will stop processing new registrations of children not previously registered in the 19/20 programme year upon the commencement of NCS;

**Training and Employment Childcare (TEC) Programmes:** These programmes provide childcare funding support for parents/guardians participating in eligible ETB/Solas training courses, Community Employment (CE) programmes or returning to employment. TEC will stop processing new registrations for children not previously registered in the 19/20 programme years following the commencement of NCS.

**Community Childcare Subvention (CCS):** This programme will terminate at the end of the 2018/2019 programme year on 16<sup>th</sup> August 2019.

**The universal free preschool programme (ECCE) is a standalone programme and will not be affected by the introduction of NCS. Rules governing the ECCE programme are available in a separate document.**

Parents of children who are on the legacy schemes may continue to receive a transitional subsidy until one of the following events, occur:

- The end of the transition period for the CCSP on August 14<sup>th</sup> 2020.
- The end of the transition period for the TEC programmes is August 14<sup>th</sup> 2020
- A childcare Service Provider registers the child associated with the transitional subsidy for the National Childcare Scheme and the parent approves that registration, i.e. “claims an NCS award”.
- The child ceases to avail of childcare with that childcare Service Provider (subject to the rules on non-attendance).

Pobal will continue making payment to Service Providers in line with the legacy programme payment cycles. Payment of subsidies will take account of updates made within the preceding “Saver Management Window”<sup>1</sup>.

**Note:** Information in these DCYA Transitional Rules are subject to change. Please check the PIP Homepage regularly for updates. For further information on NCS please refer to the policy guidelines available on the NCS website at [www.ncs.gov.ie](http://www.ncs.gov.ie) .

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<sup>1</sup> Following the commencement of the National Childcare Scheme (NCS) there will be no new registrations allowed under the CCSP programme. The “Saver Management Window” will be a periodic re-opening of PIP for a set period to allow services to **amend** any registrations as required. There will be a number of such windows during the programme year; full details will appear on PIP.

## Chapter 1 Rules Common to All Childcare Programmes

In 2018 €502.3m of exchequer funds was spent on early years to provide affordable childcare to over 185,000 children in Ireland. There is an obligation on those in receipt of public funding to strictly adhere to programme rules. There is commonality in the operational process and rules that are fundamental throughout all of the DCYA Childcare Funding Programmes. Namely:

- The Registered Provider shall be a limited company, a designated activity company, a sole trader, a school board of management, a not for profit organisation, or a partnership;
- The Registered Provider shall take all reasonable measures to safeguard the Health, Safety and Welfare of the children attending the service and to comply with the [Child Care Act 1991 \(Early Years Services\) Regulations 2016](#) and the [Child Care Regulations \(The Child Care Act 1991 \(Early Years Services\)\)\( Amendments\) Regulations 2016 and the Child Care Act 1991 \(Early Years Services\) \(Registration of School Age Services\) Regulations 2018](#) ;
- Service Providers who provide care to school age children must have applied to register with Tusla before 18th August 2019;
- New school age services must apply for registration with Tusla at least 3 months before opening;
- The Registered Provider shall maintain annual accounts for each financial year and provide copies of such accounts within four months of their adoption to Pobal as agents of the DCYA and, on request, to the Comptroller and Auditor General (C&AG);
- Service Providers must keep an accurate record of each child's **actual attendance** to include daily arrival and departure times for each child. The services' registrations on PIP must match actual attendance (actual child attendance and not opening times of session/service) as recorded in the above attendance records, see appendix 2;
- All facilities/locations operated by a service must have an individual DCYA reference number and children must attend the facility/ location in which they are registered;
- It is an essential requirement that all public monies are appropriately accounted for and used for their intended purpose;
- All childcare 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 fee for the service provision;
- Parents/guardians must sign a PIP Parent Declaration Form and a PIP approved Service Fees Information Letter to indicate that they understand the terms of the programme and that all child registration details are accurate;
- The Service Provider must display a PIP approved fees list that indicates the exact fees as well as the reduced fee of the service based on the relevant approved programme funding i.e. the full fee less the funding approved;
- A copy of all fees lists , together with copies of any standard letters issued to parents/guardians, must be published in an area of the service accessible to parents;

- The Service Provider must display in an area of the service accessible to parents/guardians, a PIP approved Service Calendar for all relevant approved funding programmes to show parents/guardians the days and weeks they are closed during the programme year.
- A childcare provider must ensure all staff working with children hold, at a minimum, a qualification that meets the requirements of the Child Care Act 1991 (Early Years Services) Regulations 2016.

Any queries in relation to the DCYA Childcare Funding Programmes and the rules of the programmes should first be directed to the local City and County Childcare Committee (CCC). Contact details for your local City/County Childcare Committee can be found at [myccc.ie](http://myccc.ie). The CCCs are funded by the DCYA to act as their local agent in the delivery of the national early education and childcare programmes and the implementation of Government policy at childcare committee level. They provide support and guidance to local Service Providers and parents in relation to the childcare programmes, and support quality in keeping with national frameworks and policy objectives.

**The CCCs are the first port of call for both parents/guardians and childcare providers when trying to access information and support on DCYA Childcare Funding Programmes.**

Service Providers can contact PIP Support at [onlinesupport@pobal.ie](mailto:onlinesupport@pobal.ie) or 01-5117222 for assistance in administering the rules of the Programmes as well as any technical issues with their PIP Portal. The 'How to Guide' for each childcare programme is available on the PIP portal through [www.pobal.ie](http://www.pobal.ie).

## 1.0 Compliance

It is the responsibility of the Service Provider to ensure compliance with their contractual requirements, which includes adherence to this rules document. Service Providers should ensure that they understand and adhere to the contents of this document, as well as with the funding agreements and 'How To' guides available on the PIP portal. Failure to do so will result in non-compliance and will require corrective action.

In order to make compliance visits as efficient as possible for both providers and visit officers, Service Providers should ensure that their compliance file is kept up to date and contains:

- attendance records;
- enrolment details (including minimum enrolment exemption where relevant);
- PIP parental declaration forms;
- Parent/guardian letters;
- Fee records;
- Staff qualifications;
- Higher capitation forms; and
- Parents sign in sheets or permission letters (TEC only)

**The compliance file should be kept on site and available for inspection at all times.** Services should also ensure that:

- PIP registrations are correct,

- PIP Fees list and PIP calendar, for all approved funding programmes, are clearly displayed for parents and,
- There is a staff member on site at all times who has access to the compliance file and can facilitate the visit. Please note that if the records are readily available for review any interruption to the service will be minimal, other than seeking clarifications when required.

## **1.1 Attendance Records**

### **1.1.1 Requirement to maintain attendance records**

Service Providers must keep daily attendance records for each child attending and records must include the child's full name, date of attendance, time of child's arrival and time of child's departure. The arrival and departure of each child must be recorded in real time by the Service Provider. Attendance records must be kept in an appropriate manner that is sufficient to establish actual duration of attendance of each named child in terms of hours. The child's name must be recorded in a consistent manner in order to facilitate identification of patterns of attendance (i.e. if the attendance records are weekly sheets, the child's name should be in the same place each week). Weekly or monthly attendance sheets are preferable as they facilitate establishing patterns of attendance. In addition the following points should be noted as a priority for compliance visits;

1. Attendance records /roll books for each session/room.
2. If a child moves to another room to avail of their ECCE session, then this should be identifiable through the attendance records.
3. State Child's full name (as per PIP records)
4. Keep names of children in a consistent sequence throughout the cycle. Retain records of children who have left the service i.e. do not delete or overwrite.
5. Ensure attendance records /roll books are filled out by staff member working in the room.
6. Keep Parent's Sign in and out book separate to Attendance records /roll books (if necessary).
7. Don't use individual daily sheets/diaries. Weekly/monthly records facilitate ascertaining patterns of attendance.
8. Input time of arrival and departure for all children within the service including Afterschool and Breakfast clubs. Don't use ticks.
9. Ensure Staff attendance is recorded daily on each room/session attendance records/roll book.
10. Where electronic records are maintained, the service must be able to produce weekly/monthly reports for individual children which show their level of attendance for the cycle to date.

Attendance records will be reviewed as a priority during compliance visits. Please see the minimum requirements as set out in the 'good practice on attendance records' guide, attached as appendix 2 of this document.

### **1.1.2 Failure to maintain appropriate attendance records**

Failure to maintain attendance records may result in an assumption of zero hour's attendance. The DCYA may withdraw future payments from the provider and/or require repayment of over-claimed monies already paid for the period concerned.

Failure to maintain sufficient attendance records (e.g. where attendance records are kept, but in a format which does not allow a compliance visit officer to determine the hours which a child has attended, such as through use of "ticks") may result in an assumption of minimal hour's attendance (i.e. sessional/half sessional service). The DCYA can withdraw future payments from the provider and/or require repayment of over-claimed monies already paid for the period concerned.

## **1.2 Force Majeure**

The DCYA force majeure policy relates to contractual force majeure (not to be confused with employer force majeure) i.e. *where a Service Provider is hindered or prevented by circumstances not within its reasonable ability to control, including but not limited to, acts of God, inclement weather, flood, lightning, fire, trade disputes, strikes, lockouts, acts of terrorism, war, military operations, acts or omissions of third parties for whom the Affected Party is not responsible ("Force Majeure") from performing any of its obligations under this Agreement, the Affected Party shall be relieved of liability for failure to perform such obligations.*

Closures for exceptional circumstances outside of extreme weather events, fire, flooding or utility issues should be referred to the local City/County Childcare Committee as per usual practice.

### **1.2.1 Reporting of Force Majeure Incident**

Service Providers should contact Pobal to inform them of their intention to claim force majeure at the onset of the incident in question, giving a brief outline of the issue and their estimated number of days' closure.

### **1.2.2 Force Majeure Claim Process Deadline**

Service Providers should formally claim force majeure **on PIP** no later than three weeks after the incident, even if the incident is ongoing.

## Chapter 2 Community Childcare Subvention Plus (CCSP)

### 2.0 Overview of CCSP

The Community Childcare Subvention Plus (CCSP) Programme provides support for parents/guardians on a low income to avail of reduced childcare costs at participating privately owned childcare services and at community not-for-profit childcare services; a list of these services is available through the relevant local CCC at [myccc.ie](http://myccc.ie). It also provides access to a universal payment available to eligible children. The [DCYA](http://DCYA) pays a portion of the childcare costs for eligible children (a payment described in this document as a subvention payment) with the parent/guardian paying the remainder. The eligibility of the parent/guardian is determined by their status with the Department of Employment Affairs and Social Protection (DEASP) and is set out on Table 2 of this document. Interested parents/guardians should contact their local participating childcare service in the first instance.

The CCSP programme is only available through participating childcare services; a list of these services is available through the relevant local CCC ([www.myccc.ie](http://www.myccc.ie)). The Service Provider submits an application for CCSP on behalf of the parent/guardian to Pobal. CCSP subvention is available for a one year period/term, i.e. for 52 weeks of the year from the commencement of the CCSP programme. The CCSP programme commences on 19th August 2019 and runs until 14th August 2020. This is referred to as the Programme year.

CCSP services may cater for infant, pre-school and afterschool places. They may also incorporate a breakfast club. Some CCSP services may be stand-alone services and cater for just one type of service e.g. afterschool.

**Upon the commencement of NCS no new registrations can be made for previously unregistered children under the CCSP and TEC programmes.**

After this date, the “Saver Management Window” system will commence on PIP. These are periodic re-opening windows for PIP, to allow Service Providers to make amendments to existing registrations to reflect changes in attendances, departures, non-attendances etc. These “Saver Management Windows” will be accessible during a number of defined times during the remainder of the programme year. Further information on the “Saver Management Window” system will be made available on the CCSP Registrations ‘How to Guide’ via the PIP portal.

Further information on NCS is available in the NCS Policy Guidelines which are available on PIP and the DCYA website. Note: CCS Resettlement/Transition are dealt with in individual chapters for clarity although they are provided under the CCSP grant agreement.

## 2.1 Eligibility for CCSP

A child must be under 15 years of age to be eligible for CCSP. CCSP subvention is available for up to 52 weeks of the programme year for children registered prior to the commencement of NCS. The Band Rates and Subvention table for CCSP can be found on Table 2 in this document.

## 2.2 CCSP Programme Rules

### 2.2.1 DCYA Reference No.

All facilities/locations operated by a service must have an individual DCYA reference number and children must attend the facility/location in which they are registered.

### 2.2.2 Requirement for CCSP Services to participate in ECCE and/or TEC

CCSP services must have signed a funding agreement for ECCE and/or TEC to participate in CCSP. CCSP Service Providers may apply to the DCYA in writing for an exemption from the requirement to participate in the 2019/2020 ECCE/TEC programmes at [eyqueries@dcya.gov.ie](mailto:eyqueries@dcya.gov.ie).

There is a strict eligibility requirement for childminders in that they must be registered with Tusla to avail of exemptions. No exceptions will be made in this regard. Contact your local CCC for further information. Applications must be sent to [eyqueries@dcya.gov.ie](mailto:eyqueries@dcya.gov.ie) with the reasons for the exemption.

### 2.2.3 Types of places under the CCSP Programme

CCSP services must offer childcare places from one or more of the following bands. A different payment rate is attributed to each type of placement.

- Full day-care places (more than 5 hours per day)
- Part-time places (between 3 hours 31 minutes and 5 hours per day)
- Sessional places (between 2 hours 16 minutes and 3 hours 30 minutes per day)
- Half-session places (between 1 hour and 2 hours 15 minutes per day)

### 2.2.4 Required information

The eligibility of the applying parent/guardian is determined by their status with the Department of Employment Affairs and Social Protection (DEASP) within one month prior to and/or including the week of the child start date on the Programme. The level of the subvention is determined by the parent's DEASP status and also by the level of childcare required. The eligibility criteria and subsequent childcare and subvention options are set out in Table 2 of this document.

In order to confirm eligibility, both the parent/guardian and child's Personal Public Service Numbers (PPSNs) and date of birth of the child are required when the CCSP Child Registration Form is being completed. The PPSN of the parent/guardian is reviewed by the Department of Employment Affairs and Social Protection and the PPSNs of the parent/guardian/child are assessed by the HSE to determine eligibility and verify entitlement to subvention.

**Documentation containing PPSN and any other personal information must be destroyed once no longer required.**

**Table 2 CCSP Band Eligibility**

Level of service	Band A (with medical card)	Band AJ (with medical card)	Band B	Band D
	<ul style="list-style-type: none"> <li>▪ One Parent Family Payment</li> <li>▪ Widow's/Widower's Pension</li> <li>▪ Pre-retirement Allowance</li> <li>▪ Farm Assist/Fish Assist</li> <li>▪ State Pension (Contributory/Non-contributory)</li> <li>▪ Blind Pension</li> <li>▪ Guardian's Payment (Contributory/Non-contributory)</li> <li>▪ Illness/Injury Benefit</li> <li>▪ Disability Allowance</li> <li>▪ Carer's Benefit/ Allowance</li> <li>▪ Back to Work Enterprise/Education Allowance</li> <li>▪ Community Employment / Rural Social Scheme</li> <li>▪ Domiciliary Care Allowance</li> <li>▪ Working Family Payment (Formerly known as FIS)</li> <li>▪ Secondary School students</li> <li>▪ Invalidity Pension</li> <li>▪ Disablement Pension</li> <li>▪ Official Tusla Referrals (no medical card required)</li> <li>▪ HSE Public Health Nurse referrals (no medical card required)</li> <li>▪ TÚS</li> <li>▪ Part-time Job Incentive Scheme Gateway</li> <li>▪ Gateway</li> <li>▪ Partial Capacity benefit</li> </ul>	<ul style="list-style-type: none"> <li>▪ Job Seekers Benefit/ Allowance*</li> <li>▪ Supplementary Welfare Allowance**</li> <li>▪ Job Seekers Transitional Payment</li> <li>▪ Job Path</li> </ul>	<ul style="list-style-type: none"> <li>▪ Medical Card</li> <li>▪ Parents/guardians who are in receipt of Social Welfare payments listed under Band A/AJ but have no medical card</li> </ul>	<ul style="list-style-type: none"> <li>▪ GP Visit Card*** (6yrs+ only)</li> <li>▪ Parents/guardians who no longer qualify for Band A/AJ this year but who were verified as being on Band A/AJ at the end of the previous school year</li> </ul>
<b>Full-day payment (5 hrs +)</b>	€145	€80	€70	€50
<b>Part-time payment (3:31 – 5:00)</b>	€80	€80	€35	€25
<b>Sessional payment (2:16 – 3:30)</b>	€45	€45	€25	€17
<b>Half-session payment (1:00 – 2:15)</b>	€22.50	€22.50	€12.50	€8.50



### 2.2.5 Note on Table 2

#### \*Jobseeker's allowance/benefit:

Parents/guardians who qualify for Band AJ (with medical card) qualify for subvented childcare to a maximum of €80 subvention for full day-care per week. (For the first and second day the subvention is based on the same daily rate as Band A). This cap applies where a child attends from 3 full days to 5 full days per week.

Parents/guardians in receipt of Jobseekers Benefit/Allowance (JB / JA) and do **not** have a medical card qualify for subvented childcare under Band B.

'JobsPath' is a DEASP initiative for JA and JB recipients.

#### \*\* Supplementary Welfare Allowance Scheme

Parent/guardian receiving basic payments under the Supplementary Welfare Allowance Scheme, and awaiting a decision on a claim may appeal the band AJ awarded if the claim is successful.

#### \*\*\* GP visit card is 6yrs+ only

The universal GP Visit card for children under 6 years of age is not CCSP eligible.

**Please note:** No Band is automatically applied to those parents on **Maternity Benefit**, partaking in a **Springboard course** and/or a First Steps –Youth Developmental Internship or in receipt of the ETB/SOLAS Training Allowance. The appropriate band will be decided based on the allowance received immediately prior to the course/programme/training/benefit. A CCSP verification form (available on the PIP homepage) must be completed by the local Intreo Office and attached to the registration for Pobal to review.

### 2.2.6 Appeal of Band Rate

Parents/guardians have the right to appeal their band rate if they believe an error has occurred, or the information from the Department of Employment Affairs and Social Protection/HSE is incorrect. This appeal is processed through the Service Provider.

### 2.2.7 Tusla registration

CCSP providers must be registered with Tusla for the places being provided as defined under 2.2.3, e.g. services cannot be funded for part-time places when registered with Tusla as a sessional service. School Age Services Regulations introduced by the Minister in February 2019 now make it compulsory for services providing childcare to school age children to register with Tusla. Full details of these regulations can be found on the Department website at [www.dcy.gov.ie](http://www.dcy.gov.ie) and on the Tusla website at [www.tusla.ie](http://www.tusla.ie) or alternatively you can contact your local CCC ([myccc.ie](http://myccc.ie)).

### 2.2.8 Childminders Tusla registration

Childminders who wish to go into contract for CCS Plus must be registered with Tusla. To be registered with Tusla a childminder must comply with the requirements for childminders as outlined in the [Child Care Regulations \(The Child Care Act 1991 \(Early Years Services\) \(Amendments\) Regulations 2016](#) and the [Childcare Act 1991\(Registration of School Age Services\) Regulations 2018](#)

## 2.3 Fees List and Service Calendar

### 2.3.1 Fees List and Service Calendar requirement

Service Providers must complete a Fees List and Service Calendar at the beginning of each programme year. They must show details of all the fees charged to parents, as well as details of any additional charges, discounts or donations applied by the service.

### 2.3.2 Document display requirement

A copy of the Fees List, together with copies of any standard letters issued to parents, must be published in an area of the service accessible to parents.

### 2.3.3 Document filing requirement

Service Providers must have a signed letter on file in respect of each parent/guardian of a child on the CCSP programme, showing the fees that have been approved. These fees must match those shown on the Fees List.

### 2.3.4 Fee changes

Any changes to Fees List or Service Calendar must be approved by the CCC. Parents must be given 20 working days' notice of any change to the Fees List. Where the Fees List has been revised, amended Fees List letters must then issue and be signed by the parents/guardians for the service's files. Copies on letters subsequently issued and signed must be retained on file on the premises. Updated copy of Fees Lists must be published in an area of the service accessible to parents, as well as on any online platform maintained by the provider for the purpose of advertising its services.

### 2.3.5 CCSP Service Calendar

A CCSP calendar must be distributed to all parents/guardians showing the days the service is due to be open under the CCSP 19/20 programme year. The CCSP calendar must be published in an area of the service accessible to parents.

### 2.3.6 Optional extras

Childcare providers may charge for optional extras, but a parent/guardian may choose not to avail of any of the optional extras. Optional extras must be identified on the fees list at the start of the programme year. Each option must be individually identified. Services cannot prioritise on the basis of uptake of optional extras.

### 2.3.7 Booking Deposits

A childcare provider may charge new parents/guardians a refundable booking deposit to hold a place for a child. The maximum deposit a provider may charge is equivalent to two weeks total payment. **All deposits must be refunded within four weeks of the child's registration being approved.**

### 2.3.8 Tusla referrals

A Tusla referral letter should be on headed paper, contain the name of the child, date of birth and PPSN, state the childcare start and end dates, must be signed and dated by the Social Worker who has also signed the Service Declaration form and confirm that Tusla will provide funding for that particular child to the childcare service.

A child who is the subject of a Tusla referral should not be registered on PIP without the appropriate letter from the Tusla Social Worker and the corresponding fully completed Service Declaration form.

The Service Provider must not ask for a voluntary donation or apply any type of fee/cost to parents/guardians of children who are subject to Tusla referral.

### **2.3.9 PHN referral**

A PHN referral letter should be on headed paper, include the child's name, date of birth and PPSN, state the childcare start and end dates, and state if relevant, the HSE is paying the balance of the childcare fee and must be signed and dated by the PHN who has signed the Service Declaration Form.

A child who is the subject of a PHN referral should not be registered on PIP without the appropriate letter from the PHN and the corresponding fully completed Service Declaration form.

The Service Provider must not ask for voluntary donation or apply any type of fee/cost to parents/guardians of children who are subject to PHN referral.

### **2.3.10 Payment of 52 weeks for 50 weeks' attendance**

If under registration, the start and end dates for a child's placement equals 50 weeks or more of attendance in the programme year, the service will be paid for 52 weeks.

### **2.3.11 Change of Circumstances**

- i. In the case of a transfer of ownership of a service (childcare provider), the service must contact the DCYA (via the County Childcare Committee) with all relevant details in order to request a new DCYA reference.
- ii. In the case of a change of legal status of a service (childcare provider), the service must contact the DCYA (via the County Childcare Committee) with all relevant details in order to request a new DCYA reference.
- iii. In the case of a change of address of a service (childcare provider), the service must contact the DCYA (via the County Childcare Committee) with all relevant details in order to request a new DCYA reference.
- iv. In the case of expansion of a childcare service to additional premises, the service must contact the DCYA (via the County Childcare Committee) with all relevant details in order to request a new DCYA reference. Please note that the children in attendance at the new/additional premises must be registered under the new DCYA reference number.

### **2.3.12 Service closure**

If a childcare provider closes its service, notice must be submitted in writing immediately to their local County Childcare Committee and to [pipdocuments@pobal.ie](mailto:pipdocuments@pobal.ie). Service closure and change of circumstances require the service to end date registrations for all current registrations at closure date, if the closure takes place within the Savers Management Window. If the closure takes place outside of the Saver Management Windows, the Service Provider should contact Pobal Immediately.

## **2.4 Child Registration**

### **2.4.1 Entering a child on the CCSP Programme**

The Service Manager must confirm and agree with parents/guardians the number of days, session type and pattern of attendance that the child is being registered for prior to registering the child for a CCSP place on PIP. A record of this agreement must be maintained by the childcare provider.

Each child's PIP registration must reflect the actual attendance pattern of the child. Where there is a discrepancy between attendance and registration, the childcare provider must amend the

registration on PIP at the next available Saver Management Window. Failure to update registrations to reflect the actual attendance pattern will result in an over-claim due to the Department. Over-claims will be recouped in accordance with the CCSP funding agreement. (Instructions on Child Registration are available on the PIP Portal). Please refer to section 2.4 for the changes in procedures following the commencement of NCS.

#### **2.4.2 CCSP child registration on PIP**

The Service Provider must register children on the PIP online system under their CCSP funding agreement. Please refer to PIP 'How to Guide' via the PIP Homepage. Subvention will be paid in respect of eligible children with effect from the child start date.

## **2.5 Attendance**

### **2.5.1 Absenteeism**

If a child is absent, the Service Provider must contact the parent/guardian to establish the cause of the child's absence within the first week of the absence commencing. Following the commencement of NCS the PIP system will be opened for defined periods (Saver Management Windows) at defined times throughout the remainder of the programme year, whereby Service Providers will be required to update registrations to reflect attendance in line with the scheme rules. Updates will be for any changes within the period since the last "Saver Management Window" only.

### **2.5.2 Reduction in attendance/PIP Updating**

Where a service is notified that a child registered on the CCSP is reducing their level of attendance e.g. from four full days per week to two full days per week or from full-time to part-time, prior to the commencement of NCS this must be updated on PIP immediately. The service will set a leave date on the current registration and re-register the child with the new level of attendance.

Where attendance differs from registration in a consistent pattern over a four week period, registrations must be updated to reflect the actual pattern of attendance. An update on PIP must occur within four weeks of the reduced attendance pattern commencing. Once NCS has commenced, updates on PIP registrations must be completed within the next available Saver Management Window.

Failure to update registrations to reflect the actual attendance pattern will result in an over-claim due to the Department. Over-claims will be recouped in accordance with the terms of the CCSP funding agreement.

Parents/guardians who have their children registered in the CCSP prior to the commencement of NCS will be able to change their level of service/adjust their days and/or session types, however, these changes can only be made with the provider who initially registered them. Once NCS has commenced, updates to PIP registrations must be completed within the next available Saver Management Window. A parent/guardian will not be able to change provider and remain on the legacy programmes. A parent/guardian will not be entitled to be re-assessed under the legacy programmes following the commencement of NCS.

### **2.5.3 Departure from service:**

If a child leaves the service, a provider must inform Pobal immediately stating the date the child last attended the service. If this departure falls outside the Saver Management Window, Pobal will

update the PIP system to reflect this departure. However, if a departure occurs during a Saver Management Window it will fall to the provider to update the system to reflect the departure.

Parents/Guardians must give providers four weeks' notice of a departure from a service. This will allow the providers to update PIP with payment ceasing on the actual date of departure. In cases where no notice of departure is given to the provider, the provider may claim four weeks subsidy in lieu of notice.

While a parent/guardian is free to remove their child from a service at any point, they will not be allowed to avail of further childcare funding while the approved funding is committed to the childcare service during this four week notice period.

It is also important to note that where a child is moving service after the commencement of NCS, the child cannot be registered in another service under the CCSP programme. Therefore the parent will be required to register under NCS to access childcare funding. Further information on this process is available in the NCS policy guidelines which is available on the Department's website.

#### **2.5.4 Non Attendance**

Where a child has not attended the service for four consecutive weeks, the service must notify Pobal immediately by creating a Leaver form via the PIP portal stating the date the child last attended the service. After the commencement of NCS, the Service Provider must contact Pobal who will update the PIP system to reflect the departure. If the non-attendance of a child occurs during a Saver Management Window, the Service Provider updates PIP to reflect the departure.

However, a service may apply to the local CCC in certain exceptional circumstances to retain the registration beyond four weeks to six /twelve weeks (please refer to NCS Policy Guidelines for details of exceptional circumstances [www.ncs.gov.ie](http://www.ncs.gov.ie) )

The relevant CCC may seek supporting proof of exceptional circumstances. Acceptable proofs may include a letter or medical certificate which can be uploaded onto the system by the provider (as provided by and with the agreement of the parent).

Where a letter is submitted and the relevant CCC decides that exceptional circumstances do not apply, the registration must be end dated and payment will cease with effect from that end date (which can be no later than the end of the four weeks of continuous absence). Once NCS commences, if this situation arises the Service Provider must firstly inform Pobal and then depending on the period during the programme year, Pobal/the service must update PIP to reflect the departure.

Where no letter is submitted by end of six weeks of continuous absence and the child has not returned to the service within that time, the provider must end date the registration and payment will cease with effect from that end date (i.e. from the end of the four weeks of continuous absence). Once NCS commences, if this situation arises the Service Provider must firstly inform Pobal and then depending on the period during the programme year Pobal/the Service Provider must update PIP to reflect the departure.

Where a letter is submitted no later than six weeks from the original absence but later than four weeks (and consequentially the registration has been end dated), the registration may be restored from the end dating of the registration.

**Providers may notify the relevant CCC in advance of a forthcoming continuous absence where they believe exceptional circumstances will apply.**

## **2.6 Record Keeping**

### **2.6.1 Attendance Records**

Childcare providers must keep daily attendance records for each child attending and records must include the child's full name, date of attendance, time of child's arrival and time of child's departure. The arrival and departure of each child must be recorded in real time by the Service Provider. Attendance records must be kept in an appropriate manner that is sufficient to establish actual duration of attendance of each named child in terms of hours. The child's name must be in a consistent manner in order to facilitate identification of patterns of attendance (i.e. if the attendance records are weekly sheets, the child's name should be in the same place each week). Attendance records will be reviewed as a priority during compliance visits. Please see the minimum requirements as set out in the 'good practice on attendance records' guide (Appendix 2).

### **2.6.2 Failure to maintain appropriate attendance records**

Failure to maintain sufficient attendance records e.g. where attendance records are kept, but in a format which does not allow a compliance visit officer to determine the hours which a child has attended, such as through the use of "ticks" (as per 2.5.1) may result in an assumption of zero hour's attendance. The Department can withdraw future payments from the provider and/or require repayment of over-claimed monies already paid for the period concerned.

### **2.6.3 Compliance Visits**

- i. Services must facilitate compliance visits which will be made without notice, to include access to the premises, personnel and relevant records.
- ii. All documentation related to the financial affairs of the service, accounts, fees records, staff qualifications, PIP, fees lists, registers and attendance records must be on-site at all times. These records must be kept for a minimum period of seven years from expiry of contract.
- iii. Compliance visit officers may inspect and take copies of, any books, records or other documents (including books, records or documents stored in non-legible form), or extracts therefrom, that he or she finds in the course of his or her inspection.

### **2.6.4 De-committal and Recovery Procedures**

Service Providers may at times be overpaid during the course of the year due to transfers, closures etc. If, at the end of the year (or on closure of a service), a service has been overpaid, a revised CCSP allocation notification will issue and any excess CCSP funding must be returned to Pobal.

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. Pobal will liaise with services impacted by decommittal/recovery to agree an appropriate repayment plan.

## 2.7 Universal Subsidy (CCSU)

### 2.7.1 Overview of Universal Subsidy

As part of the Government policy to make childcare more affordable, the DCYA introduced a universal childcare subvention payment of up to €20 per week for families using eligible childcare providers for the care of children aged from 6 months to the first eligible point of entry to the ECCE scheme. This scheme is administered via an enhancement to the CCSP scheme. Upon the commencement of NCS parents will need to apply for the universal subsidy through NCS. Further information is available on NCS policy guidelines which is available on the DCYA website.

### 2.7.2 Eligibility for the Universal Subsidy

The childcare subsidy is available to all children aged from 6 months to the first eligible point of entry to the ECCE programme.

### 2.7.3 Required documents

The parent/guardian must provide the child's PPS Number and date of birth as well as the parent's PPS Number.

**Documentation containing PPSN information must be destroyed once no longer required.**

### 2.7.4 Programme Rates

The maximum weekly universal childcare subsidy is €20. As CCSP subsidies are currently paid according to session type, i.e. full-time, part-time, sessional, half-sessional, this maximum weekly universal subsidy rate of €20 will be paid on a pro-rata basis according to session type.

<b>Table 3 Universal Subsidy (CCSU) rates</b>		
<b>UCS Session Type</b>	<b>Weekly Subsidy</b>	<b>Daily Subsidy</b>
Full-time (i.e. 5 hours plus per day)	€20	€4
Part-time (i.e. 3:31 to 5 hours per day)	€10	€2
Sessional (i.e. 2:16 to 3:30 per day)	€7	€1.40
Half-sessional (i.e. 1:00 to 2:15 per day)	€3.50	€0.70

### 2.7.5 CCSU Programme Rules

CCSU is administered under the CCSP scheme and is governed by the same rules.

## 2.8 Financial Requirements

The Service Provider will maintain up-to-date child registration information on PIP

The Service Provider shall maintain appropriate records to enable verification by the Department or agents acting on its behalf (including Pobal) that the general terms of the CCSP Funding Agreement are complied with. In particular, such records **will include an attendance register which clearly shows the dates, times and durations of attendance for each individually identified child for every day that the child is in attendance.** Records of income and expenditure should be kept up to date and available for verification purposes.

Failure by the Service Provider to maintain accurate attendance records and/or accurate update child registration details, as required in the CCSP Funding Agreement will result in an immediate suspension of CCSP funding and/or a requirement to repay over-claimed monies already paid and may result in a termination of the CCSP Funding Agreement.

The Service Provider shall maintain appropriate annual accounts for each financial year in accordance with the timescales set out by the Companies Registration Office (for limited companies) or by the Revenue Commissioners (for unincorporated entities). Copies of such accounts must be provided to CAR on request.

The Service Provider shall separately account for public funds received and ensure that appropriate financial records are maintained.

The approved provider shall respect and comply with the statutory role and regulatory and public accountability responsibilities of the Department, its agents and other relevant statutory bodies and at all times co-operate fully with the Department, its agents and all other statutory bodies in this regard.

## **2.9 FAQs for CCSP Programme (including CCSU)**

### **Can a child attend CCSP in more than one service?**

Yes. This is allowed provided total days attended are not more than five full days.

### **When will bands be approved?**

Processing of CCSP registrations by Pobal takes approximately three to four weeks.

### **Do I have to give a parent/guardian subvention prior to the Band rate being approved by DCYA?**

No. Service Providers are not obliged to give subvention until the DCYA verifies and approves bands. However, on approval, the parent/guardian must be refunded the full subvention amount within a four week period.

### **Can I give the parent/guardian subvention prior to the subvention band rate being approved?**

A service should not give the subvention to a parent/guardian prior to the band rate being approved however, if a service wishes to oblige the parents/guardians by giving them a subvention on their childcare costs prior to the bands being approved by Pobal, they do so at their own risk and are encouraged to ask the parent/guardian for proof of eligibility as reassurance that the band requested is likely to be approved.

### **Under which parent/guardian should the CCSP registration be made to ensure appropriate band approval?**

Parents/guardians should consider the CCSP eligibility when deciding this. Please note that the parent/guardian on the registration will be the parent/guardian verified by Pobal. The childcare manager may assist in determining the parent/guardian who will gain the highest subvention. Alternatively, the service or parent/guardian may contact their local CCC with this query.

### **Child moving from one service to another service where CCSP funding has not been released**

When a child transfers from a one CCSP service to another CCSP service and funding is not released the child will be unable to join the CCSP programme until such time as the notice period has been served. Please see Appendix 1 for programme transfer permissions.



**Can a childminder enter into contract for CCSP?**

Yes. A childminder can enter into contract for CCSP once they comply with the requirements of a childminding service as outlined in the [Child Care Regulations \(The Child Care Act 1991 \(Early Years Services\)\( Amendments\) Regulations 2016](#) and the [Childcare Act 1991\(Registration of School Age Services\) Regulation 2018](#) and they are registered with Tusla.

**When are payments made?**

Payment schedules for Childcare Funding Programmes can be downloaded from the PIP homepage at [www.pobal.ie](http://www.pobal.ie). Payments of subsidies will take account of updated registrations within preceding Saver Management Windows.

**Can a family access the universal payment for an ECCE-eligible child while awaiting an ECCE place?**

No. The universal payment ceases once the child reaches the first available entry point for their eligible child. The payment ceases whether or not the child has taken up a place.

## Chapter 3 Community Childcare Subvention Resettlement (CCSR)

### 3.0 Overview of CCSR

The Government of Ireland increased Ireland's resettlement quota to cater for up to 4,000 Programme Refugees. To support the Programme Refugees (PRs) in their resettlement and integration into Irish society, the need to provide dedicated childcare funding was recognised and childcare funding for this cohort was incorporated into the existing CCSP Programme which enables parents/guardians to be free to attend language and orientation courses within their reception centres and following their move into their communities.

### 3.1 Eligibility for CCSR

Participating pre-school going children must be between 0 and 5 years old on their start date. School-aged children (between 6 and 12 years) can access childcare for the primary school holiday periods only. The eligibility of the applying parent/guardian is determined by a letter from the Department of Justice and Equality.

### 3.2 CCSR Programme Rules

#### 3.2.1 Duration of programme

The total duration of the programme is 60 weeks.

#### 3.2.2 DCYA Reference No.

All facilities/locations operated by a service must have an individual DCYA reference number and children must attend the facility/location in which they are registered.

#### 3.2.3 Requirement for CCSR Services to participate in ECCE and/or TEC

CCSR services must have signed a funding agreement for ECCE and/or TEC to participate in CCSP. CCSR Service Providers may apply to the DCYA in writing for an exemption from the requirement to participate in the 2019/2020 ECCE/TEC programmes at [enquiries@dcya.gov.ie](mailto:enquiries@dcya.gov.ie).

#### 3.2.4 Types of places available under the CCSR Programme

CCSR services will only offer childcare places from one or both of the following levels of service. A different payment rate is attributed to each type of placement.

- Part-time places (between 3 hours 31 minutes and 5 hours per day)
- Sessional places (between 2 hours 16 minutes and 3 hours 30 minutes per day)

#### 3.2.5 Programme Rates

- A flat rate of €145 per week is payable, for part-time childcare (up to 5 hours per day), over 4 days per week for each approved child for the eligible duration of their childcare place.
- A flat rate of €72.50 per week is payable for sessional childcare (2 hours 16 minutes to 3 hours 30 minutes) over 4 days per week.

#### 3.2.6 Required documents/information

Parent/s must supply an eligibility letter completed and signed by the Department of Justice and Equality's Irish Refugee Protection Programme Unit.

A CCSR Parental Declaration Form will be made available to the relevant Service Providers who must complete this form manually and retain for compliance.

### 3.2.7 Tusla Registration

Service Providers must be registered with Tusla for the places being provided as defined under 3.2.4. i.e. services cannot be funded for part-time places when registered with Tusla as a sessional service. School Age Services Regulations introduced by the Minister in February 2019 now make it compulsory for services providing childcare to school age children to register with Tusla. Full details of these regulations can be found on the Department's website at [www.dcy.gov.ie](http://www.dcy.gov.ie) and on the Tusla website at [www.tusla.ie](http://www.tusla.ie) or alternatively you can contact your local CCC ([myccc.ie](http://myccc.ie)).

### 3.2.8 Fees Policy and CCSR

Parents/guardians **cannot** be asked to make **any** financial contribution towards their child's childcare cost.

### 3.2.9 Booking deposits

Childcare providers **must not** request booking deposits from parents/guardians to hold a place.

### 3.2.10 Optional extras

Childcare providers must **not** request financial contributions from parents.

### 3.2.11 Calendar Policy

The service must provide a calendar to the parents/guardians to show them the dates they are open throughout the programme year. The CCSR calendar must be published in an area of the service accessible to parents, as well as on any online platform maintained by the provider for the purpose of advertising its services.

### 3.2.12 Change of circumstances

- i. In the case of a transfer of ownership of a service (childcare provider), the service must contact the DCYA (via the County Childcare Committee) with all relevant details in order to request a new DCYA reference.
- ii. In the case of a change of legal status of a service (childcare provider), the service must contact the DCYA (via the County Childcare Committee) with all relevant details in order to request a new DCYA reference.
- iii. In the case of a change of address of a service (childcare provider), the service must contact the DCYA (via the County Childcare Committee) with all relevant details in order to request a new DCYA reference.
- iv. In the case of expansion of a childcare service to additional premises, the service must contact the DCYA (via the County Childcare Committee) with all relevant details in order to request a new DCYA reference. Please note that the children in attendance at the new/additional premises must be registered under the new DCYA reference number.

### 3.2.13 Service closure

If a childcare provider closes its service, notice must be submitted in writing immediately to their local County Childcare Committee and to [pipdocuments@pobal.ie](mailto:pipdocuments@pobal.ie). Service closure and change of circumstances require the service to end date registrations for all current registrations at closure date.

## 3.3 Child Registration

### 3.3.1 Entering a Child on the CCSR Programme

Services must have signed up to the funding agreement for the CCSP programme in order to submit a CCSR registration. The Service Manager must confirm and agree with parents/guardians the number of days, session type and pattern of attendance that the child is being registered for prior to registering the child for a CCSR place on PIP. A record of this agreement must be maintained by the childcare provider.

Each child's PIP registration must reflect the actual attendance pattern of the child. Where there is a discrepancy between attendance and registration, the childcare provider must amend the registration on PIP. Failure to update registrations to reflect the actual attendance pattern will result in an over-claim due to the Department. Over-claims will be recouped in accordance with the CCSP funding agreement.

(Please refer to the 'CCS Resettlement and Transition-Registrations how to guide' via the PIP homepage).

### 3.3.2 CCSR Child registration on PIP

The Service Provider must register children under CCSR on the PIP online system. Please refer to PIP 'How to Guide' via the PIP homepage. Subvention will be paid in respect of eligible children with effect from the child start date.

### 3.3.3 Child Registration Window

Registration can occur anytime from the start of the programme year (19 August 2019) up until the commencement of NCS. Where a child is eligible for 60 weeks and was registered during the 2018/2019 programme year this will now carry into the 2019/2020 programme year. A child will only receive up to a maximum of 60 weeks in total over two programme years. For further information on children who are eligible for CCSR following the commencement of NCS please refer to the NCS policy guideline on the DCYA's website ([www.dcy.gov.ie](http://www.dcy.gov.ie)).

## 3.4 Attendance

### 3.4.1 Absenteeism

If a child is absent, the Service Provider must contact the parent/guardian to establish the cause of the child's absence within the first week of the absence commencing. Following the commencement of NCS the PIP system will be opened for defined periods (Saver Management Windows) at defined times throughout the remainder of the programme years, whereby Service Providers will be required to update registrations to reflect attendance in line with the scheme rules. Updates will be for any changes within the period since the last "Saver Management Window" only.

### 3.4.2 Reduction in attendance/PIP Updating

Where a service is notified that a child registered on the CCSR is reducing their level of attendance e.g. from four full days per week to two full days per week or from full-time to part-time, prior to the commencement of NCS this must be updated on PIP. The service will set a leave date on the current registration and re-register the child with the new level of attendance.

Where attendance differs from registration in a consistent pattern over a four week period, registrations must be updated to reflect the actual number of days the child attends. An update on PIP must occur within four weeks of the reduced attendance pattern commencing. Once NCS has

commenced, updates on PIP registrations must be completed within the next available Saver Management Window.

Failure to update registrations to reflect the actual attendance pattern will result in an over-claim due to the Department. Over-claims will be recouped in accordance with the terms of the CCSP funding agreement.

Parents/guardians who have their children registered in the CCSR prior to the commencement of NCS will be able to change their level of service/adjust their days and/or session types, however, these changes can only be made with the provider who initially registered them. Once NCS has commenced, updates to PIP registrations must be completed within the next available Saver Management Window. A parent/guardian will not be able to change provider and remain on the legacy programmes. A parent/guardian will not be entitled to be re-assessed under the legacy programmes following the commencement of NCS. The service will receive a minimum of four weeks' funding, plus an additional two weeks, giving a total of six weeks' payment after which the service will be paid pro rata. The service will set a leave date on current registration and re-register child with new level of attendance.

#### **3.4.3 Departure from service**

If a child leaves the service, a provider must inform Pobal immediately stating the date the child last attended the service. If this departure falls outside the Saver Management Window, Pobal will update the PIP system to reflect this departure. However, if a departure occurs during a Saver Management Window it will fall to the provider to update the system to reflect the departure. Parents/Guardians must give providers four weeks' notice of a departure from a service. This will allow the providers to update PIP with payment ceasing on the actual date of departure. In cases where no notice of departure is given to the provider, the provider may claim four weeks subsidy in lieu of notice.

While a parent/guardian is free to remove their child from a service at any point, they will not be allowed to avail of further childcare funding while the approved funding is committed to the childcare service during this four week notice period.

It is also important to note that where a child is moving service after the commencement of NCS, the parent will be required to register under NCS to access childcare funding. Further information on this process is available in the NCS policy guidelines which is available on the Department's website.

#### **3.4.4 Non Attendance**

Where a child has not attended the service for four consecutive weeks, the service must notify Pobal immediately by creating a Leaver form via the PIP Portal stating the date the child last attended the service. After the commencement of NCS, the Service Provider must contact Pobal who will update the PIP system to reflect the departure. If the non-attendance of a child occurs during a Saver Management Window, the Service Provider updates PIP to reflect the departure.

However, a service may apply to the local CCC in certain exceptional circumstances to retain the registration beyond four weeks to six /twelve weeks. (Please refer to NCS Policy Guidelines for details of exceptional circumstances [www.ncs.gov.ie](http://www.ncs.gov.ie) )

The relevant CCC may seek supporting proof of exceptional circumstances. Acceptable proofs may include a letter or medical certificate which can be uploaded onto the system by the provider (as provided by and with the agreement of the parent).

Where a letter is submitted and the relevant CCC decides that exceptional circumstances do not apply, the provider must end date the registration and payment will cease with effect from that end date (Which can be no later than the end of the four weeks of continuous absence) Once NCS commences, if this situation arises the Service Provider must firstly inform Pobal and then depending on the period during the programme year Pobal/the Service Provider will have to update the PIP system to reflect this .

Where no letter is submitted by end of six weeks of continuous absence and the child has not returned to the service within that time, the provider must end date the registration and payment will cease with effect from that end date (i.e. from the end of the four weeks of continuous absence) Once NCS commences, if this situation arises the Service Provider must firstly inform Pobal and then depending on the period during the programme year Pobal/the Service Provider will have to update the PIP system to reflect this .

Where a letter is submitted no later than six weeks from the original absence but later than four weeks (and consequentially the registration has been end dated), the registration may be restored from the end-dating of the registration.

#### **3.4.5 Moving from one CCSR provider to another**

Non-attendance may occur due to the family being moved to alternative accommodation and the need for the family to register in another childcare service. In this instance, it may be necessary to afford the necessity of a cross over in funding in both services for the four weeks' transition from one service to another.

#### **3.4.6 If a child leaves the CCSR Programme**

When a child leaves the CCSR service, Service Providers must report leavers and the information must be entered on PIP, stating the date the child last attended the service.

### **3.5 Record Keeping**

#### **3.5.1 Attendance records**

Childcare providers must keep daily attendance records for each child attending and records must include the child's full name, date of attendance, time of child's arrival and time of child's departure. Attendance records must be kept in an appropriate manner that is sufficient to establish actual duration of attendance of each named child in terms of hours. The child's name must be recorded in a consistent manner in order to facilitate identification of patterns of attendance (i.e. if the attendance records are weekly sheets, the child's name should be in the same place each week). Weekly attendance records are preferable as this facilitates establishing patterns of attendance.

Attendance records will be reviewed as a priority during compliance visits. Please see the minimum requirements as set out in the 'good practice on attendance records' guide (Appendix 2).

#### **3.5.2 Failure to maintain appropriate attendance records**

Failure to maintain sufficient attendance records e.g. where attendance records are kept, but in a format which does not allow a compliance visit officer to determine the hours which a child has attended, such as through the use of "ticks" (as per 3.5.1) may result in an assumption of zero hour's

attendance. The Department can withdraw future payments from the provider and/or require repayment of over-claimed monies already paid for the period concerned.

### 3.5.3 Compliance Visits

- I. Services must facilitate compliance visits which will be made without notice, to include access to the premises, personnel and relevant records.
- II. All documentation related to the financial affairs of the service, accounts, fees records, staff qualifications, PIP, fees lists, registers and attendance records must be on-site at all times. These records must be kept for a minimum period of seven years after the expiry of the contract.
- III. Compliance visit officers may inspect and take copies of, any books, records or other documents (including books, records or documents stored in non-legible form), or extracts therefrom, that he or she finds in the course of his or her inspection.

### 3.5.4 De-committal and Recovery Procedures

Service Providers may at times be overpaid during the course of the year due to transfers, closures etc. If at the end of the year, (or on closure of a service), a CCSR service has been overpaid, a revised CCSR allocation notification will issue and any excess CCSR funding must be returned to Pobal.

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. Pobal will liaise with services impacted by decommittal/recovery to agree an appropriate repayment plan.

## 3.6 Financial Requirements

The Service Provider will maintain up-to-date child registration information on PIP

The Service Provider shall maintain appropriate records to enable verification by the Department or agents acting on its behalf (including Pobal) that the general terms of the CCSP Funding Agreement are complied with. In particular, such records **will include an attendance register which clearly shows the dates, times and durations of attendance for each individually identified child for every day that the child is in attendance.** Records of income and expenditure should be kept up to date and available for verification purposes.

Failure by the Service Provider to maintain accurate attendance records and/or accurate update child registration details, as required in the CCSP Funding Agreement will result in an immediate suspension of CCSP funding and/or a requirement to repay over-claimed monies already paid and may result in a termination of the CCSP Funding Agreement.

The Service Provider shall maintain appropriate annual accounts for each financial year in accordance with the timescales set out by the Companies Registration Office (for limited companies) or by the Revenue Commissioners (for unincorporated entities). Copies of such accounts must be provided to CAR on request.

The Service Provider shall separately account for public funds received and ensure that appropriate financial records are maintained.

The approved provider shall respect and comply with the statutory role and regulatory and public accountability responsibilities of the Department, its agents and other relevant statutory bodies and

at all times co-operate fully with the Department, its agents and all other statutory bodies in this regard.

### **3.7 FAQs for CCSR**

#### **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 and Transition-Registrations How to guide', available on the PIP Homepage, for more details of how to manage the child's registration.



## Chapter 4 Community Childcare Subvention Resettlement (Transitional) (CCSR(T))

### 4.0 Overview of CCSR(T)

As part of the “Rebuilding Ireland – an Action Plan for Housing and Homelessness”, DCYA launched a special provision under the current Community Childcare Subvention Programme, entitled CCSR (Transitional), which provides access to free childcare for children of families experiencing homelessness. The provision provides subvention for all pre-school children aged 0 to 5 inclusive and 6 to 12 year olds during the school holidays only. The scheme is also designed to help those transitioning from homelessness to permanent accommodation.

CCSR(T) is available through all services participating in the CCSP programme.

### 4.1 Eligibility for CCSR(T)

Participating pre-school going children must be between 0 – 5yrs on their start date and school-aged children between 6 and 12 years are eligible during school holiday periods only. The eligibility of the applying parent/guardian is determined by Focus Ireland or the Local Authority if outside of Dublin.

### 4.2 CCSR(T) Programme Rules

#### 4.2.1 Duration of programme

The programme year for 2019/2020 is 19<sup>th</sup> August 2019 to 14<sup>th</sup> August 2020.

#### 4.2.2 DCYA Reference No.

All facilities/locations operated by a service must have an individual DCYA reference number and children must attend the facility/location in which they are registered.

#### 4.2.3 Requirement for CCSRT Services to participate in ECCE and/or TEC

CCSRT services must have signed a funding agreement for ECCE and/or TEC to participate. CCSRT Service Providers may apply to the DCYA in writing for an exemption from the requirement to participate in the 2019/2020. ECCE/TEC programmes at [eyqueries@dcya.gov.ie](mailto:eyqueries@dcya.gov.ie).

#### 4.2.4 Types of places under CCSR(T) Programme

CCSR(T) services will only offer childcare places for the following session types:

- Part-time places (between 3 hours 31 minutes and 5 hours per day)
- Sessional places (between 2 hours 16 minutes and 3 hours 30 minutes per day)

#### 4.2.5 Programme rates

A different payment rate is attributed to each type of placement.

- i. For part-time childcare over 5 days per week, a flat rate of €160 per week will be paid in relation to each child attending under CCSR(T), for the eligible duration of their childcare place. A daily meal must be provided for each child, the cost of which is included in the subvention rate.
- ii. For sessional childcare over 5 days per week, a rate of €87.50 will be paid in relation to each child attending for the eligible duration of their childcare place. A daily meal is also to be provided for each child, the cost of which is included in the subvention rate.

#### 4.2.6 Required documents/information

- i. A CCSR(T) verification form signed by Focus Ireland (if in the Dublin area) or their local authority (for all counties outside Dublin) is required.
- ii. In order to confirm eligibility, both the Parent's and Child's Personal Public Service Number (PPSN) are required, as well as the child's date of birth, when the CCSR(T) Child Registration Form is being completed.

A CCSR(T) Parental Declaration Form will be made available to the relevant Service Providers who must complete this form manually and retain for compliance.

**Documentation containing PPSN and any other personal information must be destroyed once no longer required.**

#### 4.2.7 Tusla registration

Service Providers must be registered with Tusla for the places being provided as defined under 4.2.4. i.e. services cannot be funded for part-time places when registered with Tusla as a sessional service. School Age Services Regulations introduced by the Minister in February 2019 now make it compulsory for services providing childcare to school age children to register with Tusla. Full details of these regulations can be found on the Department's website at [www.dcy.gov.ie](http://www.dcy.gov.ie) and on the Tusla website at [www.tusla.ie](http://www.tusla.ie) or alternatively you can contact your local CCC ([myccc.ie](http://myccc.ie)).

#### 4.2.8 Fees Policy and CCSR(T)

Parents/guardians **cannot** be asked to make any financial contribution towards their child's childcare cost.

#### 4.2.9 Booking deposit

Childcare providers must **not** request any booking deposits from parents/guardians to hold a place.

#### 4.2.10 Optional extras

Childcare providers must **not** request financial contributions from parents.

#### 4.2.11 Calendar Policy

The service is to provide a calendar to the parents/guardians to show them the dates they are open throughout the programme year. The CCSR(T) calendar must be published in an area of the service accessible to parents.

#### 4.2.12 Change of circumstances

- i. In the case of a transfer of ownership of a service (childcare provider), the service must contact the DCYA (via the County Childcare Committee) with all relevant details in order to request a new DCYA reference.
- ii. In the case of a change of legal status of a service (childcare provider), the service must contact the DCYA (via the County Childcare Committee) with all relevant details in order to request a new DCYA reference.
- iii. In the case of a change of address of a service (childcare provider), the service must contact the DCYA (via the County Childcare Committee) with all relevant details in order to request a new DCYA reference.
- iv. In the case of expansion of a childcare service to additional premises, the service must contact the DCYA (via the County Childcare Committee) with all relevant details in order to request a new DCYA reference. Please note that the children in attendance at the new/additional premises must be registered under the new DCYA reference number.

#### **4.2.13 Service closure**

If a childcare provider closes its service, notice must be submitted in writing immediately to their local County Childcare Committee and to [pipdocuments@pobal.ie](mailto:pipdocuments@pobal.ie). Service closure and change of circumstances require the service to end date registrations for all current registrations at closure date.

### **4.3 Child Registration**

#### **4.3.1 Entering a Child on the CCSR(T) Programme**

Services must have signed up to the funding agreement for the CCSP programme in order to submit a CCSR(T) registration. The Service Manager must confirm and agree with parents/guardians the number of days, session type and pattern of attendance that the child is being registered for prior to registering the child for a CCSP place on PIP. A record of this agreement must be maintained by the childcare provider.

Each child's PIP registration must reflect the actual attendance pattern of the child. Where there is a discrepancy between attendance and registration, the childcare provider must amend the registration on PIP. Failure to update registrations to reflect the actual attendance pattern will result in an over-claim due to the Department. Over-claims will be recouped in accordance with the CCSP funding agreement.

(Please refer to the 'CCS Resettlement and Transition-Registrations how to guide' via the PIP homepage).

#### **4.3.2 CCSR(T) Child Registration**

The Service Provider must register children under CCSR(T) on the PIP online system. Please refer to PIP 'How to Guide' via the PIP homepage. Subvention will be paid in respect of eligible children with effect from the child start date.

### **4.4 Attendance**

#### **4.4.1 Absenteeism**

If a child is absent, the Service Provider must contact the parent/guardian to establish the cause of the child's absence within the first week of the absence commencing. Following the commencement of NCS the PIP system will be opened for defined periods (Saver Management Windows) at defined times throughout the remainder of the programme year, whereby Service Providers will be required to update registrations to reflect attendance in line with the scheme rules. Updates will be for any changes within the period since the last "Saver Management Window" only.

#### **4.4.2 Reduction in attendance/PIP Updating**

Where a service is notified that a child registered on the CCSR(T), is reducing their level of attendance e.g. from four full days per week to two full days per week or from full-time to part-time, prior to the commencement of NCS this must be updated on PIP. The service will set a leave date on the current registration and re-register the child with the new level of attendance.

Where attendance differs from registration in a consistent pattern over a four week period, registrations must be updated to reflect the actual pattern of attendance. An update on PIP must occur within four weeks of the reduced attendance pattern commencing. Once NCS has

commenced, updates on PIP registrations must be completed within the next available Saver Management Window.

Failure to update registrations to reflect the actual attendance pattern will result in an over-claim due to the Department. Over-claims will be recouped in accordance with the terms of the CCSP funding agreement.

Parents/guardians who have their children registered in the CCSR(T) prior to the commencement of NCS will be able to change their level of service/adjust their days and/or session types, however, these changes can only be made with the provider who initially registered them. Once NCS has commenced, updates to PIP registrations must be completed within the next available Saver Management Window. A parent/guardian will not be able to change provider and remain on the legacy programmes. A parent/guardian will not be entitled to be re-assessed under the legacy programmes following the commencement of NCS.

#### **4.4.3 Departure from service**

If a child leaves the service, a provider must inform Pobal immediately stating the date the child last attended the service. If this departure falls outside the Saver Management Window, Pobal will update the PIP system to reflect this departure. However, if a departure occurs during a Saver Management Window it will fall to the provider to update the system to reflect the departure. Parents/Guardians must give providers four weeks' notice of a departure from a service. This will allow the providers to update PIP with payment ceasing on the actual date of departure. In cases where no notice of departure is given to the provider, the provider may claim four weeks subsidy in lieu of notice.

While a parent/guardian is free to remove their child from a service at any point, they will not be allowed to avail of further childcare funding while the approved funding is committed to the childcare service during this four week notice period.

It is also important to note that where a child is moving service after the commencement of NCS, the parent will be required to register under NCS to access childcare funding. Further information on this process is available in the NCS policy guidelines which is available on the Department's website.

#### **4.4.4 Non Attendance**

Where a child has not attended the service for four consecutive weeks, the service must notify Pobal immediately by creating a Leaver form via the PIP portal stating the date the child last attended the service. After the commencement of NCS, the Service Provider must contact Pobal who will update the PIP system to reflect the departure. If the non-attendance of a child occurs during a Saver Management Window, the Service Provider updates PIP to reflect the departure.

However, a service may apply to the local CCC in certain exceptional circumstances to retain the registration beyond four weeks to six /twelve weeks. (Please refer to NCS Policy Guidelines for details of exceptional circumstances [www.ncs.gov.ie](http://www.ncs.gov.ie) )

The relevant CCC may seek supporting proof of exceptional circumstances. Acceptable proofs may include a letter or medical certificate which can be uploaded onto the system by the provider (as provided by and with the agreement of the parent).

Where a letter is submitted and the relevant CCC decides that exceptional circumstances do not apply, the provider must end date the registration and payment will cease with effect from that end date (Which can be no later than the end of the four weeks of continuous absence Once NCS commences, if this situation arises the Service Provider must firstly inform Pobal and then depending on the period during the programme year Pobal/the Service Provider will have to update the PIP system to reflect this same.

Where no letter is submitted by end of six weeks of continuous absence and the child has not returned to the service within that time, the provider must end date the registration and payment will cease with effect from that end date (i.e. from the end of the four weeks of continuous absence Once NCS commences, if this situation arises the Service Provider must firstly inform Pobal and then depending on the period during the programme year Pobal/the Service Provider will have to update the PIP system to reflect this .

Where a letter is submitted no later than six weeks from the original absence but later than four weeks (and consequentially the registration has been end dated), the registration may be restored from the end-dating of the registration.

#### **4.4.5 If a child leaves the CCSR(T) Programme**

When a child leaves the CCSR(T), all Service Providers must report leavers and the information must be entered on PIP, stating the date the child last attended the service.

#### **4.4.6 Funding of CCSR(T) child leaving the service**

If the child's place is no longer needed or the child has not attended for four weeks, the funding will cease. The childcare provider will receive four weeks' funding in lieu of notice.

#### **4.4.7 Moving from one CCSR(T) provider to another**

Non-attendance may occur due to the family being moved to alternative accommodation and the need for the family to register in another childcare service. In this instance, it may be necessary to afford the necessity of a cross over in funding in both services for the four weeks' transition from one service to another.

Note: the parent/guardian must submit the same DCYA eligibility letter to both the first and second Service Providers.

#### **4.4.8 Transfer from the TEC programme to the CCSR (T) programme**

The Service Provider must insert an end date on the child's registration on PIP and re-register the child on PIP under CCSR(T).

### **4.5 Record Keeping**

#### **4.5.1 Attendance records**

Childcare providers must keep daily attendance records for each child attending and records must include the child's full name, date of attendance, time of child's arrival and time of child's departure. Attendance records must be kept in an appropriate manner that is sufficient to establish actual duration of attendance of each named child in terms of hours. The child's name must be recorded in

a consistent manner in order to facilitate identification of patterns of attendance (i.e. if the attendance records are weekly sheets, the child's name should be in the same place each week). Weekly/monthly attendance records are preferable as this facilitates establishing patterns of attendance.

Attendance records will be reviewed as a priority during compliance visits. Please see the minimum requirements as set out in the 'good practice on attendance records' guide (Appendix 2).

#### **4.5.2 Failure to maintain appropriate attendance records**

Failure to maintain sufficient attendance records e.g. where attendance records are kept, but in a format which does not allow a compliance visit officer to determine the hours which a child has attended, such as through the use of "ticks" (as per 4.5.1) may result in an assumption of zero hour's attendance. The Department can withdraw future payments from the provider and/or require repayment of over-claimed monies already paid for the period concerned.

#### **4.5.3 Compliance Visits**

- i. Services must facilitate compliance visits which will be made without notice, to include access to the premises, personnel and relevant records.
- ii. All documentation related to the financial affairs of the service, accounts, fees records, staff qualifications, PIP, fees lists, registers and attendance records must be on-site at all times. These records must be kept for a minimum period of seven years from expiry date of contract.
- iii. Compliance visit officers may inspect, and take copies of, any books, records or other documents (including books, records or documents stored in non-legible form), or extracts therefrom, that he or she finds in the course of his or her inspection.

#### **4.5.4 De-committal and Recovery Procedures**

Service Providers may at times be overpaid during the course of the year due to transfers, closures etc. If at the end of the year, (or on closure of a service), a CCSR (T) service has been overpaid, a revised CCSR(T) allocation notification will issue and any excess CCSR(T) funding must be returned to Pobal.

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. Pobal will liaise with services impacted by decommittal/recovery to agree an appropriate repayment plan.

## **4.6 CCSR(T) Financial requirements**

### **4.7 Financial Requirements**

The Service Provider will maintain up-to-date child registration information on PIP

The Service Provider shall maintain appropriate records to enable verification by the Department or agents acting on its behalf (including Pobal) that the general terms of the CCSP Funding Agreement are complied with. In particular, such records **will include an attendance register which clearly shows the dates, times and durations of attendance for each individually identified child for every day that the child is in attendance.** Records of income and expenditure should be kept up to date and available for verification purposes.

Failure by the Service Provider to maintain accurate attendance records and/or accurate update child registration details, as required in the CCSP Funding Agreement will result in an immediate suspension of CCSP funding and/or a requirement to repay over-claimed monies already paid and may result in a termination of the CCSP Funding Agreement.

The Service Provider shall maintain appropriate annual accounts for each financial year in accordance with the timescales set out by the Companies Registration Office (for limited companies) or by the Revenue Commissioners (for unincorporated entities). Copies of such accounts must be provided to CAR on request.

The Service Provider shall separately account for public funds received and ensure that appropriate financial records are maintained.

The approved provider shall respect and comply with the statutory role and regulatory and public accountability responsibilities of the Department, its agents and other relevant statutory bodies and at all times co-operate fully with the Department, its agents and all other statutory bodies in this regard.

## **4.8 FAQs for CCSR(T) Programme**

### **Can any service register a child under this programme?**

Service Providers must already have a funding agreement with the DCYA under the CCSP programmes to be eligible.

### **What do parents/guardians need to provide?**

Parents/guardians should provide a verification letter which is available for parents/guardians from Focus Ireland in the Dublin region and from local authorities outside of Dublin. The prescribed letter must be attached to the registration under the Parent Eligibility Info section. This letter is available on [www.pobal.ie](http://www.pobal.ie)

### **A child in my service may be eligible for CCSR(T) but is already in CCS/CCSP/ECCE, can they join CCSR(T)?**

Yes, if a child is already in a DCYA childcare programme, the service will end-date the child's registration on PIP and re-register the child on PIP under CCSR(T).

## Chapter 5 Training and Employment Childcare (TEC)

All new registrations for the TEC programme will cease from the commencement of the National Childcare Scheme (NCS). The Childcare Support Act 2018 provides for a transition period during which parents can choose to continue to receive (subject to certain conditions documented herein) the same hours and level of financial support they would have received under the previous legacy schemes. To this end, the legacy schemes will continue for the 19/20 programme year, running in parallel with the NCS. Therefore, all those registered and in receipt of a subsidy under the TEC scheme before the commencement of the NCS will be entitled to retain that subsidy for a transitional period of time in accordance with the requirements set out in this chapter.

While most of those benefitting from legacy schemes will see their level of subsidy rise under the NCS, some parents may not qualify for a subsidy under the new scheme, or may see their subsidy reduce, or see a reduction in the number of their subsidised hours. Therefore persons registered on TEC before the commencement of the NCS have the option to either move to the NCS or remain on the TEC scheme for the duration of their eligibility. There will be a limited facility to change registrations for those who choose to remain on TEC and any changes will be made by contacting the CCC's and Pobal directly.

**Upon the commencement of the NCS, no new registrations can be made for previously unregistered children under the CCSP and TEC programmes and all un-utilised TEC quotas will be withdrawn from County Childcare Committees by Pobal.**

**Providers will be required to ensure that all TEC registrations are up to date and reflecting attendance in line with rules of the relevant legacy scheme up to the commencement of the NCS. Providers will also be required to ensure that registrations are consistent with attendance levels during this lead in period.**

The rules for the TEC Programme below cover the wind-down of TEC for those services whose clients choose to remain on the TEC Programme for the final programme year 2019/2020. Please note that beneficiaries of the TEC scheme will not be entitled to be re-assessed under legacy schemes after the commencement of the NCS, although they may adjust their days and/or session types. Beneficiaries can only change the level of service with the provider they initially registered with, i.e. they cannot change providers and re-enter TEC or any other legacy targeted scheme.

Further information on NCS is available on the NCS Policy Guidelines which are available on the PIP and the DCYA website.

### 5.0 Overview of TEC

The TEC Programme is an overarching childcare programme funded by the Department of Children and Youth Affairs and is specifically designed to support parents/guardians on eligible Education and Training Board training courses, as well as certain categories of parents/guardians returning to work, by providing subsidised childcare places. The TEC Programme provides childcare support for parents/guardians on certain education and training courses (CETS), parents/guardians working on Community Employment programmes (CEC), and also for families on Family Income Support (ASCC). The TEC childcare programme will cease operating once all participants registered before the commencement of NCS have completed their allotted time on the TEC scheme.

#### **Childcare Education and Training Support programme (CETS)**

The CETS Programme is administered and funded by the Department of Children and Youth Affairs.



It provides childcare to certain training course participants on courses provided by the Education and Training Boards (ETB, formerly FAS and VEC), specifically, courses run in training centres (formally FÁS training centres), ETB VTOS courses, and Secondary Schools students. The duration of CETS corresponds with the start and end dates stated on the eligibility letter up to a maximum of 50 weeks per year. (The new NCS broadens the eligibility for childcare provision to all QQI certified education and training programmes, depending on the circumstances of the applicant. Further information on NCS is available in the NCS Policy Guidelines which are available on PIP and the DCYA website). **The CETS programme will be closed for new registrations from the onset of the NCS.** The CETS programme will cease operating once all participants registered before the launch of NCS have completed their allotted time on the scheme.

### **Community Employment Childcare programme (CEC)**

The CEC scheme is administered and funded by the Department of Children and Youth Affairs and provides childcare for children of parents/guardians who are participating on Community Employment schemes. The duration of CEC corresponds with the start and end dates stated on the Community Employment eligibility letter provided by the Department of Employment Affairs and Social Protection up to a maximum of 50 weeks per year. **The CEC programme will be closed for new registrations from the onset of the NCS.** The CEC programme will cease all operations once all participants registered before the launch of NCS have completed their allotted time on the scheme.

### **After-School Child Care programme (ASCC)**

The ASCC scheme is administered and funded by the Department of Children and Youth Affairs. It provides afterschool care for primary school children for certain categories of working parents/guardians and parents/guardians on employment programmes (not including Community Employment) based on eligibility criteria provided by the Department of Employment Affairs and Social Protection. ASCC is available for a once off maximum of 52 weeks and for this final programme year this allowance must be used consecutively. **The ASCC programme will be closed for new registrations from the onset of the NCS.** The ASCC programme will cease operating once all participants registered before the launch of NCS have completed their allotted time on the scheme.

Extra funding is provided to compensate for school holidays. This is referred to as a 'top-up'. TEC is only available through participating early years' services; a list of these services is available through the relevant local CCC.

## **5.1 Eligibility for TEC (CETS, CEC and ASCC)**

All TEC participants' eligibility is determined by the Department of Employment Affairs and Social Protection (DEASP) and/or Solas-ETB and is outlined below for each programme.

### **5.1.1 Eligibility Criteria for CETS**

**Up to the commencement of the NCS**, registered participants on the following Further Education Programmes are eligible to apply for **CETS** funding:

- CETS approved Education and Training Board (ETB) courses (formerly FÁS Training Centres)
- CETS approved Vocational Training Opportunities Scheme (VTOS only)
- CETS approved Youthreach
- Back to Education Initiative (BTEI)
- Secondary school students completing Junior or Leaving Certificate cycle

There is no minimum age requirement, but a child must be under 15 years of age on the childcare start date for CETS.

### 5.1.2 Documents/information required for CETS

Parent/guardian must provide a letter from their training provider to include hours of course and start and finish dates **before the commencement date of the NCS**. Both the parent/guardian and child's Personal Public Service Numbers (PPSNs) are also required.

### 5.1.3 Eligibility Criteria for CEC

Under the **CEC** programme (pre-school and after-school), a Community Employment (CE) participant who requires childcare in order to begin or continue on a CE scheme is eligible for a childcare place on the CEC scheme **up to the commencement of the NCS**. There will be no new registrations on CEC after NCS commences. A child must be under 5 years of age on the childcare start date for CEC (Pre-School). A child must be under 13 years of age on the childcare start date for CEC (After-school).

### 5.1.4 Documents/information required for CEC

Parent/guardian must provide a letter from their CE Sponsor before the commencement of the NCS to include hours of work and start and finish dates.

### 5.1.5 Eligibility Criteria for ASCC

Parents are eligible for **ASCC** (before the commencement of the NCS) if they have one or more children aged between 4 and 13 who are in primary school and:

- are in receipt of Working Family Payment (WFP) (regardless of duration);  
**or**
- are currently claiming (**and have been for the last three months**), either Jobseeker's Benefit (JB), Jobseeker's Allowance (JA), Jobseeker's Transitional payment (JST) or One-Parent Family Payment (OFP) or you are on a DEASP employment programme;  
**and**
- either:
  - start a new job; or
  - increase your employment; or
  - start a DEASP employment programme (except CE\*).

**Note:** \*CE is excluded from eligibility for ASCC as the CE Childcare (CEC) Programme provides subsidised childcare for all CE participants with children from 0 to 13 years of age.

A child must be in primary school and less than 13 years of age on the childcare start date for ASCC (including summer prior to starting primary school).

### 5.1.6 Documents/information required for ASCC

Parents/guardians may provide either a letter from the Department of Employment Affairs and Social Protection (DEASP) confirming their status, or a printed statement from their automated statement facility on their website. NOTE: Availing of ASCC does not preclude subsequent application for Working Family Payment (WFP), where other WFP eligibility criteria are met.

Targeted Programmes: Funding Amounts	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)	€145pw		N/A	N/A	N/A
Part-time Weekly Payment (3:31-5:00 hours per day)	€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)	N/A		N/A	N/A	N/A
Half Session Weekly Payment(1:00-2:15 hours per day)	N/A		N/A	N/A	N/A
After-School (up to 3:30 hours per day)	€45pw + 14wk top-up at €100 extra per week		€45pw + 10 wk top-up at €100 extra per week	N/A	€45pw + 10wk top-up to part-time at €35 extra per week
After-School + Transport	€80pw + 14wk top-up at €65 extra per week		€80pw + 10 wk top-up at €65 extra per week	N/A	N/A
<b>Maximum Parental Contribution (pro-rata applicable)</b> <small>*Subvention plus parental contribution combined cannot exceed the cost of the place as per service fees list</small>	Full-Day Part-time After-School After-School with Transport	€25pw €15pw €5pw €15pw	€15pw	€15pw	€15pw  43

## 5.2 TEC Programme Rules

### 5.2.1 DCYA Reference No

All facilities/locations operated by a service must have an individual DCYA reference number and children must attend the facility/location in which they are registered.

### 5.2.2 Entering a child on the TEC Programme

The Service Manager must confirm the number of days the child is being enrolled for and the category of TEC childcare required when registering the child for a TEC place. A record of this agreement must be retained by the childcare provider. The registration must reflect the actual attendance. Where there is a discrepancy between attendance and registration, the childcare provider must amend the registration on PIP.

After the commencement of the NCS, top ups will operate in the same manner as previous years. However, services must contact Pobal to make any adjustments to existing registrations outside of the 'top ups' as PIP will be unable to facilitate changes directly. Failure to update registrations to reflect the actual attendance pattern will result in an over-claim due to the Department. Over-claims will be recouped in accordance with the TEC funding agreement. Further instructions on Child Registration will be available on the PIP homepage.

**Documentation containing PPSN information must be destroyed once no longer required.**

### 5.2.3 TEC Child Registration on PIP

TEC services must register the child under their TEC funding agreement on the PIP online system **before the commencement of the NCS**. Registrations will not be possible after that date. Please refer to PIP 'How to Guide' via the PIP Homepage. Subvention will only be paid in respect of eligible children with effect from the child start date.

### 5.2.4 Types of Places under the TEC Programme

- Full day-care places (more than 5 hours per day, CETS only)
- Part-time places (between 3 hours 31 minutes and 5 hours, CETS, CEC (CEC AS under top-up arrangements)
- After School (up to 3 hours 30 minutes, CETS, CEC AS and ASCC)
- After School + Transport (CETS and ASCC)

### 5.2.5 Booking deposits

A childcare provider may charge new parents/guardians a refundable booking deposit to hold a place for a child. The maximum deposit a provider may charge is equivalent to two weeks total payment. All deposits must be refunded to the parent/guardian within four weeks of the child's registration being approved.

### 5.2.6 Tusla registration

TEC providers must be registered with Tusla for the places being provided, e.g. services cannot be funded for part-time places when registered with Tusla as a sessional service.

Childminders who wish to contract for TEC (up to the commencement of the NCS) must be registered with Tusla.

School Age Services Regulations introduced by the Minister in February 2019 now make it compulsory for services providing childcare to school age children to register with Tusla. Full details of these regulations can be found on the Department website at [www.dcy.gov.ie](http://www.dcy.gov.ie) and on the Tusla website at [www.tusla.ie](http://www.tusla.ie) or alternatively you can contact your local CCC at [www.mycc.ie](http://www.mycc.ie) .

#### **5.2.7 Transport service**

- i. “With transport” means that the child will be transported to school (drop-off) and from school (pick up) by the service.
- ii. CETS part-time childcare does not include transport. Parents/guardians must choose between having the extra hours of childcare through a part-time place, i.e. more than 3.5 hours, 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 3.5 hours

#### **5.2.8 Sign-in**

- i. The TEC parent/guardian must sign-in on a weekly basis with the childcare provider to declare to the service that they are still in attendance at their relevant course/work placement; sign-in sheets cannot be pre-signed. Failure to sign in will result in the service submitting a leaver form for that child.
- ii. The childcare provider must contact their local CCC where a parent/guardian hasn't signed in if there are exceptional circumstances, for authorisation to keep the TEC place open. (Please see “non-attendance’ rule below).
- iii. An additional adult may sign-in on behalf of a parent/guardian who is not in a position to drop off/collect their child. A signed letter of permission must be provided by the parent/guardian to the childcare provider to this effect.

#### **5.2.9 Mid-term/summer periods**

A parent/guardian may seek to extend their childcare to cover mid-term and summer periods under CETS, CEC and ASCC. This holiday time is referred to as a ‘top-up’ and is up to 14 weeks for CETS, and 10 weeks for CEC and ASCC. There are no changes required for top ups as they are pre-programmed at the initial (pre-NCS) registration

#### **5.2.10 Change of Circumstances**

- v. In the case of a transfer of ownership of a service (childcare provider), the service must contact the DCYA (via the County Childcare Committee) with all relevant details in order to request a new DCYA reference number.
- vi. In the case of a change of legal status of a service (childcare provider) the service must contact the DCYA (via the County Childcare Committee) with all relevant details in order to request a new DCYA reference number.
- vii. In the case of a change of address of a service (childcare provider) the service must contact the DCYA (via the County Childcare Committee) with all relevant details in order to request a new DCYA reference number.
- viii. In the case of expansion of a childcare service to additional premises, the service must contact the DCYA (via the County Childcare Committee) with all relevant details in order to request a new DCYA reference. Please note that the children in attendance at the new/additional premises must be registered under the new DCYA reference number.

#### **5.2.11 Service closure**

If a childcare provider closes its service, notice must be submitted in writing to their local County Childcare Committee and to [pipdocuments@pobal.ie](mailto:pipedocuments@pobal.ie). Service closure and change of circumstances require the service to end date registrations for all current registrations at closure date.

## **5.3 Fees List and Service Calendar**

### **5.3.1 Fees List and Service Calendar requirement**

Service Providers must complete a Fees list and Service Calendar at the beginning of each programme year. This must show details of all fees charged to parents, to include details of any additional charges, discounts, or donations applied by the service.

### **5.3.2 Document display requirement**

A copy of the Fees List, together with copies of any standard letters issued to parents, must be on prominent display in an area accessible to parents.

### **5.3.3 Document filing requirement**

Service Providers must have a signed letter on file in respect of each parent/guardian of a child on the TEC programme, showing the fees that have been approved. These fees must match those shown on the Fees List.

### **5.3.4 TEC Service Calendar**

A TEC calendar must be distributed to all parents/guardians showing the days the service is due to be open under the TEC programme year. The TEC calendar must be published in an area of the service accessible to parents

### **5.3.5 Fee changes**

Any changes to Fees List or Calendar must be approved by the CCC. Twenty working days' notice of any change to the Fees List must be given to parents. Where the Fees List has been revised, amended Fees List letters must then be issued and signed by the parents/guardians for the service's files. Copies of letters subsequently issued and signed must be retained on file on the premises. Updated copy of Fees Lists must be published in an area of the service accessible to parents, as well as on any online platform maintained by the provider for the purpose of advertising its service.

### **5.3.6 Optional extras**

Childcare providers may charge for optional extras, but a parent/guardian may choose not to avail of any of the optional extras. Optional extras must be identified on the fees list at the start of the programme year. Each option must be individually identified. Services cannot prioritise on the basis of uptake of optional extras.

## **5.4 Child Registration**

### **5.4.1 Entering a child on the TEC Programme**

The Service Manager must confirm and agree with parents/guardians the number of days and pattern of attendance that the child is being enrolled for prior to registering the child for a TEC place on PIP. A record of this agreement must be maintained by the childcare provider.

Each child's PIP registration must reflect the actual attendance pattern of the child. Where there is a discrepancy between attendance and registration, the childcare provider must amend the registration on PIP. Failure to update registrations to reflect the actual attendance pattern will result in an over-claim due to the Department. Over-claims will be recouped in accordance with the TEC funding agreement. (Instructions on Child Registration are available on the PIP homepage).

**N.B After the commencement of the NCS, amendments to existing registrations can only be made by contacting the CCC and Pobal directly. (The 'Saver Management Window' does not apply to TEC as it is administered differently to other targeted schemes).**

## **5.5 Attendance**

### **5.5.1 Absenteeism**

The Service Provider must contact the parent/guardian to establish the cause of the child's absence within the first week of the absence commencing.

### **5.5.2 Reduction in attendance/PIP Updating**

Where a service is notified that a child registered on TEC is reducing their level of attendance e.g. from four days per week to two days per week or from full-time to part-time, this must be updated on PIP immediately prior to the commencement of NCS. The Service Provider will set a leave date on current registration and re-register child with new level of attendance.

After the commencement of the NCS, the service provider will still be able to cancel a registration, set a leave date on a registration and submit a leaver, however any other changes to the registration must be made by contacting their CCC and Pobal directly.

Where attendance differs from registration consistently over a four week period, registrations must be updated to reflect the actual pattern of attendance. An update on PIP must occur within four weeks of the reduced attendance pattern commencing.

Failure to update registrations to reflect the actual attendance pattern will result in an over-claim due to the Department. Over-claims will be recouped in accordance with the terms of the TEC funding agreement.

Parents/guardians who have their children registered on TEC prior to the commencement of NCS will be able to change their level of service/adjust their days and/or session types where applicable, however, these changes can only be made with the provider who initially registered them. A parent/guardian will not be able to change provider and remain on the legacy programmes. A parent/guardian will not be entitled to be re-assessed under the legacy programmes following the commencement of the NCS.

### **5.5.3 Departure from service:**

If a child leaves the service or has not attended for four consecutive weeks, the service must create a Leaver form via the PIP Portal stating the date the child last attended the service. After the commencement of NCS, the Service Provider must contact Pobal who will update the PIP system to reflect the departure. If the non-attendance of a child occurs during a Saver Management Window, the Service Provider updates PIP to reflect the departure.

Parents/Guardians must give providers four weeks-notice of a departure from a service. This will allow the providers to update PIP with payment ceasing on the actual date of departure. In cases where no notice of departure is given to the provider, the provider may claim four weeks subsidy in lieu of notice.

While a parent/guardian is free to remove their child from a service at any point, they will not be allowed to avail of further childcare funding while the approved funding is committed to the childcare service during this four week notice period.

It is also important to note that where a child is moving service after the commencement of NCS, the parent will be required to register under NCS to access childcare funding. Further information on this process is available in the NCS policy guidelines which is available on the Department's website.

#### **5.5.4 Non Attendance**

Where a child has not attended the service for four consecutive weeks the service must create a Leaver form via the PIP Portal stating the date the child last attended the service. If the child has not attended the service for four consecutive weeks after the commencement of NCS the Service Provider is required to cancel the registration on PIP.

However, a service may apply to the local CCC in certain exceptional circumstances to retain the registration beyond four weeks to six weeks/twelve weeks. (Please refer to NCS Policy Guidelines for details of exceptional circumstances [www.ncs.gov.ie](http://www.ncs.gov.ie) )

The relevant CCC may seek supporting proof of exceptional circumstances. Acceptable proofs may include a letter or medical certificate which can be uploaded onto PIP by the provider. (As provided by, and with the agreement of, the parent).

Where a letter is submitted and the relevant CCC decides that exceptional circumstances do not apply, the provider must end date the registration and payment will cease with effect from the end date (which can be no later than the end of the four weeks of continuous absence). After the commencement of NCS, if this situation arises, the Service Provider must contact Pobal who will update the PIP system to reflect the departure. If the non-attendance of a child occurs during a Saver Management Window, the Service Provider updates PIP to reflect the departure.

Where no letter is submitted by the end of the six weeks of continuous absence and the child has not returned to the service within that time, the provider must end date the registration and payment will cease with effect from the end date (i.e. from the end of the four weeks of continuous absence). After the commencement of NCS, if this situation arises, the Service Provider must contact Pobal who will update the PIP system to reflect the departure. If the non-attendance of a child occurs during a Saver Management Window, the Service Provider updates PIP to reflect the departure.

Where a letter is submitted no later than six weeks from the original absence but later than four weeks (and consequentially the registration has been end-dated), the registration may be restored from the end-dating of the registration. **After the commencement of the NCS, if this situation arises, the Service Provider must inform Pobal and their local CCC.**

**Providers may notify the relevant CCC in advance of a forthcoming continuous absence where they believe exceptional circumstances will apply.**



## 5.6 Record Keeping

### 5.6.1 Attendance Records

Childcare providers must keep daily attendance records for each child attending and records must include the child's full name, date of attendance, time of child's arrival and time of child's departure. The arrival and departure of each child must be recorded in real time by the Service Provider. Attendance records must be kept in an appropriate manner that is sufficient to establish actual duration of attendance of each named child in terms of hours. The child's name must be recorded in a consistent manner in order to facilitate identification of patterns of attendance (i.e. if the attendance records are weekly sheets, the child's name should be in the same place each week).

Attendance records will be reviewed as a priority during compliance visits. Please see the minimum requirements as set out in the 'good practice on attendance records' guide (Appendix 2).

### 5.6.2 Failure to maintain appropriate attendance records

Failure to maintain attendance records (as per 5.6.1) may result in an assumption of zero hour's attendance. The Department may withdraw future payments from the provider and/or require repayment of over-claimed monies already paid for the period concerned.

Failure to maintain sufficient attendance records (e.g. where attendance records are kept, but in a format which does not allow a compliance visit officer to determine the hours which a child has attended, such as through use of "ticks") may result in an assumption of minimal hour's attendance (i.e. sessional service). The Department may withdraw future payments from the provider and/or require repayment of over-claimed monies already paid for the period concerned.

### 5.6.3 Compliance Visits

- ix. Services must facilitate compliance visits which will be made without notice, to include access to the premises, personnel and relevant records.
- x. All documentation related to the financial affairs of the service, accounts, fees records, staff qualifications, PIP, fees lists, registers and attendance records must be on-site at all times. These records must be kept for a minimum period of seven years from the expiry of contract.
- xi. Compliance visit officers may inspect and take copies of, any books, records or other documents (including books, records or documents stored in non-legible form), or extracts therefrom, that he or she finds in the course of his or her inspection.

### 5.6.4 De-committal and Recovery Procedures

Service Providers may at times be overpaid during the course of the year due to transfers, closures etc. If, at the end of the year (or on closure of a service), a service has been overpaid, a revised TEC allocation notification will issue and any excess TEC funding must be returned to Pobal.

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. Pobal will liaise with services impacted by decommittal/recovery to agree an appropriate repayment plan.

## 5.7 Financial Requirements

### 5.7.1 Financial Records

The Service Provider will maintain up-to-date child registration information on PIP

The Service Provider shall maintain appropriate records to enable verification by the Department or agents acting on its behalf (including Pobal) that the general terms of the ECCE Funding Agreement are complied with.

In particular, such records **will include an attendance register which clearly shows the dates, times and durations of attendance for each individually identified child for every day that the child is in attendance.**

Failure by the Service Provider to maintain accurate attendance records and/or accurate update child registration details will result in an immediate suspension of TEC funding and/or a requirement to repay over-claimed monies already paid.

The Service Provider shall maintain appropriate annual accounts for each financial year and provide copies of such accounts within four (4) months of their adoption to Pobal, as agents of the Department and, on request, to the Comptroller and Auditor General (C&AG);

The approved provider shall respect and comply with the statutory role and regulatory and public accountability responsibilities of the Department, its agents and other relevant statutory bodies and at all times co-operate fully with the Department, its agents and all other statutory bodies in this regard.

## 5.8 FAQs for TEC Programme

### **When does an ASCC letter of eligibility expire?**

ASCC eligibility letters must be first registered for approval within one week of the date of the letter for a maximum of 52 weeks which must run consecutively.

### **Can a child still attend the service if the parent/guardian is not attending course/work placement due to sickness?**

This will be considered on a case by case basis and a childcare provider must contact their local CCC for authorisation to keep the childcare place open. Documentary evidence of this must be retained for compliance purposes

### **Is it possible to have changeable care arrangements (no fixed pattern)?**

This is subject to the agreement of the childcare provider. The parent/guardian may need to seek an alternative childcare provider if their provider cannot accommodate changeable arrangements.

### **Is it possible to have week-on/week-off childcare?**

Yes. Instructions for the provider on how to do this can be found in the 'How to Guide'

### **If a CETS child does not attend for childcare for one week does the parent/guardian have to pay the parent contribution?**

As part of the CETS registration, the Service Provider must request the parent's course calendar to note the weeks the parent/guardian is not on the course. The parent/guardian does not have to pay the parent/guardian contribution for the weeks the course is not running.

**What should a childcare provider do if a child attends two days in one week and three days the next as an on-going pattern?**

A childcare provider should submit registration on PIP for the two days per week with a request for PIP support to allocate an extra day every second week.

## Appendix 1

### Rules on attending more than one programme

Programme	ECCE	CCS Plus	CCSRT	TEC
ECCE	No <sup>^</sup>	No	No	Yes*
CCS Plus	No	Yes**	No	No
CCSRT	No	No	No	No
TEC	Yes*	No	No	No

<sup>^</sup>ECCE place can be split between two services in exceptional circumstances, 1) parental separation and joint custody arrangement which geographically makes it impossible for child to attend same service every day, 2) a child with disability attending a specialist pre-school and mainstream pre-school on the recommendation of an early intervention team or 3) the working arrangements/circumstances of the parent/s necessitates a split placement (See 1.2.28)

\*Allowed if TEC eligibility is outside ECCE hours, e.g. course is on in the afternoon and ECCE is on in the morning

\*\* CCS Plus places can be split between services where the total does not exceed FTE i.e. five days

## Appendix 2 Good Practice Guide - Attendance Records

The maintenance of good attendance records is a requirement for both compliance with the [DCYA Funded Programme Rules](#) and the [Child Care Act 1991 \(Early Years Services\) Regulations 2016](#). Attendance records can be maintained in a variety of formats e.g roll books, weekly sheet formats or electronic formats. Pobal/the DCYA don't direct any specific format be used however from a good practice perspective we have collated some tips on how attendance can be consistently recorded to meet the DCYA Funded Programme requirements. For more support please contact your local City/County Childcare Committee.

### From the Start

- Ensure there are attendance records /roll books for each session/room including Breakfast clubs.
- State Child's full name (as per PIP records) - Don't use nicknames.
- Keep names of children in a consistent sequence throughout the cycle (facilitates attendance tracking). If a new child starts with the service, add their name to the bottom of the list.
- Use a ball point pen not pencil.
- Ensure attendance records/ roll books are accessible from beginning of cycle (including where a child's registration period has expired).
- Ensure attendance records /roll books are filled out by staff member working in the room.
- Keep Parent's Sign in and out book separate to Attendance records /roll books (if necessary).
- Don't use individual daily sheets/diaries.
- Date the week of attendance.

### Each Day

- Input time of arrival and departure for all children within the service including Afterschool. (Where a service collects children from a school for an afterschool service, please record attendance from the time the children are under the services responsibility.) Don't use ticks.
- Ensure Staff attendance is recorded daily on each room/session attendance records/roll book.

### Absences/ Leavers/ Movers

- Be consistent in documenting non-attendance e.g. always use an X for absent.
- If a child leaves the service, leave name on roll book and put a line through the remaining days of programme cycle to show as a leaver.
- If a child moves session/room within the service during the cycle – enter a note to reflect this on attendance records/ roll books.
- If child shares their day/week on an ongoing basis between different sessions/rooms – enter a note to reflect this on attendance records/ roll books.
- A Child should be recorded in record of attendance for each room they attend if moving rooms during day/week.
- Don't use Tippex on the attendance sheet/roll book - keep the information visible if a child has left.

### Weekly Sheets

- If using weekly sheets, keep in date order and secure in a folder.

### Electronic Records

- Make sure they are consistent and show attendance of child for full cycle.
- Where electronic records are maintained, the service **must** be able to produce weekly/monthly reports for individual children which show their level of attendance for the cycle to date. It is recommended that these reports are regularly produced and made available for compliance purposes.
- Make sure that the password is to hand and that a staff member understands how to retrieve the information from the system.

### Archiving

- Attendance records/ roll books must be kept for the time periods outlined in each programmes' Grant Agreement e.g 2018/2019 ECCE requirement states 7 years after the cycle ends.

Good Practice Guide - Attendance Records

Room:		SAMPLE CHILD ATTENDANCE RECORD									
Week Ending: _/_/____	Monday		Tuesday		Wednesday		Thursday		Friday		
Childs Name	Time of Arrival	Time of Departure	Time of Arrival	Time of Departure	Time of Arrival	Time of Departure	Time of Arrival	Time of Departure	Time of Arrival	Time of Departure	

## Good Practice Guide - Attendance Records

Room:		SAMPLE STAFF ATTENDANCE RECORD									
Week Ending: _/_/____	Monday		Tuesday		Wednesday		Thursday		Friday		
Staff Name:	Start Time:	Finish Time:	Start Time:	Finish Time:	Start Time:	Finish Time:	Start Time:	Finish Time:	Start Time:	Finish Time:	