



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

Rules
for the

**Community Childcare
Subvention Plus (CCSP)
Saver Programme**

Version 2 dated 30/09/2020

Valid for the 2020/2021 Programme Year

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Introduction

Note: Information in these Department of Children and Youth Affairs (DCYA) Rules for CCSP Saver Programme are subject to change. Please check the PIP Homepage regularly for updates.

The CCSP Saver Programme provides support for eligible parent/guardians on a low income to avail of reduced childcare costs at participating childcare services during the 2020/2021 programme year.

The children who were registered for CCSP in the 2019/20 programme year and were in attendance and retained registrations under the CCSP Saver Programme before the closure of services on 12th March 2020 due to COVID emergency measures being put in place, will be regarded as eligible 'Savers' for the purposes of the 2020/2021 programme year.

DCYA will now allow an eligible Saver to maintain their saver status if in attendance and registered on PIP before the close of current programme year i.e. up to and including Friday 13th August 2021. However, the registration will apply from the date the child first attends the service, it will not be backdated to the beginning of the programme year.

No new registrations can be made under the CCSP Saver Programme for children who have not been previously registered on CCSP 2019/20.

If a child ages out of the CCSP Saver Programme i.e. turns 15 years of age, the parent will no longer be eligible for reduced childcare costs for this child under this programme.

For the 2020/2021 programme year i.e. 17th August 2020 to 13th August 2021, parents of eligible children who were registered on CCS Resettlement and CCSU prior to the 15th November 2019 will, for the most part, continue to receive their subsidies subject to certain terms and conditions. For further information please refer to chapters 15 and 16 of this rules document.

The CCSP Saver Programme is processed online via the Programmes Implementation Platform (PIP). The PIP system is administered by Pobal, on behalf of the Department.

For the 20/21 programme year DCYA will accept confirmation of receipt of the Service Fees Information letter, the Parental Declaration Letter, calendars etc. by e-mail or by hard copy, whichever best suits the parent/guardian/service provider. However, parents/guardians should be given the option and parents/guardians who wish to avail of the e-mail option should be advised that in regard to data protection, the e-mail is a less secure option. Parents/guardians should be asked to reconfirm the appropriate e-mail to use and provider should ensure that only specific individual e-mails issue to the appropriate address for the appropriate family.

The approved childcare funding is paid directly to the Service Provider and must be deducted directly from the service's fee for the service provision.

The local City and County Childcare Committees (CCCs) are the first port of call for both parents/guardians and childcare providers in relation to any queries on the CCSP Saver Programme. The CCCs are funded by the DCYA to act as the local agent in the delivery of Early Learning and Care (ELC) and School Aged Childcare (SAC). For the purposes of this rules document a

‘service’ means a Tusla registered Early Learning and Care (ELC) and/or School Aged Childcare (SAC) service and a ‘Service Provider’ means a provider of ELC and/or SAC.

The CCCs provide assistance 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. Contact details for your local CCC can be found at myccc.ie.

Service Providers can contact the Early Years Provider Centre eypc@pobal.ie or 01-5117222 for assistance in administering the rules of the CCSP Saver Programme as well as any technical issues with their PIP Portal. Pobal’s ‘How to Guides’ for the CCSP Saver Programme are available on the PIP portal through www.pobal.ie.

As part of our commitment to raising the quality of early years care and education, the new National Childcare Scheme (NCS) went live on 20th November 2019. Parents can now apply directly to NCS for financial support, meaning providers no longer need to manage parental paperwork in order to apply for subsidies within this scheme. NCS provides financial support for eligible children aged from 24 weeks who are attending participating Tusla registered services. Further information on NCS is available in the NCS Policy Guidelines which are available on PIP and the DCYA website www.dcy.gov.ie and on the NCS website www.ncs.gov.ie.

Chapter 1 Obligations of a Service Provider

1.1 Obligations of a Service Provider

There is an obligation on those in receipt of public funding to strictly adhere to all the rules contained in this entire document as set out by the Minister for Children and Youth Affairs.

1.2 Status of a Service Provider

The Service Provider must be a limited company *or* a designated activity company *or* a sole trader *or* a school board of management *or* a not for profit organisation *or* a partnership.

The Service Provider shall take all practical 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](#) .

1.3 Tusla Registration

A service must be registered with Tusla to be eligible to receive funding from DCYA. All facilities/locations operated by a service must be registered with Tusla, have an individual DCYA reference number and children must attend the facility/ location in which they are registered. Proof of Tusla registration must be available on the premises for inspection if required.

Service providers must be registered with Tusla for the places being provided as defined under 5.3 e.g. services cannot be funded for part-time places when registered with Tusla as a sessional service. It is compulsory for all services providing childcare to register with Tusla. Full details on how to register a service can be found on the Tusla website www.tusla.ie or alternatively you can contact your local CCC (myccc.ie).

As defined in the [Child and Family Agency Act 2013](#) an 'Early years' service' means a service providing a pre-school service and /or a school age service.

A Pre-school service means any pre-school, play group, day nursery, crèche, day-care or other similar service which caters for pre-school children.

A school age service caters for children under the age of 15 years enrolled in a school providing primary or post primary education and provides a range of activities that are developmental, educational and recreational in manner and which take place outside of school hours, but excludes those services solely providing activities relating to—

- i. The Arts.
- ii. Youth work.
- iii. Competitive or recreational sport.
- iv. Tuition.
- v. Religious teaching.

Please note that if a service solely provides support for the provision of homework, this type of service is not deemed as providing childcare and currently does not need to be Tusla registered. Please also note that these types of services are not eligible to receive funding under the CCSP Saver Programme. For further information please contact your local CCC.

1.4 Tusla Deregistration

As the Independent Regulator, Tusla's role is to monitor the safety and quality of care and support of children in early years' provision to ensure compliance with regulations. Where there are consistent and serious breaches, Tusla may take action up to and including prosecution and removal from the register of early years' services.

If Tusla issue a service with notice of removal from the register, a parent is entitled to remove their child from the service and re-register the child in a new service during the notice period without being required to serve the normal four week notice period to the service as per the rules for attendance in Chapter 10 of this document (see Chapter 4.3: Retention of Saver Status).

1.5 DCYA Reference No.

All facilities/locations operated by a service must be registered with Tusla, have an individual DCYA reference number and children must attend the facility/location in which they are registered. To request a new DCYA reference number please visit the HIVE and follow the steps in this guide.

1.6 Change of Circumstances for a Service Provider

In the following circumstances an existing service must request a new DCYA reference number.

- i. In the case of a transfer of ownership of a service, the service must visit the HIVE with all relevant details in order to request a new DCYA reference number.
- ii. In the case of a change of legal status of a service, the service must visit the HIVE with all relevant details in order to request a new DCYA reference number.
- iii. In the case of a change of address of a service, the service must ensure the new address/premises is registered with Tusla and must then visit the HIVE with all relevant details in order to request a new DCYA reference number.
- iv. In the case of expansion of a service to an additional Tusla registered premises, the service must ensure the new address/premises is registered with Tusla and must visit the HIVE with all relevant details in order to request a new DCYA reference number. Please note that the children in attendance at the new/additional premises must be registered under the new DCYA reference number.

1.7 Staff Qualifications

Under the Child Care Act 1991 (Early Years Services) Regulations 2016, all staff working directly with children in an ELC service must hold at least a Level 5 major award in childcare on the [National Framework of Qualifications \(NFQ\)](#), or equivalent as deemed by The Department of Children and Youth Affairs (DCYA).

The DCYA has published a list of qualifications that meet the regulatory requirements for working in the ELC sector in Ireland. This list can be found on the Department's website.

If a person does not hold a qualification on the DCYA's recognised qualifications list, the individual is required to apply for the recognition of their qualifications at EYQualifications@dcya.gov.ie. In order to be recognised, qualifications must demonstrate sufficient content in the areas of child development, early childhood education and child health and wellbeing. Applicants who start employment without qualification recognition are in breach of the Regulations. For further information please refer to the DCYA website which will explain the process in more detail.

1.8 Requirements of Services to Participate in the CCSP Saver Programme

The following are requirements which must be adhered to before participating in the CCSP Saver Programme:

- I. Services must be fully on-boarded onto the HIVE. For assistance with on-boarding on the HIVE please contact the Early Years Provider Centre on 01 5117222 or at eypc@pobal.ie.
- II. Services who provide an ELC service must meet the early learning and care principles and standards of Aistear and Síolta to support the learning and development of all children from birth to six years through the provision of an appropriate curriculum

1.9 Contact Information

A Service Provider must provide an e-mail address to be used for communications in relation to the service and the Department reserve the right to communicate important information, including information relating to payments, electronically. A postal address must also be provided. Where the home address is different to the facility address, both addresses must be provided (this does not apply to limited company). A contact telephone number, at which the PAU/Service Provider can be contacted during work hours, must also be provided.

The Service Provider must have access to facilities that enable them to conduct business online, have a PIP user account, and have on boarded to the HIVE with an active NCS Programme application in order to participate in the CCSP Saver Programme. The Service Provider shall administer the CCSP Saver Programme entirely via PIP. They shall access Pobal's website (www.pobal.ie) to ensure that they are familiar with the most up to date online programme administration procedures as well as the relevant CCSP Saver Programme 'How to Guides' for Service Providers, available on the PIP portal.

1.10 Funding Agreements

The Service Provider shall complete all requirements and have a Funding Agreement in place with the Department of Children & Youth Affairs on or before 3rd August 2020. A later date may be permitted where the Minister deems it appropriate.

1.11 Registration of Fees List & Service Calendar

The Service Provider must upload a fees list and a service calendar to PIP at least two weeks prior to the service opening for the new programme year. Therefore if a service opens on 17th August in line with the 2020/2021 programme year, both the fees list and calendars must be uploaded on PIP on or before 3rd August 2020. The fees lists will demonstrate that the appropriate reductions in childcare fees for qualifying parents will be applied. This fees list and service calendar will be subject to review

by the relevant CCC. For more information please refer to Chapters 2 and 3 of this document and the 'How to Guides' on PIP.

Chapter 2 Fees List

2.1 Fees List Requirement

Service Providers must have a Fees List completed before the beginning of 20/21 programme year. A services' fees list must show details of all the fees charged to parents, as well as details of any additional charges, discounts, voluntary donations etc. applied by the service.

A services' fees list for the CCSP Saver Programme must be on PIP on or before the 3rd August 2020 for services opening on 17th August 2020.

If a Service Provider does not charge deposits or offer any discounts or optional extras this must also be completed on the fees list.

2.2 Deposits

A Service Provider must give an accurate description, the total cost and frequency with which they may occur, of any deposit requested on its' fees list.

The **maximum** deposit a provider may charge is equivalent to two weeks' payment. The full amount of the **DCYA subvention held on deposit must be refunded** to the parent/guardian **once the child's registration is approved**. There is no exception to this rule.

When and how the balance of the deposit is returned to the parent/guardian is a matter for the provider, however it is recommended that this timeframe is agreed initially between both parties i.e. **before** monies are exchanged.

For example: Where a service's weekly fee is €200 and the subvention due is €145, the service may charge a two week deposit of €400. Once the registration has been approved the service will refund the amount of €290 to the parent.

2.3 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.

A Service Provider must give an accurate description, the total cost and frequency with which they may occur, of any optional extra requested on its' fees list.

2.4 Requirements for parents/guardians signing an approved service fees information letter

Parents/guardians must sign a PIP approved Service Fees Information Letter to indicate that they understand the charges that the service will apply. Fees lists are subject to review by the Department/Pobal/CCC. For the 2020/2021 programme year DCYA will accept confirmation of receipt of the Service Fees Information letter by the relevant parent/guardian by e-mail or

by hard copy, whichever best suits the service provider and parent/guardian. However, parents/guardians should be given the option of e-mail. Parents who wish to avail of the e-mail option should be advised that in regard to data protection, the e-mail is a less secure option. Parents should be asked reconfirm the appropriate e-mail to use and provider should ensure that only specific individual e-mails issue to the appropriate address for the appropriate family.

2.5 Fee changes

Any changes to Fees List must first 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 of letters subsequently issued and signed must be retained on file on the premises. An 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.

2.6 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 and visible to parents. For the 2020/2021 programme year DCYA will accept confirmation of receipt of any of the appropriate documents by the relevant parent/guardian by e-mail or by hard copy, whichever best suits the service provider and parent/guardian. However, parents/guardians should be given the option of e-mail. Parents who wish to avail of the e-mail option should be advised that in regard to data protection, the e-mail is a less secure option. Parents should be asked reconfirm the appropriate e-mail to use and provider should ensure that only specific individual e-mails issue to the appropriate address for the appropriate family.

2.7 Document filing requirement

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

Chapter 3 Service Calendar

3.1 Service Calendar Requirement

Service Providers must have a Service Calendar completed before the beginning of the programme year. The services' calendar must be uploaded on PIP on or before 3rd August 2020 for the 2020/2021 programme year.

The calendar is subject to review by the DCYA/Pobal/CCC.

A service calendar must be distributed to all parents/guardians showing the days the service is due to be open under the CCSP Saver Programme year 2020/2021.

Services in contract for the CCSP Saver Programme must be open for a minimum of 37 weeks over the programme year. If a service is instructed to close on public health grounds by the HSE, the weeks of closure can be counted as part of the 37 week rule.

If a service is closed for 3 days or more in a single week this is regarded as a non-payment week.

3.2 Document display requirement

A copy of the service calendar, together with copies of any standard letters issued to parents, must be published in an area of the service accessible and visible to parents as well as on any online platform maintained by the provider for the purpose of advertising its services. For the 2020/2021 programme year DCYA will accept confirmation of receipt of the CCSP Saver Programme calendars by the relevant parent/guardian by e-mail or by hard copy, whichever best suits the service provider and parent/guardian. However, parents/guardians should be given the option of e-mail. Parents who wish to avail of the e-mail option should be advised that in regard to data protection, the e-mail is a less secure option. Parents should be asked reconfirm the appropriate e-mail to use and provider should ensure that only specific individual e-mails issue to the appropriate address for the appropriate family.

3.3 Changes to Service Calendars

Any changes to a service calendar must first be approved by the CCC. Parents must be given 20 working days' notice of any change to the services' calendar once the calendar has been approved by the CCC.

Where the calendar has been revised, an amended copy of the calendar must be published in an area of the service visible and accessible to parents, as well as on any online platform maintained by the provider for the purpose of advertising its services. The Department will also accept confirmation of receipt of the updated calendar by the relevant parent/guardian by e-mail or by hard copy, whichever best suits the service provider. However, parents/guardians should be given the option of e-mail. Parents who wish to avail of the e-mail option should be advised that in regard

to data protection, the e-mail is a less secure option. Parents should be asked reconfirm the appropriate e-mail to use and provider should ensure that only specific individual e-mails issue to the appropriate address for the appropriate family.

3.4 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. During the 2020/2021 programme year if a service has been instructed to close on public health grounds by the HSE, the weeks that the service are closed will contribute towards the 50 weeks plus in attendance during this programme year. However, the service must provide proof of this compulsory closure.

Payments will be calculated at the end of the 2020/2021 programme year.

For further information on service calendars please contact your local CCC or refer to Pobal's 'How to Guide - CCSP Saver Programme Fees list and Service Calendar 2020-2021' on PIP.

Chapter 4 Savers

4.1 Description of a Saver

A Saver is a person who, on the 15th November 2019, prior to the launch of the NCS, was a beneficiary of the CCSP Programme and who chose not to move to the NCS and instead retained their existing level of subsidy for the 2019/2020 programme year i.e. 18th August 2019 to 14th August 2020.

The beneficiaries who remain eligible, subject to the following conditions set out hereunder in 4.2, can choose to avail of subsidised childcare on the CCSP Saver Programme for the 2020/2021 programme year i.e. 17th August 2020 to 13th August 2021.

4.2 Eligibility for Saver Status

An eligible child must be:

1. Under the age of 15 years and meet the eligibility criteria as determined by their applying parent's/guardian's status with DEASP and HSE, prior to the closure of CCSP to new registrations on 15th November 2019;
2. In attendance at a TUSLA registered service and registered on PIP before the end of this current programme year i.e. 13th August 2021;
3. Registered by a service provider on the PIP online system under the CCSP Saver Programme Funding Agreement, and,
4. In attendance in a service in accordance with the session type and pattern of attendance that the child has been registered as on PIP.

When a registration is submitted on PIP for the 2020/2021 programme year, a check will be done on the Saver's eligibility status, currently by API via the DEASP and HSE database (for medical card holders etc.).

4.3 Retention of Saver Status

If a child leaves a Service Provider voluntarily, they have up until the end of the 20/21 programme year i.e. in attendance and registered on PIP by 13th August 2021, to take up a CCSP Saver Programme childcare place in a new service to retain their Saver status.

In circumstances where the child has to involuntarily leave a service e.g. closure of a service, they have up until the end of the 20/21 programme year i.e. be in attendance and registered on PIP by the 13th August 2021, to take up a CCSP Saver Programme childcare place in a registered service to retain their Saver status.

If a child does not register with a service within the time periods outlined above they will no longer be deemed a "Saver" and should apply for childcare funding through the NCS.

4.4 Services Operating 37 weeks

Children who are registered in services who operate over 37 calendar weeks and are therefore not in attendance during non-term time over the summer, will be able to retain their Saver status providing

- (1) they attend their chosen Tusla registered service before the closure of the service for the 20/21 programme year
and
- (2) they meet the criteria of an eligible Saver.

Chapter 5 Overview of CCSP Saver Programme

5.1 CCSP Saver Programme

The CCSP Saver Programme commences on 17th August 2020 and runs until 13th August 2021. This is referred to as the Programme Year.

The CCSP Saver Programme provides support for parents/guardians on a low income to avail of reduced childcare costs only at participating services. A list of these services is available through the relevant local CCC (www.myccc.ie).

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

The 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 1** of this document.

Children who were registered in the CCSP programme on the 15th November 2019 and who choose to remain on CCSP are called 'Savers'.

Parents/guardians with Saver registrations will be assessed for eligibility once they have a registration on PIP for the 2020/2021 programme year.

The Service Provider submits an application for the CCSP Saver Programme on behalf of the parent/guardian to Pobal. CCSP Saver Programme subvention is available for a one year period/term, i.e. for a maximum of 52 weeks of the year from the commencement of the CCSP Saver programme.

All registrations for Savers in attendance at a Tusla registered service must be submitted on PIP during the next available Saver Management Window.

The CCSP Saver Programme also provides access to a universal payment (CCSU) available to the parents of eligible children who, on 15th November, were registered for CCSU.

No new registrations can be made under the CCSP Saver programme for children who have not been previously registered on CCSP 2019/2020.

5.2 Attending more than one service

CCSP Saver Programme places can be split between services where the total attendance does not exceed a Full Time Equivalent (FTE) place i.e. five days full time.

5.3 Types of places under the CCSP Saver Programme

Services must offer childcare places from one or more of the following session types. 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)

5.4 AIM

Access and Inclusion Model (AIM) is a child-centred model, involving seven levels of progressive support, moving from the universal to the targeted, based on the needs of the child and the preschool service. It offers tailored, practical supports based on need and does not require a formal diagnosis of disability.

In order for a child on the CCSP Saver Programme to access AIM supports, they must be ECCE age eligible. The maximum number of hours of support available in the case of AIM Level 7 additional assistance is 15 hours per week (in line with full time attendance in ECCE).

For more detailed information on AIM, please refer to the dedicated AIM webpages 'For Parents', 'For Service Providers', 'News', and 'Frequently Asked Questions' and 'Key Documents and Resources' on www.aim.gov.ie.

Your local CCC (myccc.ie) will also be able to provide further information and guidance.

5.5 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. A service closure requires the service to end date registrations for all current registrations at the closure date.

In situations where a service closes before the end of the 2020/2021 programme year, the Savers who are in attendance will retain their Saver status provided they are in attendance and registered on PIP in another Tusla register childcare service before the close of the 2020/2021 programme year i.e. no later than 13th August, 2021.

Chapter 6 Eligibility for the CCSP Saver Programme

6.1 Eligibility

A child must be under 15 years of age to be eligible for the CCSP Saver Programme. CCSP Saver Programme 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 Saver Programme can be found on Table 1 in this document.

6.2 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 the child start date on the Programme.

The level of the subvention is determined primarily 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 1 below. This list is not exhaustive.

For medical card holders, a verification check will be carried out via the HSE database prior to the child start date on the Programme. **Please note, the check is based on the PPSN and the Scheme ID Number of the card valid during this 4 week period. In the event of a failed retrieval of the medical card information you may be requested to provide further details.** The family's GP may be in a position to provide the information required to approve in this event. A Medical Card Verification form is available on PIP.

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 Saver Programme Child Registration Form is being completed. The PPSN of the parent/guardian is reviewed by the DEASP and the PPSNs of the parent/guardian/child are assessed by the HSE to determine and verify eligibility to subvention.

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

Table 1 CCSP Saver Programme 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"> ▪ One Parent Family Payment ▪ Widow's/Widower's Pension Farm Assist/Fish Assist ▪ State Pension (Contributory/Non-contributory) ▪ Blind Pension ▪ Guardian's Payment (Contributory/Non-contributory) ▪ Illness/Injury Benefit ▪ Disability Allowance ▪ Carer's Benefit/ Allowance ▪ Back to Work Enterprise/Education Allowance ▪ Community Employment / Rural Social Scheme ▪ Domiciliary Care Allowance ▪ Working Family Payment (Formerly known as FIS) ▪ Secondary School students ▪ Invalidity Pension ▪ Disablement Pension ▪ TÚS ▪ Part-time Job Incentive Scheme Gateway ▪ Gateway ▪ Partial Capacity benefit 	<ul style="list-style-type: none"> ▪ Job Seekers Benefit/ Allowance* ▪ Supplementary Welfare Allowance* ▪ Job Seekers Transitional Payment ▪ JobPath ▪ Short term Enterprise Allowance ▪ PUP* 	<ul style="list-style-type: none"> ▪ Medical Card ▪ Parents/guardians who are in receipt of Social Welfare payments listed under Band A/AJ or PUP but have no medical card ▪ PUP* 	<ul style="list-style-type: none"> ▪ GP Visit Card*** (6yrs+ only) ▪ 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
Full-day payment (5 hrs +)	€145	€80	€70	€50
Part-time payment (3:31 – 5:00)	€80	€80	€35	€25
Sessional payment (2:16 – 3:30)	€45	€45	€25	€17
Half-session payment (1:00 – 2:15)	€22.50	€22.50	€12.50	€8.50

Note on Table 1

*Jobseeker's allowance/benefit/PUP:

Parents/guardians who qualify for Band AJ (with a 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) or the Pandemic Unemployment Payment (PUP) and do **not** have a medical card qualify for subvented childcare under Band B.

'JobPath' 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 eligible for the CCSP Saver Programme.

Please note: No Band is automatically applied to those parents on **Maternity Benefit**, partaking in a **Springboard course** and/or on the Youth Employment Support Scheme (YESS) 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 Saver Programme verification form (available on the PIP homepage) must be completed by the local Intreo Office and attached to the registration for Pobal to review.

Chapter 7 Child Registration

7.1 Entering a Saver on the CCSP Saver 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 Saver Programme place on PIP.

Parents/guardians must sign a PIP Parent Declaration Form to indicate that they understand the terms of the programme and that all child registration details are accurate. For the 2020/2021 programme year DCYA will accept confirmation of receipt of the Parent Declaration Form by the relevant parent/guardian by e-mail or by hard copy, whichever best suits the service provider and the parent/guardian. However, parents/guardians should be given the option of e-mail. Parents who wish to avail of the e-mail option should be advised that in regard to data protection, the e-mail is a less secure option. Parents should be asked to reconfirm the appropriate e-mail to use and provider should ensure that only specific individual e-mails issue to the appropriate address for the appropriate family. A record of each agreement must be maintained on site 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 (see Chapter 8). Failure to update registrations to reflect the actual attendance pattern may result in an over-claim due to the Department. Over-claims will be recouped in accordance with the CCSP Saver Programme Funding Agreement. Instructions on Child Registration are available on the PIP Portal.

7.2 CCSP Saver Programme Registration on PIP

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

Chapter 8 Saver Management Windows

8.1 The Saver Management Window

A “Saver Management Window” is a periodic re-opening of PIP at defined times throughout the programme year to allow Service Providers to make amendments to existing registrations to reflect changes in attendance, level of service etc.

8.2 Leavers and Cancellations

Service Providers are allowed to submit leavers/cancellations of registrations at any time and not specifically during the Saver Management Windows.

Further information on Saver Management Windows will be made available on the ‘CCSP Saver Programme Registrations How to Guide’ via the PIP portal.

8.3 Saver Management Windows 2020/2021

The Saver Management Windows for the 2020/2021 programme year are as follows:

Table 2 Saver Management Windows

From	To
August 10 th 2020	November 9 th 2020
December 18 th 2020	January 11 th 2021
February 12 th 2021	March 8 th 2021
March 26 th 2021	April 19 th 2021
June 25 th 2021	August 13 th 2021

These dates may be subject to change by DCYA.

Payment of subsidies will take account of updates made within the Saver Management Window.

Chapter 9 Appeals

9.1 Process for making an appeal for an awarded band

Where a registration has been approved for a lesser band than requested an appeal can be made as part of the CCSP Saver Programme Appeals Process.

After PPSNs and eligibility criteria have been verified by DEASP and/or the HSE, the CCSP Saver Programme bands are awarded by Pobal and notification of the awarded Bands are sent to Services.

Please note that a medical card is required for Band A and AJ. If there is no evidence of a valid medical card covering any part of the applying parent/guardian's eligibility period, the applicant will not be able to avail of Band A/AJ. Services will only be funded for the initial band approved for that applicant.

Parents/guardians have the right to appeal their band rate if they believe an error has occurred, or the information from DEASP/HSE is incorrect.

Services will submit appeals through PIP. A Service Provider does not need to wait until a Saver Management Window is open/in operation to make an appeal.

For a successful appeal the correct information must be attached on PIP. All proof of eligibility **MUST** be dated.

For further information please refer to both Pobal's CCSP Saver Programme supporting documentation/appeal guidelines, which are available on PIP

Chapter 10 Attendance

10.1 Non Attendance

If a child is not attending the service, the Service Provider should contact the parent/guardian to establish the cause of the child's absence within the first week of the absence commencing. Where a child has not attended the service for 4 consecutive weeks, the Service Provider must complete a PIP Leaver form stating the date the child last attended the service.

10.2 Special Circumstances

In certain special circumstances, a service may apply to the local CCC to retain the registration beyond 4 weeks to 6/12weeks. (Please see Table 3 for situations which qualify for 'special circumstances'). The relevant CCC may seek supporting proof of special 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 possible providers should apply to the relevant CCC for special circumstances prior to end of 4th week of absence.

Table 3 Qualifying Special Circumstances

Qualifying Circumstances	Maximum Absence for which Subsidy is payable
Immediate family bereavement	6 weeks
Extended travel once a year to the birthplace of the child or either of the child's parents	6 weeks
Prolonged illness (more than four weeks), of either the child, the parent or a sibling	12 weeks

Where an application for special circumstances is submitted and the relevant CCC decides that special 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).

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 (which can be no later than the end of the 4 weeks of continuous absence).

Where a letter is submitted no later than 6 weeks from the original absence but later than 4 weeks (and consequentially the registration has been end dated), the registration may be restored during the next Saver Management Window.

10.3 Reduction in attendance/PIP Updating

Where attendance differs from registration in a consistent pattern over a 4 week period, registrations must be updated to reflect the actual number of days the child attends.

Where a service is notified that a child registered on the CCSP Saver Programme is reducing their level of attendance e.g. from 4 full days per week to 2 full days per week or from full-time to part-time, the service will set a leave date on the current registration and re-register the child with the new level of attendance.

Updates on PIP registrations must be completed within the next available Saver Management Window. Failure to update registrations to reflect the actual attendance pattern may result in an over-claim due to the Department. Over-claims will be recouped in accordance with the terms of the CCSP Saver Programme Funding Agreement.

10.4 Persistent under-attendance

Where attendance has been less than the registered hours in each of the previous 4 weeks, a service may apply to the local CCC to retain the registration beyond 4 weeks to 12 weeks. These applications are limited to prolonged illness i.e. regular attendance at medical or therapeutic appointments by the child, the parent or a sibling.

Where possible Service Providers should notify the relevant CCC in advance of forthcoming persistent under-attendance where they believe special circumstances will apply.

10.5 Departure from a service

If a child leaves the service, a Service Provider must inform Pobal immediately stating the date the child last attended the service. Parents/Guardians must give providers 4 weeks' notice of a departure from a service (excluding holidays/closed weeks). 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 4 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 service during this 4 week notice period.

For the purposes of the 2020/2021 programme year the child has up until the end of the programme year i.e. be in attendance and registered on PIP on the 13th August 2021, to take up a CCSP Saver Programme childcare place in a registered service to retain their Saver status. Please see chapter 4 for more information.

Chapter 11 Record Keeping

11.1 Obligation of a Service Provider

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 attendance records. A copy of a good practice attendance records can be found on page 26 of this document.

11.2 Requirement to maintain attendance records

The approved Service Provider shall maintain attendance records of registered children that records the daily hours of attendance, showing the child's full name, date of attendance, time of child's arrival and time of child's departure and the name of the person responsible for recording each arrival and departure. The record of attendance for each room must accurately reflect the children in the room, and must be updated when a child leaves or enters. The arrival and departure of each child must be recorded in real time.

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 Guide- Attendance Records' guide on page 27 of this document.

11.3 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.



Good Practice Guide - Attendance Records

The maintenance of good attendance records is a requirement for both compliance with the DCYA Rules for CCSP Saver Programme and the [Child Care Act 1991 \(Early Years Services\) Regulations 2016](#). And the [Child Care Act 1991 \(Early Years Services\) \(Registration of School Age Services\) Regulations 2018](#). 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.
- If using weekly sheets, keep in date order and secure in a folder.
- Make sure they are consistent and show attendance of child for full cycle.

Electronic Records

- 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 as outlined in this DCYA Rules for CCSP Saver Programme document i.e. a minimum period of seven years from the expiry date of the CCSP Saver Programme 2020/2021 Funding Agreement.



SAMPLE CHILD ATTENDANCE RECORD

Room:										
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



SAMPLE STAFF ATTENDANCE RECORD

Room:										
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:

Chapter 12 Compliance

12.1 Responsibility of a Service Provider

It is the responsibility of the Service Provider to ensure compliance with their Funding Agreement 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.

12.2 Compliance File

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
- PIP parental declaration forms;
- Parent/guardian letters;
- Fee records;
- Staff qualifications and letter of qualification;
- Grandfathering declaration as applicable;
- Higher Capitation forms;
- Evidence of Tusla registration.

The compliance file must 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. Failure to do same could result in a service being found non-compliant.**

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.

To assist services to comply with the CCSP Saver Programme requirements, the Department and Pobal provide a range of training and supports. These include

- A Compliance Guide for Service Providers
- Supports and advice from your local CCC
- The Good Practice Guide for Attendance Record Keeping
- Compliance Checklists for each programme

The Department continuously works on providing further resources to support providers.

Providers are strongly encouraged to engage with these supports, both before and after compliance visits, to ensure that they maintain compliance with scheme rules.

12.3 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 the Funding Agreement.
- 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.

Chapter 13 Force Majeure

13.1 Force Majeure and Funding

Force Majeure allows a party to suspend or terminate the performance of its obligations when certain circumstances beyond their control arise.

The Department is under no obligation to fund 'force majeure' days and does so at its own discretion.

The DCYA force majeure policy relates to contractual force majeure (not to be confused with employer force majeure).

13.2 Force Majeure Clause

"If and to the extent that 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, epidemic, pandemics, acts or omissions of third parties for whom the Affected Party is not responsible (Force Majeure) from performing any of its obligations under the CCSP Saver Programme Funding Agreement, the Affected Party shall be relieved of liability for failure to perform such obligations."

Ref: 12.2 CCSP Saver Programme Funding Agreement 2020/2021

13.3 Reporting of Force Majeure Incident

Service Providers must 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.

13.4 Force Majeure Claim Process Deadline

Service Providers should formally claim force majeure with Pobal via pipdocuments@pobal.ie no later than 3 days after the incident, even if the incident is ongoing.

Chapter 14 Childminders

14.1 Description of a Childminder

A Childminder provides care for non-relative children aged from birth to 14 years (including both early learning and care and school-age childcare) in which children are cared for within the childminder’s family setting.

14.2 Childminders Tusla registration

Childminders who are in contract for the CCSP Saver Programme 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](#).

Under the new regulations if a childminder is minding a mix of both pre-school and school age children, **Table 4** below sets out the maximum numbers of children that they can care for at the same time.

Table 4 Childminder maximum numbers

No. of pre-school children being cared for (0-6 yrs)	Maximum no. of school age children (6 yrs +)
0	12
1	10
2	7
3	5
4	2
5	1

For further information on the regulatory requirements for childminders please see the [Quality and Regulatory Framework](#) for Childminders (QRF) on the Tusla website.

Chapter 15 Community Childcare Subvention Resettlement (CCSR)

15.1 Overview of CCSR

CCSR was a programme which specifically catered for the childcare needs of Programme Refugees to help support their resettlement and integration into Irish society. Initially the programme catered for children up to 6 years old for the duration of 60 weeks. However, the scheme was expanded to include school aged children up to and including 12 years of age during non-school term (approximately 14 weeks during school holidays) over a two year period.

Where a child who was registered in the 2019/2020 programme year on 15th November 2019, has not completed their full complement of childcare under the CCSR Programme, this can now be taken in the 2020/2021 programme year.

This programme is not open for children who were not previously registered on the 15th November 2019. Children of Programme Refugees who were not previously registered must now be directly sponsored by the Department of Justice and Equality under the NCS. This includes siblings of children registered on CCSR.

15.2 Eligibility for CCSR

The eligibility of the applying parent/guardian is determined by a letter from the Department of Justice and Equality. A CCSR Parental Declaration Form will be made available to the relevant Service Providers who must complete this form manually and retain for compliance.

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)

15.3 CCSR Programme Rates

- A flat rate of €145 per week is payable, for part-time childcare (up to 5 hours per day), up to 5 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) up to 5 days per week.

15.4 Fees Policy and CCSR

Parents/guardians **cannot** be asked to make **any** financial contribution towards their child's childcare cost. This includes booking deposits and optional extras.

15.5 Entering a Child on the CCSR Programme

Services must have signed up to the funding agreement for the CCSP Saver 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.

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

15.6 Attendance Rules for CCSR

If a child is not attending the service, the Service Provider should contact the parent/guardian to establish the cause of the child’s absence within the first week of the absence commencing. Where a child has not attended the service for 4 consecutive weeks, the Service Provider must complete a PIP Leaver form stating the date the child last attended the service.

15.7 Special Circumstances

In certain special circumstances, a service may apply to the local CCC to retain the registration beyond 4 weeks to 6/12weeks. (Please see Table 3 for situations which qualify for ‘special circumstances’). The relevant CCC may seek supporting proof of special 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 possible providers should apply to the relevant CCC for special circumstances prior to end of 4th week of absence.

Table 3 Qualifying Special Circumstances

Qualifying Circumstances	Maximum Absence for which Subsidy is payable
Immediate family bereavement	6 weeks
Extended travel once a year to the birthplace of the child or either of the child’s parents	6 weeks
Prolonged illness (more than four weeks), of either the child, the parent or a sibling	12 weeks

Where an application for special circumstances is submitted and the relevant CCC decides that special 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).

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 (which can be no later than the end of the 4 weeks of continuous absence).

Where a letter is submitted no later than 6 weeks from the original absence but later than 4 weeks (and consequentially the registration has been end dated), the registration may be restored during the next Saver Management Window.

15.8 Persistent under-attendance

Where attendance has been less than the registered hours in each of the previous 4 weeks, a service may apply to the local CCC to retain the registration beyond 4 weeks to 12 weeks. These applications are limited to prolonged illness i.e. regular attendance at medical or therapeutic appointments by the child, the parent or a sibling.

Where possible Service Providers should notify the relevant CCC in advance of forthcoming persistent under-attendance where they believe special circumstances will apply.

15.9 Departure from a service

If a child leaves the service, a Service Provider must inform Pobal immediately stating the date the child last attended the service. Parents/Guardians must give providers 4 weeks' notice of a departure from a service (excluding holidays/closed weeks). 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 4 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 service during this 4 week notice period.

Chapter 16 Community Childcare Subvention Universal (CCSU)

16.1 Overview of CCSU

Prior to the launch of the NCS and as part of a government policy to make childcare more affordable, the DCYA introduced the CCSU, a subsidy of up to a maximum of €20 per week for children aged from 6 months to the first eligible point of entry to the ECCE programme. This subsidy was made available to families who were not otherwise eligible for subsidised childcare under any of the targeted childcare programmes at the time.

As of the commencement of the NCS on 20th November 2019, parents of children aged 6 months to the first eligible point of entry to the ECCE programme must now apply for this subsidy themselves under the NCS. Information is available on www.ncs.gov.ie.

16.2 CCSU under the CCSP Saver Programme

CCSU is available to all children aged from 6 months to the first eligible point of entry to the ECCE programme who were registered for CCSU on 15th November 2019. Parents of eligible children can choose to remain on CCSU until they reach the first eligible point of entry to the ECCE programme.

16.3 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.**

16.4 Programme Rates

The maximum weekly CCSU subsidy is €20 for full time childcare under the CCSP Saver Programme. As CCSP Saver Programme 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.

Session Type	Weekly Subsidy	Daily Subsidy
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

16.5 CCSU Programme Rules

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

Chapter 17 Financial Requirements

17.1 Responsibilities of a Service Provider

It is an essential requirement that all public monies are appropriately accounted for and used for their intended purpose.

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 Saver Programme Funding Agreement are complied with.

In particular, such records will include the following;

- (1) **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;**
- (2) Parental agreements which set out the number of childcare weeks and the number of childcare hours each week that have been agreed to be provided to the eligible Saver with the commitment by the Service Provider to offset the subsidy in full against the agreed fee, which is signed by the parent (Parental Declaration Form).
- (3) Records of income, to include receipts from parents, to 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 Saver Programme Funding Agreement may result in an immediate suspension of CCSP Saver Programme funding and/or a requirement to repay over-claimed monies already paid and may result in a termination of the CCSP Saver Programme 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 (CRO) (for limited companies) or by the Revenue Commissioners (for unincorporated entities). Copies of such accounts must be provided to Pobal or the Comptroller and Auditor General (C & AG) on request. Pobal CAR may share information found in the course of a governance, audit or compliance check with the relevant authorities, including, but not limited to, the Office of the Director of Corporate Enforcement, the Charities Regulator, and the Office of the Revenue Commissioners.

The Service Provider shall within its annual accounts separately record all monies received from Pobal relating directly or indirectly to the operation of the CCSP Saver Programme and ensure that appropriate financial records are maintained.

The Service 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.

The Service provider shall ensure that all financial records relating to monies received in relation to the operation of the CCSP Saver Programme are available to Pobal on request. All financial records, including attendance records etc., must be retained for a period of 7 years.

17.2 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 Saver Programme allocation notification will issue and any excess CCSP Saver Programme 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 de-committal/recovery to agree an appropriate repayment plan.

Chapter 18 FAQs for the CCSP Saver Programme (including CCSU and CCSR)

- 1. Can a child attend the CCSP Saver Programme in more than one service?**
Yes. This is allowed provided total days attended are not more than five full days.
- 2. When will bands be approved?**
Processing of registrations by Pobal takes approximately 15 to 20 working days.
- 3. Do I have to give a parent/guardian subvention prior to the Band rate being approved by DCYA?**
No. Service Providers should not give subvention until the bands have been approved. However, on approval, the parent/guardian must be refunded the full subvention amount within a four week period.
- 4. 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. Providers should remind parents that they remain liable for the full amount if their band rate is not approved
- 5. Under which parent/guardian should the CCSP Saver Programme registration be made to ensure appropriate band approval?**
Parents/guardians should consider the CCSP Saver Programme eligibility when deciding this. Eligibility checks are done when a registration has been uploaded on PIP. 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 Provider or parent/guardian may contact their local CCC with this query.
- 6. Can I appeal a decision already made on a registration?**
Yes. It will be possible to submit eligibility documents on the registration after a band has been awarded which will be reviewed by Pobal.
- 7. What if a saver child is absent and does not attend for a period of time?**
Absences should be dealt with as set out in chapter 10 (CCSP Saver Programme) and chapter 15 (CCSR).
- 8. Can a child lose its saver status?**
Yes. Once a claim is submitted and approved by the parent for a child on the National Childcare Scheme they will lose their entitlement to saver status.

For the 2020/2021 programme year a child must be in attendance and registered on PIP by the 13th August 2021 in order to retain their “saver status”. Please refer to Chapter 4 of this document for further information.

- 9. If a child cannot register for the CCSP Saver Programme are there any other supports available?**
Yes. The National Childcare Scheme (NCS) has been open for registrations since 20th November 2019.
- 10. Can a child be registered on NCS and the CCSP Saver Programme for the same period?**
No. Once a claim is submitted for a child on NCS, the Service Provider should end date the CCSP Saver Programme registration. Once a Service Provider submits a claim for an NCS registration the child is no longer eligible for the CCSP Saver Programme.
- 11. Child moving from one service to another service where CCSP Saver Programme funding has not been released**
When a child transfers from one service to another service and funding is not released the child will be unable to join the CCSP Saver Programme until such time as the 4 week notice period has been served.
- 12. My service is undergoing a change of address/ legal structure/ ownership, what should I do?**
If your service is undergoing a change of circumstance as listed above, the process will require that you create a Leaver for each registration for the old service, and re-register the same children and the same parent against the new service in the next available Saver Management Window. Pobal will review all registrations and if they are eligible savers, will award the same band as was awarded on the original registration.
- 13. I am closing my service. Will my Saver registrations be eligible to register in a new service?**
Yes. The Saver status follows the child. Once a child had a valid registration they will be able to register in a new service throughout the 2020/2021 programme year providing the child is registered with the same parent, Pobal will award the band that was awarded on the original registration. No new eligibility checks will be performed during Saver Management Windows.
- 14. My service had a compliance visit and I am required to make amendments to registrations. What should I do?**
You must complete the compliance amendments during the next Savers Management Window.
- 15. Can a childminder enter into contract for CCSP Saver Programme?**
Yes. A childminder can enter into contract for CCSP Saver Programme 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.
- 16. When are payments made?**
Payment schedules for Childcare Funding Programmes can be downloaded from the PIP homepage at www.pobal.ie. Payments of subsidies will take account of updated registrations within preceding Saver Management Windows.
- 17. 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 relevant 'How to guide', available on the PIP Homepage, for more details of how to manage the child's registration.