**UPDATED NOTICE – 11th December 2015**

**Community Childcare Subvention (CCS) Programme**

**New Applications for Community/Not-for-Profit Community Services**

**And**

**Existing CCS Services**

Please be advised that the deadline for: Phase 2: Expansion of the CCS Programme to Community/Not-for-Profit childcare providers (with effect from November 2015) as set out below has been extended.

**ALL CCS Services ‘in contract’ under the CCS Programme can continue to register eligible children in their service up until Friday 29th January 2016.**

* All children must be eligible as per the **eligibility criteria during snap-shot week of 5th – 9th October 2015.**
* All children must be enrolled and attending the service as of the childcare start date submitted, however **childcare start dates cannot be any earlier that Monday 2nd November 2015 or any later than the 25th Monday January 2016.**
* For children already registered in CCS who have since increased their level of service since the 2nd of November 2015:

1. *End date/submit a Child Leaver Form (ensure to release funding) for the original registration and re-register the child with the* start date as that of when the change of level of service took place, ***but no earlier than the 2nd of November.***

\*Please refer to CCS How to Guide for full details on submitting a registration

1. Create a registration request ‘Other’ stating ‘Increase in level of service due to CCS Expansion’.
2. Submit

* **The Parent must sign the new PIP Declaration Form**
* The new registration will show as ‘CCS Not Funded’ pending review by PIP Support.

**\***If a service forgets to release the funding when completing the leaver – please contact PIP online support who will re-set the leaver thus enabling the service to go back in and release the funding.

If services require any assistance they can contact PIP online support on 01 511 7222.

**New Applications for CCS from Community/Not-For-Profit Services**

The expression of interest deadline for New Community/Not-For-Profit Services to apply to enter in to contract under the CCS Programme, and that meet the criteria as set out below, has also been extended to **8th January 2016.**

**UPDATED NOTICE – 17th November 2015**

**Expansion of Department of Children and Youth Affairs Community Childcare Subvention (CCS) Programme to Community/Not-for-Profit Childcare Services**

**CCS 2015/16 Programme Call**

**Note: The 2015 CCS Expansion does not apply to private childcare providers. A separate CCS expansion catering for a targeted number of private childcare providers will commence in early 2016. Further details will be made available from December2015.**

**Background**

The CCS Programme supports disadvantaged parents and provides support for parents in low paid employment and training or education by enabling qualifying parents to avail of reduced childcare costs at participating community childcare services. Participation in the Community Childcare Subvention (CCS) programme is currently restricted to community/not-for-profit childcare services. There are currently approximately 850 community/not-for-profit childcare services nationwide participating in the CCS Programme, catering for up to 27,000 children annually.

Due to economic constraints, Budget 2012 closed the CCS Programme to new applications from community/ not-for-profit childcare services wishing to enter the CCS Programme. This restriction is now being lifted.

**Budget 2016 – CCS Expansion**

Under Budget 2016, Dr.James Reilly, Minister for Children and Youth Affairs has announced a major package of strategic investment in affordable, quality and accessible childcare. Part of this package involves expansion of the CCS Programme, to be rolled out in the coming months. This expansion will be rolled out in phases:

Phase 1: Lifting the FTE Caps within existing CCS services (with effect from October 2015)

Phase 2: Expansion of the CCS Programme to Community/Not-for-Profit childcare providers (with effect from November 2015)

Phase 3: Expansion of the CCS Programme to a targeted number of private childcare providers (with effect from early 2016)

**Phase 1:** **Lifting the FTE Caps within existing CCS services (with effect from October 2015)**

Notice in relation to the lifting of this restriction was issued in October 2015 and services currently in contract under the CCS Programme were advised to register all eligible children in attendance in the service in time for the CCS snap-shot week (5th – 9th October 2015).

Where a child was not registered before the deadline of Friday 23rd October 2015 **but was in attendance/enrolled in the service for the CCS snap-shot week**, CCS Registrations Late Entrant Appeals can be submitted.

**Phase 2:** **Expansion of the CCS Programme to Community/Not-for-Profitchildcare providers (with effect from November 2015)**

**Who can apply?**

* Only services actively in contract with the DCYA under at least one of the other childcare funding programmes (ECCE and/or TEC) and already have access to the Programmes Implementation Platform (PIP) may submit expressions of interest to join the CCS Programme.
* To be eligible for Community Childcare Subvention (CCS) funding, all servicesmust be legally constituted or operate under another legally constituted body.The service shall be a not-for-profit organisation, limited company by guarantee, religious organisation, School Board of Management or State Body.

**Other terms**

* Administration of the programmeshall be the responsibilityof Pobal, on behalf of the Department of Children and Youth Affairs, via the Programmes Implementation Platform (PIP). The Term of the contract shall be from November 2015 to August 2016, after which new contracts will be agreed in conjunction with the official programme contracting period in 2016.
* Participating services must demonstrate tax compliance by providing a current Tax Clearance Certificate.
* Participating services must agree to use grant funding received under the Community Childcare Subvention (CCS) programmeto reduce the childcare fees charged to qualifying parents of children attending the service.
* Parents will qualify for reduced childcare fees where they meet the CCS criteria (based on eligibility snap-shot week 5-9th October 2015), outlined in the DCYA Childcare Programmes Information and FAQ document.
* Services will be required to complete all contractual requirements and have a counter-signed contract in place with the DCYA before registering children for the CCS Programme.
* All approved providers will be required to submit for approval, a Fees Policy to their local CCC which demonstrates that the appropriate reductions in childcare fees for qualifying parents will be applied. This is not required to happen before contracts are made active.
* Providers must be aware that the registration process and eligibility validation process takes a period of time after initial registration to confirm approval of funding. While a provisional payment will be made to the service provider based on proposed eligibility, this funding is subject to being refunded to the DCYA where approval is not confirmed. **Therefore, service providers should satisfy themselves of proof of eligibility before passing on the subvention to the parent or charge the normal fee until such time as funding has been approved and then refund the parent back-dated to date from which funding is provided.**

**How much does the DCYA pay for CCS-funded children?**

Information on the CCS Programme including Band types and weekly payments may be found on the DCYA Website ([www.dcya.ie](http://www.dcya.ie)) or PIP Homepage ([www.pobal.ie](http://www.pobal.ie)) under ‘DCYA Childcare Programmes Information and FAQs’

**What are the CCS eligibility criteria for parents/children?**

Details of CCS eligibility criteria may be found on the DCYA Website ([www.dcya.ie](http://www.dcya.ie)) or PIP Homepage ([www.pobal.ie](http://www.pobal.ie)) under ‘DCYA Childcare Programmes Information and FAQs’

**How will I register children for the CCS Programme?**

Once a CCS Contract has been countersigned with the DCYA, the DCYA will make the CCS Contract active on the PIP System, which will allow CCS registration forms to be completed. You will already be familiar with the PIP system from the ECCE and/or TEC Programmes. The ‘CCS How to Guide for Service Providers’ (available from the PIP Homepage) offers detailed instructions on how to register CCS children on the PIP system. **New CCS services will be required to submit registrations with a Registration Request ‘Other’ and stating ‘CCS Community Expansion’ in the comment box and attaching proof of eligibility** during the 2015 snap-shot week (5th – 9th October 2015) however the **childcare start date can be no earlier than Monday 2nd November 2015**

**I’ve heard that the CCS programme has a ‘snapshot’ week in October. Will there be an additional ‘snapshot’ week for new CCS services?**

New CCS Services will be required to submit registrations **with a Registration Request ‘Other’ and stating ‘CCS Community Expansion’ in the comment box and attaching proof of eligibility** during the 2015 snap-shot week (5th – 9th October 2015) however the childcare start date can be no earlier than Monday 2nd November 2015.

New CCS Services will have until Friday 12th December 2015 (now extended to 29th January 2016) to submit registrations on PIP after which provisional payments will be issued based on these registrations.

**Reminder:CCS funding will be based on HSE/Department of Social Protection eligibility held by parents/children during the week of Monday 5th to Friday 9th Oct 2015.**

**I want to apply! What do I do next?**

Send an e-mail to express your interest in applying for a CCS Contract to [ccsapplications@dcya.gov.ie](mailto:ccsapplications@dcya.gov.ie) with the following information:

* Name of your community/not-for-profit childcare service
* Existing DCYA Reference No. (e.g. 12DY00XX)
* Current postal address of your childcare service
* Proposed CCS session types to be offered (full-time, part-time, etc.)
* The number of CCS children you expect to be able to register

If your service is: a) community/not-for-profit, and b) you already hold a contract with DCYA to run the ECCE and/or TEC Programmes, we will post an application form to you, along with a CCS Contract for completion and signing.

Your completed application form and CCS Contract will be processed upon their return to the DCYA. Contracts will only be countersigned on receipt of all required information.

Please note: The deadline for submissions of interest is Tuesday 24th of November 2015 (now extended to 8th January 2016).

**I am a Service that is already ‘in contract’ for the CCS Programme. Can I register more children who started in my service after the CCS Snap-shot week?**

CCS Service Providers who are already in contract under the CCS Programme can continue to submit child registrations in two ways:

1. CCS Late Entrant Appeal where the child was in the service over the CCS snap-shot week (5th-9th October 2015) but the registration was not submitted on time.
2. For any child that started in the service after the CCS Snap-shot week (5th-9th October 2015) but would have otherwise been eligible then they should submit a registration form **with a Registration Request ‘Other’ and stating ‘CCS Community Expansion’ in the comment box and attaching proof of eligibility**. However the childcare start date on the registration can be no earlier than Monday 2nd of November 2015. Registrations must be submitted before Friday 12th December 2015 (now extended to 29th January 2016).

**Phase 3: Expansion of the CCS Programme to a targeted number of private childcare providers (with effect from early 2016 -see note above)**

The 2015 CCS Expansion does not apply to private childcare providers. A separate CCS expansion catering for a targeted number of private providers will commence in early 2016. Further details will be made available from December 2015.