

Community Childcare Subvention Plus(CCSP) Saver Programme

Dear Parent/Guardian,

It is very important that you read and understand the contents of this letter.

Parents/Guardians of eligible Savers may only apply for subvention under the CCSP Saver Programme 2020/2021 (17th August 2020 -13th August 2021).

Savers and conditions for retention of the Saver status

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 (18th August 2019 to 14th August 2020).

Your child must be in attendance in your chosen Early Learning Care (ELC) and/or School Age Childcare (SAC) service, by the end of the 4th week of this service opening for the 20/21 programme year to retain this status.

It is also important to note that if your child leaves a service voluntarily, you have 4 weeks (notice period) to take up a CCSP Saver Programme place in another ELC and/or /SAC service. In circumstances where your child has to involuntarily leave a service e.g. closure of a service, you have up until the end of a continuous period of 12 weeks (defined as non payable) to take up a CCSP Saver Programme childcare place in a registered ELC and/or SAC service to retain your child's Saver status. This 12 week period begins immediately after the last week your child attended.

Required Information

To apply for the CCSP Saver Programme and as a condition of funding you are required to furnish your ELC and/or ASC provider with the following required information which will then be used to register your child. You will also be asked to complete a 'Pre-Registration Form' by your ELC and/or ASC provider.

CCSP Saver Programme eligibility

CCSP Saver programme eligibility is determined by your status with the Department of Employment Affairs and Social Protection (DEASP) within one month prior to the week of the child start date on the Programme. PPSNs are cross referenced with the DEASP and the HSE to determine eligibility and verify your child's entitlement to subvention. Therefore supporting documentation is not required.

You will be required to supply the following details:

1. The Subvention Band rate for which you are applying;
Subvention Band rates are outlined in the 'Rules for CCSP Saver Programme 2020/21' document, available to download from the Department of Children and Youth Affairs website at www.dcy.gov.ie .Please check this document to assess which Band you may be eligible for. The parent/guardian who is eligible for the higher band should always apply and sign the 'CCSP Saver Programme Parent Declaration Form'.
2. Your Full Name, as recorded by the DEASP (correct language version), e.g. Tom should read as Thomas if registered with the DEASP as Thomas.
3. Your PPS Number (PPSN) and date of birth (the parent's date of birth is required to allow for PPSN verification)
4. Your child's full name as recorded by the DEASP (correct language version).
5. The PPSN and Date of Birth of your child.

PPSNs can be found on documentation regarding your claim to Child Benefit, or by contacting the DEASP at their Lo-Call Number: 1890-927-999.

Your ELC and/or SAC service provider may require proof of the PPSNs and dates of birth before registration, as any errors may affect the CCSP Saver Programme payment. It is important that you use the correct PPSN for the eligible parent/guardian and child, and not that of another family member.

You must also be aware of the following;

- The total number of days per week, the number of weeks per year and the type of childcare (e.g. full-time, part-time, sessional etc.) that your child will attend the service, as agreed with your ELC and/ or SAC provider.
- The fee you will be charged with and without subvention.
- The childcare start and end dates, as agreed with your ELC and/or SAC provider.
- If you are in receipt of one of the following, please tick the relevant box on the PIP CCSP Saver Programme Child Registration Form. You will also be required to complete a CCSP Saver Programme Verification Form, which will be attached to your application:
 - ETB/Solas Training Allowance
 - Springboard Course
 - Youth Employment Support Scheme
 - Maternity Benefit
 - Secondary School Student

Please ask your provider for a copy of the Verification Form if it applies to you.

Your service provider will enter the information onto the Child Registration system. The ELC and/or SAC provider will then print off a copy of the form with all of the relevant information entered. This is called a 'PIP Declaration Form'. You must sign and date the 'PIP Declaration Form', confirming that the details shown on it are correct. Your provider will provide you with a copy of the signed 'PIP Declaration Form'.

Receiving CCSP Saver Programme Subvention

Once the registration has been verified by Pobal, your childcare fees will be reduced by the relevant subsidy (if any) under the CCSP Saver programme.

Making an Appeal

You have the right to appeal your band rate if you believe an error has occurred. This appeal is processed through your Provider.

It is important to note the following:

- a) In the event that your ELC and/or SAC provider cannot provide you with the subvented rate until the verification process is completed, you will be charged at the service's full childcare rate. Then, once approvals are completed, your provider will be required to return any relevant monies owed to you in line with the Subvention Band for which you are approved.
- b) Participating services are required, under the Equal Status Acts 2000 to 2015, to make reasonable accommodation for children with additional needs. If your child has additional needs please log onto www.aim.gov.ie for further information.
- c) If Tusla issue a ELC and/or SAC 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
- d) The National Childcare Scheme (NCS) was introduced on the 20th November 2019. Parents who are no longer eligible for subsidised childcare under the CCSP Saver Programme may be eligible under the NCS. NCS will provide financial support for children aged from 24 weeks who are attending any participating Tusla registered ELC and/or SAC service.

More information can be found at www.NCS.gov.ie or by contacting the NCS Parent Support Centre at 01-9068530.

Information relating to the Rules for CCSP Saver Programme 2020/20201 is available to download from the Department of Children and Youth Affairs website at www.dcy.gov.ie. If you have any queries regarding this process, please contact your local City/County Childcare Committee (CCC). Contact details for your local CCC can be found at www.myccc.ie.