

# PROGRAMMES IMPLEMENTATION PLATFORM (PIP)



## Early Childhood Care and Education (ECCE) Registrations 2017/2018

### ‘How To’ Guide for Service Providers

**Release Date: 21/08/2017**

#### Table of Contents

1. Creating an ECCE child registration .....	3
STEP 1: Information needed prior to making a child registration .....	3
STEP 2: Accessing the registration form .....	4
STEP 3: Completing the form .....	4
STEP 4: Creating a registration request .....	7
STEP 5: Printing the Parental Declaration .....	9

2. Making a change to child registration .....	10
3. Application for the Higher Capitation Rate .....	13

## 1. Creating an ECCE child registration

This is a quick guide to registering children for the ECCE programme 2017/2018. For more detailed information please refer to the [DCYA Programme rules 2017/2018](#)

### **Please Note:**

**You will not be permitted to complete any child registrations unless you have completed all 4 steps in activating your contract online. Click [here](#) for the How to Guide for Online Contracting.**

There are 3 points of entry that a child can become eligible for the ECCE programme therefore, the maximum number of weeks funding that a child is eligible for is dependent on the child's date of birth.

Children qualify for the free pre-school year when they meet the age criteria, which, for the academic year is as follows:

To avail of the ECCE programme with effect from	Children must have been born between the following dates (both dates inclusive)
September 2017 – June 2018	1 <sup>st</sup> January 2013 – 31 <sup>st</sup> August 2014
January 2018 – June 2018	1 <sup>st</sup> January 2013 - 1st January 2015
April 2018 – June 2018	1 <sup>st</sup> January 2013 – 2 <sup>nd</sup> April 2015

### **Please Note:**

**You will not be able to pre-register children for different points of entry throughout the year. You will only be able to register children 7 days prior to the day that they are eligible to participate in the programme. If you are trying to submit a child registration before the child is eligible for the ECCE scheme you will receive an error message.**

### **STEP 1: Information needed prior to making a child registration**

The eligibility of each child enrolled in the ECCE programme will be verified by reference to;

1. The child's date of birth
2. The child's Irish Personal Public Services Number (PPSN)

**Please Note: As a service provider you should request proof of a child's date of birth and Irish PPSN as any errors in these details at the child registration stage will result in payments being delayed.**

Proof of a child's Irish PPSN can take the form of a copy of an official document or card showing the child's name and Irish PPSN, e.g. a letter from the Department of Social Protection and alongside documentation confirming the child's date of birth e.g. a birth certificate or Passport.

## STEP 2: Accessing the registration form

Once you have proof of the child's full name, date of birth and PPSN you can then register him/her on PIP. Once you have logged into PIP click on the 'Registration' tab on the ribbon of the page, please see screen shot below:



This will open your **Registration Details Screen**.

On the right hand side of the screen you will see a heading with 'Create Child Registrations' and below will be the contracts for the programmes that you are participating in.

Click on ECCE 2016, see screen shot below:



## STEP 3: Completing the form

When the registration form is opened, the STATUS (see top right hand side) will be 'IN PROGRESS', which means it is being completed by the service provider and has not yet been 'submitted'.

- The Registration ID is a unique identifying number that will replace the child's PPSN and allows for the identification of the child registration in the PIP system. This number will be used, on future forms related to the child's childcare placement including all Parent Declaration Forms

- The Registration ID will remain blank until the form is saved and/or submitted.
- The Service Provider's facility information will be *automatically populated* on the form: the name of the service, the address, the DCYA reference, the name of the Programme and the start and end date of the Programme.

**Please Note:**

**Once the child's PPSN is entered on the form it must either be submitted or the PPSN must be removed in order to save the form as an 'In Progress' draft.**

The screenshot shows the 'ECCE REGISTRATION' form. At the top left is the 'pobal' logo with the tagline 'government supporting communities'. At the top right is the logo for 'An Roinn Leanaí agus Gnóthai Óige' (Department of Children and Youth Affairs). The form title 'ECCE REGISTRATION' is centered. Below the title, 'REGISTRATION ID:' is circled in red. To its right, 'STATUS: In Progress' is also circled in red. Below this is the 'Service Provider Info' section, which includes fields for Service Name (Sun\_FAC\_KY\_6), Address (Street 1, Street 2, Tralee), DCYA Ref (16KY2006), Programme Call (ECCE 2017), Programme Start Date (28/08/2017), and Programme End Date (20/07/2018). A note '\* indicates mandatory fields' is circled in red. The 'Parent Information' section has fields for First name and Last name, both marked with an asterisk. The 'Child Information' section has fields for First name, Last name, Child Date of Birth, and Child's Gender, all marked with an asterisk. Below these are fields for Child PPSN and Existing registration ID. The 'Child PPSN' field is circled in red, and next to it is a 'Validate PPSN' button. A 'Get PPSN' button is located below the Existing registration ID field.

**Parent Information**

- Enter the Parent's First and Last Name

**Child Information**

- Enter the child's First and Last Name
- Date of Birth
- Gender

The child's name should be entered exactly as it is registered with the Department of Social Protection.

Do not enter the PPSN until you are ready to submit the registration.

### ECCE Session.

<b>Session Name</b>	<b>From the drop down menu, select either;</b> <ul style="list-style-type: none"><li>• ECCE Session AM</li><li>• ECCE Session PM</li></ul>
<b>The amount of Days Per Week</b>	5 days if you are a 38 week service max 4 days if you are a 41 week service max
<b>Input the Childcare Start and End dates</b>	<b>Please Note:</b> <b>The start date must be a Monday and the end date must be a Friday.</b> <b>The childcare start date will be defaulted to the 28/08/2017 - If the start date differs from this date then the date on the form <u>must</u> be changed to the relevant date.</b>

### Non-payable weeks

If you have already submitted your service calendar prior to completing a child's registration form, the payable weeks and non-payment weeks will be auto-calculated.

If you have not submitted your service calendar and are submitting a child's registration, your nonpayment weeks will be automatically set at 0 weeks, therefore you will not be able to submit a child registration for the whole programme year.

**You should complete and submit your Service Calendar prior to completing any child registrations on PIP. Once submitted the payment and non-payment weeks that you select will be auto-populated into the child registration forms, this will allow you to submit a child registration for the whole programme year.**

#### **Please Note:**

**If you edit your service calendar after you submit the registration and change payment/nonpayment weeks or open/closed days this will be reflected in PIP and may impact on payments.**

**Also if you have not yet completed your service calendar, your payment may be put on hold until it is completed and submitted.**

### Validating the child's PPSN

Enter the child's PPSN and click 'Validate PPSN'. You will get one of three messages:

Message	Next Steps
The PPSN is valid	Proceed to submitting the form (explained below)
The name and date of birth do not match the PPSN, please verify data and retry	<ol style="list-style-type: none"> <li>1. Recheck, do you have the correct name, DOB and PPSN and are you still receiving this message.</li> <li>2. Please complete a registration request (explained below)</li> </ol>
This is not a valid PPSN number, incorrect letter(s) at the end of PPS number: you must recheck that you have the correct PPSN and resubmit.	Please be advised that you will not be able to submit the form even with a registration request if you receive this message. Please revert back to parent for correct PPSN details.

If the child has already been registered in any service on PIP for ECCE 2017 then enter the child's registration ID and click 'Get PPSN' in lieu of having the child's PPSN.

Once you have validated the child's PPSN and completed all other sections on the form you will see a message stating that the form is ready for submission. You should then click on 'submit'. **If you do not have to create a registration request then please skip to step 5.**

#### **STEP 4: Creating a registration request**

A registration request is created when you are having difficulty submitting a child registration form. This could be due to PPSN issues, ECCE remaining weeks, if a child was previously registered elsewhere or late registrations, for further information on registration requests please refer to the [DCYA Programme rules 2017/2018](#)

To complete a registration request, click on 'add registration request'. This will give you a drop down menu with:

- PPSN Validation
- Already registered
- Exemption
- Late registration
- Other

Choose the type of registration request that matches your issue:

<b>PPSN Validation</b>	<p><b>For PPSN Issues</b></p> <p>If you are submitting a PPSN validation you must insert a comment and attach a document confirming the child's PPSN and date of birth before you can submit a registration request. Please be advised that all registration requests require a comment.</p>
<b>Already registered</b>	<p>If you are receiving a message that the child is already registered, then confirm with the parent that the child has left the original service and a leaver form has been completed, then choose the already registered option. Please be advised that all registration requests require a comment.</p>
<b>Exemptions</b>	<p>For any children who do not qualify for the ECCE scheme (for example, child is overage or their attendance is being split between two services) these Registrations must be accompanied by an Exemption Code, as issued by DCYA prior to creating the Registration on PIP Portal. Once this Code has been received, please create an Exemption Registration Request, quoting the 4 Digit Code and a brief explanation as to the nature of the Exemption. Exemption Codes may be formally requested from DCYA via <a href="mailto:eyqueries@dcya.gov.ie">eyqueries@dcya.gov.ie</a>, ensuring all relevant documentation is enclosed.</p> <p>Please be advised that all registration requests require a comment</p>
<b>Late registration</b>	<p>If you are submitting a child registration 8 weeks after the child has started his/her ECCE place, then you will need to complete a registration request and choose 'late registration'. If you are trying to enter a child after the 8 week timeframe you will receive the message below:</p> <p><i>'Registrations starting more than X days in the past need approval by PIP Support, please add a 'Late Registration' registration request. You should enter a comment such as the reason for delay in registration and attach your attendance record. Please be advised that all registration requests require a comment.</i></p>
<b>Other</b>	<p>If you have a special requests and are not sure which category to choose then please click 'Other' and clearly state the issue in the comment box. Please be advised that all registration requests require a comment.</p>

### What happens next?

The registration will first appear as submitted before changing to provisional until such time that PIP Support reviews the registration request and comment/attachments. **To avoid delays with approvals and payments it is essential for Service Providers to register all their relevant children in a timely manner.**



## STEP 5: Printing the Parental Declaration

Once you have submitted your registration form, the 'Thank You' screen above will be displayed. Here you can **click on Parental Declaration** and this will bring you directly into the parental form. Please see screenshot below:



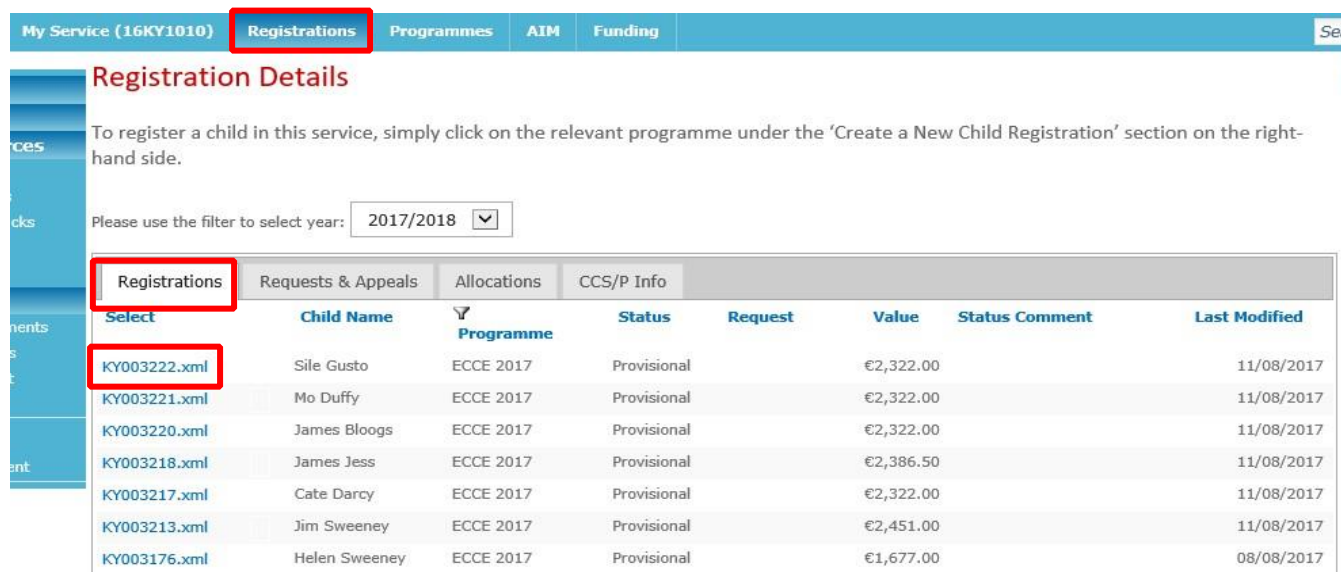
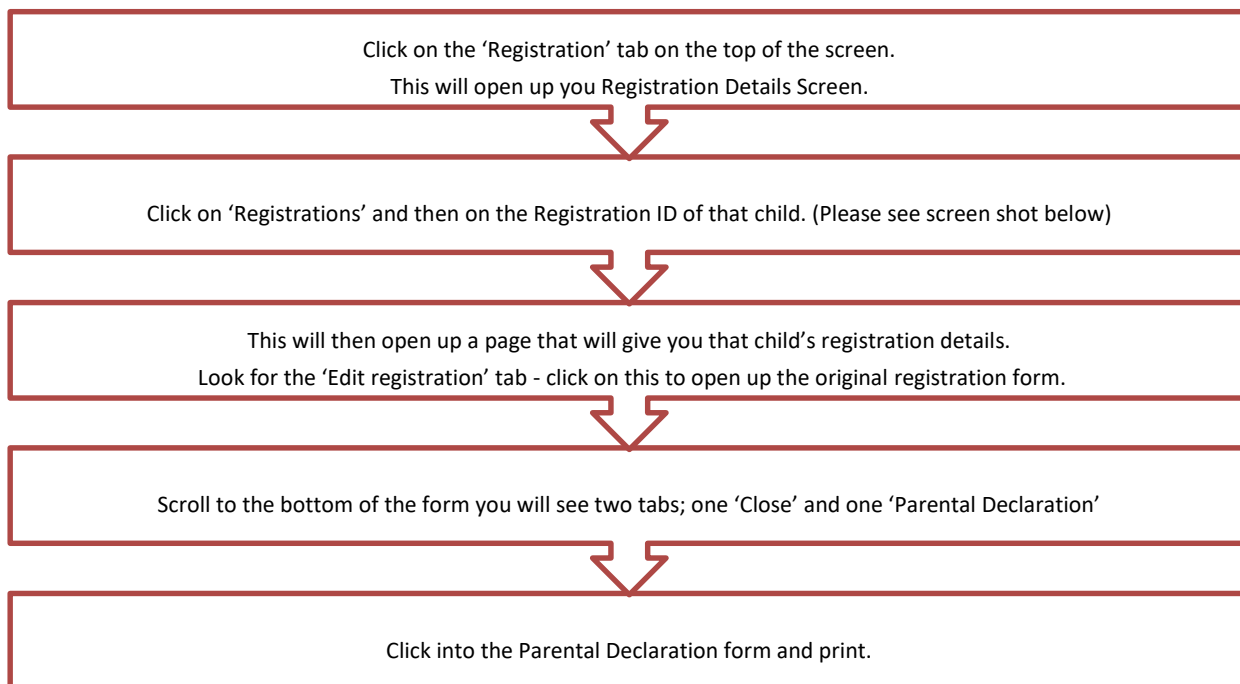
This may be printed in Irish or English and gives details regarding the ECCE programme and contains the child's full name, DOB, Gender, childcare session, number of days p/w, start and end date and both non-payable and payable weeks.

**Please note: that if you have not submitted your Service Calendar as mentioned above, your non-payment weeks will be set at '0' and the child's finishing date may not be accurate. If you submit your Service Calendar after printing this parental declaration you will have to re-print the declaration and get the parent/guardian to sign it to keep on file as the non-payment weeks will have changed.**



Please destroy or return any documents such as the pre-registration form to the parent for data protection purposes.

## Printing Parental Declaration Forms at a later stage:



My Service (16KY1010) **Registrations** Programmes AIM Funding Sea

### Registration Details

To register a child in this service, simply click on the relevant programme under the 'Create a New Child Registration' section on the right-hand side.

Please use the filter to select year: 2017/2018

Select	Child Name	Programme	Status	Request	Value	Status Comment	Last Modified
<b>KY003222.xml</b>	Sile Gusto	ECCE 2017	Provisional		€2,322.00		11/08/2017
KY003221.xml	Mo Duffy	ECCE 2017	Provisional		€2,322.00		11/08/2017
KY003220.xml	James Bloogs	ECCE 2017	Provisional		€2,322.00		11/08/2017
KY003218.xml	James Jess	ECCE 2017	Provisional		€2,386.50		11/08/2017
KY003217.xml	Cate Darcy	ECCE 2017	Provisional		€2,322.00		11/08/2017
KY003213.xml	Jim Sweeney	ECCE 2017	Provisional		€2,451.00		11/08/2017
KY003176.xml	Helen Sweeney	ECCE 2017	Provisional		€1,677.00		08/08/2017

## 2. Making a change to child registration

There are many reasons as to why you will have to make a change to a registration such as;

- Corrections - If you have entered the incorrect details on the original child registration form such as incorrect session type, incorrect days, incorrect start/end date.
- Applying for an Exemption
- Completing a leaver

**Please Note:**

You can only edit a registration once the registration status is 'Approved'. If the status is still in 'in-progress' you will not be able to make another registration request until the original one is complete by Pobal.

1. Check if the registration status is 'approved'
2. Click on the registration ID of the child that you wish to make a change, please see screenshot above.

You will then see the following screen:

Registration Id	KY003222.xml
Child full name	Sile Gusto
Child date of birth	31/08/2014
Programme call	ECCE 2017
Status	Provisional
Status Comment	
Registration Value	€2,322.00

[Edit registration](#)

Allocations						
Allocation Name	Allocation Status	Start Date	End Date	Payable Weeks	Registration value	Days per week
sile gusto - ECCE 2017 - ECCE 2017 a.m. - 38 weeks - Allocation	Provisional	28/08/2017	04/05/2018	36	€2,322.00	5

Requests & Appeals						
Registration Request	Status	Last Change Date	Created Date	Answered	Description	Response
PPSN Validation	Open	11/08/2017	11/08/2017	ff		

3. Here you will click on 'edit registration'. This will open up the child's registration form. Under 'Registration change' will give you a drop down menu with;

- Leaver
- Registration request

a) Leaver

Click leaver from the dropdown and this will alter the screen and display below:

### Registration Change

Change Type:

#### Leaver

Last Date Of Attendance:  \*  Payment Requested Until

Was Notice Given?  How many additional weeks paid notice are you requesting?  Total weeks notice (max: 4)

Reason The Child Leaving:

Weeks In Period:  Non Payable Weeks:  Payable Weeks:

This child's remaining entitlement on ECCE:

You must:

1. Enter the last date of attendance. Please note that as a child cannot be in attendance in a service when the service is closed, the last date of attendance cannot be during a Non-Payment week and must be a Friday.
2. Tick the box if notice was given, do not tick the box if no notice was given
3. Enter how many additional weeks' payment you are requesting (max 4)
4. Enter the reason the child is leaving

The weeks in period, non-payable weeks, payable weeks and the child's remaining entitlement on ECCE will all be auto-populated on the form.

Once you have completed all the sections above click on submit.

**Please Note:**

**A leaver must be carried out if the child is changing their level of service (i.e. moving from 5 days per week to 4 days per week), the child must then be re-registered with the new level of service. Please be advised there is no notice period for a child changing the level of service.**

b) Registration Request

If you would like to complete a registration request, then click on registration request from the drop down.

This will give you a 'Reason' box with an additional dropdown menu containing;

- Exemption
- Cancellation
- Other

<p><b>Exemption</b></p>	<ul style="list-style-type: none"> <li>a) Create and exemption registration request and enter the exemption code already issued by DCYA, prior to creating the registration and enter a comment.</li> <li>b) Attach any relevant documentation such as medical reports, you do not need to attached any documentation if you have already received an exemption code from DCYA</li> <li>c) Exemption Codes may be formally requested from DCYA via <a href="mailto:eyqueries@dcya.gov.ie">eyqueries@dcya.gov.ie</a>, ensuring all relevant documentation is enclosed.</li> </ul>
<p><b>Cancellation</b></p>	<p>The process for correcting errors if you have made an error on the original registration form such as such as incorrect number of days, session type or start/end dates.</p> <p>If you need to change any of the information on the original registration, then you will have to:</p> <ul style="list-style-type: none"> <li>a) Take note of the original registration ID</li> <li>b) Cancel the original registration</li> <li>c) Re-register the child under a new registration with the correct details, quoting the original ID in the comment box</li> </ul> <p><b>Please note: as this will be a new registration you will need to input the child's PPSN, however if you have the registration ID you can enter this in the 'Get PPSN' box.</b></p>
<p><b>Other</b></p>	<p>If you have any other requests, please use the 'Other' option from the dropdown and make sure that you give detailed explanation of what exactly your request is</p>

Once you have completed your change request click submit.

### 3. Application for the Higher Capitation Rate

**Higher Capitation requests will not be processed through the PIP System. They will continue to be processed by DCYA through a manual application system. Please consult the [DCYA website](#) for further information.**

Please be advised that from Sept 2017 in ECCE services, higher capitation will be paid for individual ECCE sessions where the pre-school leader holds a qualification recognised as meeting the minimum contract requirements for ECCE for higher capitation. A qualified room assistant will also be required and is dependent on staff: child ratio.

For further information please refer to the [DCYA Programme rules 2017/2018](#)

Contact your local CCC

Contact Pobal on [onlinesupport@pobal.ie](mailto:onlinesupport@pobal.ie) or alternatively telephone 01 5117222