



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



pobal

government supporting communities

PROGRAMMES IMPLEMENTATION PLATFORM (PIP)

Quick Guide to ECCE Registrations

Release Date: 31st Aug 2016

ECCE QUICK 'HOW TO' GUIDE CONTENTS

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1. Creating an ECCE child registration

This is a quick guide to registering children for the ECCE programme 2016/2017. For more detailed information please refer to the [DCYA Programme Information & FAQ's](#).

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 dependant 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 2016 – June 2017	1 st January 2012 – 31 st August 2013
January 2017 – June 2017	1 st January 2012 to 31 st December 2013
April 2017 – June 2017	1 st January 2012 – 31 st March 2014

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 from 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;

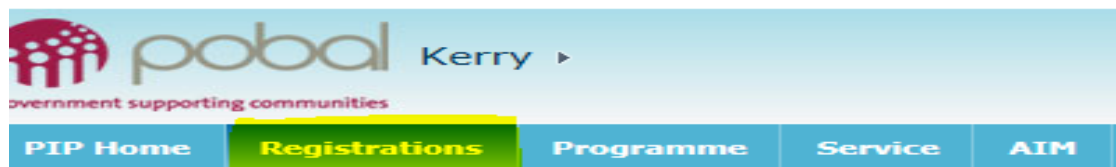
1. The child's date of birth
2. The child's Irish Personal Public Services Number (PPSN)

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 'Registrations' tab on the ribbon of the page, please see screen shot below:

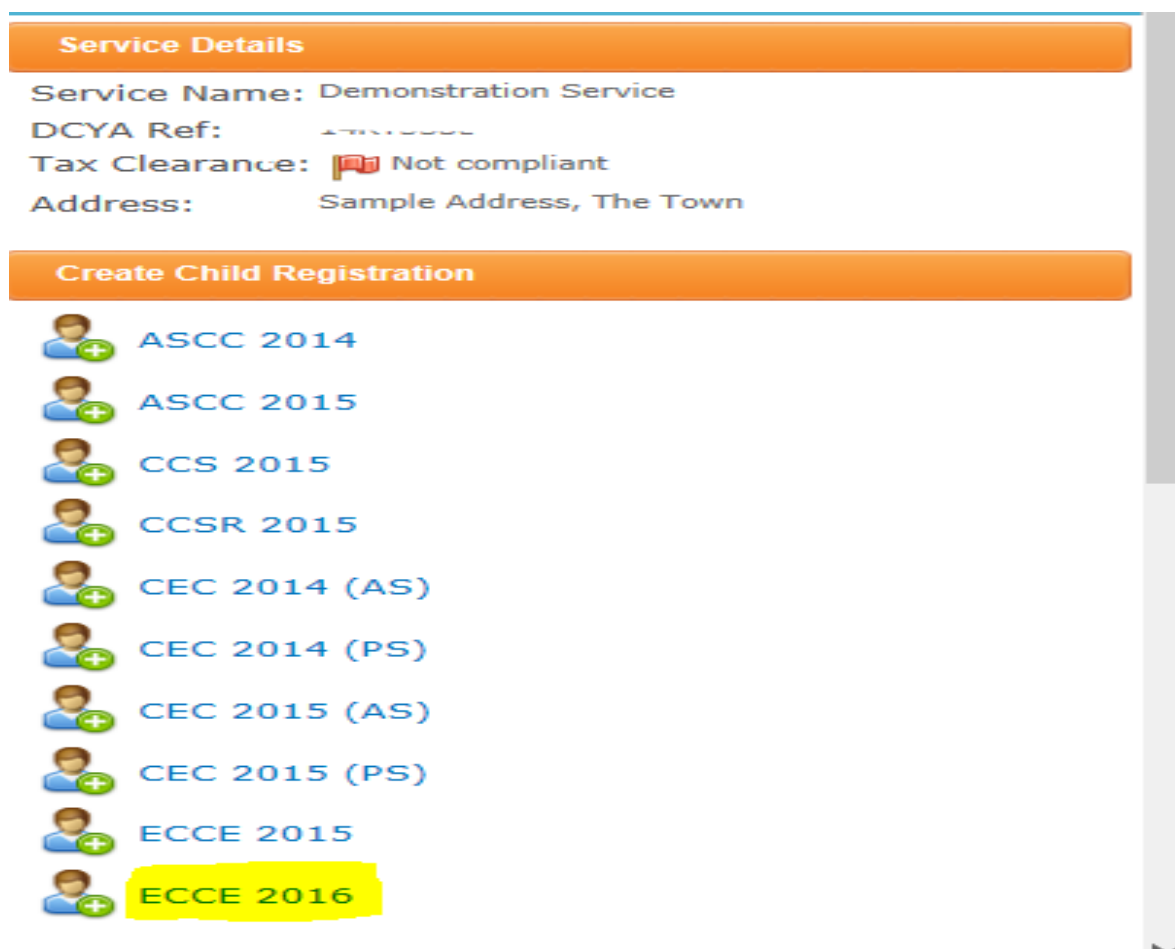


This will open your **Registration Details Screen**.

On the left 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.

PIP will open for registrations on a phased basis from the 31st Aug 2016. Forms will be fully available in all areas by the 2nd September 2016.

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 Department of Children and Youth Affairs logo with the text 'An Roinn Leanaí agus Gníothaí Óige' and 'Department of Children and Youth Affairs'. The version number '1.3.4.23' is displayed in the top center. The form title 'ECCE REGISTRATION' is prominently displayed in the center. Below the title, the 'REGISTRATION ID:' field is circled in red. To the right, the 'STATUS: In Progress' is also circled in red. A red circle highlights the text '* indicates mandatory fields'. The 'Service Provider Info' section contains fields for 'Service Name', 'Address', 'DCYA Ref', 'Programme Call' (pre-filled with 'ECCE 2015'), 'Programme Start Date' (pre-filled with '31/08/2015'), and 'Programme End Date' (pre-filled with '24/06/2016'). The 'Parent Information' section has 'First name' and 'Last name' fields, both marked with a red asterisk. The 'Child Information' section includes 'First name' and 'Last name' fields (both with red asterisks), 'Child Date of Birth' (with a red asterisk), 'Child's Gender' (a dropdown menu), and 'Child PPSN' (a text field with a red asterisk). A red circle highlights the 'Validate PPSN' button next to the 'Child PPSN' field. Below this, there is an 'Or' section with an 'Existing registration ID' field and a 'Get PPSN' button.

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 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.

Session Name	From the drop down menu, select either; <ul style="list-style-type: none">• ECCE Session AM• ECCE Session PM
The amount of Days Per Week	5 days if you are a 38 week service max 4 days if you are a 41 week service max
Input the Childcare Start and End dates	Please Note: The start date must be a Monday and the end date must be a Friday. The childcare start date will be defaulted to the 29/08/2016 - If the start date differs from this date then the date on the form <u>must</u> be changed to the relevant date.

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 non-payment 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/non-payment weeks or opening/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 from the 16th Sept 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">1. Recheck, do you have the correct name, DOB and PPSN and are you still receiving this message.2. Please complete a registration request (explained below)
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.

If the child has already been registered in any service on PIP for ECCE 2016 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 or late registrations, for further information on registration requests please refer to the [DCYA Programme Information & FAQ's](#).

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

- PPSN Validation
- Already registered
- Exemptions

- Late registration
- Other

Choose the type of registration request that matches your issue:

PPSN Validation	<p>For PPSN Issues</p> <p>If you are submitting a PPSN validation you must insert a comment and attach an attachment confirming the child's PPSN before you can submit a registration request. Please be advised that all registration requests require a comment.</p>
Already registered	<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 choose the already registered option. Please be advised that all registration requests require a comment.</p>
Exemptions	<p>If your request is for an exemption then please choose this option, enter an exemption code already received from DCYA or enter a comment. Then attach any relevant documentation such as medical reports, please be advised that you do not need to attach any documentation if you have already received an exemption code from DCYA. Please be advised that all registration requests require a comment.</p>
Late registration	<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.</i></p> <p>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.</p>
Other	<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 remain as provisional until such time that PIP Support reviews the registration request and comment/attachments. **To avoid delays with approvals and payments it is essential**

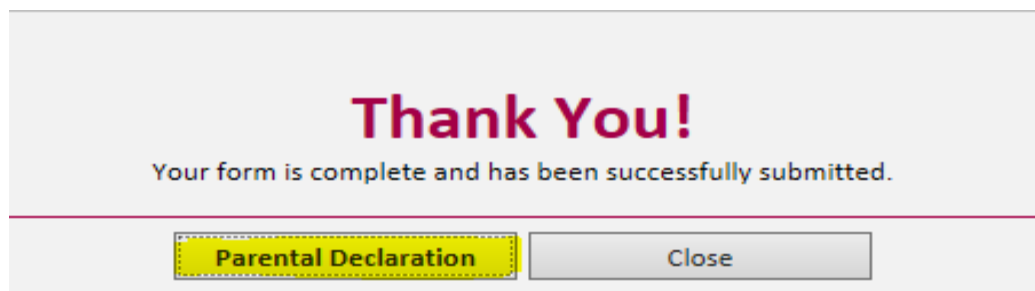
for Service Providers to register all their relevant children in a timely manner.

STEP 5: Printing the Parental Declaration

Once you have submitted your registration form, the 'Thank You' screen above will be displayed.

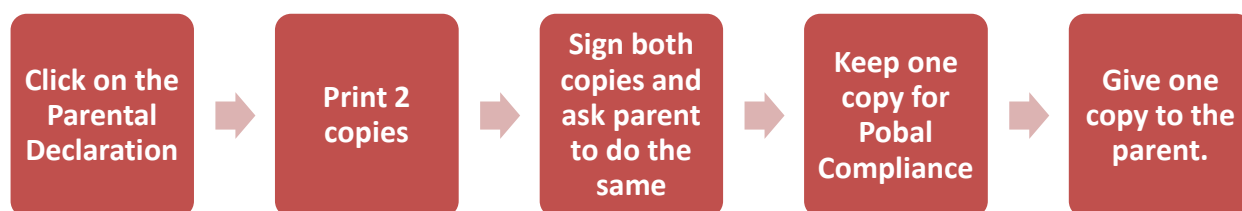
Here you can **click on Parental Declaration** and this will bring you directly into the parental form.

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 purpose.

Printing Parental Declaration Forms at a later stage:

Click on the 'Registration' tab on the top of the screen.
This will open up your Registration Details Screen.

Click on 'Registrations' and then on the Registration ID of that child. (Please see screen shot below)

This will then open up a page that will give you that child's registration details.
Look for the 'Edit registration' tab - click on this to open up the original registration form.

Scroll to the bottom of the form you will see two tabs; one 'Close' and one 'Parental Declaration'

Click into the Parental Declaration form and print.

communities

Registrations Programme Service AIM

Registration Details Screen

This is your individual service profile. Here you can find your service and manage the administration of funding for the different childcare programmes.
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.

Registrations	Requests & Appeals	Allocations	Special Allocations	CCS Bands			
Select	Child Name	Programme	Status	Request	Value	Status Comment	Last Modified
KY001897.xml		ECCE 2016	Provisional		€838.50		11/08/2016
KY001885.xml		ECCE 2016	Provisional		€2,451.00		10/08/2016
KY001886.xml		ECCE 2016	Provisional		€2,451.00		10/08/2016
KY001884.xml		ECCE 2016	Provisional		€2,451.00		10/08/2016
KY001882.xml		ECCE 2016	Approved		€980.40		10/08/2016
KY001880.xml		ECCE 2016	Approved	Leaver	€1,225.50		10/08/2016

2. Making a change to child registration

There are many reasons in 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

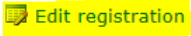
Plase Note:

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	KY001897.xml
Child full name	
Child date of birth	
Programme call	ECCE 2016
Status	Provisional
Status Comment	
Registration Value	€838.50



Allocations

Allocation Name	Allocation Status	Start Date	End Date	Payable Weeks	Registration val
- ECCE 2016 - ECCE 2016 a.m. - 38 weeks -	Provisional	03/04/2016	30/06/2017	13	€8

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

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
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.

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

Exemption	<p>a) Enter the exemption code already received from DCYA or enter a comment.</p> <p>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</p>
Cancellation	<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> <ol style="list-style-type: none">a) Take note of the original registration IDb) Cancel the original registrationc) Re-register the child under a new registration with the correct details, quoting the original ID in the comment box

	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.
Other	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

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 2016 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 Information & FAQ's](#)

Contact your local CCC

Contact Pobal on onlinesupport@pobal.ie or alternatively telephone 01 5117222

