

PROGRAMMES IMPLEMENTATION PLATFORM (PIP)



Training and Employment Childcare (TEC) Registrations 2017/2018

‘How To’ Guide for Service Providers

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Contents

INTRODUCTION	1
STEP 1: Requesting a Childcare Education and Training Support (CETS) Registration Form	1
STEP 2: Registering a child for a TEC Programme	2
STEP 3: Creating a registration request	6
STEP 4: Printing the Parental Declaration Form	7
• How to reprint the Parental Declaration Form	8
STEP 5: What happens after I submit a registration form	8
STEP 6: Amending TEC Child Registration	9
_CETS Top-Ups	10
_ASCC Top-Ups	10
_CEC Top-Ups	10
Leavers/change in level of service	12
_Cancellation	15

INTRODUCTION

This guide will provide step-by-step instructions to services completing, submitting and amending registrations on PIP for the four TEC Programmes:

1. CETS 2017
2. ASCC 2017
3. CEC Pre-School (PS) 2017
4. CEC After-School (AS) 2017

Please Note: If you are registering a child on a CEC programme please ensure to register the child for the correct CEC Programme - Pre-school (PS) or After-school (AS).

Services must be in contract for the relevant programme in order to submit a TEC registration. For more information please refer to the [DCYA Programme Rules 2017/2018](#) (With effect from 21st August 2017).

Parents wishing to apply for a childcare place under one of the TEC Programmes should be asked to complete a 'TEC Pre-Registration' form which is available to the service provider from the PIP Portal and [PIP Homepage](#). The information collected on this form will be required when completing a TEC Registration on PIP. Once the registration has been submitted on PIP, this form must be destroyed for Data Protection purposes.

- **ASCC and CEC childcare places can be applied for directly by completing the relevant PIP Registration Form.**
- **For CETS places, the service must contact their local CCC prior to making an application for CETS. The service must request a CETS Registration Form be released to their service in order to make the application. (See Step 1).**

STEP 1: Requesting a Childcare Education and Training Support (CETS) Registration Form

Contact your local CCC to find out if there are any CETS places available and to have a PIP Child Registration Form released to your service portal.

Please Note: It will take approximately 30 minutes between the CCC releasing the PIP Registration Form and it syncing to your service Portal.

N.B. Service Providers do not need to contact their local CCC to register a child for Afterschool Childcare (ASCC) or Community Employment Childcare (CEC) Programmes – please go directly to Step 2.

Once a Form has been released please continue to follow Step 2.

Please Note: Failure to follow Step 2 within a reasonable timeframe i.e. to register a Child on the CETS Programme may result in the expiration of the Registration Form.

The below message will appear where a CETS form has not yet been assigned/synchronised or has expired

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CETS REGISTRATION

REGISTRATION ID:	STATUS: In Progress
Service Provider Info * indicates mandatory fields	
Service Name	<input type="text"/>
Address	<input type="text"/>
DCYA Ref	<input type="text"/>
Programme Call	CETS 2017
Programme Start Date	21/08/2017
Programme End Date	17/08/2018

Error: There are no Quota Places available for the Programme.

STEP 2: Registering a Child for a TEC Programme

Click on the 'Registrations' tab on the ribbon on the top 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 one of the programmes (ASCC, CEC (PS), CEC (AS) or CETS) to create that registration type.



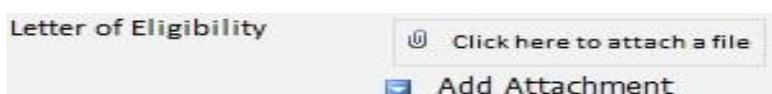
This will open the registration form. There are 4 sections to be completed on all TEC forms:

1. Parent details such as name, date of birth and PPSN
2. Parent eligibility information
3. Child information
4. Session type

A 5th section, 'Registration Requests' can be completed if there are issues with the registration (discussed below).

The parental eligibility information will be dependent on the type of TEC place that you are registering the child for. Before submitting a registration on PIP, check and confirm what is stated on the letter of eligibility from the parent. If unsure, please contact your local CCC for advice before doing anything on PIP.

Eligibility documents **MUST** be scanned and attached to the all Registration Forms.



Please note:

- Letters from ETB/Solas is needed to support a CETS registration

- Letters from DSP is needed to support an ASCC registration
- Letter from Community Employment Sponsor is needed to support CEC pre-school or afterschool registrations

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

Validating the PPSN for the child and parents

Enter the child's PPSN and click '**Validate PPSN**'. Do the same for the parents 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 2. Please complete a registration request (explained below)
This is not a valid PPSN number, incorrect letter(s) at the end of PPSN 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.

Once you have validated the child's PPSN and the parents PPSN, have completed all the mandatory sections and no red dash lines show around any of the boxes, the registration can be submitted by clicking the submit button.

Tip: If you get an error message and cannot submit, delete the PPSN and save the form as 'in progress' to return to it later.

If re-registering, services may 'click' to use Existing Eligibility information for parent. If the eligibility information is no longer applicable or different to the new registration, then please 'unclick' and either insert relevant dates as per eligibility documents to be attached or contact local CCC for clarification on eligible dates. *(Incorrect dates and eligibility documents will result in registrations being declined or delayed)*

Sessions

There are different session types for different TEC programmes. Below is a list of the various session types that you will see in the dropdown menus depending on the TEC registration that you are completing:

- **CETS Pre-school Fulltime:** Childcare 5 to 10 hours per day to a pre-school child.
- **CETS Pre-school a.m:** Childcare provided in the morning to a pre-school child.
- **CETS Pre-school p.m:** Childcare provided in the afternoon to a pre-school child.
- **CETS School Age (Half Day):** 3:31 hours to 5 hours childcare for school-age child.
- **CETS School Age (Sessional):** Up to 3½ hours childcare for a school-age child
- **CETS School Age (Sessional) w/Transport:** Up to 3½ hours childcare for a school age child including transport to and from school.
- **With Transport:** Can include drop-off and pick-up
- **CETS (50% Rate):** To allow a one week CETS payment to be spread over two weeks to allow for changeable care arrangements.
- **CEC (AS) (50% Rate):** This caters for changeable week by week care arrangements, for example to cover where a child is attending the service every second week. It allows for one week of TEC to be spread over two weeks. The CEC (AS) 50% rate is to be used if there are less than 19.5 hours of attendance over a two-week period for a CE scheme.
- **ASCC Afterschool (50% rate):** this is an exceptional option where an ASCC place is required with variation e.g. child registered but only attends week-on week-off. Please contact your local CCC if you intend to use this option.
- **Top-Ups** – These are additional childcare hours that are required during school holidays as ‘top-up’ to an existing school age childcare place. See below for further information on Top-ups. (**Session Top-Ups are discussed below under Step 6**).

Complete all sections under ‘Sessions’ such as:

- the session name (chosen from the dropdown menu)
- days per week
- childcare start date (must be a Monday)
- childcare end date (must be a Friday)

Please note:

The Childcare start date cannot be before the parent’s eligibility start date and the childcare end date cannot be later than the parent’s eligibility end date (course/placement end date). However, if the

parent's eligibility starts and ends mid-week please input start date from the Monday of that week and the end date from the Friday of that week.

A parent's eligibility end date might be after the end of the 2017/2018 Programme Call. If so, insert the correct eligibility end date as per the eligibility documentation. The childcare end date can be until the last date of the 2017/2018 Programme Call. The child can then be re-registered for the next Programme Call when it opens and the parent's eligibility dates can be retrieved.

The weeks in the period, non-payable weeks and payable weeks will all be auto-calculated and taken from your service calendar.

Once you have completed all sections on the form you can click submit. If the form will not submit it will indicate the reason on the form. Amend as appropriate and re-submit.

STEP 3: 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 or already registered notices. To complete a registration request, click on 'add registration request' on the registration form. See below:

The screenshot shows a web form titled "Registration Change". At the top, there is a "Change Type" dropdown menu set to "Registration Request". Below this is a section titled "Registration Requests". This section contains a table with two columns: "Reason" and "Attachment". The "Reason" column has a dropdown menu with a blue highlight and a red asterisk. The "Attachment" column has a red asterisk and a button that says "Click here to attach a file". Below the table is a "Remove Request" button. At the bottom of the form, there is a link that says "Add Registration Request".

This will give you a drop down menu with:

- PPSN validation
- Already registered
- 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 (do not insert the PPSN in the comment box) and attach proof confirming the child's and/or the parents PPSN before you can submit a registration request. Eg. a letter from DSP along with a copy of birth cert/passport</p> <p>Please be advised that all registration requests require a comment.</p>
Already registered	<p>If you are receiving a message saying the child is already registered, then confirm with the parent that the child has left the original service and choose the already registered option.</p> <p>Please be advised that all registration requests require a comment.</p>
Late registration	<p>Choose a late registration if you are late registering the child. Please provide a comment on why the registration is late in the comment box</p>
Other	<p>If you have a special request and are not sure which category to choose then please click 'Other' and clearly state the issue in the comment box.</p> <p>Please be advised that all registration requests require a comment.</p>

TIP: To remove a request click on 'Remove Request' to discard any unwanted requests.

STEP 4: Printing the Parental Declaration Form

Once you have submitted a completed registration form a 'Thank You' screen will appear (see below). Click the Parental declaration button to open the Parental Declaration form.



You should print two copies for each child. Both copies must be signed by the parent and the service provider. A copy should be given to the parent and the **signed TEC Parental Declaration Form must be retained in the service for inspection during Pobal compliance visits.**

The Parental Declaration Form is available to print in either Irish or English language. Before printing, please click the language option key on the top left as required.

How to reprint the Parental Declaration form

Click on the child's ID number

Registrations	Requests & Appeals	Allocations					
Select	Child Name	Programme	Status	Request	Value	Status Comment	Last Modified
		CEC 2017 (AS)	Approved		€2,000.00		04/08/2017
KY003062.xml	Test Child44	CEC 2017 (PS)	Approved		€560.00		03/08/2017
KY002985.xml	Test Child22	CEC 2017 (PS)	Approved		€640.00		03/08/2017

This will open up a registration details screen, click on Edit Registration, see below:

Status	Approved					
Status Comment						
Registration Value	€640.00					
Edit registration						
Allocations						
Allocation Name	Allocation Status	Start Date	End Date	Payable Weeks	Registration value	Days per week
Test Child22 - CEC 2017 (PS) - CEC (PS) Session - Allocation	Approved	04/09/2017	27/10/2017	8	€640.00	5

This will then open up the original registration form. Scroll down to the bottom of the page and you will see a button on the left 'Parental Declaration', click this and it will open up the Parental Declaration Form for printing.

STEP 5: What happens after I submit a Registration Form

The 'My Service' tab brings services to their service details. To get a list of registrations please click on the 'Registrations' tab.

The registration/s that you have inputted against that TEC Programme should show in the Registration Summary with a status of 'Provisional' or 'Submitted'.

Registrations	Requests & Appeals	Allocations					
Select	Child Name	Programme	Status	Request	Value	Status Comment	Last Modified
		CEC 2017 (AS)	Approved		€2,000.00		04/08/2017
KY003062.xml	Test Child44	CEC 2017 (PS)	Approved		€560.00		03/08/2017
KY002985.xml	Test Child22	CEC 2017 (PS)	Approved		€640.00		03/08/2017

Once the registration details and eligibility documentation have been screened, the status of the registration will change to indicate if the registration has been approved or declined. If the registration is declined, a comment will be viewable in the 'status comment' column to indicate the reason for the decline.

STEP 6 – Amending TEC Child Registration

A service provider may need to amend a registration in the following circumstances:

- **Session Top-Up** (discussed below)
- **Leaver** – when either parent leaves a course or a child leaves a service or programme or if the parent requires an increase or decrease in level of service.
- **Cancellation** – when a registration needs to be cancelled e.g. error on existing registration and service needs to fix and re-do.

Steps to Amending a Registration

1. Select the existing registration that requires editing by clicking on the blue highlighted Registration ID under the 'Select' Column.

Registrations	Requests & Appeals	Allocations					
Select	Child Name	Programme	Status	Request	Value	Status Comment	Last Modified
		CEC 2017 (AS)	Approved		€2,000.00		04/08/2017
KY003062.xml	Test Child44	CEC 2017 (PS)	Approved		€560.00		03/08/2017
KY002985.xml	Test Child22	CEC 2017 (PS)	Approved		€640.00		03/08/2017

2. Scroll down to the bottom of the Registration Form and under 'Registration Change' select one of the following options from the dropdown menu:
 - **Session Top-Up** (*Select this for top-ups. Multiple top-ups may be entered against a registration*)
 - **Leaver** (*Select this for leavers and any changes in level of service or session type*)
 - **Registration Request** (*Select this if cancelling a registration or submitting a registration request*)

Please Note: Session top-ups and leavers cannot be entered against a registration at the same time. They must be entered separately from each other, if and when the need arises on the registration. Example: If a top-up and a leaver needs to be processed against the same

registration, then complete the top-up first, and wait for approval/decline. Then return to the amended registration and complete the leaver.

CETS Top-Ups

Child is already registered for CETS but needs full-time place during school holidays.

- Edit the registration with a session top-up entering the childcare start date and childcare end date for the top-up duration. This will automatically top-up the funding allocation (to a full-time rate of €145) for the period in question.
- Maximum 14 weeks top-up allowed in the year.
- Top-up can only be entered up to 7 days before the top-up session begins.

Child is not registered for CETS or ASCC but requires full-time place during school holidays

Parent must be eligible for CETS place.

- Create a new registration for a CETS place for relevant weeks.
- Registration can only be entered up to 7 days before the top-up session begins.

ASCC Top-Ups

Child is already registered for ASCC but requires the full-time place during school holidays

- Edit the registration with a session top-up entering the childcare start date and childcare end date for the top-up duration. This will automatically top-up the funding allocation (to a full-time rate of €145 – no pickup included) for the period in question.
- Maximum 10 weeks top-up allowed in the year.
- Registration/top-up can only be entered up to 7 days before the top-up session begins.

Child is not registered for ASCC but requires full-time place during school holidays

This option is not allowed. An ASCC place must be approved by DSP at the beginning of the parent's employment etc. and be an ongoing requirement.

CEC Top-Ups

Child is already registered for CEC (AS) but requires the full CEC part-time during school holidays

- Edit the registration with a session top-up entering the childcare start date and childcare end date for the top-up duration. This will automatically top-up the funding allocation (to a part-time rate of €80) for the period in question.

- Maximum 10 weeks top-up allowed in the year.
- Top-up can only be entered up to 7 days before the top-up session begins.

Child is not registered for CEC (AS) but requires the full CEC part-time during school holidays

- Parent must be eligible for CEC (AS) place.
- Create a new registration for a CEC (AS) place for relevant weeks
- Top ups are not applied to CEC (PS)

And once approved...

- Edit the registration with a session top-up entering the same childcare start date and childcare end date for the top-up. This will automatically top-up the funding allocation (to a part-time rate of €80) for the period in question.
- Maximum 10 weeks top-up allowed in the year.
- Registration/Top-up can only be entered up to 7 days before the top-up session begins.
- *CEC – flat rate: please ensure to enter the session over 5 days per week to ensure the full flat rate is applied.

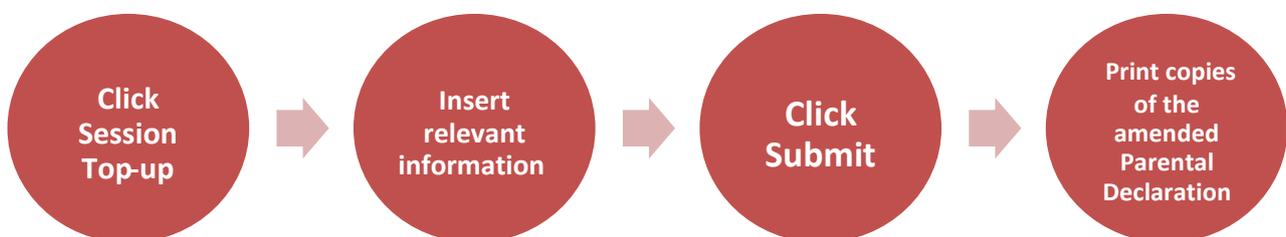
For compliance purposes the parent declaration should be accompanied by a signed letter between the service and the parent regarding the alternate childcare arrangement, if they differ from what is registered.

Can Top-ups be added by the day?

Yes, PIP now allows top-ups be added by the day and will automatically calculate the total number of days availed of against the maximum allowable weeks.

Top-ups cannot be entered for any dates that occur after the date that a child has left the service.

Steps to applying for a Session Top-up:



Leavers/ Change in Level of Service

A TEC Leaver is completed when a child:

1. Leaves the TEC service
2. Has not attended the service for two consecutive weeks *(see below)
3. Moves to another childcare programme
4. Parents have left the training/course

*If there is good reason for the child's absence beyond two weeks the service provider must contact their local CCC in writing (an email will suffice) to seek authorisation not to submit a PIP Leaver Form. Where there is good reason, the CCC will log a note on the PIP System indicating that a Leaver Form has not been submitted as well as the reason why, which will be taken into account for compliance purposes.

How to Submit a Leaver on a Child Registration on PIP

1. Click to Edit the Registration (opens up the original registration form)
2. Scroll down to Registration Change
3. From the drop down menu select Leaver

As you will see from the screenshot below there are 2 sections that you have to complete on the leaver form.

1. Insert last date of attendance (must be a Friday)
2. Provide a reason the child is leaving (if known)
3. Click submit button

The screenshot displays a web form titled "Registration Change". Under the "Change Type" dropdown menu, "Leaver" is selected and circled in red. Below this, the "Leaver" section contains a "Last Date Of Attendance" field with a calendar icon, also circled in red, and a "Reason The Child Leaving" text area. Further down, there are input fields for "Weeks In Period:", "Non Payable Weeks:", and "Payable Weeks:" (with a value of 0). At the bottom, there is a "Parental Declaration" checkbox and a "Submit" button.

Print the amended Parental Declaration Form for Parent signature. Provide a copy to the Parent and keep a copy on file for compliance purposes.

Registration Requests

DECLARATION FOR CHILD LEAVING

Part A - Declaration by Service Provider
I declare that the information as provided above is accurate.
I understand that no further capitation will be paid to this service from the date as detailed above.

Signed _____ Date ____/____/____

Part B - Declaration by Parent/Guardian
I declare that the information as provided above is accurate
Reason for leaving CEC Programme:

Signed _____ Date ____/____/____

Parental Declaration Close

Changing the level of service

1. Choose the leaver option from the dropdown
2. Under Last Date of Attendance (must be a Friday) enter the date the change takes effect
3. Under Reason the Child Leaving: provide description of change
4. Click Submit
5. Print the amended Parental Declaration Form for the parent to sign. Provide a copy to the parent and keep a copy on file for compliance purposes.
6. Submit a New Registration using the Registration ID from the 1st to retrieve parent and child details
7. Click 'Use Existing Eligibility Information' this will pull through the details from 1st registration.
8. Complete the Session Fields as per the new childcare arrangements
9. Childcare start date should be the date (Monday) that the new arrangements take effect from.
10. Click Submit.
11. Print the new Parental Declaration Form for the parent to sign. Provide a copy to the parent and keep a copy on file for compliance purposes.

See Example Screen Shots Below

Registration Change

Change Type: **Leaver**

Leaver

Last Date Of Attendance: 17/11/2017

Reason The Child Leaving: Child reducing attendance from 5 days per week to 3 days per week

Weeks In Period: 12 Non Payable Weeks: 0 Payable Weeks: 12

Registration Requests

Parental Declaration Submit

Step 2: New Registration completed from the date the child starts on three days per week

Sessions

Session Name	Days Per Week	Childcare Start Date	Childcare End Date	Weeks In Period	Non Payable Weeks	Payable Weeks
CETS Pre-school Part Time p.r	3	20/11/2017	15/12/2017	4	3	1
<input type="button" value="Add Session"/>						

Example of change in session type, where parent moves from full-time to part-time

Step 1: Leaver completed for the last day child is on a full-day:

Registration Change

Change Type: **Leaver**

Leaver

Last Date Of Attendance: 17/11/2017

Reason The Child Leaving: Child reducing attendance from 5 days per week to 3 days per week

Weeks In Period: 12 Non Payable Weeks: 0 Payable Weeks: 12

Registration Requests

Parental Declaration Submit

Step 2: New Registration is completed from the date the child starts on a new session type

Sessions

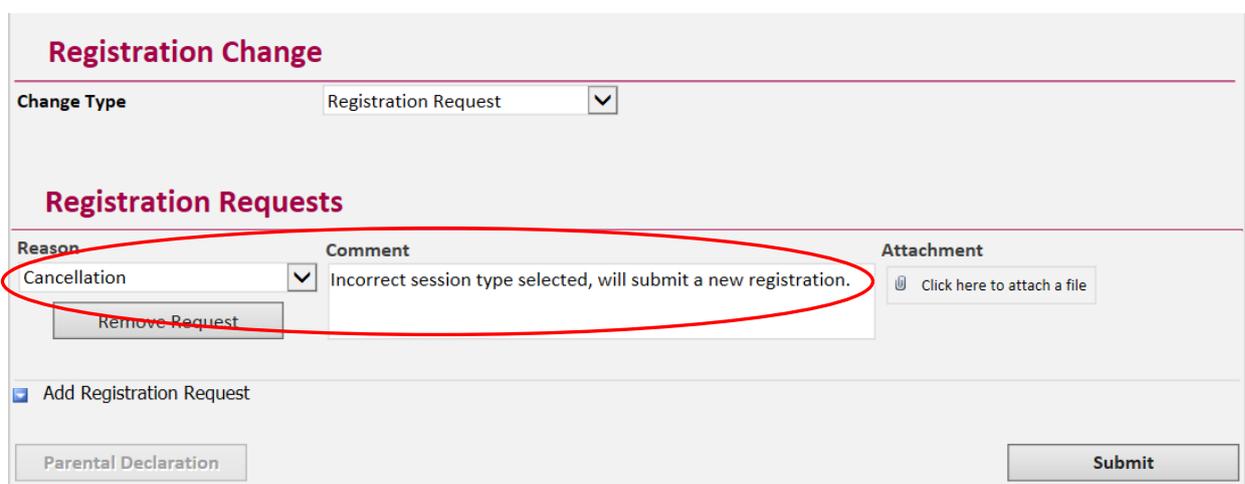
Session Name	Days Per Week	Childcare Start Date	Childcare End Date	Weeks In Period	Non Payable Weeks	Payable Weeks
CETS Pre-school Part Time p.r	3	16/10/2017	15/12/2017	9	3	6
<input type="button" value="Add Session"/>						

Cancellation

Please Note: that submitting a 'cancellation' will cause the entire registration and allocation to be cancelled from PIP.

Steps

1. Select 'Registration Request' from the Registration Change drop down menu
2. Select 'Cancellation' from the drop-down menu as the reason
3. Enter explanation in the comment box
4. Click 'Submit'



The screenshot shows a web form titled "Registration Change". At the top, there is a "Change Type" dropdown menu set to "Registration Request". Below this is a section titled "Registration Requests". Inside this section, there are three columns: "Reason", "Comment", and "Attachment". The "Reason" dropdown is set to "Cancellation". The "Comment" field contains the text "Incorrect session type selected, will submit a new registration." The "Attachment" field has a button that says "Click here to attach a file". Below the "Registration Requests" section, there is a checkbox labeled "Add Registration Request" which is checked. At the bottom of the form, there are two buttons: "Parental Declaration" and "Submit". A red oval highlights the "Reason" dropdown, the "Comment" text, and the "Remove Request" button.

If cancelling with intention to re-submit:

- Submit a New Registration using the Registration ID from the cancelled registration to retrieve parent and child details.
- Click 'Use Existing Eligibility Information' if applicable to new registration this will pull through the details from 1st registration.
- Complete all required fields with the corrected information.
- Click 'Submit'.
- Print the new Parental Declaration Form for the parent to sign. Provide a copy to the parent and keep a copy on file for compliance purposes.

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