



PROGRAMMES IMPLEMENTATION PLATFORM (PIP)

How to Guide to Community Childcare Subvention Plus (CCSP)

Release Date:

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Creating a CCSP child registration

This is a quick guide for **Community Providers** and **Private Providers** to registering children for the Community Childcare Subvention Plus (CCSP) programme 2017. For more details please refer to the **DCYA Childcare Funding Programme Rules 2017/2018** (published 24th July 2017).

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. Once you have activated your contract online you can begin to make child registrations under the CCSP from the 21st August for the programme call 2017/2018.

STEP 1: Information needed prior to making a child registration

- Valid Parent & Child PPSN
- Full Name of Parent & Child
- Date of Birth of Parent & Child
- Attachment of supporting documentation that evidences a parent and/or child's entitlement to CCSP as detailed in the **DCYA Programme & FAQ Guide**. Please note that evidence of eligibility must be dated within one month prior or during start date in service. You may refer to **DCYA Programme & FAQ Guide** for eligibility documents accepted as evidence.
- Details of the childcare session being applied for.

Please Note the following:

- The age requirement for CCSP is that a child must be born on or after 1 September 2002 i.e. be aged under-15 years as of the 1st September 2017.
- It is in the interest of service providers to request proof of Parent's PPSN and that it matches the name of the Parent requesting CCSP. Proof of the child's date of birth (birth certificate) and Irish PPSN is also important, as any errors in these details at the child registration stage will result in payments being delayed. Proof of an Irish PPSN can take the form of a copy of an official document or card showing the **child's name and Irish PPSN and date of birth**, e.g. a Drug Payment Scheme card, or a Medical Card with a birth cert, or a signed or stamped letter from the Department of Social Protection.
- Please ensure that parent and child names are inputted on the registration form as they appear on DSP/HSE eligibility documents.
- Documents of proof must be scanned and attached to the registration form in PIP and the original returned to the parent/guardian when the details input onto the registration form do not pass the PPSN Checker.

- Please ensure that the name on the DSP payment is in the same name as the registered parent, even if the parents are married and only one payment is being issued for both parents, the registered parent must be named parent on the DSP payment.
- A child cannot be registered more than 7 days prior to childcare start date.

STEP 2: Accessing the registration form

Once you have all of the information noted above you can then register the child on PIP. Once you have logged into PIP click on the 'Registration' tab on the ribbon on the top 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.

STEP 3: Completing a New CCSP Registration on PIP

Click on 'CCSP 2017' under the 'Create Child Registration' section on the right-hand side of the Registration details screen.



This will open a new CCSP Registration 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 you 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.
- 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 that the start date of registrations for CCS Plus cannot precede 21st August 2017.**

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.

CCSP REGISTRATION

REGISTRATION ID:
STATUS: In Progress

Service Provider Info

* indicates mandatory fields

Service Name	Nursery Rhymes Daycare 4		
Address	Street 1, Street 2, Kerry		
DCYA Ref	16KY1004		
Programme Call	CCSP 2017		
Programme Start Date	21/08/2017	Programme End Date	17/08/2018

Parent Information

First name *		Last name *	
Date of Birth *		Parent PPSN *	<input type="text" value="REDACTED"/> <input type="button" value="Validate PPSN"/>
		Or	
		Existing registration ID	<input type="text"/> <input type="button" value="Get PPSN"/>

Child Information

First name *		Last name *	
Date of Birth *		Gender *	<input type="text" value="Select..."/> <input type="button" value="Validate PPSN"/>
		Child PPSN *	<input type="text" value="REDACTED"/> <input type="button" value="Validate PPSN"/>
		Or	
		Existing registration ID	<input type="text"/> <input type="button" value="Get PPSN"/>

Complete all sections of the registration form as directed.

Parent Information

- Enter the Parent's first and last name
- Parent Date of Birth
- Parent PPSN

Under CCSP You must attach and submit all required CCS Eligibility documentation to the registration under CCSP Eligibility Info. Section.

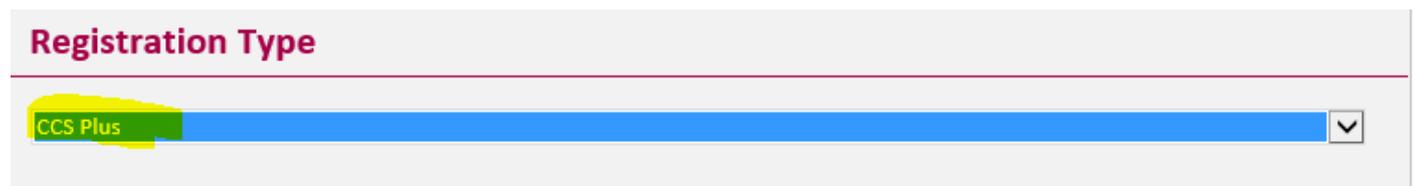
Child Information

- Enter the child's first and last Name
- Date of Birth
- Child PPSN
- Gender

The Parents & 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.**

Registration Type

Please select CCS Plus in the dropdown otherwise, the child may be registered on the incorrect programme.



The screenshot shows a form field titled "Registration Type" in a light grey box. Below the title is a blue dropdown menu. The selected option is "CCS Plus", which is highlighted in green. A small downward arrow icon is visible on the right side of the dropdown menu.

CCSP Eligibility Information

In this section you must select the parents and child's eligibility type from the drop down menu and attach a copy of the eligibility documents to support the application. You can add an eligibility type by clicking on the 'Add' button. It is advised that you add and attach all eligibility documents to each registration. For example, if:

- the child has a HSE GP Visit Card 6yrs +
- if the parent has a GP Vist Card
- and if the parent also has given you a DSP verification document

In this case you would have 3 eligibility types with 3 different attachments. See example in the screen shot below:

CCSP Eligibility Info

Evidence of Eligibility for CCSP must be scanned and attached and submitted with the registration.

Eligibility Type	Attachment
Child HSE GP Visit Card 6 yrs+ <input type="button" value="v"/>	 Capture.PNG 6.55 KB
Parent HSE Medical Card <input type="button" value="v"/>	 Capture.PNG 6.55 KB
DSP Verification docs <input type="button" value="v"/>	 dsp evidence.PNG 6.55 KB
<input type="button" value="Add Eligibility Info"/>	

Please Note:

1. Service providers must request from parents document evidence of eligibility and include on the registration.
2. All details (Names & PPSNs) on the documents must match those on the registration.
3. Evidence of eligibility documentation should be dated within one month prior to and during the child's registration week.
4. Please select '**DSP Verification Docs**' where a parent is claiming eligibility due to a DSP allowance. e.g. Jobseekers allowance, One Parent Family

THE CCSP 2017 VERIFICATION FORM MUST ONLY BE USED IF ONE OF THE FOLLOWING APPLIES:

1. Maternity Benefit payment from the Department of Social Protection or
2. First Steps Internship Programme/Springboard Course/ETB/Solas Training Allowance or
A Secondary School Student

Please note parent/guardian must have been on a CCS eligible social welfare payment immediately prior to receipt of the above to be eligible for CCS Plus

The CCS 2017 Verification Form is available on the PIP Homepage and the Portal for you to download. Please ensure the form is signed, stamped and dated by the relevant body i.e. DSP or Secondary School.

Session

Proposed CCSP Band	<p>This is the band rate the parent expects to receive based on the eligibility documents provided to the service. Choose either Band A, AJ, B or D</p> <p>For further information please refer to DCYA Childcare Funding Programme Rules 2017/2018</p>
Type of Place	<p>This will give you a list of session types to choose from such as full time, part time, sessional and half-sessional. Choose the one that is relevant to that child.</p> <p>Please note that session types allow am/pm sessions to be selected. More than one type of place may be selected as long as the total number of days per week do not exceed 5days e.g. 3 days x full-time and 2 days x part-time.</p> <p>**See note below on breakfast clubs and additional session types.</p> <p>Tip: To remove a session that has been added in error, simply hover the mouse to the left of the 'Type of Place' field, a dropdown arrow will appear, click Ctrl + Delete remove session.</p>
The amount of Days Per Week	<p>Click the amount of days that the child will be attending per week per session type</p>
Childcare Start and End dates	<p>Start Date must be a Monday. (where a child starts on a day other than Monday, then please use the Monday of that week)</p> <p>End Date must be a Friday. (where a child leaves on a day other than Friday, then please use the Friday of that week as the end date)</p> <p>The start date on registrations must not precede 21/08/2017. Registrations with a start date preceding 21/08/2017 will be declined.</p>
Weeks in Period	<p>Will automatically calculate</p>
Non-payable weeks	<p>See below</p>
Payable weeks	<p>is automatically calculated. This is the actual number of weeks the service provider should be paid for the child.</p>

After you have entered the detail under '**Sessions**' .i.e. child's session type, days per week and start and end date the highlighted section in the screenshot below will be auto-populated.

Sessions

Proposed CCSP Band: A

Type of Place	Days Per Week	Childcare Start	Childcare End	Weeks In Period	Non Payable weeks	Payable Weeks
1: CCSP Full Day	5	21/08/2017	17/08/2018	52	3	49

Add Session

FTE already allocated on CCSP:

FTE allocated to this Registration: 1

Total FTE allocated: 1

This will indicate if a Full Time Equivalent (FTE) place has been allocated to the registration and will also indicate if an FTE has already been allocated on the CCSP programme in another service.

Breakfast Clubs/Wrap Around services:

** Where a child's session includes a breakfast club – the duration of the breakfast club (e.g. 1 hour) should be added to the duration of the afterschool session (e.g. 3 hours). Where the combined hours range from 3.31hrs -5hrs complete the registration as a part-time place.

Where the combined hours are 5hrs+ complete the registration as a full day place.

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.

You should complete and submit your Service Calendar prior to completing any child registrations on PIP to ensure that the correct amount of payment and non-payment weeks are reflected in the registration form. Once the calendar has been submitted the payment and non-payment weeks that you select will be auto-populated into the child registration forms.

Note:

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

Validating the child's and the parents PPSN

Note:

To ensure a PPSN validates the following is required:

- Name of parent or child as they were registered with the Department of Social Protection.
- PPSN
- Date of Birth

On the registration form:

Enter the child's or parents PPSN and click 'Validate PPSN'.

Parent Information

First name *

Date of Birth *

Last name *

Parent PPSN Validate PPSN

Or

Existing registration ID Get PPSN

Child Information

First name *

Date of Birth *

Last name *

Gender Select... *

Child PPSN Validate PPSN

Or

Existing registration ID Get PPSN

When validated you may 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	<ul style="list-style-type: none"> • Recheck, do you have the correct name, date of birth and PPSN • After check are you still receiving this message? • If YES 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.

Existing Registration ID

If the child has already been registered in any service on PIP for CCSP 2017 then the parent and child's PPSN details can be retrieved from the system using the Existing Registration ID functionality. To retrieve PPSN details for a parent or child enter:

- First Name
- Last Name
- Date of Birth
- Existing registration ID
- The existing registration ID must be within the same programme the child is been registered for.



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



When the registration form has been successfully submitted the following screen will show:



N.B. When registering siblings, the 1st child's registration must be received in to the PIP system before the 2nd child's registration can be submitted.

For instructions on how to print the declaration form please go to STEP 6 below.

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 or already registered notices. To complete a registration request, click on 'add registration request' on the registration form. This will give you a drop down menu with:

- PPSN Validation
- Already registered
- 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 evidence confirming the child’s and/or the parents 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>
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>

How to submit a Registration Request on PIP

- Click on ‘Add Registration Request’ (found at the bottom of the registration form)
- Select the relevant reason from the drop-down menu .i.e. PPSN Validation, Already Registered or Other

The screenshot shows a web form titled "Registration Requests". It contains three main input areas: "Reason" with a dropdown menu, "Comment" with a text box, and "Attachment" with a button that says "Click here to attach a file". Below these are two buttons: "Remove Request" and "Add Registration Request".

- Enter the details of the request in the Comment Box – a short explanation will suffice.
Please DO NOT type in PPSN details in the comment box.
- Attach documents (where relevant) to support the request. Please note that only one file can be attached per registration request. If multiple documents are to be attached, please scan these to the one file and then attach. If scanning to one file is not possible, please add another registration as shown below to submit the additional documents as part 1 and 2 etc.
- Click ‘remove request’ to discard any unwanted requests.
- Press submit when completed

STEP 5: How to Submit a Change/Edit a registration on PIP (after submitted to PIP)

Starting from the Registration Details Screen (i.e. Dashboard), click on the relevant child's ID number.

Select	Child Name	Programme	Status	Request	Value	Status Comment	Last Modified
<input type="checkbox"/>	KY003320.xml	CCSP 2017	Provisional		€7,105.00		15/08/2017
<input type="checkbox"/>	KY003279.xml	CCS 2017	Approved		€2,340.00		15/08/2017
<input type="checkbox"/>	KY003289.xml	CCSP 2017	Approved		€1,715.00		15/08/2017
<input type="checkbox"/>	KY003274.xml	CCSP 2017	Approved		€3,920.00		15/08/2017
<input type="checkbox"/>	KY003260.xml	CCSP 2017	Provisional		€0.00		15/08/2017

A 'submitted' status indicates that the registration is still being processed and therefore **cannot** be changed until the sync between the PIP Portal and CRM is completed. A 'provisional' registration **can** however be edited:

- If a service needs to attach additional eligibility documents this can be done. Additional documents should be attached using a registration request.
- Where an error has been made in a registration after it has been submitted to PIP, example: incorrect dates, incorrect session type or non-payable weeks and incorrect gender etc. services can now simply cancel the registration and submit a new one. Please see instructions on cancellation further below.

When the Registration Details screen opens, simply click on '**Edit Registration**' which will open up the original registration form.

Towards the bottom of the form, service providers will see a 'Registration Change' section. From the drop-down menu please select the required change type – **Registration Request, Eligibility Update (Provisional Registrations only) or Leaver.**

Type of Place	Days Per Week	Childcare Start	Childcare End	Weeks In Period	Non Payable weeks	Payable Weeks	Session Status
2: CCSP Part-time a.m.	4	07/03/2016	22/07/2016	20	0	20	Approved
4: CCSP Half Session a....	1	07/03/2016	22/07/2016	20	0	20	Approved
FTE already allocated on CCSP		0	FTE allocated to this Registration		0.434	Total FTE allocated	
0.434							

Registration Change

Change Type

Registration Requests

Parental Declaration

Cancellation

- Select 'Registration Request' the Registration Change drop down menu
- Select 'Cancellation' from the drop-down menu for reason
- Enter explanation in comment box
- Click 'Submit'

Registration Change

Change Type

Registration Requests

Reason Comment Attachment

Add Registration Request

Parental Declaration

If cancelling with intention to re-submit:

- Submit a New Registration using the Registration ID from the cancelled registration to retrieve child details
- Complete all required fields with the corrected information
- Click 'Submit'
- Print the new Parental Declaration Form for the Parent signature. Provide a copy to the Parent and keep a copy on file for compliance purposes.

Child Leaving CCSP Programme

When a child who is registered on PIP:

- leaves the CCSP service
- has not attended the service for two consecutive weeks
- moves to another childcare programme
- A CCSP Leaver must be entered on PIP, stating the relevant dates required.

NOTE:

*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, as above)
2. Scroll down to Registration Change.
3. From the drop down menu select Leaver.
 - a) Insert last date of attendance
 - b) Provide a reason the child is leaving (if known)
 - c) Click submit button.

Weeks In Period	Weeks Closed in Period	Payable Weeks	
		0	

N.B. Once you complete a leaver and enter the last date of attendance you will only receive funding for that child up until that date.

STEP 6: Printing the Parental Declaration Form

Once you submit a completed registration form a ‘Thank You’ screen will appear (see below). Here you will click for the parental declaration form to open.

Thank You!
Your form is complete and has been successfully submitted.

[Parental Declaration](#) [Close](#)

- Click **Parental Declaration** button that will appear on the screen. This form **MUST** be printed and signed by both the parent and service provider. A copy should be given to the parent and the **signed CCSP Parent Declaration Form must be retained in the service for inspection during Pobal compliance visits.**

- Print the Parent Declaration Form. The Parent 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.
- Close form.

What does Parental Declaration form look like?

Example of Parental Declaration in English:

Gaeilge	DCYA Ref No:							
Community Childcare Subvention Private Programme (CCSP 2015)								
PIP Registration – Parent Declaration Form								
NB: This is an application declaration. This is not confirmation of funding approval. Your service provider will inform you once a decision has been logged on the system.								
Please read carefully:								
The Community Childcare Subvention Private (CCSP) programme funds services to enable them to charge reduced childcare fees to disadvantaged and low income parents. The information contained in this form has been printed from the Programmes Implementation Platform (PIP), outlining information submitted on your behalf by the service provider. If the details below are accurate, you should sign and date the form. Personal Public Service Number(s) (PPSNs) supplied by you have been entered into the system to verify eligibility for the CCSP Programme. For data protection purposes the PPSNs are not printed on forms. You have been provided with a Registration ID, which is shown below.								
Declaration by the Parent / Guardian								
Parent/Guardian Name:							
Name of Service:							
Registration ID:	KY001522							
I declare that I am the parent/legal guardian of the following child who will attend this service, and in whose name I am claiming under the CCSP Programme.								
I am aware that non-attendance for two weeks or more will result in my child being removed from the CCSP Programme.								
Child's Name	Date of Birth (d/m/y)	Gender (M/F)	Childcare Session required	Days per Week	Childcare Start	Childcare End	Non Payable Weeks	Payable Weeks
.....	11/09/2010	Male	3: CCSP Sessional a.m.	4	07/03/2016	19/08/2016	0	24
.....	11/09/2010	Male	3: CCSP Sessional p.m.	1	07/03/2016	19/08/2016	0	24
I agree that the information provided may be used by the Department of Children and Youth Affairs (DCYA) and Pobal (acting as agent for the DCYA), in conjunction with the Department of Social Protection, the Department of Education and Skills and the HSE, to verify that the child is eligible for the CCSP Programme and to calculate the CCSP Subvention amounts due to this service, and for statistical purposes. Information will also be provided under the Central Statistics Office Act, 1993 to assist with the gathering of national statistics.								
I also agree that servants or agents of the Department may contact me to confirm information relating to my child's participation in the CCSP Programme, for the purposes of checking the provider's compliance with the Terms and								

Edit Registration

Page	
Registration Id	KY001522.xml
Child full name	X ...
Child date of birth	-
Programme call	CCSP 2015
Status	Provisional
Status Comment	
Registration Value	€752.40
Provisional CCS band	A
Approved CCS band	
Review band	
Review band effective from	

 Edit registration

This will open up the child's registration form. If you scroll to the bottom of the form you will see the Parental Declaration tab, click on the tab and it will open the form and you can print from there.

Important Notice

Once the service provider has the signed CCSP Parental Declaration Form (with Registration ID) the original hardcopy Child Pre-Registration Form (where applicable), which shows the child's PPSN, must be returned to the parent or destroyed for data protection purposes.

Please be advised that:

- This form is **not a receipt of approval** into the childcare scheme. **Approval is confirmed after the Registration Form has been submitted and subsequently validated.**
- Once the Registration goes through, the CCSP Service Provider will see an 'unapproved funding' amount applied to the registration which is based on the information provided and the eligibility band selected by the Service Provider on their PIP portal. This is **Provisional** and cannot be confirmed until the full verification process has been processed and the approved CCSP Band is entered on PIP.

Under the registration tab you can view all registrations for all programme calls. Under the 'Status' heading you can view your registrations. Please be advised that until the bands are published the status of the registration will stay at submitted.

Step 7: CCSP band Approval and Appeals process

When the verification process is complete the status will change to 'Approved' and the CCSP Band will be displayed on the Dashboard in the CCS Bands tab on PIP.

See screenshot below:

Registrations	Requests & Appeals	Allocations	CCS/P Info								
Select	Child Name	Programme	Type	Status	Value	Provisional CCS band	Approved CCS band	Confirmed Band	Confirmed Band Effective From	Status Comment	Last Change Date
KY003279.xml	Ashley Jolly	CCS 2017		Approved	€2,340.00	A	B	A	15/08/2017		15/08/2017
KY003289.xml	Caitlin Jolly	CCSP 2017	CCS Plus	Approved	€1,715.00	B	B	B	15/08/2017		15/08/2017
KY003274.xml	Sorcha Donnelly	CCSP 2017	CCS Plus	Approved	€3,920.00	A	A	A	15/08/2017		15/08/2017
KY003160.xml	Majella Loveridge	CCSP 2017	CCS Plus	Approved	€2,755.00	A	B	A	08/08/2017		09/08/2017
KY003051.xml	Mary Mcdonald	CCSP 2017	CCS Plus	Approved	€3,360.00	A	A	AJ	03/08/2017		08/08/2017
KY003090.xml	Sinead Earley	CCSP 2017	CCS Plus	Approved	€7,105.00	B	B	A	08/08/2017		08/08/2017
KY003048.xml	Alexandra Adeogbola	CCSP 2017	CCS Plus	Approved	€3,440.00	A	A	A	03/08/2017		03/08/2017
KY003020.xml	John O Connell	CCSP 2017	CCS Plus	Approved	€3,430.00	A	B	B	03/08/2017		03/08/2017

The status heading will be one of below:

Submitted - The allocation is transferring to PIP

Provisional - The allocation is awaiting review

Approved - The allocation is approved

Declined - The allocation has been declined.

Appealing a CCSP band Eligibility Decision

CCSP Band approval is on a first come first serve basis based on the eligibility documents submitted. **No appeals are permitted on CCSP Band Approvals.** If a parent disputes the Band approved, the service provider should cancel the registration and re-register the child attaching the eligibility documentation.

Please refer to DCYA Programme Guide & FAQs for eligibility documents approved for Band subvention.