

PROGRAMMES IMPLEMENTATION PLATFORM (PIP)

How to Guide to Community Childcare Subvention Plus (CCSP) Registrations for Community Providers

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Creating a CCSP child registration

This is a quick guide for **Community Providers** to registering children for the Community Childcare Subvention Plus (CCSP) programme 2017. For more details please refer to the **DCYA Programme & FAQ Guide** (published 28th July 2016).

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 2nd January for the programme call 2016/2017.

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 docs 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 2001 i.e. be aged under-15 years as of the 1st September 2016.
- 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, e.g. a Drug Payment Scheme card, a Medical Card, 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 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.

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 2016' 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 community providers cannot precede 2nd January 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.

The screenshot displays the 'CCSP REGISTRATION' form. At the top, the title 'CCSP REGISTRATION' is centered in red. Below the title, there are two circled elements: 'REGISTRATION ID:' on the left and 'STATUS: In Progress' on the right. The form is divided into three main sections: 'Service Provider Info', 'Parent Information', and 'Child Information'. Each section has a red header. In the 'Service Provider Info' section, there are fields for Service Name, Address, DCYA Ref, Programme Call (pre-filled with 'CCSP 2016'), Programme Start Date (22/08/2016), and Programme End Date (18/08/2017). A circled note '* indicates mandatory fields' is present. The 'Parent Information' section includes fields for First name, Last name, Date of Birth, Parent PPSN, and Existing registration ID, with 'Validate PPSN' and 'Get PPSN' buttons. The 'Child Information' section includes fields for First name, Last name, Date of Birth, Gender (a dropdown menu), and Child PPSN, with a 'Validate PPSN' button. The Child PPSN field is circled in blue.

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

Community Providers: Under CCSP You must attach and submit all required CCS Eligibility documentation to your registration request.

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.

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. All details (Names & PPSNs) on the documents must match those on the registration.

- Evidence of eligibility documentation should be dated within one month prior to and during the child's registration week.

Please select '**DSP Verification Docs**' where a parent is claiming eligibility due to a DSP allowance e.g. Jobseekers Allowance, One Parent Family (See [DCYA Programme Information and FAQ Guide](#)). Service providers must request and include document evidence of eligibility on registration.

THE CCSP 2016 VERIFICATION FORM MUST ONLY BE USED IF ONE OF THE FOLLOWING APPLIES:

- Maternity Benefit payment from the Department of Social Protection or
- National 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 the following

The CCS 2016 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	This will be based on the eligibility documents that the parents/guardians have produced. Choose either Band A, AJ, B or C no sub For further information please refer to DCYA Programme Information and FAQ Guide
Type of Place	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. Please note that session types allow for 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. **See note below on breakfast clubs and additional session types. 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.
The amount of Days Per Week	Click the amount of days that the child will be attending per week per session type

Input the Childcare Start and End dates	Please Note: The start date must be a Monday and the end date must be a Friday. For Community Providers, the start date on registrations must not precede 02/01/2017. Registrations with a start date preceding 02/01/2017 will be declined.
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Breakfast Clubs/Wrap Around services:

** Where a child’s session includes a breakfast club – the duration of the breakfast club (e.g. 1hour) should be added to the duration of the afterschool session (e.g. 3hours). 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. In the case of CCS Plus, the non-payment weeks submitted via the service’s CCS Calendar will be prepolutated onto the CCS Plus registraitojn form.

Please Note:

If you edit your CCS 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.

Community Providers: If you are submitting changes to your calendars, you must input the changes onto your CCS service calendar. You do not need a new calendar for CCSP.

After you have entered the child’s session type, days per week and start and end date the highlighted section in the screenshot below will be auto-populated.

Type of Place	Days Per Week	Childcare Start	Childcare End	Weeks In Period	Payable weeks	Payable Weeks
1: CCSP Full Day	5	29/08/2016	30/06/2017	44	0	4
Add Session						
FTE already allocated on CCSP		FTE allocated to this Registration		Total FTE allocated		
		1		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.

Validating the child's and the parents PPSN

Enter the child's PPSN and click 'Validate PPSN'. This is the same process for entering 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 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 CCSP 2016 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

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.

The form is ready for submission. Note: The PPSN number will no longer be visible. The system will display a unique non-sensitive identifier for this Registration that the Service User or CCC user may use to locate the Registration information subsequently.

Save Submit

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

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

Parental Declaration Close

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	For PPSN Issues If you are submitting a PPSN validation you must insert a comment and attach an attachment 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.
Already registered	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.
Other	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.

STEP 5: Submitting a CCSP Leaver

A CCSP Leaver is completed when a child:

1. leaves the CCSP service
2. has not attended the service for two consecutive weeks*
3. moves to another childcare programme

*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.

A CCSP Leaver must be entered on PIP, stating the relevant dates required.

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.
 - a) Insert last date of attendance
 - b) Provide a reason the child is leaving (if known)
 - c) Click submit button.

The screenshot shows the 'Registration Change' form in the PIP system. The 'Change Type' dropdown menu is set to 'Leaver'. Below this, the 'Leaver' section contains the following fields:

- 'Last Date Of Attendance': A text input field with a yellow highlight and a calendar icon.
- 'Reason The Child Leaving': A text input field with a yellow highlight.
- 'Weeks In Period': A text input field.
- 'Weeks Closed in Period': A text input field.
- 'Payable Weeks': A text input field with the value '0'.

At the bottom of the form, the text 'Registration Requests' is partially visible.

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.

Already Registered/Retained Funding Scenarios

If my service opts into CCS Plus, will I still be able to retain the funding for leavers under CCS?

- If a CCS leaver is replaced by a 'CCS not funded' child on PIP and nothing changes to that registration then the funding can be retained.
- If a CCS leaver is replaced by a 'CCS not funded' child, and now that child will be registered under CCSP then the funding for the leaver child must be released.
- If the service has a CCS leaver with retained funding, and no replacement child under CCS, and now wishes to register a new child under CCSP, the retained funding must first be released for the leaver child
- If the service has multiple leavers with retained funding and now wants to register one new CCSP child, then the funding for one leaver must be released

Scenario 1 – What do I do if I have previously retained the funding on a CCS leaver but did not have a replacement child and I now wish to register a new child onto CCS Plus?

1. Navigate to relevant CCS registration on the PIP Portal
2. Click to Edit the Registration
3. In the Registration Change section on the Registration form select “**Registration Request**” from the drop down menu.

The screenshot shows a web form titled "Registration Change". At the top, there is a dropdown menu for "Change Type" which is currently set to "Registration Request". Below this, there are three main sections: "Reason", "Comment", and "Attachment". The "Reason" section has a dropdown menu currently showing "Other". The "Comment" section is a large text input field. The "Attachment" section contains a link that says "Click here to attach a file". At the bottom left of the form, there is a button labeled "Remove Request".

4. Select “**Other**”
5. In the comment box, enter in the date from which the funding for this registration should be released from e.g. the Friday before the CCSP registration start date .
6. The following format should be used: “Release the funding on behalf of my service from DD/MM/YYYY”. You must ensure that the end date is a Friday.
7. If the service replaced the leaver with a replacement child then the date on which the funding should be released should reflect this.
8. Once the comment box has been completed, **hit Submit**”.
9. Once the request has been reviewed and actioned, the value of the registration will update to the actual attendance period requested.
10. It is envisaged that requests will be processed with 1-2 days, however, this may vary depending on demand.
11. Once the registration value has updated, the provider should enter the CCS Plus registration.

Scenario 2 – A child in my service changed from 2 days to 5 days in December 2016. What should I do to register this child onto CCS Plus?

1. Navigate to relevant CCS registration on the PIP Portal

2. Click to Edit the Registration
3. In the Registration Change section on the Registration form select “**Leaver**” from the drop down menu.
4. Enter in the last day of attendance as of 30/12/2016.
5. Select “**Yes**” to release the funding.
6. Enter in the reason that the child is leaving.
7. Once complete hit “**Submit**”
8. Allow time for the leaver request to complete. Once complete, the Registration Value on the portal will update to reflect the actual dates that the child was in attendance for.
9. At this point, the provider can proceed to register the child onto CCS Plus as per [Step 3](#) outlined above.

Registration Change

Change Type: Leaver

Leaver

Last Date Of Attendance: 30/12/2016

Payment End Date: 30/12/2016

Reason The Child Leaving: Increase in level of service and child will now be registered onto CCS Plus from 02/01/2017

Do you allow CCS funding for this child to be released?: Yes

CCS Transfer Cut off: 18/08/2017

Buttons: Parental Declaration, Submit

Scenario 3 – I had registered a CCS Not Funded replacement child previously onto CCS within my service. I now wish to register the same child onto CCS Plus from 2nd January 2017. What should I do?

1. Complete a CCS Plus registration as per [Step 3](#) outlined above.
2. Before submitting the registration, add an “**Already Registered**” request. This request must detail the Portal Registration ID relating to the CCS Not Funded registration child and the date on which the child finished their CCS Not Funded placement.
3. Once complete, Hit “**Submit**”.
4. This request will be reviewed, with the decision back to the provider via the PIP Portal.

Registration Requests

Add Registration Request

Validation Warnings

- The child is already registered on CCS programme.

Validation Errors

- Child already registered on another programme - To submit the form add 'Already registered' registration request.

Buttons: Save, Submit

Please note that where funding was retained on the registration that the Not Funded replacement child replaced, this funding must be released. To do so, follow the steps outlined in [Scenario 1](#).

Scenario 4 – When I try to register a child on CCS Plus, I am presented with a warning telling me that the child is already registered on CCS. What should I do?

1. Where an “**Already Registered**” warning is presented to a provider this means that the child is already registered on PIP for CCS/CCSP or, if the child is a leaver, then the funding has not been released by the previous service.
2. Confirm with the parent that the child has left the original service. If the funding has been retained by the first service then child cannot avail of CCS Plus.
3. Submit an “**Already Registered**” request if necessary.

The screenshot shows a web form titled "Registration Requests". At the top, there is a button labeled "Add Registration Request". Below this, there are two sections: "Validation Warnings" and "Validation Errors". The "Validation Warnings" section contains a message: "- The child is already registered on CCS programme." The "Validation Errors" section contains a message: "- Child already registered on another programme - To submit the form add 'Already registered' registration request." At the bottom of the form, there are two buttons: "Save" and "Submit".

Scenario 5 – I want to register an ECCE child on CCSP for holiday periods. What do I need to do?

1. Submit a Leaver request for the child on ECCE ensuring that you do not claim any notice period. For further information on entering an ECCE Leaver click [here](#).
2. Create a registration on CCSP with the start date of the Monday on which the CCSP placement will start and the end date of the applicable Friday on which the placement will finish. See STEP 3 above for details on entering a CCSP registration. Please note you must attach proof of eligibility for CCSP.
3. When the holidays are finished and you wish to re-register a child onto ECCE, create a new ECCE registration with the start date of the Monday on which the ECCE placement will re-comment.

Example 1: ECCE child availing of CCSP for Easter

1. Service registers child onto ECCE 29/08/2016 – 30/06/2017
2. Child to avail of CCSP for Easter
3. Service must enter leaver on the ECCE registration
4. Register child onto CCSP for Easter for 2 weeks 10/04/2017 – 21/04/2017
5. Re-register child onto ECCE from 24/04/2017

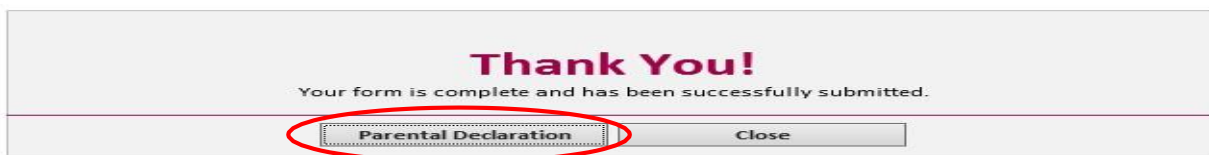
NB: Children can only be registered on CCSP where there is no ECCE registration applicable for the same timeframe.

Example 2: Child availing of ECCE 2016/2017 now attending Summer Camp

1. Child registered on ECCE 29/08/2016 – 30/06/2017
2. Child to avail of CCSP Summer Camp commencing 03/07/2017
3. Register child onto CCSP for Summer Camp 03/07/2017 – 18/08/2017

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.



You should print 2 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 CCSP Parent Declaration Form must be retained in the service for inspection during Pobal compliance visits.**

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.

How to reprint the Parental Declaration form.

Click on the child's ID number

Registrations	Requests & Appeals	Allocations	Special Allocations	CCS Bands			
Select	Child Name	Programme	Status	Request	Value	Status Comment	Last Modified
KY001...xml	[Child Name]	CCS 2016	Approved	Leaver	€1,560.00		16/09/2016
KY001...xml	[Child Name]	CEC 2015 (PS)	Provisional	Leaver	€240.00		15/09/2016
KY001...xml	[Child Name]	CEC 2015 (PS)	Provisional		€3,920.00		15/09/2016
KY001...xml	[Child Name]	CCS 2016	Approved		€4,750.00		15/09/2016

- Edit Registration

Page	
Registration Id	KY001522.xml
Child full name	
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. 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.

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.

See screenshot below:

Registrations	Requests & Appeals	Allocations	Special Allocations	CCS Bands							
Select	Child Name	Programme	Status	Value	Provisional CCS band	Approved CCS band	Review Band	Review Type	Review band effective from	Status Comment	Last Change Date
		CCS 2016	Approved	€1,560.00	B						16/09/2016
		CCS 2016	Approved	€4,750.00	AJ	A					15/09/2016
		CCS 2016	Approved	€2,422.50	A						14/09/2016
		CCS 2016	Approved	€0.00	A	C no subv					14/09/2016
		CCS 2016	CCS Not Funded	€0.00	B						12/09/2016
		CCS 2016	Approved	€0.00	A	C no subv					12/09/2016

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.

PLEASE NOTE:

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.