

Minimum Numbers Checklist

****NOTE**

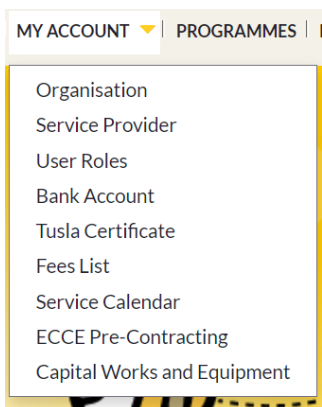
Service Providers are only required to upload the Minimum Numbers Checklist if you don't comply with the Minimum numbers rule. An exemption is needed if a service has a daily enrolment of less than 8 children as per on the DCYA Rules of ECCE Programme.

This document is not a requirement when Contracting this can be uploaded after Registering children within your Service.

- 1) Service Provider must select on **My Account**



- 2) From the dropdown arrow, Select on **ECCE Pre-Contracting**.



- 3) Select on **Add ECCE Pre-Contracting** to add your **Minimum Numbers Checklist**.



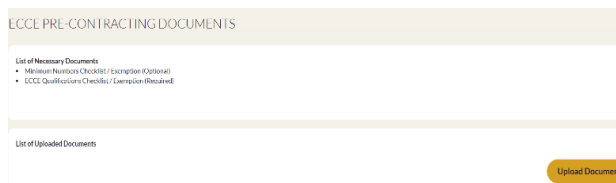
- 4) In Programme Call select **ECCE 2020** from Dropdown.



- 5) Select **next** from the bottom right.



- 6) Select the option **Upload Document**

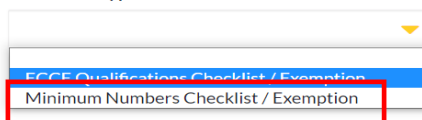


- 7) From the dropdown select on **Minimum Numbers Checklist/Exemption**. Choose your file and then Submit.

CREATE

GENERAL

Document Type *



Attach a File *

Choose File No file chosen

- 8) You will receive a message, submitted successfully.



- 9) Pobal will approve your submission.