COMMUNITY CHILDCARE SUBVENTION RESETTLEMENT (TRANSITIONAL) CCSR(T)

FREQUENTLY ASKED QUESTIONS FOR EARLY LEARNING AND CARE SETTINGS

Dublin City
Childcare Committee Company Limited by Guarantee

Coiste Cúram Leanaí Chathair Bhaile Átha Cliath Cuideachta faoi Théorainn Ráthaitheachta

Supporting families and children experiencing homelessness
Ireland is currently experiencing unprecedented levels of child homelessness (according to the Department of Housing, Planning and Local Government). At the launch of First 5, (Ireland’s first ever cross-Departmental strategy to support babies, young children and their families) an Taoiseach Leo Varadkar said “The first five years of a child’s life only happen once, but the impact of their experiences during this period can last a lifetime”. It is important that all children have access to quality early learning and care settings so that they can reach their full potential and have better outcomes in the future in particular those children experiencing homelessness.

As part of the “Rebuilding Ireland; an Action Plan for Housing and Homelessness” the Department of Children and Youth Affairs (DCYA) provides access to free childcare for families experiencing homelessness under the Community Childcare Subvention Resettlement (Transitional) (CCSR(T)) programme. The programme runs for the duration of the programme year, for 2018/2019 that is 20th August 2018 to 16th August 2019.

This document has been prepared by Dublin City Childcare Committee and aims to answer any queries you might have in relation to this programme. You should also refer to DCYA Rules for Childcare Funding Programmes and PIP notifications.

**CCSR(T) Frequently Asked Questions**

**Q1. Who does this funding programme provide subvention for?**
A. • Children aged 0 to 5 years on their start date.
   • School-aged children (6 to 12 years) during school holidays only.

**Q2. Who is eligible to avail of this funding programme?**
A. The eligibility of the applying parent/guardian is determined by Focus Ireland or the Local Authority if outside of Dublin.

**Q3. Who can offer this funding programme?**
A. All Tusla registered early learning and care settings who participate/wish to participate in the National Funding Programmes administered by the Department of Children and Youth Affairs (DCYA). Afterschool settings may also apply.

**Q4. How many weeks does this funding programme operate?**
A. This funding programme is provided by DCYA for 52 weeks. The 2018/2019 programme year is 20th August 2018 to 16th August 2019.

**Q5. What types of places are available to children with this funding programme?**
A. • Sessional places (between 2 hours 16 minutes and 3 hours 30 minutes per day).
   • Part-time places (between 3 hours 31 minutes and 5 hours per day).

**Q6. How much funding does the service provider receive for children participating on this programme?**
A. The service provider will receive a payment based on the level of service the child requires;
   • For sessional childcare over 5 days per week: €87.50 per week.
   • For part-time childcare over 5 days per week: €160 per week.

**Q7. Does the parent/guardian need to pay additional fees?**
A. No, families availing of this funding programme are entitled to a sessional or part-time place at no extra cost to the parent.
**CCSR(T) Frequently Asked Questions**

**Q8.** Do I (the service provider) need to provide anything else when the child attends?  
A. A meal must be provided daily for each child, the cost of which is included in the subvention rate.

**Q9.** What eligibility documentation and information does the parent/guardian need to provide in order to be registered for CCSR(T)?  
A. Parents/guardians should provide;  
   - A **CCS Transitional Verification Form** (see appendix 1) which is available on PIP and completed by Focus Ireland in the Dublin region and local authorities outside of Dublin.  
   - A completed **CCSP Pre-registration Form** (available on PIP) to gather the required information needed to complete the registration.  
   
   **Note:** Documentation containing PPSN and any other personal information must be destroyed once no longer required.  
   - A Parental Declaration Form will be made available on completion of the CCSR(T) registration. Service providers must file a copy for compliance.

**Q10.** Are parental contributions or optional extras allowed?  
A. No, service providers may not request financial contributions from parents/guardians availing of CCSR(T).

**Q11.** Are booking deposits allowed?  
A. No, service providers may not request booking deposits from parents/guardians availing of CCSR(T).

**Q12.** Should children availing of CCSR(T) be registered on PIP Portal?  
A. Yes, services must register the child under their CCSR(T) grant funding agreement on the PIP online system.

**Q13.** If I cannot charge a booking deposit, am I entitled to notice if the child leaves?  
A. Once the child is registered and approved for CCSR(T) funding, the service will receive a minimum of four weeks’ funding from the start date of the child’s attendance.  
   
   **Note:** All services must report leavers through the PIP Portal.

**Q14.** What records am I required to keep for the Pobal Compliance Inspector?  
A. Service providers must keep daily attendance records for each child attending and records must include the child’s full name, dates of attendance and the child’s arrival and departure times. Please see the minimum requirements as set out in Pobal’s ‘Good Practice on Attendance Records’ guide on the PIP Portal. A copy of the Parent Declaration should also be on file. Refer to the ‘Pobal Compliance Checklist’ for further reading.

**Q15.** What if the child’s attendance pattern changes?  
A. Where attendance differs from registration consistently over a four week period, for example, from four days per week to three days per week, the change in registration must be notified to Pobal, via the PIP portal, to reflect the actual number of days the child attends, within two weeks thereafter.  
   
   The Service will register the child as a leaver and re-register the child with the new level of attendance.

**Q16.** What if a child leaves the CCSR(T) Programme?  
A. When a child leaves the CCSR(T) all service providers must edit the child’s registration to reflect this. Go to the registration, click ‘edit registration’ and under ‘registration request’ chose ‘Leaver’.
**Frequently Asked Questions CCSR(T)**

**Q17. What if the child moves to another service?**

A. Non-attendance may occur due to the family being moved to alternative accommodation requiring the family to register in another early learning and care setting. In this instance, it may be necessary to afford the necessity of a cross over in funding in both services for the two weeks’ transition from one service to another.

**Note:** The parent/guardian must submit the same CCS Transitional Verification Form (see appendix 1) to both the first and second service provider.

**Q18. A child in my service may be eligible for CCSR(T) but is already in another programme, can they transfer to CCSR(T)?**

A. Yes, if a child is already availing of another DCYA funding programme, the service can edit the child’s registration to ‘Leaver’ on the current programme and re-register the child on PIP under CCSR(T). You will require the eligibility documentation as mentioned in Q9.

**Note:** For CCS registered children who wish to join CCSR(T) in the same service, the service provider must release the CCS funding.

---

**How Can I Help?**

**What if I am not contracted to offer CCSR(T) programme?**

In order to provide CCSR(T) you must have activated a CCSP contract on PIP. If you have not participated in CCSP before, you will need to complete a ‘Childcare Programmes Checklist for Additional Programme Applications’ (see appendix 2) which is available on PIP or from your local Childcare Committee. This document should be signed by the PAU (primary authorised user).

You should attach all relevant documentation and submit to your local Childcare Committee. If all documentation is in order, your service will be set up for the relevant programme on PIP for electronic contract management. Please contact your local Childcare Committee if you require any support completing this form.

**How do I register children for CCSR(T) on PIP?**

Follow the CCSP registration procedure as outlined in ‘CCSP 2018 Registrations How to Guide’ available on PIP. Under ‘Registration Type’ choose ‘CCSP Resettlement and Transition’ from the drop down menu.

You will need to attach the **CCS Transitional Verification Form** under **CCSP Eligibility Info** choosing ‘Transition Letter of Eligibility’ from the drop down menu.

CCSP 2018 Registrations How to Guide is available on PIP or contact your local Childcare Committee if you require any further support regarding registrations.

---

Now that you have gained a better understanding of the CCSR(T) funding programme and the importance of children who are experiencing homelessness accessing early learning and care, you may be thinking about what you can do to support families and children.

Continue reading for more information.
Useful Contacts

How can I offer spaces to CCSR(T) eligible children?

A centralised email address has been established for service providers to contact Focus Ireland representatives directly if there is availability within your service for children to attend under the CCSR(T) programme.

This email address is: childcareinformation@focusireland.ie

The service provider may email Focus Ireland directly if a place becomes available, this will assist the Focus Ireland team to locate early learning and care places for children who are eligible to avail of CCSR(T).

Within this email please include the following details:

- Name of service
- Address of service
- Contact details
- Number of places available
- Age group of place/s
- Day/s available
- Sessional or part-time place/s

Contact Details for Focus Ireland representatives (Dublin only):
- Niamh Lambe - (086) 8386832
- Laura Young - (087) 3666380
- James Donnelly - (086) 3813563
- Grainne Finnegan - (087) 1744592

Or call (01) 7036100 to speak to a Focus Ireland member.

Appendix 1:
CCS Transitional Verification Form

[Image of form with details on how to fill it out]
Appendix 2:
Additional Programme Application Form

Extract from Homeworks Study

The following extracts are published with kind permission from the Children’s Rights Alliance and are taken from Home Works: A study on the Educational Needs of Children Experiencing Homelessness and Living in Emergency Accommodation by Dr. Geraldine Scanlon and Grainne McKenna.

“It (the crèche) is so important; it stays the same no matter what. She’s coming and going from one place to another, never knowing where she’s going, who she’s going to be with, what place she’s going to be sleeping in. She doesn’t know who’s going to be there, if I’m going to be in the bed with her or if she’s going to have her own bed that night. Every day, not knowing anything, this place was the only thing that stayed the same”.

(Karen, aged 30)

“I needed the crèche for him, he needed to get out of that room, it was so good for him but more torture for me because I had to walk around for three hours you know, but for Brian it was a big help. The teachers there knew what he liked, they had toys and they played with him, they would say, ‘Oh, Brian, he’s good at this, he loves the cars and the Lego’ and he did love that, just playing, he loved it and they loved him’.

(Sally, aged 31)

“Well they (early childhood educators) took me in a room in the crèche there and they said to me, she was really... she was a bit upset today. They said, she was getting a bit antsy and she was saying, ‘Mammy, Mammy, where’s Mammy?’ She’s just out of sorts, you know what I mean? Because it’s all about routine, it’s all about routine at her age. If she doesn’t have a routine she’s all over the place. With the crèche, she gets up in the morning, she gets washed and dressed, she goes in there and has her breakfast, see her friends and her teachers, has her dinner. But outside of that, well anything can happen after that”.

(Noreen, aged 24)

“I kind of thought about bringing them there (a crèche close to the temporary accommodation) but they had settled here and they’d moved so much already. They started having friends, Clare loves it there, she has little friends and she goes out playing and Peter, he doesn’t call it crèche, he just calls it ‘friends’

(Jessica, aged 24)