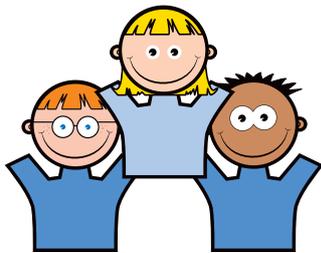


COMMUNITY CHILDCARE SUBVENTION RESETTLEMENT (TRANSITIONAL) CCSR(T)

FREQUENTLY ASKED QUESTIONS
FOR EARLY LEARNING AND
CARE SETTINGS



Dublin City

Childcare Committee Company Limited by Guarantee

Coiste Cúraim Leanaí Chathair Bhaile Átha Cliath Cuideachta faoi Theorainn Rátháíochta

Supporting families and children
experiencing homelessness



An Roinn Leanaí
agus Gnóthaí Óige
Department of Children
and Youth Affairs



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COMMUNITY CHILDCARE SUBVENTION RESETTLEMENT (TRANSITIONAL) CCSR(T)

FREQUENTLY ASKED QUESTIONS FOR EARLY LEARNING AND CARE SETTINGS

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.



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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.

CCSR(T) Frequently Asked Questions

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.

The service provider will receive two weeks' funding in lieu of notice.

If the child leaves on or after the third week of attendance, the service shall receive the minimum one month's funding plus two weeks' notice in lieu, giving a total of six weeks payment.

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**'.

CCSR(T) Frequently Asked Questions

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.



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.

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.

A screenshot of a web form titled 'Registration Type'. Below the title is a dropdown menu with the text 'CCSP Resettlement and Transition' selected.

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

A screenshot of a web form titled 'CCSP Eligibility Info'. Below the title is a red line and the text 'If the parent/guardian is in receipt of one of the following, this section must be completed, otherwise continue to next section.' Below this is a table with two columns: 'Eligibility Type' and 'Attachment'. The 'Eligibility Type' column has a dropdown menu with 'Transition Letter of Eligibility' selected. The 'Attachment' column has a button that says 'Click here to attach a file'. Below the table is a checkbox labeled 'Add Eligibility Info'.

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

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:

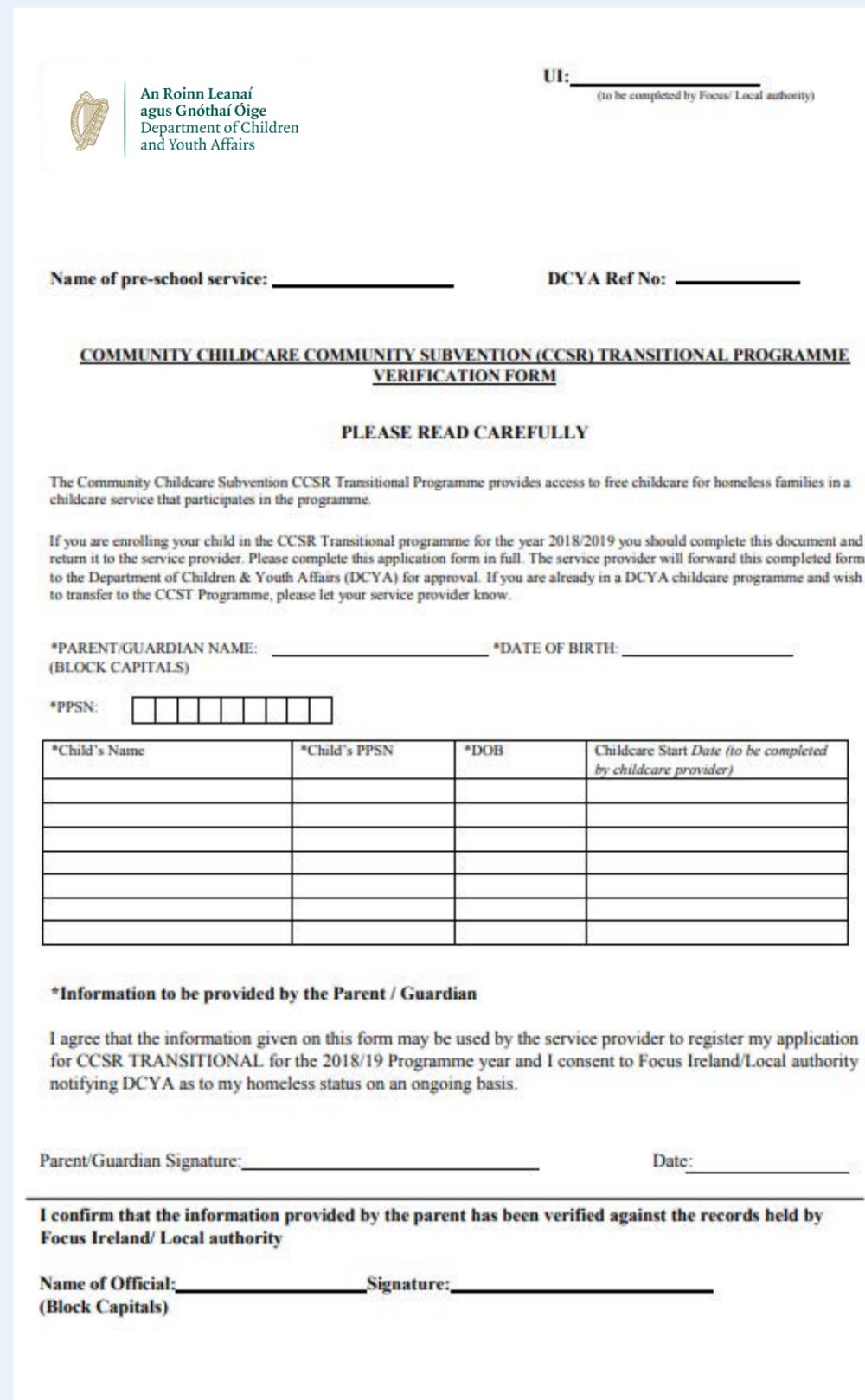
- Name of service
- Address of service
- Contact details
- Number of places available
- Age group of place/s
- Day/s available
- Sessional or part-time place/s

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



The form is titled 'Appendix 1: CCS Transitional Verification Form'. It features the logo of 'An Roinn Leanaí agus Gnóthaí Óige' (Department of Children and Youth Affairs) on the left. On the right, there is a field for 'UI: _____ (to be completed by Focus/ Local authority)'. Below this, there are fields for 'Name of pre-school service: _____' and 'DCYA Ref No: _____'. The title 'COMMUNITY CHILDCARE COMMUNITY SUBVENTION (CCSR) TRANSITIONAL PROGRAMME VERIFICATION FORM' is centered, followed by the instruction 'PLEASE READ CAREFULLY'. A paragraph explains that the programme provides access to free childcare for homeless families. Another paragraph states that the form should be completed for the 2018/2019 year and returned to the service provider for forwarding to DCYA. There are fields for '*PARENT/GUARDIAN NAME: _____' and '*DATE OF BIRTH: _____' (BLOCK CAPITALS), and a field for '*PPSN: _____' with a grid of boxes. A table with 4 columns and 6 rows is provided for child information: '*Child's Name', '*Child's PPSN', '*DOB', and 'Childcare Start Date (to be completed by childcare provider)'. Below the table, there is a section for '*Information to be provided by the Parent / Guardian' with a consent statement. At the bottom, there are fields for 'Parent/Guardian Signature: _____' and 'Date: _____', followed by a confirmation statement and fields for 'Name of Official: _____' and 'Signature: _____' (BLOCK CAPITALS).

UI: _____
(to be completed by Focus/ Local authority)

Name of pre-school service: _____ DCYA Ref No: _____

**COMMUNITY CHILDCARE COMMUNITY SUBVENTION (CCSR) TRANSITIONAL PROGRAMME
VERIFICATION FORM**

PLEASE READ CAREFULLY

The Community Childcare Subvention CCSR Transitional Programme provides access to free childcare for homeless families in a childcare service that participates in the programme.

If you are enrolling your child in the CCSR Transitional programme for the year 2018/2019 you should complete this document and return it to the service provider. Please complete this application form in full. The service provider will forward this completed form to the Department of Children & Youth Affairs (DCYA) for approval. If you are already in a DCYA childcare programme and wish to transfer to the CCST Programme, please let your service provider know.

*PARENT/GUARDIAN NAME: _____ *DATE OF BIRTH: _____
(BLOCK CAPITALS)

*PPSN: _____

*Child's Name	*Child's PPSN	*DOB	Childcare Start Date (to be completed by childcare provider)

***Information to be provided by the Parent / Guardian**

I agree that the information given on this form may be used by the service provider to register my application for CCSR TRANSITIONAL for the 2018/19 Programme year and I consent to Focus Ireland/Local authority notifying DCYA as to my homeless status on an ongoing basis.

Parent/Guardian Signature: _____ Date: _____

I confirm that the information provided by the parent has been verified against the records held by Focus Ireland/ Local authority

Name of Official: _____ Signature: _____
(Block Capitals)

Appendix 2: Additional Programme Application Form

AdditionalProgApp – 2018/19

DCYA Ref No _____

Childcare Programmes Checklist for Additional Programme Applications 2018/19

This form must be completed by services wishing to participate in additional DCYA Childcare Programmes. The Checklist for Additional Applicants must be completed (with copies of relevant documentation attached) and signed by your local CCC. If all documentation is in order, your service will be set up for the relevant Programme on PIP for electronic contract management.

TRN: _____ TCAN: _____

1. Please tick the Childcare programme you are currently participating in:

ECCE		CCS		CCS Plus	
TEC: CETS		TEC: ASCC		TEC: CEC(PS)	TEC:CEC(AS)

2. Please tick the Childcare programme being applied for:

ECCE		CCS		CCS Plus	
TEC: CETS		TEC: ASCC		TEC: CEC(PS)	TEC:CEC(AS)

	Please tick the appropriate boxes relating to the following statements:	Tick Here	CCCs Tick Here
1	My childcare service is registered with the Tusla- (this excludes Afterschool-only services)		
For ECCE Applicants only			
1	I am attaching copies of the relevant qualifications held by the staff members who will deliver the ECCE Programme from September 2018. (All ECCE Pre-School Leaders must hold a minimum qualification of a full FETAC Level 6 award, with all Assistants holding a minimum of a full FETAC Level 5 award.)		
2 (a)	I declare that I will have a minimum of 8 children enrolled in my service (in each session) in September 2018, enabling me to deliver an appropriate ECCE Programme OR		
2 (b)	I understand that if I do not have a minimum of 8 children enrolled in my service in September 2018, I will seek an exemption from 2(a) with my local CCC.		

On behalf of _____ (name of childcare service), I wish to apply to participate in the Childcare Programme/s as indicated above. I wish to confirm that the details in relation to my current contract are to be used for the purpose of the additional Programme contract(s).
(If you wish to use an alternative bank account for this programme please include a bank mandate form.)

Signature of Primary Authorised User _____ Date: _____

Name in Block Capitals _____

PLEASE COMPLETE THIS FORM AND RETURN IT TO YOUR LOCAL CITY/COUNTY CHILDCARE COMMITTEE

For CCC use only.

I have verified and am satisfied that the Primary Authorised User is the signatory above and is the Primary Authorised User on PIP. I can confirm that the application is completed correctly and all documentation is in order.

Signed: _____ CCC: _____ Date: _____

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)

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Dublin City

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