



## **AIM Level 4 & 7 Programme Readiness and AIM Review and Confirm Process Webinar – May 2024**

### **General:**

- 1. Where will I find the recording of this webinar when it is put up on the Hive?**  
The webinar recordings will be available under the Resources section. Go to Resources -> Help & Support -> Recorded training webinars -> AIM recorded training webinars.
- 2. Who would be the designated person to fill out/submit these applications?**  
The AIM Level 4 application is completed by the service provider in conjunction with the parent/legal guardian/carer. There are specific user web roles required to allow a Hive user to complete the application. The PAU can assign these web roles to users.
- 3. How do we inform Pobal within the 10 days if changes occur through the year?**  
Where changes occur throughout the year the service provider must inform Pobal by submitting the appropriate AIM Level 7 review.
- 4. How do I notify Pobal if there are any changes to the child's AIM Level 7 support?**  
A review must be submitted through Early Years hive to advise of this. There are 4 options for creating a review on the AIM Level 7 Reviews page:
  - Change of Circumstance - Any changes to the child's or settings circumstances (as per extension application slide) should be notified to Pobal.
  - Prolonged Absence - Child absence for more than 4 weeks.
  - Change to implementation of support - Delay to implementation of support i.e. recruitment issues or support ceased for period.
  - Change to use of capitation - Changes from maintenance of a reduced ratio to employ an additional person or vice versa.
- 5. Is it possible to change your sessions due a large number of children requiring AIM?**  
If there are changes to your sessions from last year to the new programme call you can create new sessions. If you are changing sessions mid-year and this change affects children who have been awarded AIM Level 7 support, then you must inform Pobal within 10 working days via an AIM Level 7 review.
- 6. When will information be given in regard to the announcement made during budget 2024 relating to the number of hours that AIM will cover in Sept 24 in full daycare provision.**  
As part of AIM go live in May, applications will cover ECCE hours only, but it is expected that DCEDIY will issue communications with further details around the expansion of AIM.
- 7. Do Service Providers need to keep any paper copy of the AIM applications?**  
Paper copies of the AIM applications are not required to be kept.
- 8. When will the option to create a calendar for ECCE 2024 be available on the HIVE?**  
An announcement in terms of ECCE programme readiness will be available on the Early Years Hive advising of when the ECCE calendar can be created.

- 9. In relation to calendar dates. Start date in August has been confirmed but end date in June 2025 not finalised, will this be an issue if I start the application process within the next couple of days?**

An ECCE calendar is not required when submitting an AIM application.

- 10. If a child is moving building from a junior preschool to a senior preschool both with separate Service Reference Numbers (SRNs) how does that work?**

If child is moving to a service which has a new SRN, then a new AIM Level 4 + Level 7 application is required.

- 11. It was noted that an ECCE registration is not required to apply for AIM support? Can an ECCE age eligible child but registered on NCS sponsor apply for supports?**

12. As part of the AIM programme rules, for a child to be eligible for AIM Level 4 & 7 funding they have to be registered on the ECCE programme. An AIM level 7 application can be submitted but AIM 7 payments won't be made until that child's ECCE registration is approved.

## **AIM Level 4 & 7:**

- 13. If a child is already registered with another Service Provider and they are due to attend my Service, do I do a whole new application for him?**

Yes, if a child is moving to a new service a new AIM Level 4 & 7 application must be submitted.

- 14. If unsure, should a Service Provider apply for both AIM level 4 and level 7?**

If you are unsure of the level of support a child might need then you should submit an AIM Level 4 application. AIM Level 4 is categorised as expert mentoring & advice. The Better Start Early Years Specialist (EYS) can support a service to identify any other AIM supports that may be required.

- 15. If a child is initially starting with less than 5 days per week, can we extend AIM Level 7 for this child?**

You can submit an AIM Level 7 application and if the number of days required increases or decreases throughout the year, you must submit an AIM Level 7 Change of Circumstances review to reflect the increase or decrease in days of attendance.

- 16. If the children do not start until September and we only then realise they may need support, how soon will we be able to receive AIM level 7?**

Service providers are encouraged to submit AIM applications approximately 3 months before the child's planned ECCE start date to allow for sufficient time to have the necessary support in place.

- 17. Will there be an option to download a copy of the AIM Level 4 & 7 application forms for parent/guardian/carer to review in advance of the application being submitted?**

There is a 'print' button available on draft applications. In this instance, the provider can enter just the child's name, save the application as a draft and then select print.

## **AIM Review and Confirm:**

- 18. Are there certain times of the year when AIM review & confirm will open?**

The AIM review and confirm functionality will open with AIM Level 4 and AIM Level 7 initial applications in early May each year. In line with the previous extension process it will close at the end of December 2024.

**19. If a child in my service is already receiving AIM Level 7 support, do I have to submit a new application or just AIM review and confirm?**

If the child is remaining in your service for their next year of support, then you will have to complete the AIM Review & Confirm process.

**20. When completing the AIM review and confirm process with no changes will the application automatically select the new 2024/25 sessions?**

Sessions for the 2024/25 programme call must be created first. This can be done by creating new sessions or copying sessions from the previous programme call. During the 'no changes' review of information the provider will see the new sessions for 24/25.

If a service provider changes a session name from the previous programme call, you will not be able to submit the R & C with no changes. We would advise that session names are generic and therefore can be copied from one programme call to another.