

# Programme Readiness NCS and ECCE, CCSP Savers Registrations and Payments

Programme year 2021/22

# Objectives

- Understand how to apply for TEC under CCSP on PIP
- Walkthrough of NCS Term time and non term time hours
- ECCE Registrations and common warnings on HIVE
- Higher Cap Application
- Funding tab on HIVE

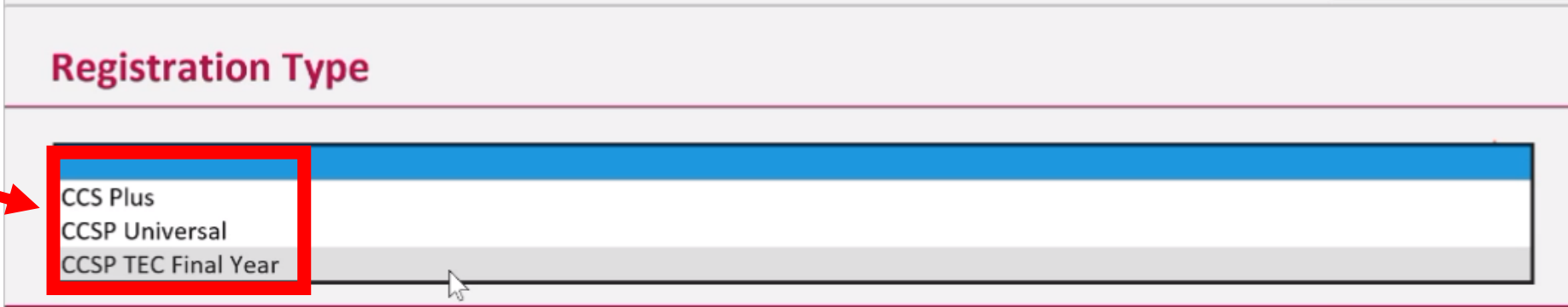
# PIP 2021/22

# PIP Information

- CCSP Saver Programme (including CCSU & CCSP TEC final year) and AIM Level 5 remain on PIP for 2021-22.
- TEC Saver Programme closes for 2021, however a small number of registrations with remaining eligibility can choose to avail of childcare under CCSP Saver Programme for 2021-22.
- A check for the identified eligible CCSP (TEC Final Year) participants will be based on the letters of eligibility from their respective training providers.

# How to apply for CCSP TEC Final Year 2021/22

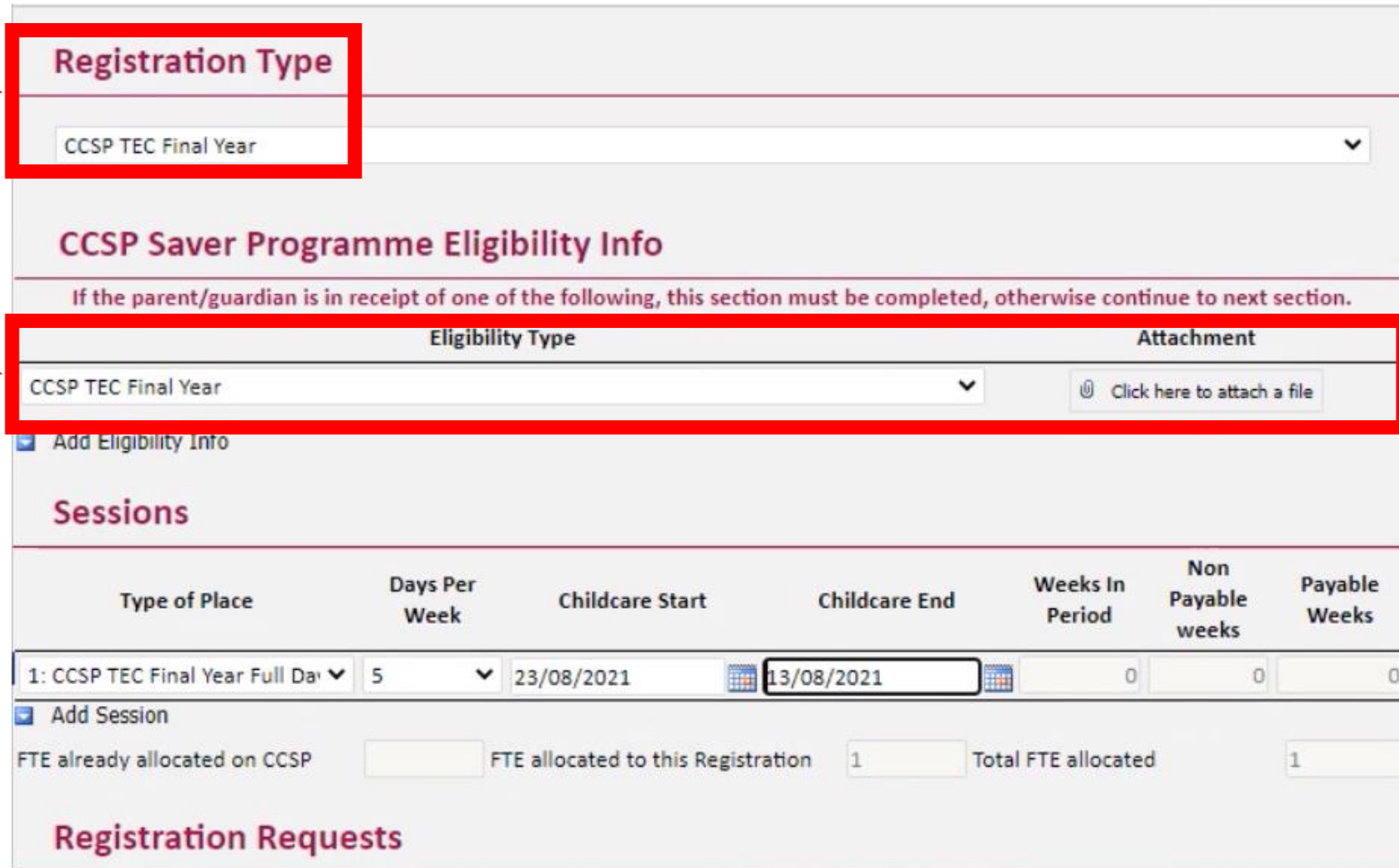
- The CCSP Programme call opens the **16<sup>th</sup> Aug 2021**, registrations can commence from **the 9<sup>th</sup> Aug 2021**.
- On the PIP system when you select on **Registration Type** there are 3 options;
  - **CCS Plus** - Just for CCSP ONLY
  - **CCSP Universal** - this is for Pre-ECCE children
  - **CCSP TEC Final Year** – TEC Saver 2020 Registrations who have eligibility for funding past the Programme Call End Date of 20/08/2021 based on their Eligibility Documents
- Select the relevant registration type from the dropdown – see below



The screenshot shows a web form titled "Registration Type" in a light grey box. Below the title is a dropdown menu with a blue header bar. The menu is open, showing three options: "CCS Plus", "CCSP Universal", and "CCSP TEC Final Year". A red rectangle highlights the first two options, and a red arrow points to the "CCS Plus" option. A mouse cursor is visible at the bottom of the dropdown list.

Registration Type
CCS Plus
CCSP Universal
CCSP TEC Final Year

# CCSP TEC Final Year Registrations



**Registration Type**

CCSP TEC Final Year

**CCSP Saver Programme Eligibility Info**

If the parent/guardian is in receipt of one of the following, this section must be completed, otherwise continue to next section.

Eligibility Type	Attachment
CCSP TEC Final Year	Click here to attach a file

☐ Add Eligibility Info

**Sessions**

Type of Place	Days Per Week	Childcare Start	Childcare End	Weeks In Period	Non Payable weeks	Payable Weeks
1: CCSP TEC Final Year Full Day	5	23/08/2021	13/08/2021	0	0	0

☐ Add Session

FTE already allocated on CCSP  FTE allocated to this Registration  Total FTE allocated

**Registration Requests**

- Once you have selected **CCSP TEC Final Year** under **Registration type**.
- Then you must choose **CCSP TEC Final year** under **Eligibility Type**. Attach the required file, TEC Eligibility document.
- Fill in the **session for CCSP TEC final year** depending on requirement. Can select full-day, Part-time or sessional.
- Then select on **Submit**.

# Updates for 2021-22

- The **‘DCYA Reference Number’** will now be referred to as the **‘Service Reference Number’** in all references on PIP.
- **Definition of a Saver for 2021-22:** ‘Children who were registered for CCSP on the 15<sup>th</sup> November in the 2019/2020 Programme year, prior to the launch of NCS and were in attendance and retained registrations under the CCSP Saver Programme up to and including the COVID-19 enforced closure of services on 12<sup>th</sup> March 2020, and who did not leave the CCSP Saver Programme to register for NCS, will be regarded as eligible ‘Savers’ for the purposes of the 2021/2022 Programme year’.

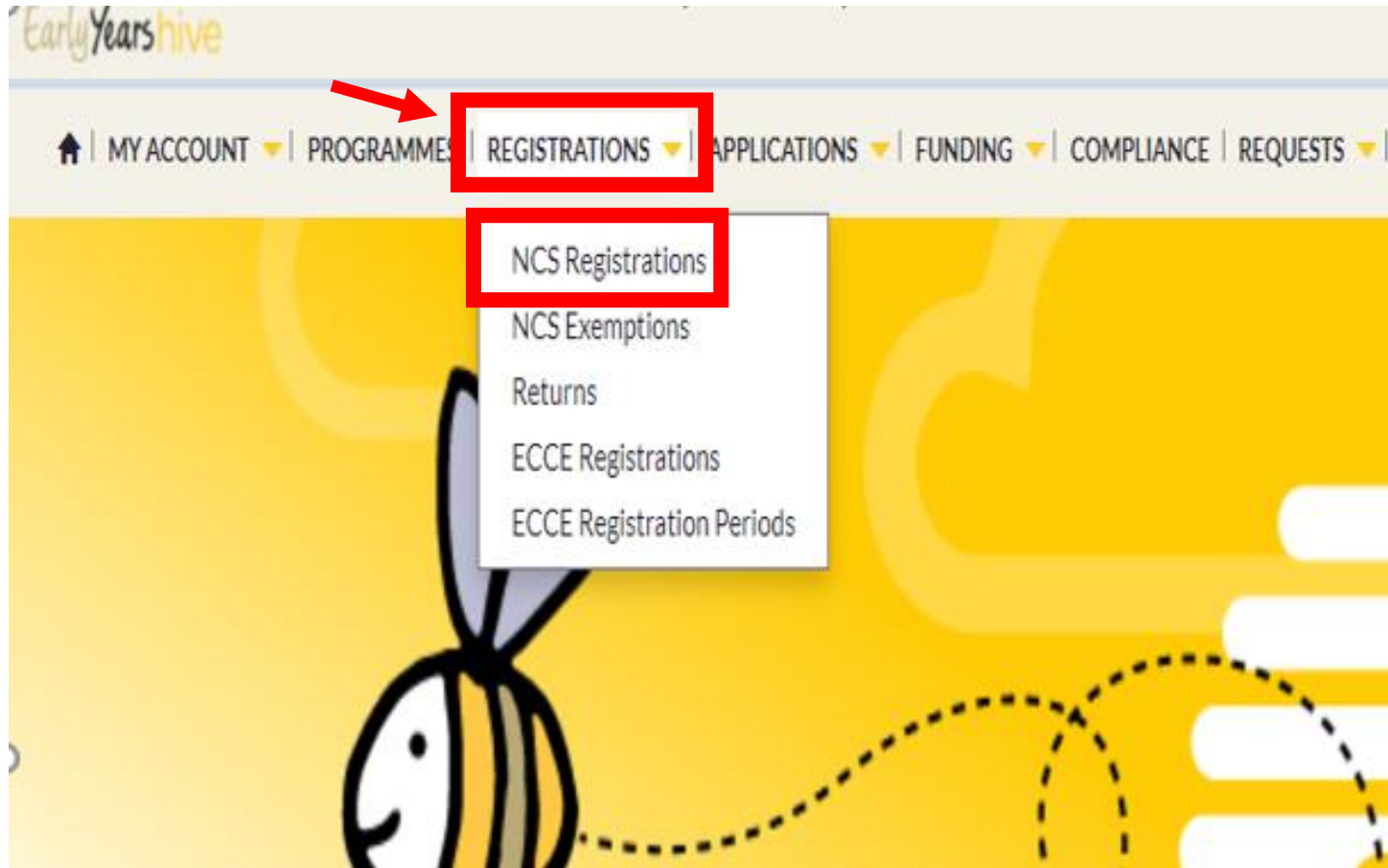
# Updates for 2021-22

- **No new registrations** can be made under the CCSP Saver Programme for children who have not been previously registered on the CCSP 2019/2020 Programme year.
- A services' fees list for the CCSP Saver Programme must be on PIP on or before the **30th July 2021** for services opening on **16<sup>th</sup> August 2021**.
- Services opening later than the 16<sup>th</sup> August 2021 must have their fees lists on PIP a minimum of 2 weeks prior to their opening for the 2021/2022 Programme year.



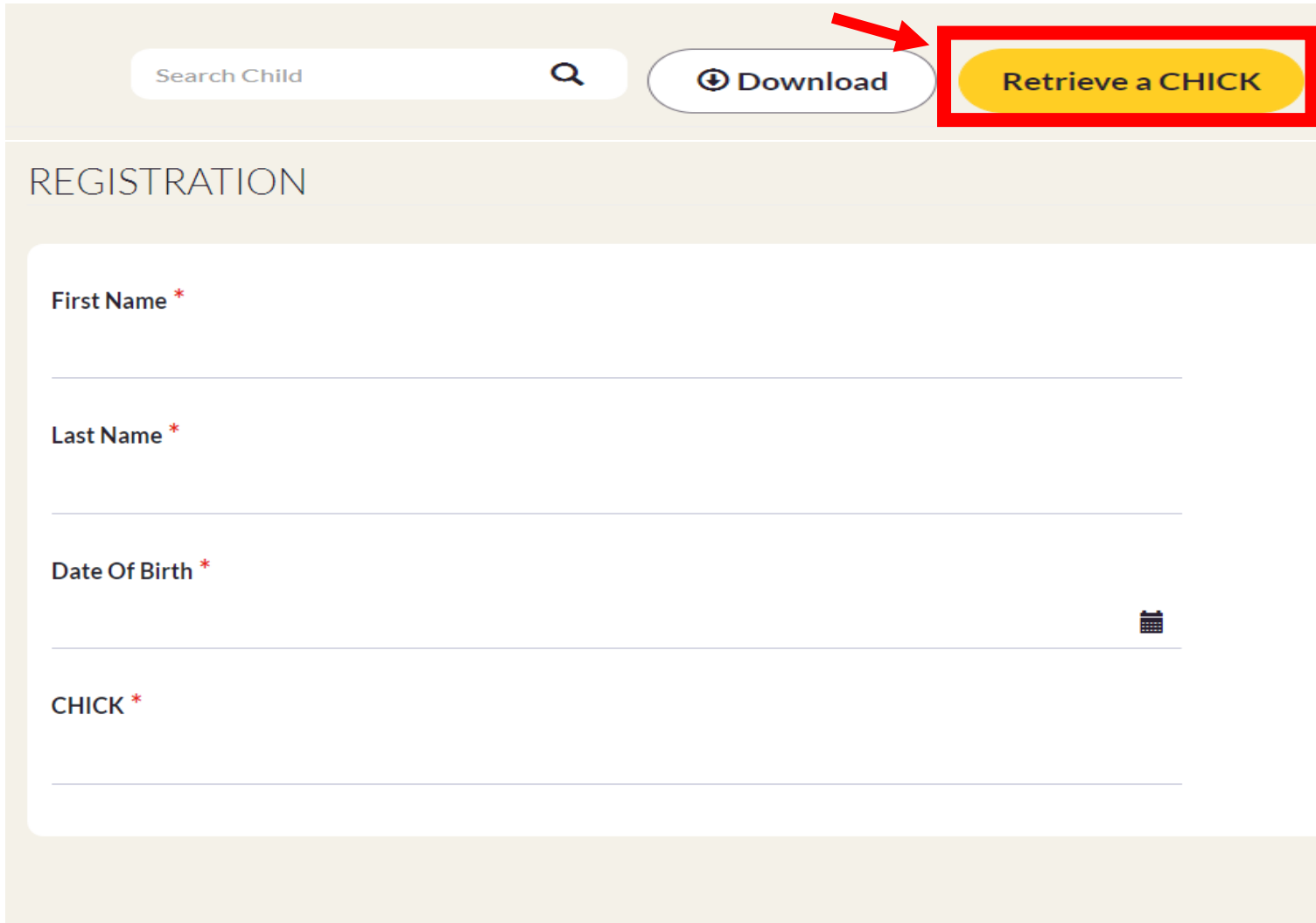
# NCS Registrations

# Adding an NCS Registration



- Select on the Registrations dropdown and select on **NCS Registrations**.
- Before you register a child ensure that you have the **CHICK**.
- To unlock the award when you register you need the **Name, DOB and CHICK number**.

# Retrieve the CHICK



Search Child

Download

Retrieve a CHICK

REGISTRATION

First Name \*

Last Name \*

Date Of Birth \*

CHICK \*

Select on retrieve a **CHICK**.

Then enter in the details of the **CHICK**, these details will be from the parent.

# Editing NCS hours

## 1. Editing Term time hours under Registrations

If you wish to edit hours under an NCS registration you can edit at any stage. Once you get to this window below you can select on the weeks from the left if you only want to edit certain weeks.

Otherwise you can do a bulk edit and change all hours.

Edit Claim Detail By Week

Please review all weeks and use the SUBMIT button at the bottom of the page to confirm your claim.

Active ▾

Bulk Edit

✓ Start Date ▲	Education Stage	Hours Awarded	Subsidy Rate	Stage	Claimed Hours	Non-Term Hours	Validation Error
21/12/2020	NCS - ECCE	30.00	€3.95	Draft	20.00		▼
28/12/2020	NCS - ECCE	30.00	€3.95	Draft	20.00		▼
✓ 04/01/2021	NCS - ECCE	30.00	€3.95	Draft	30.00		▼
✓ 11/01/2021	NCS - Junior/Senior Infants	23.00	€3.75	Draft	23.00		▼
18/01/2021	NCS - Junior/Senior Infants	23.00	€3.75	Draft	15.00		▼
25/01/2021	NCS - Junior/Senior Infants	23.00	€3.75	Draft	15.00		▼

- You will also see in this screenshot that the hours change, this is due to the **Educational stage of the child**.
- You can adjust hours accordingly.
- Also if any **Non-term hours** are needed they can be added here also. By selecting the weeks and then selecting **bulk edit** you will have the option to input Non-term hours.

# NCS Enhanced hours – Term/Non term

NCS ENHANCED HOURS				
TERM TIME			NON TERM TIME	
Age	Enhanced Term Time	Term Time Weeks	Non Term Time Weeks	Enhanced Non Term Time hours
Pre Ecce	Avail of up to 45 hours as child not in full time education	N/A	N/A	45 <b>How to input on HIVE</b> <b>45 hours = Claimed hours column</b> <b>0 = Non term hours column</b>
Ecce eligible	15 hours in ECCE, Avail of up to 30 hours outside of ECCE	38 weeks	14 Weeks	14 weeks – can avail of the Non term hours of 45  <b>How to input on HIVE</b> <b>30 hours = Claimed hours column</b> <b>15 hours = Non term hours column</b>
Junior/Senior	23 hours in School, Avail of up to 23 (1 hour extra) hours outside of school	36 weeks	16 Weeks	16 weeks – can avail of the Non term hours of 45  <b>How to input on HIVE</b> <b>23 hours = Claimed hours column</b> <b>23 hours = Non term hours column</b>
1 <sup>st</sup> /6 <sup>th</sup> Class	28 hours in school, Avail of up to 18 (1 hour extra) hours outside of school	36 weeks	16 Weeks	16 weeks – can avail of the Non term hours of 45  <b>How to input on HIVE</b> <b>18 hours = Claimed hours column</b> <b>28 hours = Non term hours column</b>
Post Primary	30 hours in school, Avail of up to 15 hours outside of school	33weeks	19 Weeks	19 weeks – can avail of the Non term hours of 45  <b>How to input on HIVE</b> <b>15 hours = Claimed hours column</b> <b>30 hours = Non term hours column</b>

# NCS Standard hours – Term/Non term

NCS STANDARD HOURS				
TERM TIME			NON TERM TIME	
Age	Standard Term Time	Term Time Weeks	Non Term Time Weeks	Standard Non Term time hours
Prior Ecce	20 hours	N/A	N/A	20 How to input on HIVE 20 = Claimed hours column 0 = Non term hours column
Ecce eligible	15 hours in ECCE, Avail of up to 5 hours outside of ECCE	38 weeks	14 weeks	14 weeks – can avail of the Non term hours of 20  How to input on HIVE 5 = Claimed hours column 15 hours = Non term hours column
Junior/Senior Infants	23 hours in School but 0 hours outside of these hours Term time	36 weeks	16 weeks	16 weeks – can avail of the Non term hours of 20  How to input on HIVE 0 hours = Claimed hours column 20 hours = Non term hours column
1 <sup>st</sup> /6 <sup>th</sup> Class	28 hours in School but 0 hours outside of these hours Term time	36 weeks	16 weeks	16 weeks – can avail of the Non term hours of 20  How to input on HIVE 0 = Claimed hours column 20 hours = Non term hours column
Post Primary	30 hours in school but 0 hours outside of these hours Term time	33 weeks	19 weeks	19 weeks – can avail of the Non term hours of 20  How to input on HIVE 0 hours = Claimed hours column 20 hours = Non term hours column

# NCS – tasks to complete for 2021/22

- **Policy Guidelines**

It is **important** for all Services to familiarise themselves with the NCS Policy Guidelines for 2021/22.

- **NCS Fees List**

Service providers are **not required** to create a new NCS Fees list, they can edit the existing one if needed. However, Services should ensure that the fees list is up to date and reflects what they are charging for this programme year.

- **Service Calendar**

Services need to create **NCS 2021** and **NCS 2022** calendar.

- **Funding Agreement**

Service Providers need to **submit their new Funding agreement for NCS 2021**. This is located under the Programmes dropdown, and select NCS Funding agreement for submission.

# ECCE Registrations




# Adding an ECCE Registration



- Select on Registrations dropdown and select on **ECCE Registrations**.

# Creating an ECCE Registration

 **SERVICE PROVIDER PORTAL (UAT)**

Search Portal Content

Home > Programme Registrations

Child Name  Programme Call  Registration Status

Registration Identifier ▲	Child Name	Programme Call	Child Date of Birth	Registration Start Date	Registration End Date	Registration Value	Registration Status
REG-000205	Amber Gardner	ECCE 2020	19/12/2016				In Progress
REG-000204	Ava Silva	ECCE 2020	17/12/2016	31/08/2020	04/12/2020		Approved
REG-000170	Julia Williams	ECCE 2020	15/12/2016	24/08/2020	29/01/2021	€1,587.00	Approved

- [View](#)
- [Leaver Request](#)
- [View Allocations](#)
- [Parental Declaration \(EN\)](#)
- [Parental Declaration \(IE\)](#)
- [Cancel](#)

- In this window, you will select on create to enter the details of the child for ECCE.

# ECCE Registration Details Application

REGISTRATION DETAILS

Parent Details

Parent First Name \*

Parent Last Name \*

Child Details

Child First Name \*

Child Last Name \*

Child Date of Birth \*

Gender \*

Child Identification

Child PPSN

Registration Status \*

Draft

Registration Periods

Add Registration Period

Session	Start Date ▲	End Date	Days/Week	Payable Weeks	Non Payable Weeks	Stage
There are no records to display.						

Registration Value

Payable Weeks  
0

Non Payable Weeks  
0

Registration Requests

Add Registration Request

Category ▲	Summary	Description	Response/Resolution
There are no records to display.			

Save As Draft Submit



**No CHICK required** for ECCE Registration.

**No Parent confirmation required** for ECCE Registration.

## Important note

If you are completing a **Registration request** there is a Submit button within this screen. When you return to this screen on the left you will also need to select on **Submit here at the bottom right**.

# ECCE Calendar - Minimum Opening Weeks

## Minimum Opening Weeks Per Term

- **Service providers** are required to open for a minimum number of weeks per ECCE term, details of which can be found in the ECCE 'Guidance material' available on the Hive.

<https://earlyyearshive.ncs.gov.ie/how-to-guides/how-to-guides-ecce/service-calendar-ecce/>

- Service Providers must open **38 weeks and a minimum of 183 days** or **41 weeks and a minimum of 157 days**. (According to their contract)

# ECCE Service Calendar 2021-22

## 2021-22 Minimum Opening Weeks Per Term - ECCE Service Calendar

ECCE Terms	Dates	Total Weeks in period	Required minimum no of opening weeks per term	Closed weeks
Term 1	23/08/2021-24/12/2021	18	15 - 17weeks	Up to 3 weeks
Term 2	27/12/2021-15/04/2022	16	12 - 15 weeks	Up to 4 weeks
Term 3	18/04/2022-15/07/2022	13	8 – 13 weeks	Up to 5 weeks
		47 weeks	Must meet required 38/41 weeks (Separate system rule in place for this)	Maximum 9 for 38 week service model, Maximum 6 for 41 week model

**2021-22 Programme Call: 38 week Services run over 45 weeks and must submit their calendar with an end date on 01/07/2022 as per table presented.**

**2021-22 Programme Call: 41 week Services run over 47 weeks adding to Term 3 two more open weeks, with an end date of 15/07/2022, therefore the required minimum number of opening weeks in Term 3 will be 10 - 13 weeks.**

# Common warnings for ECCE

# ECCE Registration - PPSN Error

The form could not be submitted for the following reasons:

- This is not a valid PPSN format. PPSN must be 7 digits followed by 1 or 2 letters. [SP00332]

## REGISTRATION DETAILS

### Parent Details

Parent First Name \*

Laura

Parent Last Name \*

Hickey

### Child Details

Child First Name \*

Grace

Child Last Name \*

Wheeler

Child Date of Birth \*

12/12/2017



Gender \*

Female



### Child Identification

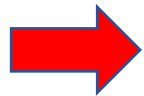
Child PPSN

49568TQ



In this scenario the **PPSN has incorrect details**. A PPSN always requires **7 digits with 1 or 2 letters**.

Here we can see in this example that the PPSN only has 5 digits and 2 letters. The error message above will appear and the Service Provider will be unable to proceed until corrected.



# ECCE Registration - PPSN on DEASP

The form could not be submitted for the following reasons:

- The registration cannot be submitted because there is existing registration for the child. (Please add Registration Request in order to continue) [00334]
- No matching Date of Birth for this PPSN on DEASP database. Please Edit PPSN or Date birth. [SP00335]

## REGISTRATION DETAILS

### Parent Details

Parent First Name \*

Laura

Parent Last Name \*

Hickey

### Child Details

Child First Name \*

Lance

Child Last Name \*

Richards

Child Date of Birth \*

12/12/2014



Gender \*

Male



### Child Identification

Child PPSN

0000539JA



In this scenario, the error message above the second part says the DOB for the PPSN is **not matching on DEASP database**.

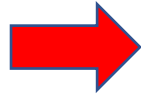
This Error message will guide you to adding a **Registration request** if needed.

This either means the **DOB is not correct** or the **PPSN is not correct**. They are not matching and therefore need to be looked at and re-entered correctly by the Service Provider.

***Please ensure you enter the correct PPSN for the child.***



# ECCE Registration - PPSN Validation Request



ADD REGISTRATION REQUEST

REQUEST DETAILS

Request Type \*

PPSN Validation

Summary \*

DESCRIPTION

Attach a File \*

Choose Files

No file chosen

Submit



If for some reason the PPSN is not valid or there is an issue with the PPSN, the Service Provider can add a **Registration Request** for PPSN validation.

Enter **brief description** to explain the issue.

**Attached file** function is for Pobal information only.

## In Summary:

- A) Correct name + correct PPSN + correct DOB, the application is approved and no registration request needed.
- B) Incorrect name + correct PPSN + correct DOB, the application is approved and no registration request is needed.
- C) Incorrect PPSN and / or incorrect DOB, an error is generated advising that a registration request is needed.

# ECCE Registration – Over Age

The form could not be submitted for the following reasons:

- Child's age is earlier than the latest date allowed by the entry points. Please add registration request with Over Age Reason. (Please add Registration Request in order to continue) [SP00328]
- No matching Date of Birth for this PPSN on DEASP database. Please Edit PPSN or Date birth. [SP00335]

## REGISTRATION DETAILS

### Parent Details

Parent First Name \*

Laura

Parent Last Name \*

Hickey

### Child Details

Child First Name \*

Lance

Child Last Name \*

Richards

Child Date of Birth \*

12/12/2014



Gender \*

Male

### Child Identification

Child PPSN

0000539JA



In this scenario the child is over age. The Provider can input a **Registration Request** where a child has special/additional need that is under review in the Department of Children in conjunction with the Department of Education.

For the **Programme year 2021/22**, where a child has special/additional needs, exceptions to the upper age limit may be granted subject to meeting all of the criteria..

### Registration Requests

Add Registration Request

Category ▲

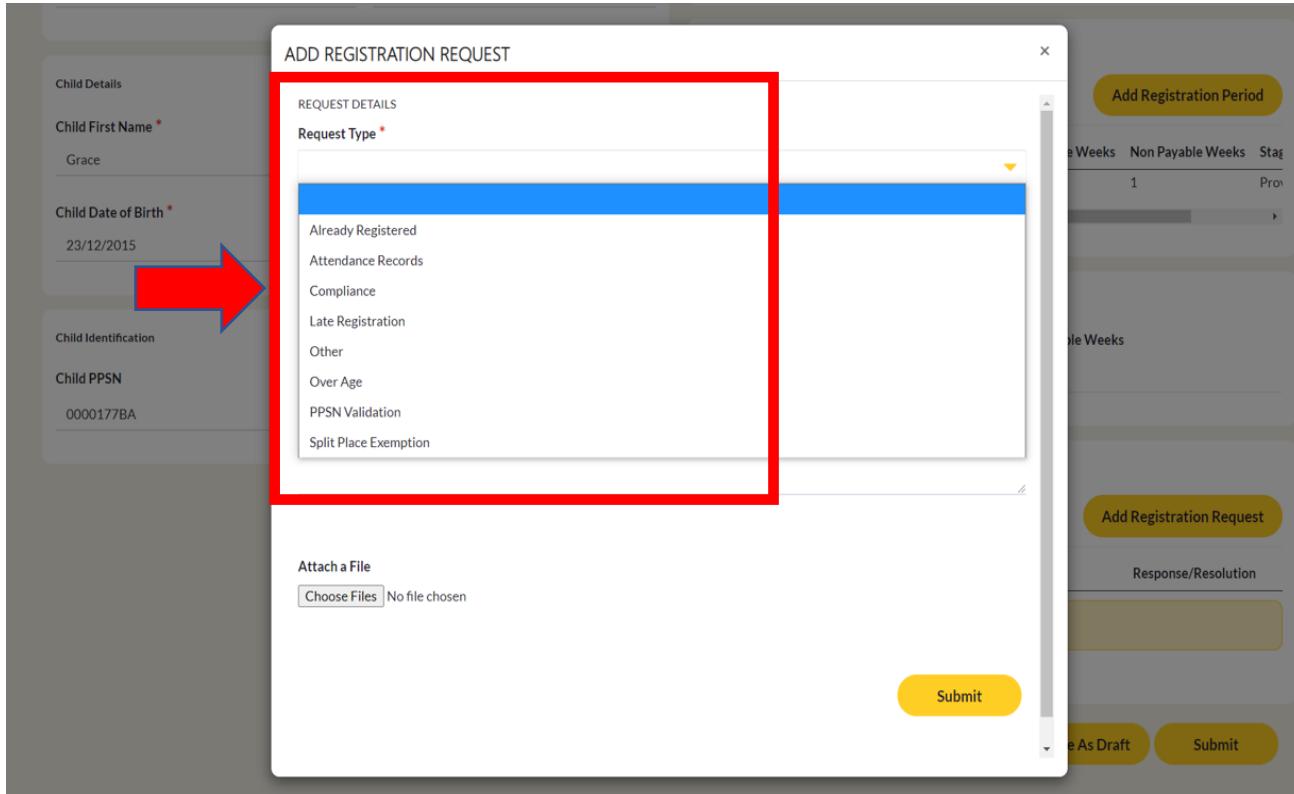
Summary

Description

Response/Resolution

There are no records to display.

# ECCE Registration - Registration Request



ADD REGISTRATION REQUEST

REQUEST DETAILS

Request Type \*

- Already Registered
- Attendance Records
- Compliance
- Late Registration
- Other
- Over Age
- PPSN Validation
- Split Place Exemption

Attach a File

Choose Files No file chosen

Submit



This window shows the list of **Request types** that you can choose from.

There are **Exemption codes** required from DCEDIY for certain Requests which are as follows;

- **Split Place Exemption**
- **Over Age**

Service Providers are familiar with this process. The **Service Providers will contact the DCEDIY** and an exemption code is given and they will then input this in the necessary field to continue with the request.

# ECCE Registration - Status

[Home](#) > [Programme Registrations](#)

Child Name

Programme Call

Registration Status

▼

▼

▼

Apply

+ Create

Registration Identifier ▲	Child Name	Programme Call	Child Date of Birth	Registration Start Date	Registration End Date	Registration Value	Registration Status
REG-000594		ECCE 2020					Draft ▼
REG-000387		ECCE 2020					Draft ▼
REG-000357		ECCE 2020				€276.00	Draft ▼
REG-000356	Kim Jacobs	ECCE 2020	12/12/2017	24/08/2020	27/11/2020	€759.00	Approved ▼
REG-000355	Rachel Lucas	ECCE 2020	03/12/2016	31/08/2020	25/09/2020	€276.00	Approved ▼
REG-000354	Grace Wheeler	ECCE 2020	23/12/2015			€207.00	In Progress ▼

## Status

**In Progress** – This is a Registration that is currently saved as draft.

**Draft** – A registration that is yet to be started.

**In Provisional** – Registration request has been submitted and awaiting clarification.

**Approved** – Once a registration has been submitted and is a straightforward registration, it will be Approved automatically.

# ECCE common questions

## **When is the ECCE Prelim payment and what is the timeframe for the calculation?**

The ECCE preliminary payment is due 20/08/2021, payment will be based on sample week beginning 30/11/2020.

## **Will there be a second Prelim payment?**

There are currently no plans to pay additional preliminary payments, Services are encouraged to enter their registrations and HC applications as soon as possible.

## **When can we register children for ECCE programme year 2021-22?**

From 9<sup>th</sup> of August 2021.

## **When will the AIM level 1 application “Go-Live”?**

This will go live on the 5<sup>th</sup> August 2021.

## **When will the ECCE Higher Capitation applications “Go-Live” and when is the first payment?**

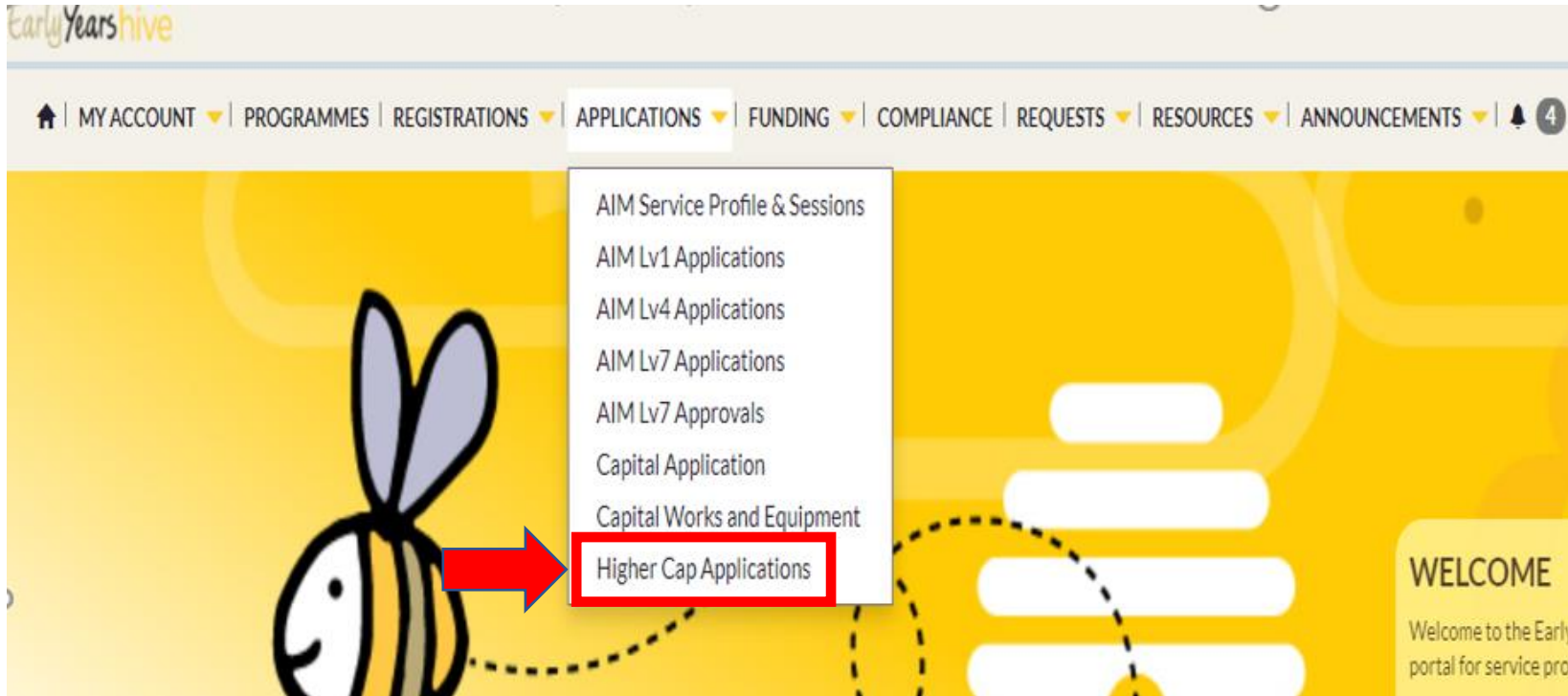
ECCE Higher Capitation applications will go-live on 23<sup>rd</sup> of August. First ECCE Higher Capitation payment will happen in the next payment run after the application form is approved. Higher Capitation prelim payment will also be paid.

## **Why has my second ECCE payment decreased so much from the Preliminary Payment?**

This may be less than the service expect, if the estimated preliminary was in excess of the amount due for the first 4 weeks

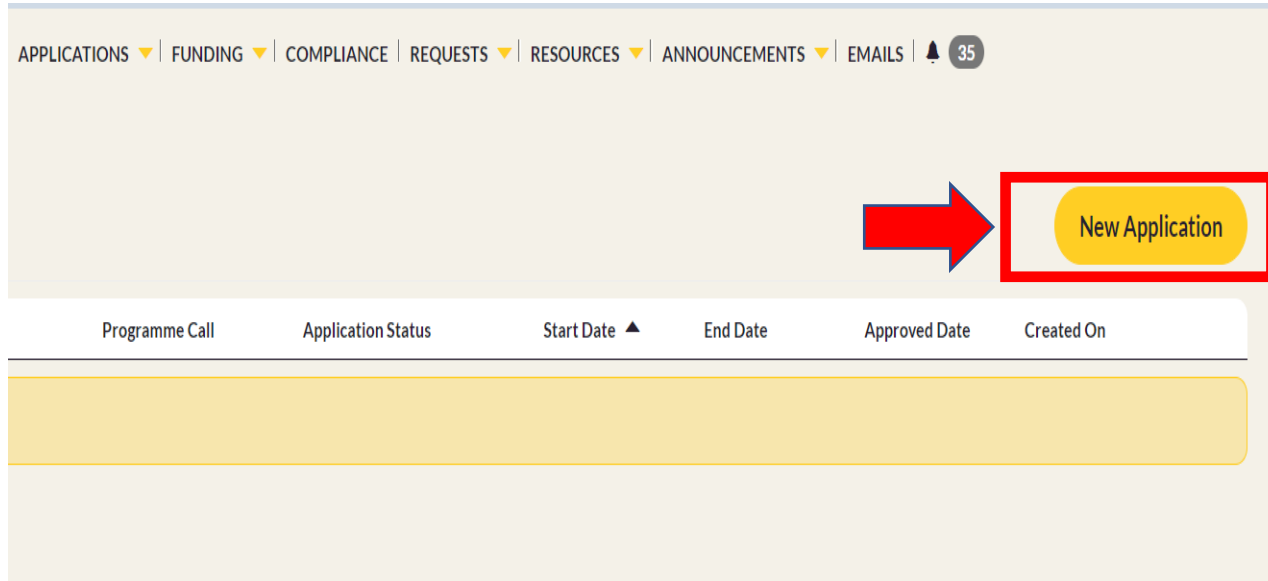
# Higher Capitation

# Adding a Higher Cap Application



- The **Higher Cap Application** is now located under **Applications dropdown** on HIVE.

# Adding a Higher Cap Application



- In this Window, select on **New Application**



# Higher Cap Introduction page

Early Years hive

Home > Higher Capitation > New Application

## NEW APPLICATION

### HIGHER CAPITATION APPLICATION INTRODUCTION

When completing the form, the Application Staff section must be completed with details for all Higher Capitation staff members only, indicating Leader or Assistant.

When creating Session details, you must provide details for ALL Sessions offered (both Standard and Higher Sessions). A Higher Capitation Session must include at least one qualified staff member. Any Sessions entered without qualified staff members will be regarded as a Standard Session.

Higher Capitation is paid in respect of the number of FTE registered to the ECCE programme in the qualifying ECCE session. Non-ECCE Children within the Higher Capitation session will not be included in the FTE calculation, but must be included in Total Number of Children.

Click "Start Application" button to create a new application.

Programme Call \*

ECCE 2021

Close

Start Application

- This window will give you a short introduction to Higher cap.
- You will then proceed by selecting the **Programme call**.
- Then select **Start Application**.

# Higher Cap - Application details

APPLICATION DETAILS

Application Status \*  
Draft

Higher Capitation Status

Declaration Confirmation  
I (the grantee) wish to apply for the ECCE Higher Capitation rate and declare that the information provided in this form is accurate and that all relevant staff have been made aware of their GDPR rights regarding this Application.  
☒ No ☐ Yes

Query Comment

Service Staff Members

New Staff Member

Last Name	First Name	Maiden Name
There are no records to display.		

Application Staff

Add Staff to Application

Staff Member	Staff Type	Staff Approval Status	Staff Qualification	Date Qualification Obtained	Employment Start	Employment End	Graduation Year	Years Experience
There are no records to display.								

Sessions

New Session

Session Start Date	Session End Date	Total Children	Room Capacity	Session Type
There are no records to display.				

Close Save as Draft Submit for Approval

This window will allow you to add

- **Staff members** - add only eligible higher cap staff.
- **Add staff to Application**
- **Entering New session**, both higher cap and standard. Also add staff to higher cap session.

Then submitting for Approval.

**Higher Cap Application quick guide + Letter of Eligibility guide**

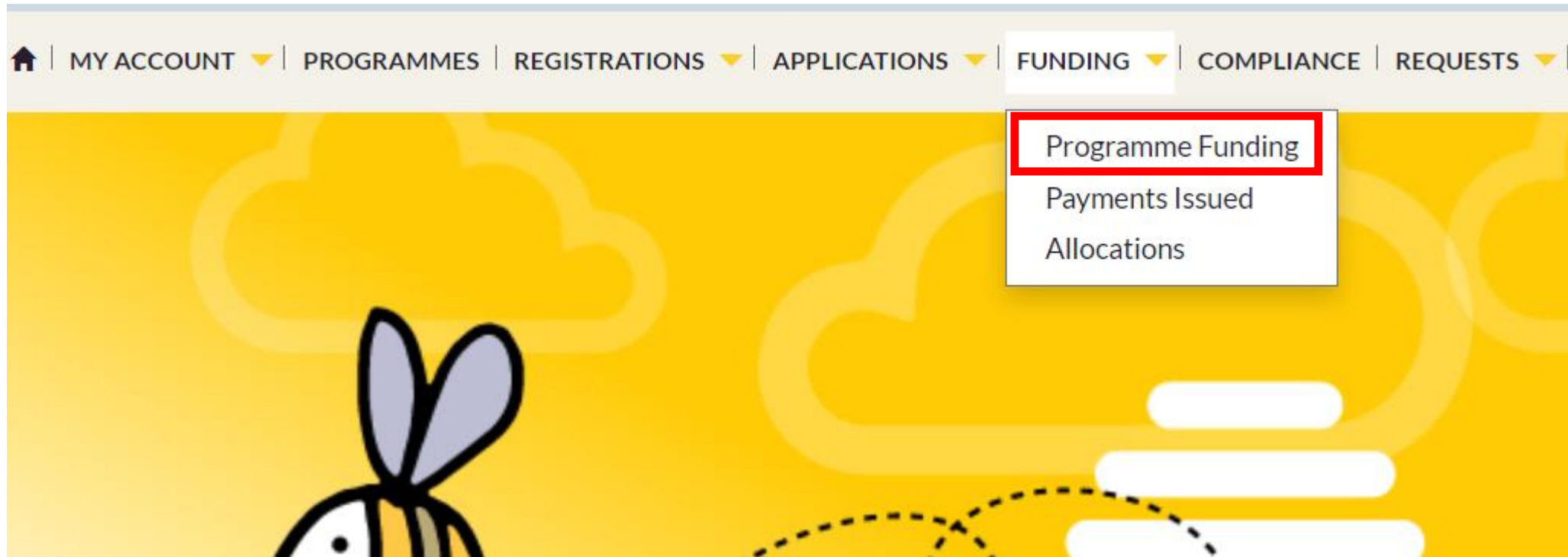
<https://earlyyearshive.ncs.gov.ie/how-to-guides/how-to-guides-ecce/higher-capitation/>

# Funding tab on HIVE

# Overview of the Funding tab on HIVE

- **Programme funding** – The Funding Agreement for each Programme
- **Payments issued** – Payments issued under each Programme
- **Allocations** – Each Payment has breakdown of Allocation/Budget lines

# Funding – Programme Funding



Programme Funding video for more details;  
<https://www.youtube.com/watch?v=3IRZDe3CfT4>

# Funding – Programme Funding

Home > Programme Funding

Export

Funding Agreement ▲	Payments Approved To Date ▲	Approved Allocations Value	Actual Paid Amount	Provisional Allocations Value	Pay Until Date	Next Payment Due Date	Next Payment Projected Value
AIM7 2021	AIM7 2021	€0.00		€0.00			
ECCE 2021	ECCE 2021	€6,645.60		€0.00	04/03/2022	26/01/2022	€426.00
NCS 2020	NCS 2020	€4,498.67		€3,270.33	02/08/2021	02/08/2021	€1,693.7
NCS 2021	NCS 2021	€0.00		€8,533.07	08/08/2021	11/08/2021	
NCS 2022	NCS 2022	€0.00		€0.00			

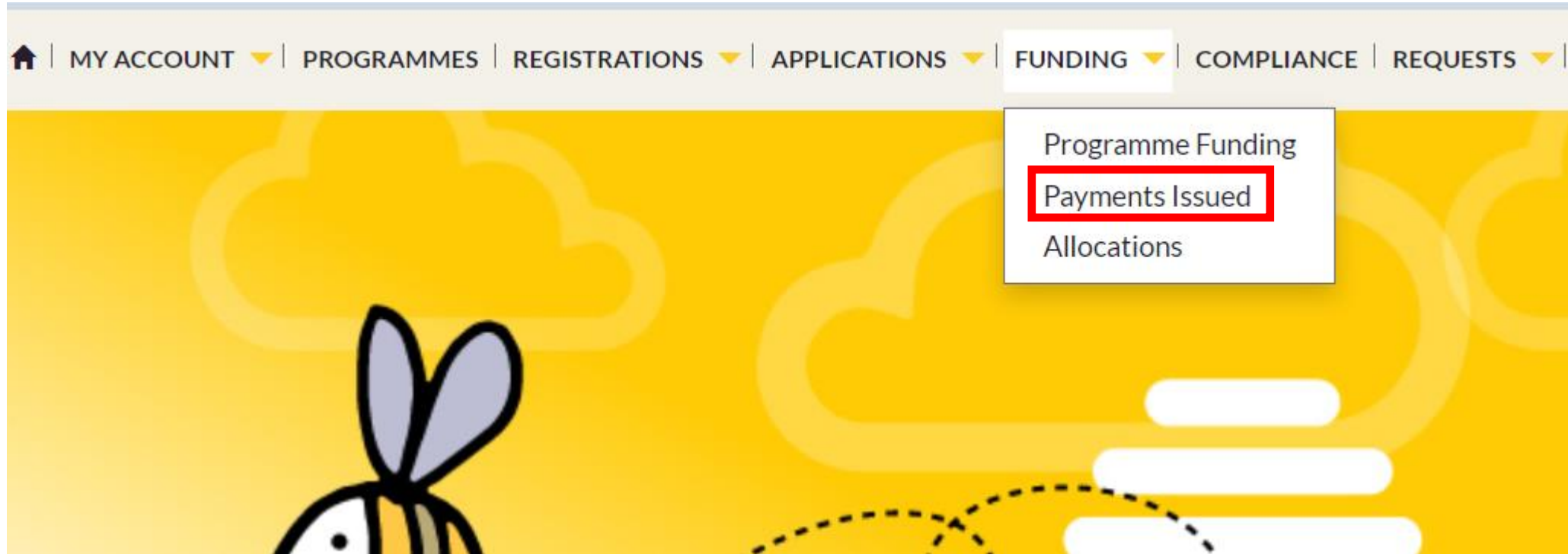
[View Details](#)  
[View Budget Lines](#)  
[Change Bank Account](#)  
[View Payment Issued](#)  
[View Payment Schedule](#)  
[View Allocations](#)

- Details regarding all payments for each Funding Agreement, reside under the Programme Funding tab.
- There is an orange dropdown next to each Funding Agreement to the far right, that allows you to view details, budget lines, change bank account etc.
- By selecting View Budget lines, you will see the allocation broken down line by line.

# Programme Funding columns

- **Approved Allocation Value** = Total amount for the Year for this Programme.
- **Actual Paid Amount** = Paid up to that date Approved into your budget.
- **Provisional Allocation** = Payments remain at Provisional until a Return is complete and then moves to Approved.
- **Pay Until Date** = The last payment date for the Funding Agreement.
- **Payment Due Date** = Next Payment.
- **Projected Value** = Value of what you will receive in the next payment run.

# Funding – Payments Issued



Payments Issued video for more details;  
<https://www.youtube.com/watch?v=8BG8yIRr8wc>



# Funding – Payments Issued

Details of all payments issued for National Childcare Scheme

Pay Until From Date



Pay Until To Date



Processed Date From



Processed Date To



Programme Call

Apply

Filtering option available then select Apply.

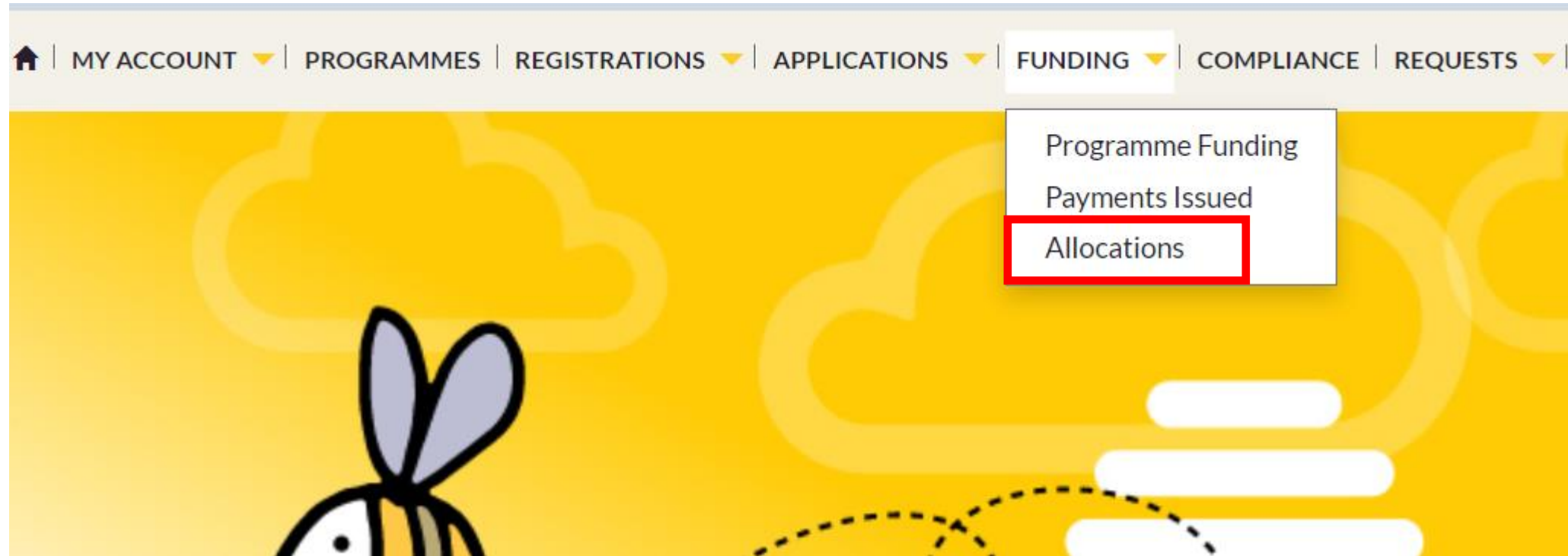
Export

Payment Instruction ▲	Programme Call	Payment Type	Pay Until Date	Processed Date ▲	Payment Value	Funding Agreement Paid to Date
PI-90000486	NCS 2021	Payment	01/08/2021		€0.00	€0.00
PI-90000459	ECCE 2021	Payment	28/01/2022	24/07/2021	€626.80	€5,594.80
PI-90000421	NCS 2020	Payment	15/07/2019		€0.00	€0.00
PI-90000318	NCS 2020	Payment	07/06/2021		€0.00	€0.00

[View Allocations](#)

View each Allocation line for this Payment amount.


# Funding – Allocations




Payments Issued video for more details;  
<https://www.youtube.com/watch?v=KMTV2XLhLcU>

# Funding - Allocations

Home > Allocations

Allocation Date From  


Allocation Date To  


Child  
▼

Allocation Source  
▼

Status  
Approved ▼

Allocation Paid?  
▼

Payment Instruction

Apply

Export

Funding Agreement	Payment Instruction	Child	Allocation Description	Allocation Source	Allocation Value ▲	Allocation Date ▲	Approved Date	Status	Registration Identifier
BE4424-ECC21001 / 21TY0001 - B App			Payable week [0.20]	AIM Lv1	€0.40	20/06/2022	23/07/2021 10:20	Approved	
BE4424-ECC21001 / 21TY0001 - B App		Brando Gomez	30/08/2021 - 24/06/2022	ECCE Registration	€13.80	20/06/2022	22/07/2021 16:30	Approved	REG-900965
BE4424-ECC21001 / 21TY0001 - B App			Payable week [0.20]	AIM Lv1	€0.40	13/06/2022	23/07/2021 10:20	Approved	
BE4424-ECC21001 / 21TY0001 - B App		Brando Gomez	30/08/2021 - 24/06/2022	ECCE Registration	€13.80	13/06/2022	22/07/2021 16:30	Approved	REG-900965
BE4424-ECC21001 / 21TY0001 - B App			Payable week [1.00]	AIM Lv1	€2.00	06/06/2022	23/07/2021 10:20	Approved	
BE4424-ECC21001 / 21TY0001 - B App		Brando Gomez	30/08/2021 - 24/06/2022	ECCE Registration	€13.80	06/06/2022	22/07/2021 16:30	Approved	REG-900965
BE4424-ECC21001 / 21TY0001 - B App		Jen Anderson	23/08/2021 - 10/06/2022	ECCE Registration	€55.20	06/06/2022	22/07/2021 16:30	Approved	REG-500933
BE4424-ECC21001 / 21TY0001 - B App			Payable week [1.00]	AIM Lv1	€2.00	30/05/2022	23/07/2021 10:20	Approved	
BE4424-ECC21001 / 21TY0001 - B App		Brando Gomez	30/08/2021 - 24/06/2022	ECCE Registration	€13.80	30/05/2022	22/07/2021 16:30	Approved	REG-900965
BE4424-ECC21001 / 21TY0001 - B App		Jen Anderson	23/08/2021 - 10/06/2022	ECCE Registration	€55.20	30/05/2022	22/07/2021 16:30	Approved	REG-500933

- The Allocations tab allows you to filter for **NCS** and **ECCE** allocations.
- You can filter, to manipulate the data you require. E.g. selecting a child and/or allocation source to find the value for that particular child or children, **for ECCE or NCS**.
- Details can be exported again for further Data cleansing.
- **The Status column** will show **Provisional** until the Service submits their Return, it will then progress to **Approved**.

# Payment Schedule - ECCE

- For ECCE the **Allocation date** is the Monday of the week the payment relates to.
- The **Approved date** is when that allocation has been approved ready for payment.
- **ECCE registration allocations on EYP**, are approved overnight then they are picked up on the payment run which is 3am Wed, for payment on the Friday.
- **An example**, a Service would need to register a child by Close of business Tuesday, to be paid the Friday.
- For ECCE, **Services can back date** the start date up to 8 weeks, after that point a registration request is automatically raised for approval by EY Operations.

# Payment Schedule - NCS

- For NCS, the **Allocation date** is the Sunday at the end of the week the payment amount relates to.
- These Allocations are set up as provisional so the **Approval date** is usually the following Wednesday, following a successful return made by the Service.
- Approval can be delayed if the return doesn't come in on time, or maybe if the parent did not approved on their Portal.
- On NCS if you make your return for the previous week, the **Provisional Allocations are Approved** on the **Wednesday, payment is run** and **paid the Friday**.

# Resources

- **PIP- CCSP Rules**

<https://pip.pobal.ie/Shared%20Documents/CCSP%20Saver%20Programme%20Rules%202021-22%20version%202.pdf>

## Videos

- **NCS and ECCE**

<https://earlyyearshive.ncs.gov.ie/how-to-guides/training-videos/>

- **NCS Policy Guidelines**

: [https://earlyyearshive.ncs.gov.ie/NCS\\_policy\\_guidelines.pdf](https://earlyyearshive.ncs.gov.ie/NCS_policy_guidelines.pdf)

- **NCS Guides**

: <https://earlyyearshive.ncs.gov.ie/how-to-guides/how-to-guides-ncs/>

- **ECCE**

<https://earlyyearshive.ncs.gov.ie/how-to-guides/how-to-guides-ecce/>

End