



AIM Refresher Webinar – April 2023

General:

1. Who should complete a child's AIM application for targeted supports?

AIM Level 4, 5 & 7 applications should be completed by the service provider on the Early Years Hive in conjunction with the child's parent/carer/guardian.

2. Who is advised to do the application on the Hive?

Any staff member with the appropriate AIM user roles on the Early Years Hive can submit an application. Assistance with applications can be provided by the Inclusion Coordinator, where there is one employed within the service.

3. Does a child need to be registered on the ECCE programme in order to avail of AIM support?

AIM is designed to ensure that children with disabilities can participate in the ECCE programme. A child must be registered on the ECCE programme or be ECCE age eligible and registered on CCSP. Children on NCS only are not eligible.

4. When does the AIM application process open?

Applications are open all year round. Applications for ECCE 2022 can be submitted up to the end of the programme call. Applications for the new programme call open in early May each year, as service providers and parents are advised to apply at least 3 months before the child's planned start date in ECCE in order to ensure that the application can be processed in a timely manner.

5. If a child receives AIM, should a service provider advise their primary school?

No, it is at the discretion of the child's parents/carer/guardian whether to share this information.

AIM Level 4 & 7:

1. What is the role of an additional person employed in an ECCE session?

A person employed using AIM funding is an additional support in the room to reduce the adult to child ratio to ensure meaningful participation of the child applying for support and all children in the ECCE session.

2. How many additional persons can be employed in a service?

Once you submit your AIM application, an Early Years Specialist will contact your setting to review all applications and determine the overall support needs of the setting.

3. How do I apply for AIM Level 4 & 7 support for a child who is moving to my service and who is currently in receipt of AIM support in their current service?

When a child moves services and wishes to avail of AIM supports in the new pre-school service, a new application for AIM supports must be made on The Early Hive. Where a child is moving pre-school service within a programme call, the initial service must withdraw AIM Level 4 & 7 applications.

4. How many hours are provided under AIM Level 7?

AIM Level 7 support can be awarded for a maximum of 3 hours a day, 5 days a week to support the child's participation in the ECCE programme.

5. What should I do when a child is transitioning to Primary School?

No action is required where a child is transitioning to Primary school, you do not need to withdraw an application.

6. How do I apply for a second year of AIM Level 7 support?

An AIM Level 7 extension application must be submitted in order to receive funding/support for the child's second year of ECCE. Do not withdraw the initial application.

7. How 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 Lv7 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 of time.
- Change to use of capitation - Changes from maintenance of a reduced ratio to employ an additional person or vice versa.

8. When do AIM Level 7 applications open?

Applications for both initial and extension applications are open all year round. The application process for the new programme call for both opens in early May.

9. What types of AIM Level 7 support are available?

Additional capitation can be awarded to employ an additional person or maintain a reduced ratio. Our Better Start team will provide a recommendation of the support best suited to the child's needs.

10. Can I apply for a maintenance of a reduced ratio while having another active application for employing an additional person?

Yes, a setting can apply for a maintenance of a reduced ratio. Awarding of a reduced ratio needs to be in consultation with the child's parents and Early Years Specialist and the setting will need to provide a strong rationale and evidence that the reduction in ratio is sufficient to meet the needs of the child applying for AIM level 7 support.

11. When withdrawing an AIM Level 7 application how should I complete the question related to the payable weeks?

The number of payable weeks is calculated based on the number of weeks' notice provided by the parent. You are entitled to a maximum of 4 payable weeks' notice. i.e. if the parent gave two weeks' notice you can request up to 2 payable weeks. If the parent gave one weeks' notice then you could request up to 3 payable weeks.

AIM Level 5:

1. What is required when submitting an AIM Level 5 application?

In order to submit an application for AIM Level 5 support, a Health Professional report from a Prescribing Health Professional who is working for/on behalf of the HSE and/or an NCSE Visiting Teacher, which relates to the child with a recommendation for AIM Level 5 support must be completed and uploaded to the Early Years Hive.

2. The child's private health professional has recommended equipment can I submit an application?

No, the recommendation/report must be submitted by a Health Professional who is working for/on behalf of the HSE and/or an NCSE Visiting Teacher.

3. When can I submit a Transfer of Ownership for AIM Level 5 equipment?

The Transfer of Ownership process usually opens in March prior to the end of the current ECCE programme call.

4. If I need minor alterations and equipment for the same child, do I have to submit two separate applications?

No, you can submit an application with application type 'Both'.

5. How many quotes do I need for building works for a minor alteration's application?

For a grant under €5,000 you only require one valid quote dated within three months. For a grant of over €5,000 you are required to have three valid quotes dated within three months and should include the most favorable quote with the application. Where appropriate, Pobal can request the submission of all quotes as part of the appraisal, contracting, payment, reporting and compliance stages.

6. What if the child moves during the ECCE programme call before the Transfer of Ownership is open?

You must contact our AIM Level 5 team at AIMLevel5@pobal.ie who will assist you in completing an ad-hoc Transfer of Ownership request.