PROGRAMMES IMPLEMENTATION PLATFORM (PIP)

'How To' Guide for Service Providers
CCS Plus and CCS Universal

Fees List and Service Calendar
2018/19

INTRODUCTION

CCSP fees lists and service calendars are processed online, resulting in an easier and more streamlined experience for service providers. This process will assist service providers in the submission of fees lists and service calendars for CCS Plus (CCSP), CCS Resettlement and Transition (CCSR (T)) and CCS Universal (CCSU) by automatically completing the service fees information letter and, in addition, a letter for parents outlining the days the service is closed for that programme. The guide will detail how to complete:

- CCSP Fees List
- CCSP Calendar
- Printing the Service Fees Information Letter

The guide will also outline what will happen after the service provider submits the fees list and service calendar.

FEES LIST

Service providers are required to develop a Fees List for every DCYA Childcare Programme that they provide; (ECCE, CCS, TEC and CCSP). It is important to capture all the session types that service provider offers to parents. This fees list will outline what services are provided under CCSP, the number of days they are provided and the full fees charged for that service.

STEP 1

- Log into PIP and from the home page click on the Programmes
- Use the filter drop down button to display the 2018/2019 Programme Call year. Here all the DCYA childcare programmes that the service provider is contracted for in 2018/19 (see screenshot below) are displayed
- Click on the fees list that the service provider wishes to create/edit (e.g. CCSP 2018)
- The fees list for that programme will be opened.

The service provider's information such as name, address and DCYA Ref. no. will auto-populate (shown below) as will the programme subvention rates for the selected childcare programme. The CCSP 2018 Fees list will be in 'Draft' status.

CCSP 2018 Fees List

Service Provider Info   STATUS: **Draft**

Service Name	Muckross Community Playschool
Address	Muckross Community Playschool, Muckross Killarney, Co. Kerry
Programme Call	CCSP 2018
DCYA Ref	09KY0035

* indicate mandatory fields

The subvention rates will be deducted from the full fees that the service provider charges for that session type. This year's rates for CCS Plus and CCS Universal will appear in the Subvention Rates table. Rates for CCS Universal will appear by default under the Subvention A column. **Please note this is a Universal subsidy and no eligibility criteria applies.**

See subvention rate screenshot below.

Subvention Rates

Session Type	Subvention A	Subvention AJ	Subvention B	Subvention D
1: CCSP Full Day	€145.00	€80.00	€70.00	€50.00
2: CCSP Part-time a.m.	€80.00	€80.00	€35.00	€25.00
2: CCSP Part-time p.m.	€80.00	€80.00	€35.00	€25.00
3: CCSP Sessional a.m.	€45.00	€45.00	€25.00	€17.00
3: CCSP Sessional p.m.	€45.00	€45.00	€25.00	€17.00
4: CCSP Half Session a.m.	€22.50	€22.50	€12.50	€8.50
4: CCSP Half Session p.m.	€22.50	€22.50	€12.50	€8.50
1: CCSP Universal Full Day	€20.00			
2: CCSP Universal Part-time a.m.	€10.00			
2: CCSP Universal Part-time p.m.	€10.00			
3: CCSP Universal Sessional a.m.	€7.00			
3: CCSP Universal Sessional p.m.	€7.00			
4: CCSP Universal Half Session a.m.	€3.50			
4: CCSP Universal Half Session p.m	€3.50			

STEP 3

Under 'Session Description' enter a brief description of **all** the sessions offered such as 'CCSP Session 9-12noon' or 'full day care'. The **service provides needs to consider all of the different session types that are offered to CCSP children/parents and enter all of them on the fees list – (one session type per line).**

This is a free text box and should describe the session as accurately as possible. A few examples of different session descriptions are:

- Sessional Session 9-12noon
- Part Time 9-1pm
- Part Time 1-6pm
- Full Day 8am – 6pm
- Afterschool 2-6pm
- Afterschool 3-6pm

The service provider can add a line by clicking the 'add' button and can delete a line by clicking into the text box; this will display a dropdown menu to the left of the box with 3 selection options:

- Insert CCSP before
- Insert CCSP after
- Remove CCSP

Please be advised that the order of the session types outlined on the form is how they will appear in the service fees information letter.

Please note: *Session types cannot be sorted alphabetically later when printing the service sees information letter.*

Please Note: If the service provider offers sessions that are costed pro-rata, the session description in the Fees List is only entered once. For example: if a service provider offers a full day session over 5 days and this is costed at €200 and they also offer 4 full days for €160, 3 full days for €120 and 2 days for €80; as these are costed on a pro-rata basis, then that session description only needs to be entered once on the Fees list.
(*Tip*: *this will cut down on the length of the service fees information letter when printed*).

However, if a service provider does not pro-rata weekly costs over 5 days i.e. if the full time cost is €200 per week for 5 days and service provider charges €150 for 3 days or €100 for 2 days then this cost is not pro-rata and all these sessions will need to be listed in the Fees List.

The next box is '**Session Type'**. This is a drop down menu that gives the service provider 14 options, the same as those listed in the subvention rates table (above).

Here the service provider should link the session type to the session description. Please see some examples below:

CCSP 2018 Fees List
Please include Session Start and End Times in the Description

Session Description	Session Type	# Days	Normal Fee (Before Subvention)	Max Chargeable			
				A	AJ	B	D
Full day 9.00am - 5.30pm	1: CCSP Full Day ▾	5 ▾	€200.00	€55.00	€120.00	€130.00	€150.00
Full day 9.00am - 5.30pm	1: CCSP Full Day ▾	4 ▾	€200.00	€84.00	€120.00	€144.00	€160.00
Full day 9.00am - 5.30pm	1: CCSP Universal ▾	3 ▾	€20.00	€8.00			
Full day 9.00am - 5.30pm	1: CCSP Universal ▾	2 ▾	€20.00	€12.00			
Part-time 9.00am - 1pm	2: CCSP Part-time ▾	1 ▾	€200.00	€184.00	€184.00	€193.00	€195.00

▣ Add

The next box is **'#days (number of days)'**. This is a drop down ranging from 1-5 days. Here the service provider will link the session that is offered and the number of days. Some services will offer all sessions over 5 days. However other services may offer sessions ranging from 1-5 days. Please see examples in the screen shot above.

The next box is '**Normal Fee (Before Subvention)**'. This is where service the provider enters the full fees for each session before any subvention has been deducted. For example, if the service provider provides a full time session (5 days' full time) and charges €180 for that session, then €180 is entered in this box. The system will then deduct a Band A rate, Band AJ rate, Band B and Band D rate, these rates will be auto-calculated into the Max Chargeable A box, AJ box B box and D box. Depending on the Band allocation the max chargeable amounts are the max amount that the service provider can charge the parent/guardian for that place (excluding any optional extras).

CCS Universal

For the session types added under CCS Universal the service provider enters the full fees for each session before the Universal rate is deducted. The system will then deduct the appropriate universal subvention rate and the fee due to the parent will appear under Max Chargeable A box.

STEP 4

Deposits, Discounts and Optional Extras

Please note that if a service provider does not offer any deposits, discounts or optional extras this section should still be completed. <u>Under each option</u> (Deposits, Discount and Optional Extra) the following text must be entered by the service provider: 'We do not offer any deposits, discount or

optional extras' as this is the text that will be auto-populated into the service fees information letter.

If the service provider does offer deposits, discounts or optional extras this is where they must be documented.

Only one discount or optional extra per line is entered, adding or deleting lines where necessary.

Under 'Description' a brief, but accurate, description of what the service provider is offering is entered. This is a free text box and this detail will be seen by the parent via their   service fees information letter. Therefore, the **service provider must describe what deposits, optional extras and discounts are offered, how much they will cost, and how frequently they will occur**. If the exact cost of a discount or optional extra is unknown at the time of submitting the fees list then an approximate amount must be entered together with a statement as to when it will be confirmed, but no later than two weeks in advance.

Please see examples below:

Deposits Discounts and Optional Extras
Please specify the Frequency, Percentage or Value of each Entry

Type		Description
Deposit	∨	€20 on enrolment- to be returned on approved registration
Discount	∨	10% discount for siblings
Optional extras	∨	One of trip to Zoo - €50 approx. per child

◙ Add

STEP 5

EFFECTIVE DATE;

This is the date that the fees list will become effective (i.e. from the start date of the service calendar for 2018/2019). Please note that if the service provider edits the fees list to add an additional session type or optional extra during the year the effective date selected must be two weeks after the service provider submits it for approval and has informed the parents. The only exception to 2 weeks' notice rule is if the CCC informs the service that the fees list is incorrect.

The form can be saved as a draft provided all mandatory fields are completed first. Once the service provider has submitted the fees list, its status will automatically be displayed as "**Registered**". Where a CCC has queried a fees list the status will display as "**Queried**" until the query is resolved by the service provider and the fees list is resubmitted through the PIP Portal.

SERVICE CALENDAR

A service calendar is required for each DCYA childcare programme that the service provider participates in (ECCE, CCS, TEC, and CCSP). The service calendar will require services to mark days when the service will be **'closed'.** Where a service is closed for 3 days or more within a week, the week will automatically be deemed as a non-payment week.

STEP 1

Log into PIP and from the homepage click on the programmes tab

Here the service provider will see all the DCYA childcare programmes for which the service provider is contracted in 2018/19. The service provider clicks on the calendar they wish to create/edit (e.g. CCSP 2018). The calendar for that programme will open. The service provider's information such as name, address and DCYA ref no. will be auto-populated into the form.

STEP 2

The service provider will only need to mark in the days/weeks that the service is closed. If the service is closed for more than 3 days in 1 week this will automatically enter as a non-payment week. If a service is closed for 1 – 2 days in 1 week, this will count as a payable week.

The rule for non-payment weeks is that:

- 1-2 days a week closed is equal to a payment week
- 3-5 days a week closed is equal to a non-payment week

CCSP 2018 Service Calendar

Service Provider Info　　　　　　　　　**STATUS: Draft**

Service Name	Muckross Community Playschool
Address	Muckross Community Playschool, Muckross Killarney, Co. Kerry
Programme Call	CCSP 2018
DCYA Ref	09KY0035

If under a registration, the start and end dates for a child's placement equals 50 weeks or more, the service will be paid for 52 weeks.

Month	Week Number	Week Beginning	M	T	W	T	F	Days Open	Non Payable Week	Paid Program Week
Aug	1	20/08/2018	☐	☐	☐	☐	☐	5	☐	☐
Aug	2	27/08/2018	☐	☐	☐	☐	☐	5	☐	☐
Sep	3	03/09/2018	☐	☐	☐	☐	☐	5	☐	☐
Sep	4	10/09/2018	☐	☐	☐	☐	☐	5	☐	☐
Sep	5	17/09/2018	☐	☐	☐	☐	☐	5	☐	☐
Sep	6	24/09/2018	☐	☐	☐	☐	☐	5	☐	☐
Oct	7	01/10/2018	☐	☐	☐	☐	☐	5	☐	☐
Oct	8	08/10/2018	☐	☐	☐	☐	☐	5	☐	☐
Oct	9	15/10/2018	☐	☐	☐	☐	☐	5	☐	☐
Oct	10	22/10/2018	☑	☑	☑	☐	☐	2	☑	☐
Oct	11	29/10/2018	☑	☑	☐	☐	☐	3	☐	☐

To assist service providers to complete their service calendar, bank holidays are pre-populated as closed days on the calendar. Good Friday has **not** been marked as a bank holiday.

The Rules for DCYA Funded Programmes states that on a CCS or CCSP registration, where the start and end dates for a child's placement is equal to 50 weeks or more, the service will be paid for 52 weeks.

The paid programme weeks will not be ticked on the CCS 2018 or CCSP 2018 service calendar and at the end of the programme year, Pobal will extract data from PIP, which will show the children who attended CCS and/or CCSP for 50 or 51 payable weeks in each service. We will then calculate the additional 2 weeks or 1 week that is due to the service

STEP 3

When the service provider has entered all the closed days/weeks on the calendar, the following will be calculated:

- Total payable weeks (total amount of weeks that service provider will be paid for)
- Non-payable weeks (amount of weeks that service provider will not be paid for)
- Programme weeks (total payable and non-payable weeks)

It is important to ensure that the number of weeks is correct and the non-payment weeks on the calendar are altered if necessary. The number of open weeks over the programme year should not be less than 37 weeks.

Month	No.	Date						Days		
Jun	42	03/06/2019	☑	☐	☐	☐	☐	4	☐	☐
Jun	43	10/06/2019	☐	☐	☐	☐	☐	5	☐	☐
Jun	44	17/06/2019	☐	☐	☐	☐	☐	5	☐	☐
Jun	45	24/06/2019	☐	☐	☐	☐	☐	5	☐	☐
Jul	46	01/07/2019	☐	☐	☐	☐	☐	5	☐	☐
Jul	47	08/07/2019	☐	☐	☐	☐	☐	5	☐	☐
Jul	48	15/07/2019	☐	☐	☐	☐	☐	5	☐	☐
Jul	49	22/07/2019	☐	☐	☐	☐	☐	5	☐	☐
Jul	50	29/07/2019	☐	☐	☐	☐	☐	5	☐	☐
Aug	51	05/08/2019	☑	☑	☑	☑	☑	0	☑	☐
Aug	52	12/08/2019	☑	☑	☑	☑	☑	0	☑	☐

Days Open	231
Total Payable Weeks	47
Non Payable Weeks	5
Programme Weeks	52
Effective Date	*🗓

Does your service operate different calendars for different CCS/P session types? ○ Yes ○ No

Save as draft   Submit to Pobal

STEP 4

The next question is 'Does your service operate different calendars for different CCSP session types'.

If the service provider only operates from one calendar for all CCSP (e.g. only 38-week service), then select 'No'.

However, if the service provider offers different session types in the same programme and has different calendars for those additional sessions then 'Yes' is ticked and a brief explanation is entered in the text box such as CCSP session x 38 weeks as well as 52-week full Day-care completed above.

The service provider will then need to inform their local City/County Childcare Committee (CCC) that they have different session calendars and report the other weeks /days closed associated with the other session calendar(s) by submitting to the CCC an offline copy of a calendar for that session.

NOTE: Where you select 'Yes', Pobal will also contact you directly for information.

STEP 5

Effective date; this is the date that the service calendar will become effective from (e.g. the beginning of the programme year). Enter the effective date, press click and submit. Please be advised that the calendar can be edited during the year but may affect child registrations e.g. transfers.

PRINTING THE SERVICE FEES INFORMATION LETTER

The service fees information letter (Parent Letter) is auto generated and the information regarding the service such as session types, discounts and optional extras entered into the fees list will automatically appear on the service fees information letter. The service provider can find the service fees information letter under the Programmes tab and under 'Fees list and Service Calendars' on the bottom of the page under the Programmes Tab (see screen shot below). Here the service provider will see all the fee lists (service fees information letter) and service calendars that have been submitted for each of the programmes.

Programme Summary

Programme	Contract Activation	Fees List	Fees List Status	Service Calendar	Service Calendar Status
2018					
ASCC 2018	Activate	Fees List	Registered	Service Calendar	Registered
CEC 2018 (PS)	Activate	Fees List		Service Calendar	
CEC 2018 (AS)	Activate	Fees List		Service Calendar	
CETS 2018	Activate	Fees List		Service Calendar	
ECCE 2018	Activate	Fees List		Service Calendar	Registered
CCS 2018	Activate	Fees List	Registered	Service Calendar	Registered
CCSP 2018	Activate	Fees List		Service Calendar	

Fees List and Service Calendars

	Programme	Created By	Type	Status	Last Modified	Effective Date
2018						
	ECCE 2018	QA_SystemTestService	Calendar	Registered	07/06/2018	20/08/2018
	CCS 2018	QA_SystemTestService	Calendar	Registered	07/06/2018	27/08/2018
	CCS 2018	QA_SystemTestService	Fees	Registered	07/06/2018	27/08/2018
	ASCC 2018	QA_SystemTestService	Calendar	Registered	07/06/2018	27/08/2018
	ASCC 2018	QA_SystemTestService	Fees	Registered	07/06/2018	27/08/2018

STEP 1

The service provider must print one letter for each child (the letter should be photocopied when fully completed. The original copy must be kept in the service and a copy given to the parent). Once the service provider completes the child registration on PIP, the service fees information letter can be completed by entering the following details:

- The child's name
- PIP registration ID
- Place will commence on (dd/mm/yyyy) and will end on (dd/mm/yyyy)
- Child is registered in this service over a X week period
- Tick any deposits and discounts that relate to that child
- Under fees list tick if the service charges on a weekly or monthly basis, as per parental arrangement
- Tick the session type that the parent is requesting and enter the weekly/monthly fee including any discounts (if applicable)
- Sign the form and enter the position held (e.g. Manager)

N.B. If the service only entered one full time x 5 day's session and offers this session from 1-5 days but is pro-rata, then the 5-day session needs to be ticked; the fees and the number of days the parent is availing of needs also to be entered on the right hand side of the fees.

STEP 2

The partly completed forms are then given to the parent to read and to voluntarily opt into any optional extras if desired. The parent must then initial each page of the service fees information letter to ensure

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that they fully understand each page and finally sign the parental acceptance section of the letter. Once the parent has signed the letter, it should be returned to the service provider.

STEP 3

In the letter under the section 'For Providers Use Only', the total parent's fees including any optional extras that they are availing of, must be entered.

STEP 4

When the letter is fully completed, the service provider should **photocopy** the letter, give the copy to the parent and keep the original in the service. The service provider must have a completed and signed service fees information letter for each child participating in a programme (ECCE, CCS, TEC Etc.), on file for compliance visits. If a child is participating in two programmes a service fees information Letter must be completed for each DCYA childcare programme.

A service calendar letter should also be printed and given to the parent. This will document the days /weeks that service is closed. A service provider calendar can be printed from under 'Fees List and Service Calendars' on the lower part of the screen (see screenshot below). A service calendar letter should also be displayed in the service.

A copy of the fees list must be printed and displayed in the service. To print the fees list, click directly into each fees list and click print preview (see screenshot below). Exit page by clicking Close button.
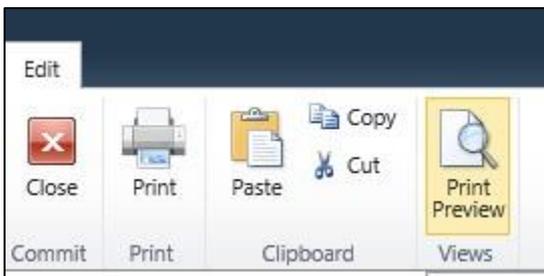
WHAT HAPPENS NEXT?

As soon as a fees list and service calendar has been submitted by the service provider, the status will be 'Registered'. The fees list and service calendars may be subject to review/query by the CCC

There are 2 types of status that the service provider may see after submitting the fees list and service calendar

- Registered (this means the fees list and service calendar has been submitted. However it may be subject to review/query by CCC)

- Query (this requires an action from the service provider, if the CCC is reviewing the fees list/service calendar and has a query relating to them, the status will change to Queried).

If the service provider does get a query from the CCC relating to fees list/calendar, the service provider can view this query by clicking into the fees list or calendar (whichever is queried). They will see a comment box towards the top of the form where the CCC will have left a comment/query for the service provider to view.

The service provider will then either amend the fees list/calendar or contact the CCC for further clarification. Then, when the service provider has amended the fees list/calendar, they must click submit and the CCC will then review it again and either the CCC will approve or revert it back to the service provider again.

Please be advised that if the service provider has to amend fees list or calendar it will result in the service provider having to reprint the service fees information letter and getting parents to re-sign the amended letter to keep on file for compliance purposes.

Please Note: For compliance purposes services are required to print and display fees lists and service calendars

If the service provider has any doubts regarding completing the fees list or service calendar online, they should contact their local CCC **prior to** submitting fees lists and or service calendars.