

PROGRAMMES IMPLEMENTATION PLATFORM

(PIP)

‘How To’ Guide for CCS Service Providers

Fees List and Service Calendar

2018/2019

INTRODUCTION

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 by automatically completing the Service Fee Information letter and, in addition, a letter for parents outlining the days the service is closed for that programme. This guide will detail how to complete:

- CCS Fees List
- CCS 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 in their service (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 CCS, the number of days they are providing and the full fees charged for that service.

STEP 1

Log into PIP and from the homepage click on the Programmes tab as shown below.

- 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 2018/2019 (see screenshot below) are displayed.
- Click on the fees list that the service provider wishes to create/edit (e.g. CCS 2018).
- The fees list for that programme will be opened.

STEP 2

The service provider's information such as name, address and DCYA Ref. no. will auto-populate as will the programme subvention rates (shown below) for the selected childcare programme. These subvention rates will be deducted from the full fees that the service provider charges for that session type.

CCS 2018 Fees List					
Service Provider Info			STATUS: Draft		
Service Name	Thunder_FAC_DY_4				
Address	Street 1, Street 2, Tralee				
Programme Call	CCS 2018				
DCYA Ref	16KY5004				
Subvention Rates					
Session Type	Subvention A	Subvention AJ	Subvention B	Subvention D	
1: CCS Full Day	€145.00	€80.00	€70.00	€50.00	
2: CCS Part-time a.m.	€80.00	€80.00	€35.00	€25.00	
2: CCS Part-time p.m.	€80.00	€80.00	€35.00	€25.00	
3: CCS Sessional a.m.	€45.00	€45.00	€25.00	€17.00	
3: CCS Sessional p.m.	€45.00	€45.00	€25.00	€17.00	
4: CCS Half Session a.m.	€22.50	€22.50	€12.50	€8.50	
4: CCS Half Session p.m.	€22.50	€22.50	€12.50	€8.50	

STEP 3

Under ‘Session Description’ enter a brief description of **all** the sessions offered such as ‘CCS Session 9-12 noon’ or ‘full day care’. **The service provider needs to consider all the different session types that are offered to CCS 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 9-12 noon
- Part Time 9-1pm (Under 1yrs)
- Part Time 1-6pm (Over 1yrs)
- Full Day 8am-6pm (Over 2yrs)
- Afterschool 2-6pm
- Breakfast Club 8-9am

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 CCS before
- Insert CCS after
- Remove CCS

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 fees 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 e.g. 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 and gives 7 options:

- CCS Full Day
- CCS Part-time a.m.

- CCS Part-time p.m.
- CCS Sessional a.m.
- CCS Sessional p.m.
- CCS Half Session a.m.
- CCS Half Session p.m.

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

CCS 2018 Fees List							
<i>Please include Session Start and End Times in the Description</i>							
Session Description	Session Type	# Days	Normal Fee (Before Subvention)	Max Chargeable			
				A	AJ	B	D
Full Day Under 1 Yrs 8am-6pm	1: CCS Full Day	5	€200.00	€55.00	€120.00	€130.00	€150.00
Full Day Over 1 Yrs 8am-6pm	1: CCS Full Day	5	€180.00	€35.00	€100.00	€110.00	€130.00
Full Day Under 1 Yrs 8am-6pm	1: CCS Full Day	3	€150.00	€63.00	€70.00	€108.00	€120.00
Sessional (No Optional Extras)	3: CCS Sessional	5	€70.00	€25.00	€25.00	€45.00	€53.00
Afterschool 2-6pm	2: CCS Part-time	5	€100.00	€20.00	€20.00	€65.00	€75.00
Part Time Over 1 Yr 1-6pm	2: CCS Part-time	3	€140.00	€92.00	€92.00	€119.00	€125.00
Afterschool 2-3pm	4: CCS Half Sessic	4	€65.00	€47.00	€47.00	€55.00	€58.20
Breakfast Club	4: CCS Half Sessic	2	€20.00	€11.00	€11.00	€15.00	€16.60

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 the service 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 rate 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).

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. Under each option (Deposits, Discounts and Optional Extra) the following text must be entered by the service provider: ‘We do not offer any deposits, discounts 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 deposit, 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 in the service fees information letter. Therefore the **service provider must describe what deposit, optional extra/s and discounts are offered, how much they will cost, and how frequently they will occur**. If the exact cost of a deposit, 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	
<i>Please specify the Frequency, Percentage or Value of each Entry</i>	
Type	Description
Optional extras	Collection from school €5 per week
Optional extras	Once off trip to the Zoo €50 (approx). This will be confirmed at least 1 month in advance.
Deposit	€20 on enrollment
Discount	€20 deduction per week off full fee for siblings
<input type="button" value="Add"/>	

STEP 5

FTE cost price workings CCS 2018-2019

A breakdown of how the service provider calculated the fees must be attached to the fees list. This worksheet can be found on the [PIP homepage](#). However, the service provider can use whatever format they prefer. This can be done by dividing expenditure by the amount of weeks open and the number of children in service, for example:

€200,000 expenditure divided by 52 weeks = €3,846.15

€3,846.15 divided by 40 FTE = €96.15

The service provider will not be able to submit the fees list without attaching the worksheet document. This worksheet document should indicate that by charging these fees, the service will remain sustainable – expenditure v income.

STEP 6

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 the 2 weeks' notice rule is if the CCC informs the service that their fees list is incorrect.

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

Type	Description
Deposit	€20 enrolment

Add

Please attach Fees Worksheet

HSE-Short-Report-Template.pdf
471.65 KB

Effective Date: 27/08/2018

The form can be saved as a draft provided all mandatory fields are completed. 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. CCS 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.

PIP Home | My Service (09KY0101) | Registrations | **Programmes** | AIM | Funding

Libraries
Lists
PIP Resources
 FAQs
 How To Guides
 Information Packs
 PIP Templates

PIP Info
 PIP Announcements
 Useful Contacts
 Help & Support

Recycle Bin
 All Site Content

Programmes

To activate a programme or submit a Fees List or Service Calendar, simply click on the relevant link

Please use the filter to select year: 2018/2019

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



Fees List and Service Calendars
 There are no items to show in this view.

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 3 days or more 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 is:

- 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

* indicate mandatory fields

CCS 2018 Service Calendar

Service Provider Info

STATUS: Registered

Service Name: Muckross Community Playschool
 Address: Muckross Community Playschool, Muckross Killarney, Co. Kerry
 Programme Call: CCS 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input type="checkbox"/>
Aug	2	27/08/2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input type="checkbox"/>
Sep	3	03/09/2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input type="checkbox"/>
Sep	4	10/09/2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input type="checkbox"/>
Sep	5	17/09/2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input type="checkbox"/>
Sep	6	24/09/2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input type="checkbox"/>
Oct	7	01/10/2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input type="checkbox"/>
Oct	8	08/10/2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input type="checkbox"/>
Oct	9	15/10/2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input type="checkbox"/>
Oct	10	22/10/2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input type="checkbox"/>
Oct	11	29/10/2018	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	<input type="checkbox"/>	<input type="checkbox"/>

To assist service providers to complete their service calendar, bank holidays are pre-populated as closed days on the calendar.

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. 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.

Jun	42	03/06/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	<input type="checkbox"/>	<input type="checkbox"/>
Jun	43	10/06/2019	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input type="checkbox"/>
Jun	44	17/06/2019	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input type="checkbox"/>
Jun	45	24/06/2019	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input type="checkbox"/>
Jul	46	01/07/2019	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input type="checkbox"/>
Jul	47	08/07/2019	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input type="checkbox"/>
Jul	48	15/07/2019	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input type="checkbox"/>
Jul	49	22/07/2019	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input type="checkbox"/>
Jul	50	29/07/2019	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input type="checkbox"/>
Aug	51	05/08/2019	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Aug	52	12/08/2019	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Days Open
Total Payable Weeks
Non Payable Weeks
Programme Weeks
Effective Date * 

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

STEP 4

The next question is ‘Does your service operate different calendars for different CCS session types?’ If the service only operates from one calendar for all CCS (e.g. only a 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 “CCS sessional x 38 weeks as well as 52 weeks for full day-care”. 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 by submitting to the CCC an offline copy of a calendar for that session. **Where you select Yes, Pobal may also contact you directly for information.**

Days Open

Total Payable Weeks

Non Payable Weeks

Programme Weeks

Effective Date *

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




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 (Parents Letter) is automatically 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’ (see screenshot below). Here the service provider will see all the fees lists, service fees information letters 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 discounts that relate to that child
- Under 'fees list', tick if the service charges on a weekly or monthly basis
- Tick the session type that the parent is requesting and enter the weekly/monthly Fees including any discounts, if applicable (per each parental arrangements)
- Sign the form and enter the position held (e.g. Manager)

N.B. If the service provider only entered one full time x 5 days' session and offers this session from 1 to 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 letter to ensure that they fully understand each page and then sign the service fees information letter. Once the parent has signed the letter, it should be returned to the service provider.

STEP 3

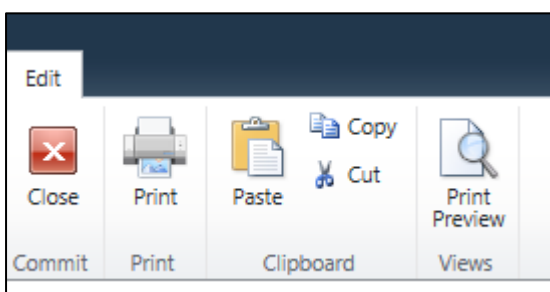
In the letter under the section 'For Providers Use Only', the total Parent's Fees including any optional extras that they are availing of, must be entered.

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, CCSP), 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 above). A service calendar letter should also be displayed in 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 a 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 service provider, if the CCC is reviewing 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 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 back to the service provider again.

Please be advised that if the service provider has to amend fees list or service calendar it will result in the service provider having to reprint the service fees information letter and getting parents to resign 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.



* indicate mandatory fields

CCS 2018 Fees List

Service Provider Info **STATUS: Registered**



* indicate mandatory fields

CCS 2018 Service Calendar

Service Provider Info **STATUS: Registered**

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 their fees list and or service calendars.