PROGRAMMES IMPLEMENTATION PLATFORM (PIP)

An Roinn Leanaí
agus Gnóthaí Óige
Department of
Children and Youth Affairs

pobal
government supporting communities

'How To' Guide for Service Providers

Training and Employment Childcare (TEC)

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INTRODUCTION

This guide will provide step-by-step instructions to services completing, submitting and amending registrations on PIP for the three TEC Programmes – Childcare Education and Training (CETS), Afterschool Childcare (ASCC) and Community Employment Childcare (CEC) programmes. Services must be in contract for the relevant programme in order to submit a TEC registration.

Parents wishing to apply for a childcare place under one of the TEC Programmes, should be asked to complete a 'TEC Pre-Registration' form which is available to the service provider from the PIP Portal and PIP Homepage. The information collected on this form will be required when completing a TEC Registration on PIP. Once the registration has been submitted on PIP, this form must be destroyed for Data Protection purposes. **Please note, that this form replaces the TEC Application & Declaration Form that was previously submitted to CCCs. Services are no longer required to send either the old or new forms to the local CCC.**

Training and Employment Childcare (TEC) Programmes 2015-2016 **TEC CHILD REGISTRATION FORM** DCYA REF NO: _____
(completed by Service)

The TEC Programmes are:

Childcare Education and Training Support programme (CETS)
The CETS Programme formerly catered for FAS and VEC training course participants and now provides childcare on behalf of the Local Education and Training Boards.

After-School Child Care programme (ASCC)
The ASCC is administered on behalf of the Department of Social Protection (DSP) and provides afterschool care for primary school children for certain categories of working parents and parents on DSP employment programmes (not including Community Employment).

Community Employment Childcare programme (CEC) – Pre-school (PS) or After-school (AS)
The CEC is administered on behalf of the Department of Social Protection (DSP) and provides childcare for children of parents who are participating on Community Employment schemes.

The eligible Parent must have an eligibility letter for the relevant programme. Please see the DCYA Childcare Programmes Information and FAQ document for details.

The childcare service will submit the information provided on this document on the online Programmes Implementation Platform (PIP) your eligibility for TEC funding for your child/ren to be paid to the service. **Once the information is submitted on the PIP system you will be required to sign a PIP Parental Declaration Form. The childcare service must then destroy this document, for data protection purposes.** Please note: Completion of this form does not guarantee approval of TEC Funding.

Parent Name: _____   Parent Date of Birth [D | D | M | M | Y | Y | Y | Y]   Parent PPS No. [Figures | Letter(s)]
BLOCK LETTERS

Tick which TEC Programme you are eligible to apply for   CETS ☐   ASCC ☐   CEC ☐ (PS) ___ or (AS) ___   Name of Childcare facility attended: _____

Child's Full Name BLOCK LETTERS	Child PPS Number	D.O.B (dd/mm/yyyy)	(M/F)	Childcare Start Date	Childcare End Date	Programme Session type (fulltime, part-time, ASCC, ASCC w transport, CEC PS, CEC AS etc)	No. of days	Am or Pm
1								
2								
3								
4								

I state that I am a parent/legal guardian of the following child/ren who attend this childcare facility under the TEC Programme.

I agree that the information given on this form may be used by the service provider to register my application for TEC for the 2015/16 Programme year on the electronic PIP System only. I understand that this information will be used by the Department of Children & Youth Affairs and Pobal in conjunction with Dept of Social Protection, Dept of Education and Skills and the HSE, to verify that the child/ren is/are eligible for the TEC programme to verify eligibility for funding and for statistical purposes.

Parent/Guardian Signature _____   Date: _____

Both ASCC and CEC childcare places can be applied for directly by completing the relevant PIP Registration Form. For CETS places, the service must contact their local CCC prior to making an application for CETS. The service must request a CETS

registration Form be released to their service in order to make the application. (See Step 1).

STEP 1: Requesting a <u>Childcare Education and Training Support (CETS)</u> Registration Form

➢ Contact your local CCC to find out if there are any CETS Places available and to have a PIP Child Registration Form released to the service portal.

<u>Please Note:</u> It will take approximately 30 minutes between the CCC releasing the PIP Registration Form and it syncing to your service Portal.

N.B. Service Providers <u>do not</u> need to contact their local CCC to register a child for Afterschool Childcare (ASCC) or Community Employment Childcare (CEC) Programmes – please go directly to Step 2.

➢ Once a Form has been released please continue to follow Step 2

<u>Please Note:</u> Failure to follow Step 2 within a reasonable timeframe i.e. to register a Child on the CETS Programme may result in the expiration of the Registration Form.

The below message will appear where a CETS form has not yet been assigned/synchronised or has expired

STEP 2: Registering a Child for a TEC Programme

The Programme Summary Section will list the TEC programmes that the service has active. A service must have an 'Active' Programme Status for the relevant TEC programme that the child is to be registered on. There are four TEC programmes:
- CETS 2015

- ASCC 2015
- CEC Pre-School (PS) 2015
- CEC After-School (AS) 2015

Please Note: CEC Programme has been split in two for the purposes of PIP registrations. If you are registering a child on a CEC programme please ensure to register the child for the correct CEC Programme - Pre-school (PS) or After-school (AS).

Please click on the 'Programme' summary tab of your Service Portal to view programme status:

PIP Home	Registrations	Programme

FPP Programme Funding Summary

Programme	Programme Status
2015	
ASCC 2015	Active
CEC 2015 (AS)	Active
CEC 2015 (PS)	Active
CETS 2015	Active
ECCE 2015	Active
CCS 2015	Active

Steps to Completing a Registration

➢ Click on the relevant TEC Registration Form under **'Create Child Registration'** in Registration Details Screen

➢ Complete all Mandatory Fields Tip: If you get an error message and cannot submit, delete the PPSN and save the form as 'in progress' to return to it later.

➢ Enter Name, Date of Birth and PPSN for Parent: Click **'Validate PPSN'** *(If re-registering AND ONLY if have no PPSN, services can use previous registration ID to retrieve parent's details – click 'Get PPSN'. Only an exact match against the previous registration details will be accepted).*

Please Note that the 'Get PPSN' option is only available when previous and new registrations are within the same TEC Programme (e.g. not allowed if 2014 place was CEC AS and now moving to CETS). CEC (PS) and CEC (AS) is the one programme.

Tip: Click outside the box in the grey area before clicking the 'Get PPSN' button. Please see below Tip Box for inputting names with fada signs and other accented characters.

➢ Enter Name, Date of Birth and PPSN for Child: Click '**Validate PPSN'** *(If re-registering AND ONLY if have no PPSN, services can use previous registration ID to retrieve child's details – click 'Get PPSN'. Only an exact match against the*

previous registration details will be accepted and where there have been no previous PPSN Validation issues).

Tip: Check 2014 registration to ensure the correct name spelling. Check 2014 registration to ensure no previous PPSN Validation Requests *(see how to screen shot below)*. If no match with Registration ID, then service can delete ID from box, click in grey area and PPSN box will reappear for use.

➤ Eligibility document **MUST** be scanned and attached to the Registration

Letter of Eligibility   Ⓤ Click here to attach a file

Form.   ⬛ Add Attachment

➤ If re-registering, service's may 'click' to use Existing Eligibility Info for parent. If the eligibility information is no longer applicable or different to the new registration then please 'unclick' and either insert relevant dates as per eligibility documents to be attached or contact local CCC for clarification on eligible dates. *(Incorrect dates and eligibility documents will result in registrations being declined or delayed)*

➤ Select the appropriate Session Type from the drop-down menu. *Please see below additional information on TEC session types*

➤ Childcare Start Date: must be a Monday and Childcare End Date: must be a Friday

➤ The Childcare End Date cannot be later than the Parent's Eligibility End Date (course/placement end date)
   o Example: Parent's eligibility ends Wed 18 Feb 2016 and Childcare End Date ends Wed 18 Feb 2016 – input both end dates as Friday 20 Feb 2016.

➤ A Parent's eligibility end date might be after the end of the 2015/16 Programme Call. If so, insert the correct Eligibility End Date as per the Eligibility Documentation but the childcare end date can only be up until the last date of the 2015/16 Programme Call (26th August 2016). The Child can then be re-registered for the next Programme Call when it opens and the Parent's Eligibility Dates can be retrieved.

➤ Leave 'Non-Payable Weeks' as **Zero**

➤ Click Submit

➤ If the registration Form will not submit, it will indicate the reason. Please insert the correct information as requested or complete the relevant 'registration request' to submit the form. * See Step 2a for 'TEC Registration Requests.

How to Check if Previous Registration has had PPSN Validation issue

➤ Select the 2014 or existing registration by clicking on the blue highlighted Registration ID under the 'Select' Column.
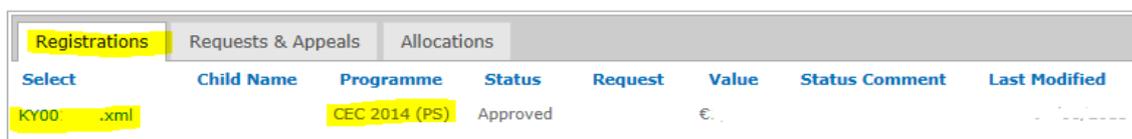
Registrations	Requests & Appeals	Allocations					
Select	**Child Name**	**Programme**	**Status**	**Request**	**Value**	**Status Comment**	**Last Modified**
KY00 .xml		CEC 2014 (PS)	Approved		€.		

➤ All Existing and Previous Registration Requests can be viewed under the Request & Appeals section. Please Note that past PPSN Validation issues may

result in the previous Registration ID not matching the new form. Where this occurs, first re-check PPSN details with parent and if required submitted another PPSN Validation Request (See Step 2a Registration Requests)

Programme call	CEC 2014 (PS)
Status Comment	

📝 View registration

Allocations

Allocation Name	Allocation Status	Start Date	End Date	Payable Weeks	Registration value	Days per week
- CEC 2014 (PS) - Pre-school - Allocation	Approved	04/05/2015	21/08/2015	16	-	5

Requests & Appeals

Registration Request	Status	Last Change Date	Created Date	Answered Description	Response
PPSN Validation	🔲 NEW Completed	31/08/2015	31/08/2015	Example	

Please Note: If an error has been made in the selection of a session type or top up **prior** to submitting the form, the relevant row can be deleted by:

> ➢ Hover the mouse over the relevant session
>
> ➢ Click on the icon circled below
>
> ➢ The option to remove the session will appear, click yes
>
> ➢ When the pop-up box appears, click OK

Sessions

Session Name	Days Per Week	
Remove Session [Ctrl+Delete]	5	☑
➕ Add Session		

Message from webpage ✖

❓ Are you sure that you want to delete this item? This action cannot be undone.

OK   Cancel

Tip Box: Inputting Fada Signs and Accented Characters

PIP Registration Forms will take names with fada signs and accented characters, these are not available for direct input using a QWERTY keyboard. Using the below listed shortcut keys, names can be typed in to a seperate word document and from there copy/paste in to the name fields in the TEC registration form on PIP.

For accented vowels options are:

- Press Alt Gr + letter with accented character (e.g. Alt Gr + a = á)

- Press Ctrl + ` , then the vowel (e.g. ctrl + ` + a = á)

- For Ü Ö characters: Press Ctrl + Shift + ̈ (nothing will appear on the screen) now type in u, o etc. to get ü, ö etc.
- For Ñ: Press Ctrl + ~, then the letter n (e.g. ctrl + ~ + n = ñ)

TEC Session Types *(additional information)*
- With Transport: Can include drop-off and pick-up
- ASCC Afterschool (50% rate): this is an exceptional option where an ASCC place is required with variation e.g child registered but only attends week-on week-off. Please contact your local CCC if you intend to use this option.
- CETS Pre-school a.m: Childcare provided in the morning to a pre-school child.
- CETS Pre-school p.m: Childcare provided in the afternoon to a pre-school child.
- CETS School Age (Half Day): 3:31 hours to 5 hours childcare for school-age child.
- CETS School Age (Sessional): Up to 3½ hours childcare for a school-age child
- CETS School Age (Sessional) w/Transport: Up to 3½ hours childcare for a school-age child including transport to and from school.
- Top-Ups – These are additional childcare hours that are required during school holidays as 'top-up' to an existing school age childcare place. Please see Appendix 1: When Is a TEC Top-Up Allowed .

Example of a Registration Form:

ASCC REGISTRATION

REGISTRATION ID: **STATUS: In Progress**

Service Provider Info

indicates mandatory fields

Service Name	
Address	
DCYA Ref	
Programme Call	ASCC 2015
Programme Start Date	31/08/2015 Programme End Date 26/08/2016

Parent Information

First name	*	Last name	*
Date of Birth	*	Parent PPSN	Validate PPSN
		Or	
		Existing registration ID	Get PPSN

Parent Eligibility Info

☐ Use Existing Eligibility Info

Eligibility Information	
Eligibility Start Date	* Eligibility End Date *
Letter of Eligibility already provided?	○ Yes ◉ No Letter of Eligibility 📎 Click here to attach a file ▾ Add Attachment

Child Information

First name	*	Last name	*
Date of Birth	*	Gender	Select... * ▾
		Child PPSN	Validate PPSN
		Or	
		Existing registration ID	Get PPSN

Sessions

Session Name	Days Per Week	Childcare Start Date	Childcare End Date	Weeks In Period	Non Payable Weeks	Payable Weeks
* ▾	Select... * ▾	31/08/2015	*	0	0	0

▾ Add Session

Registration Requests

▾ Add Registration Request

[Save]   [Submit]

➤ Print the Parent Declaration Form. The Parent Declaration Form is now available to print in either Irish or English language. Before Printing, please click the language option key on the top left as required

➤ Close Form

N.B. The Parent must Sign the PIP Parental Declaration Form and be given a copy. Keep a copy for the file also, for compliance purposes.

Example of Parental Declaration:

Irish		DCYA Ref No:

TRAINING AND EMPLOYMENT CHILDCARE – AFTER-SCHOOL CHILDCARE (ASCC 2015)
PIP REGISTRATION - PARENT DECLARATION FORM
PLEASE READ CAREFULLY

The After-school Childcare (ASCC) Programme provides subsidised childcare for children of parents taking up employment or in job activation. The details on this form have been taken from information provided by you to the service provider. If the details are correct, you should sign and date the form. Personal Public Service Numbers (PPSNs) supplied by you have been entered on the computer system to verify eligibility for the ASCC programme. However, for data protection purposes, the PPSN is not printed on this form and you have been provided with a Registration ID, which is the number shown below. The information contained in this form has been electronically generated from information submitted on your behalf by the service provider onto the Programmes Implementation Platform (PIP).

Declaration by the Parent / Guardian

Parent/Guardian Name: Name of Service: '
Registration ID:)

I declare that I am the parent or legal guardian of the following child who attend this service, and in whose name I am claiming under the ASCC programme.

Child's Full Name	Date of Birth (d/m/y)	Gender (M/F)	Childcare Session Required	Days per Week	Childcare Start Date	Childcare End Date	Non Payable Weeks	Payable Weeks
			ASCC Afterschool				0	

I agree that the information given on this form may be used by the City/County Childcare Committee, the Department of Children & Youth Affairs (DCYA), and its agency, Pobal, to verify that the child named above is eligible for the ASCC programme and for statistical purposes.

I also agree that servants or agents of the Department may contact me to confirm information relating to my child's participation in the ASCC programme, for the purposes of checking the provider's compliance with the Terms and Conditions of the programme.

Your Signature _____ Date: _____ Contact telephone:_____

Declaration by Provider

I confirm that the child listed above attends St Brigid's Community Centre childcare service (Ref. No.09KY0102). I confirm the level of service has been verified by me. I will not use the information given for any purpose except to complete the registration as required under the ASCC programme. When I complete the registration, I will retain this form within the service for inspection in the course of compliance visits.

Signature of Owner/ Manager/Supervisor: _____ Date:_____

Back		Close

- Click on 'My Service' tab to return to the Registration Screen (Dashboard)
- The registration/s that you have inputted against that TEC Programme should show in the Registration Summary with a Status of 'Provisional' or 'Submitted'.

Tip: Most recent registrations will always show at the top of the listing, to filter by name, programme or status etc. simply hover the cursor of the relevant column and click on the 'down arrow' key.

- Once the registration details and eligibility documentation has been screened, the status of the Registration will change to indicate if the registration has been Approved or Declined. If the registration is declined, a comment will also be viewable in the 'status comment' column to indicate the reason for the decline.

STEP 2a: TEC Registration Requests

Where a TEC Registration Form cannot be submitted due to certain validation requirements, the registration form may still be submitted by completing a Registration Request. The reasons under which a Registration Request can be submitted for TEC programme are as follows:

PPSN Validation: where NO MATCH for either the Child or Parent PPSN is found, service providers can submit a registration request with supporting document/s that evidences the correct details (registered name, date of birth and PPSN). To avoid delays in the approval of such registrations it is recommended that before submitting a PPSN validation request that all details are checked with the parent to ensure they are correct.

Already Registered: A message will appear if the TEC child is already recorded as registered in another childcare programme or in another service. In these cases, the service provider can submit an 'Already Registered' request.

Other: where a service provider has some other request/issue (not covered above) with the registration being submitted that they wish to highlight to PIP Support should use this option. A brief explanation of the request must be provided.

Steps to Completing a Registration Request
- Click on 'Add Registration Request' (found at the bottom of the registration form)
- Select the relevant reason from the drop-down menu

Registration Requests

Reason	Comment	Attachment
* ∨	*	📎 Click here to attach a file
Remove Request		

Add Registration Request
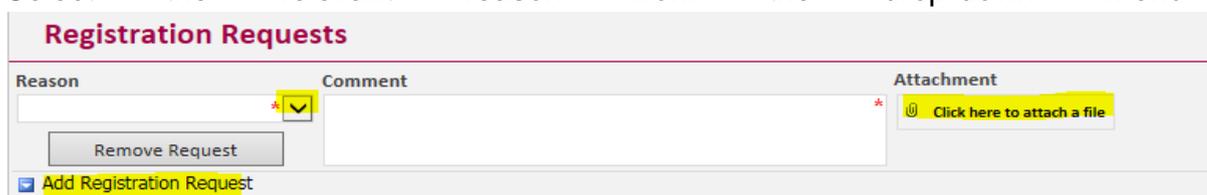
- Enter the details of the request in the Comment Box – a short explanation will suffice. **Please DO NOT type in PPSN details in the comment box.**
- Attach documents (where relevant) to support the request. Please note that only one file can be attached per registration request. If multiple documents are to be attached, please scan these to the one file and then attach. If scanning to one file is not possible, please add another registration as shown below to submit the additional documents as part 1 and 2 etc.
- Click 'remove request' to discard any unwanted requests.
- Press submit when completed

Registration Requests

Reason	Comment	Attachment
* ▼	Part 1 of 2	📎 Sample PDF Document.pdf 25.71 KB
Remove Request		
* ▼	Part 2 of 2	📎 Sample PDF Document.pdf 25.71 KB
Remove Request		

☑ Add Registration Request

Save	Submit

STEP 3 – Amending TEC Child Registration

A service provider may need to amend a registration in the following circumstances:

3.1 Session Top-Up – completed as per Appendix 1: When Is a TEC Top-Up Allowed?

3.2 Leaver–when either parent leaves course or child leaves service or programme.

3.3 Change in Level of Service or Session Type – when parent either reduces or increases number of days attending and/or changes session type e.g. drops from full day to part-time.

3.4 Cancellation – when registration needs to be cancelled e.g. error on existing registration and service needs to fix and re-do.

Steps to Amending a Registration

➢ Select the existing registration that requires editing by clicking on the blue highlighted Registration ID under the 'Select' Column.

Registrations	Requests & Appeals	Allocations					
Select	**Child Name**	**Programme**	**Status**	**Request**	**Value**	**Status Comment**	**Last Modified**
.xml		CEC 2014 (PS)	Approved		€.		26/08/2015

➢ Click 'Edit Registration'   📝 Edit registration

➢ Scroll down to the bottom of the Registration Form

➢ Under 'Registration Change' select one of the following options from the drop-down menu:

o **Session Top-Up***(select this for top-ups, multiple top-ups may be entered against a registration)*

o **Leaver***(select this for leavers and any changes in level of service or session type)*

o **Registration Request***(select this if cancelling a registration or submitting a registration request as per Step 2a)*

Registration Change

Change Type	<-- Select Value --> ▾

Please Note: Session top-ups and leavers cannot be entered against a registration at the same time. They must be entered in separately from each other, if and when the need arises on the registration. Example: If top-up and leaver needs to be processed against the same registration, then complete the top-up first,

and wait for approval/decline. Then return to the amended registration and complete the leaver.

3.1 Session Top-Up

Please refer to Appendix 1: When Is a TEC Top-Up Allowed? before completing a top-up.

Steps

➢ Click on 'Session Top-Up'
➢ Insert the relevant information in the fields shown
➢ Click Submit
➢ Print the amended Parental Declaration Form for Parent signature. Provide a copy to the Parent and keep a copy on file for compliance purposes.

- **Please note that the maximum number of top ups that can be availed of per child is 10 weeks for ASCC and CEC(AS) and 14 weeks for CETS.** (Top-ups are not allowed for CETS Full-time or CEC (PS))
- **Top-Ups can now be added by day (i.e. 50 days for ASCC and CEC (AS) and 70 days for CETS) and will automatically calculate the total number of days availed of against the maximum allowable weeks.**
- Top-ups cannot be entered for any dates that occur after the date that a child has left the service.

Registration Change

Change Type   Session Top-Up

Session Top-Up

Top Up Name	Days Per Week	Start Date	End Date	Weeks In Period
Insert TopUp				

Session Top-Up

The fields is required.

_me	Days Per Week	Start Date	End Date	Weeks In Period
* ⌄	Select... * ⌄	*	*	
Insert TopUp				

3.2 Leaver

Steps

➢ Select 'Leaver' from the Registration Change drop down menu

➢ Enter the details requested ensuring to insert correct changes.

- Last Date of Attendance: must be a Friday

- Weeks In Period & Payable Weeks: PIP will automatically calculate these.

- Non Payable Weeks: Leave this at zero for 2015/16 registrations

➢ Click Submit

➢ Print the amended Parental Declaration Form for Parent signature. Provide a copy to the Parent and keep a copy on file for compliance purposes.

3.3 Change in Level of Service or Session Type

Steps

➢ Select 'Leaver' from the Registration Change drop down menu

➢ Enter the details requested ensuring to insert correct changes.

- Under Last Date of Attendance (must be a Friday) enter the date the change takes effect

- Under Reason The Child Leaving: provide description of change

- Weeks In Period & Payable Weeks: PIP will automatically calculate these.

- Non Payable Weeks: Leave this at zero for 2015/16 registrations

See Example Screen Shots Below

➢ Click Submit

➢ Print the amended Parental Declaration Form for Parent signature. Provide a copy to the Parent and keep a copy on file for compliance purposes.

➢ Submit a New Registration using the Registration ID from the 1st to retrieve parent and child details

- Click 'Use Existing Eligibility Info' this will pull through the details from 1st registration

- Complete the Session Fields as per the new childcare arrangements

- Childcare Start Date should be the date (Monday) that the new arrangements take effect from

See Example Screen Shots Below

➢ Click Submit

➢ Print the new Parental Declaration Form for the Parent signature. Provide a copy to the Parent and keep a copy on file for compliance purposes.

Example of change in number of days where parent reducing from 5 days to 3 days
Step 1: Leaver completed for last day child is on 5days:

Registration Change

Change Type Leaver ▼

Leaver

Last Date Of Attendance	08/05/2015 📅
Reason The Child Leaving	example: child reducing from 5 days per week to 3 days per week wef from 11th May 2015

Weeks In Period: 1   Non Payable Weeks: 0   Payable Weeks: 1

Registration Requests

[Parental Declaration]   [Submit]

Step 2: New Registration completed from date child starts on 3days

Sessions

Session Name	Days Per Week	Childcare Start Date	Childcare End Date	Weeks In Period	Non Payable Weeks	Payable Weeks
School age ▼	3 ▼	11/05/2015 📅	21/08/2015 📅	15	0	15

☐ Add Session

Example of change in session type, where parent moves from full-time to part-time
Step 1: Leaver completed for last day child is on full-day:

Registration Change

Change Type Leaver ▼

Leaver

Last Date Of Attendance	08/05/2015 📅
Reason The Child Leaving	example: child changing from full-time to part-time wef 11th May 2015

Weeks In Period: 1   Non Payable Weeks: 0   Payable Weeks: 1

Registration Requests

[Parental Declaration]   [Submit]

Step 2: New Registration is completed from date child starts on new session type

Sessions

Session Name	Days Per Week	Childcare Start Date	Childcare End Date	Weeks In Period	Non Payable Weeks	Payable Weeks
Part Time ▼	5 ▼	11/05/2015 📅	21/08/2015 📅	15	0	15

☐ Add Session

3.4   Cancellation

Please Note that submitting a 'cancellation' will cause the entire registration and allocation to be cancelled from PIP.

Steps

➢ Select 'Registration Request' the Registration Change drop down menu

➢ Select 'Cancellation' from the drop-down menu for reason

➢ Enter explanation in comment box

➢ Click 'Submit'

➢ Print the 'Cancellation' Parental Declaration Form for Parent signature. Provide a copy to the Parent and keep a copy on file for compliance purposes.

➢ If <u>cancelling with intention to re-submit</u>:

➢ Submit a New Registration using the Registration ID from the cancelled registration to retrieve parent and child details

➢ Click 'Use Existing Eligibility Info' if applicable to new registration this will pull through the details from 1st registration

➢ Complete all required fields with the corrected information

➢ Click 'Submit'

➢ Print the new Parental Declaration Form for the Parent signature. Provide a copy to the Parent and keep a copy on file for compliance purposes.

Appendix 1: When is a TEC Top-up Allowed?

CETS Top-Ups

Child is already registered for CETS ASCC but needs full-time place during school holidays.

- Edit the registration with a Session Top-up entering the childcare start date and childcare end date for the top-up duration. This will automatically top-up the funding allocation (to a full-time rate of €145) for the period in question.
- Maximum 10wks top-up allowed in the year.
- Top-up can only be entered up to 7 days before the top-up session begins.

Child is not registered for CETS ASCC but requires full-time place during school holidays

- Parent must be eligible for CETS place.
- Create a new registration for a CETS place for relevant weeks.
- Registration can only be entered up to 7 days before the top-up session begins.

ASCC Top-Ups

Child is already registered for ASCC but requires the full-time place during school holidays

- Edit the registration with a Session Top-up entering the childcare start date and childcare end date for the top-up duration. This will automatically top-up the funding allocation (to a full-time rate of €105 – no pickup included) for the period in question. - Maximum 10wks top-up allowed in the year.
- Registration/Top-up can only be entered up to 7 days before the top-up session begins.

Child is not registered for ASCC but requires full-time place during school holidays
This option is not allowed. An ASCC place must be approved by DSP at the beginning of the parent's employment etc. and be an ongoing requirement.

CEC Top-Ups

Child is already registered for CEC (AS) but requires the full CEC part-time during school holidays

- Edit the registration with a Session Top-up entering the childcare start date and childcare end date for the top-up duration. This will automatically top-up the funding allocation (to a part-time rate of €80) for the period in question.
- Maximum 10wks top-up allowed in the year.
- Top-up can only be entered up to 7 days before the top-up session begins.

Child is not registered for CEC (AS) but requires the full CEC part-time during school holidays
- Parent must be eligible for CEC (AS) place.
- Create a new registration for a CEC (AS) place for relevant weeks.

 And once approved…

- Edit the registration with a Session Top-up entering the same childcare start date and childcare end date for the top-up. This will automatically top-up the funding allocation (to a part-time rate of €80) for the period in question.
- Maximum 10wks top-up allowed in the year.
- Registration/Top-up can only be entered up to 7 days before the top-up session begins.

*CEC – flat rate: please ensure to enter the session over 5 days per week to ensure the full flat rate is applied.

For compliance purposes parent declaration should be accompanied by a signed letter between the service and the parent regarding the alternate childcare arrangement if they differ from what is registered

Can Top-Ups be added by the day?
Yes, PIP now allows Top-ups be added by the day and will automatically calculate the total number of days availed of against the maximum allowable weeks.