



PROGRAMMES IMPLEMENTATION PLATFORM (PIP)

‘How To’ Guide for ECCE (38 Week) Service Providers

Fees List and Service Calendar

*Release Date
16th June 2017*

INTRODUCTION

The online version for processing ECCE Fee Lists and Service Calendars will be available from 16th June 2017, with minor enhancements made to the forms. As with last year, the process will help service providers in the submission of fees lists and service calendars by automatically completing the Standard Parent Information letter and, in addition, a letter for parents outlining the days the service is closed for that programme will be produced. This guide will detail how to complete your;

- ECCE Fees List
- ECCE Calendar
- Printing the Parent's Letter

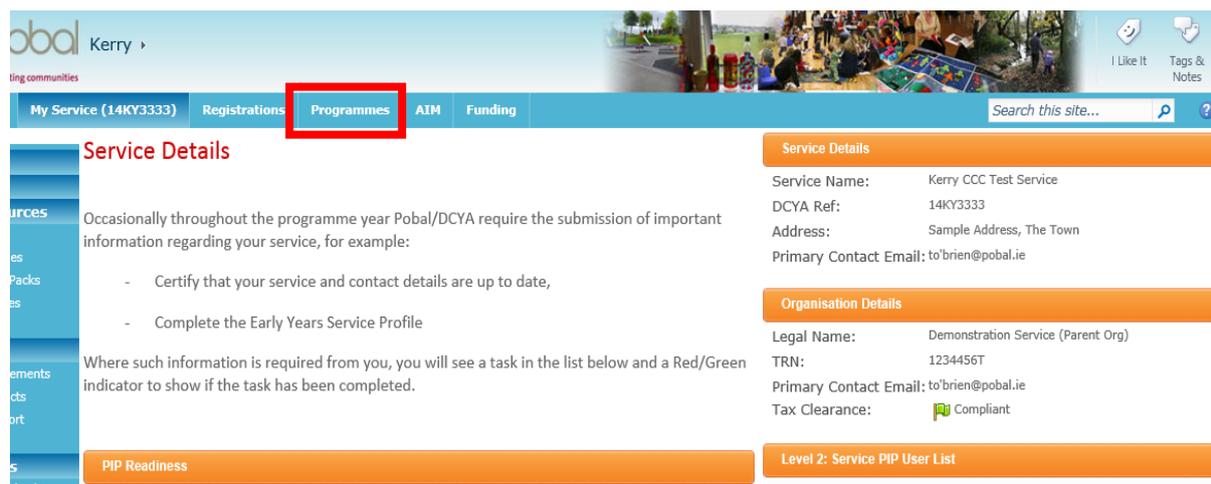
The guide will also outline what will happen after you submit your Fee List and Service Calendar.

FEE LIST

You are required to develop a Fees List for the ECCE programme that you are providing in your service. It is important to capture all the session types that you offer to parents. The information required will be similar to that submitted last year. The Fees List will outline what services you provide under ECCE, the number of days you provide it and the full fee you charge for that service.

STEP 1

Log into PIP and from the homepage click on the Programmes tab:



The screenshot shows the PIP interface with the following details:

- Navigation:** My Service (14KY3333), Registrations, **Programmes** (highlighted), AIM, Funding, Search this site...
- Service Details:**
 - Service Name: Kerry CCC Test Service
 - DCYA Ref: 14KY3333
 - Address: Sample Address, The Town
 - Primary Contact Email: to'brien@pobal.ie
- Organisation Details:**
 - Legal Name: Demonstration Service (Parent Org)
 - TRN: 1234456T
 - Primary Contact Email: to'brien@pobal.ie
 - Tax Clearance: Compliant
- PIP Readiness:** Level 2: Service PIP User List

STEP 2

On the Filter for programme year, ensure that you have selected the year 2017/2018 to submit the Fees List for this programme call year. Once selected you will see all the programmes that

you are contracted for (see screenshot below). Click on the fee list that you wish to create/edit (e.g. ECCE 2017). The fee list for that programme will be opened. The service provider's information such as name and address and DCYA Ref. no. will be auto-populated and also the capitation rates.

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: 2017/2018

| Programme | Contract Activation | Fees List | Fees List Status | Service Calendar | Service Calendar Status |
|---------------|---------------------|-----------|------------------|------------------|-------------------------|
| 2017 | | | | | |
| ECCE 2017 | Activated | Fees List | | Service Calendar | |
| CETS 2017 | Activated | Fees List | | Service Calendar | |
| ASCC 2017 | Activated | Fees List | | Service Calendar | |
| CEC 2017 (AS) | Activated | Fees List | | Service Calendar | |
| CEC 2017 (PS) | Activated | Fees List | | Service Calendar | |
| CCSP 2017 | Activated | Fees List | | Service Calendar | |
| CCS 2017 | Inactive | Fees List | | Service Calendar | |
| CCSR 2017 | Inactive | Fees List | | Service Calendar | |

STEP 3

Under 'Session Description' enter a brief description of **all** the sessions that you offer such as 'ECCE Session 9-12noon' or 'full day care' along with the Start and End times for that particular session. **You need to consider all the different session types that you offer to ECCE children/parents and enter them all on the Fee List. Please add only one 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:

- 4 day ECCE Session 9:00-12:00
- 4 day ECCE Session 12:00-15:00
- Sessional Session (Non-ECCE)
- Full Day Care 9:00 – 17:00

Reminder

Remember to add the Start and End times of each session type into the description box when completing your Fees List.

You can 'add' a line by clicking the 'add' button and you can delete a line by clicking into the text box; this will give you a dropdown menu to the left of the box giving you three options;

- Insert ECCE before
- Insert ECCE after
- Remove ECCE

Please be advised that how you list the session types here will be how they appear in the Parent Letter (e.g. cannot be sorted alphabetically later when printing the Parent's Letter)

The next column is **'Session Type'**. This is a drop down menu and gives you 3 options:

- ECCE 2017 am 38 weeks
- ECCE 2017 pm 38 weeks
- ECCE 2017 – no capitation

Here you should link the session type to the session description such as, if you offer ECCE in the AM (morning) then click 'ECCE 2017 am 38 weeks' and if the ECCE session is held in the pm then click 'ECCE 2017 PM (afternoon) 38 weeks'. The 'ECCE 2017 – no capitation' option refers to a session type you may offer to non-ECCE children, therefore no-capitation will be applied so, if you have children attending the ECCE session who will pay a full fee until they are eligible for ECCE in Jan/April, this should be entered on the Fees List. Please see examples below:

| ECCE | | | | |
|--|-----------------------|---------------|---------------------------------------|-----------------------|
| <i>Session Description</i> | <i>Session Type</i> | <i># Days</i> | <i>Normal Fee (Before Capitation)</i> | <i>Max Chargeable</i> |
| ECCE session only | ECCE 2016 a.m. - 38 w | 5 | €64.50 | €0.00 |
| Full day 8am-6pm | ECCE 2016 a.m. - 38 w | 5 | €180.00 | €115.50 |
| Part time 1-6pm | ECCE 2016 p.m. - 38 w | 5 | €110.00 | €45.50 |
| Breakfast session including a.m. sessional session | ECCE 2016 a.m. - 38 w | 5 | €100.00 | €35.50 |
| Sessional Session Non-ECCE | ECCE 2016 - No Capiti | 3 | €50.00 | €50.00 |

Add

The next column is **'# days'**. This is a drop down menu ranging from 1-5 days. Here you will link the session that you offer and over how many days you offer it. 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 screenshot above.

The next column is **'Normal Fee (before capitation)'**. This is where you put in the full fee for each session before any capitation has been deducted. For example, if you provide a full time session (5 days full time) and you charge €180 for that session, then enter €180 in this box. The system will then deduct the ECCE capitation €64.50 from the full fee and will enter the balance fee into the last column **'Max chargeable'**. The fee amount under max chargeable will be the max amount that you can charge a parent/guardian for that place.

If your service offers an ECCE session only, then the amount that you will enter under 'Normal Fee (before capitation)' must be the ECCE capitation rate €64.50. This will then calculate the max chargeable fee to €0.00 as you are not permitted to charge the parent/guardian for an ECCE session only (optional extras may have an additional charge).

If your service divides the ECCE capitation over more than 38 weeks (i.e. the child attends the service on a full time basis for 52 weeks and the ECCE capitation is divided over the 52 weeks) then you will still have to select either AM or PM under 'Session type', please be advised that the fee will be calculated over a 38 week period however the actual weekly/monthly fee charged to the parent, and the method through which it the fee is calculated, can be written into the last page of the parents letter when printed.

STEP 4

Deposits, Discounts and Optional Extras

Please note if you do not offer any deposits, discounts or optional extras then please do not leave this text box empty and enter 'We do not offer any deposits, discount or optional extras' as this is the text that will be auto-populated into the parent's letter.

If your service offers any deposits, discounts or optional extras this is where you will document them. Please ensure that you only put one deposit, discount or optional extra per line and add or delete lines where necessary.

Under 'Description' give a brief, but accurate, description of what you are offering. This is a free text box and it is this detail that the parent will see in the parental letter. **Please ensure that when entering an item that you have describe what your optional extra(s), deposit(s) and discount(s) is along with the Frequency, Percentage or Value of the item.** If the exact cost of a deposit, discount or optional extra is not known at the time of submitting the fee list then please enter an approximate amount and state to be confirmed one month in advance.

Please see some examples of optional extras, discount and deposit below;

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

| Type | Description |
|--|--|
| Deposit <input type="checkbox"/> | €20 on enrolment, to be repaid to the parent 1 month after approved registration |
| Optional extras <input type="checkbox"/> | Once off day trip €20 (approx.) This will be confirmed at least one month in advance |
| Discount <input type="checkbox"/> | €20 deduction per week off full fee for siblings |

STEP 5

EFFECTIVE DATE

This is the date that the fees list will become effective from, such as, the beginning of the programme year. Please note that if you edit your fee list to add an additional session type or optional extra throughout the year, the effective date selected must be one month after you

submit it for approval and have informed parents. The only exception to the one month's notice is if the Fees List has been completed incorrectly and the CCC has instructed you that it must be amended.

The form can be saved as a draft, however, all mandatory fields must be completed first in order to do so. In a change from last year's process, once you have submitted your fees list, its status will automatically be displayed as "**Registered**". Where a CCC has queried a Fees List the status of the Fees List will display as "**Queried**" until the query is resolved and Fees List is resubmitted through the PIP Portal.

Important Notice

Fees Lists will no longer be "**System Approved**" or "**CCC Approved**" but will be "**Registered**"

SERVICE CALENDAR

You are required to submit a Service Calendar for the ECCE programme that you are providing in your service. The service calendar will require services to mark days when the service will be '**closed**'. In a change from last year's functionality, 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

STEP 2

Here you will see all the programmes that you are contracted for. Click on the calendar that you wish to create/edit (ECCE 2017). The calendar for this programme will be opened. The service provider's information such as name and address and DCYA ref no. will be auto-populated into the form.

STEP 3

Unlike completing last year's calendar, **you will need to mark in the days/weeks that your service is closed**. 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
- 4 days closed is equal to a non-payment week where a bank holiday falls within that week

Therefore, if your service is closed for 3 days or more in 1 week this will automatically revert to a non-payment week

New Functionality

To assist Service Providers when completing their Service Calendar, Bank Holidays are now pre-populated as closed days on the ECCE Service Calendar.

New Service Calendar Rule – ECCE Term

So that children registered on the ECCE programme receive a minimum level of service based on their entry point on ECCE, a service will be required to be open for a set number of weeks per ECCE term. The number of closed weeks that a Service Provider can be closed for is set out in the table below.

| ECCE Semester | Dates | Weeks in Period | Required Payment Weeks for Service Providers | Closed Weeks |
|---------------|-------------------------|-----------------|--|----------------|
| Term 1 | 28/08/2017 – 29/12/2017 | 18 weeks | 15 weeks | 3 weeks |
| Term 2 | 01/01/2018 – 30/03/2018 | 13 weeks | 11 weeks | 2 weeks |
| Term 3 | 02/04/2018 – 29/06/2018 | 13 weeks | 12 weeks | 1 week |
| | Total | 44 Weeks | 38 Weeks | 6 Weeks |

Please note that Service Providers are allowed to deviate from the required payment weeks per term outlined above by **± (plus or minus) 1 week per term provided that the excess/shortfall is adjusted by the end of the third term.** This is to allow Service Providers flexibility when completing their calendars while guaranteeing children a minimum level of service based on their date of birth and associated ECCE Entry Point.

Scenario : I intend to only close for 5 weeks in Term 1 and make up the balance in the other term. Is this allowed?

No, as per the programme rules set out by DCYA, only a **one week** variance is allowed per term provided that the excess/shortfall is adjusted by the end of the third term. Where a calendar is submitted and the number of payment weeks are outside of the tolerances set out above, the Service Provider will be contacted by Pobal to amend their Service Calendar and to resubmit it within a given timeframe. Where a Service Provider does not amend and resubmit their Service Calendar within the given timeframe to reflect the stated programme rules, payments may be put on hold.

Scenario 2: I will close for 3 weeks in Term 1 and 3 weeks (+1 week) in Term 2? How many weeks should I close for in Term 3?

In this example, by the end of Semester 3, a Service Provider must specify 38 payable weeks. As the Service Provider has closed for one extra week (3 weeks) in Semester 2, they should not have a closed week within in Semester 3.

STEP 4

Once you have completed all your closed weeks/days totals will be calculated at the bottom of the calendar. Here you will see;

- Service model (this should calculate to no more or less than 38 weeks)
- Days open (this should calculate to no more or less than 183 days)
- Total payable weeks (this should calculate to no more or less than 38 weeks)
- Non-payable weeks (this should be 9 weeks)
- Programme weeks (total payable and non-payable weeks)

N.B. You can only submit the calendar once all the fields are completed correctly i.e. 183 days and 38 weeks.



The screenshot shows a form with the following fields and values:

| | |
|---------------------|----------|
| Service model | 38 Weeks |
| Days Open | 183 |
| Total Payable Weeks | 38 |
| Non Payable Weeks | 9 |
| Programme Weeks | 47 |

Effective Date:
28/08/2017

Buttons: Save as draft, Submit to Pobal

STEP 5

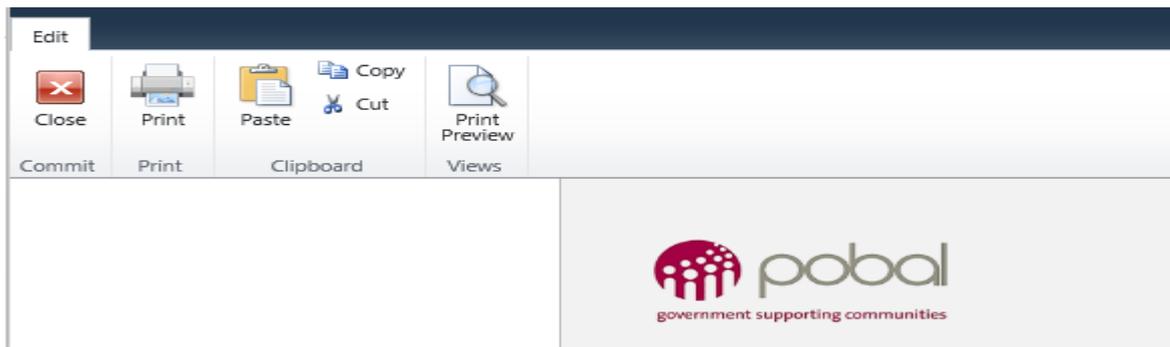
Effective date; this is the date that the calendar will become effective from such as, the beginning of the programme year. Enter the effective date and click, **Submit to Pobal**. Please be advised that the calendar can be edited during the year but may affect child registrations e.g. transfers.

PRINTING THE FEES LIST

In advance of the registration of children and where Service Providers wish to give provide fees information of their service to parents, Service Providers are encouraged to print out a copy of their Fees List form. So to reduce unnecessary printing of parent information letters, Service Providers are encouraged to print out the Fees List form after they have submitted it and the status has updated to "**Registered**".

- Navigate to the Programmes Page and click on the ECCE Fees List link

- The Fees List form will open. On the Ribbon, click on the Print icon



- The Fees List form will now print.
- The service provider can display/distribute the Fees List to parents.

PRINTING THE PARENT LETTER

The Parent Letter is auto generated and the information regarding your service such as, session types, discounts and optional extras entered into the Fee list with appear in the Parent letter. You can find the Parent 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 you will see all the Fee list (Parental letter) and calendars that you have submitted for each of the programmes.

Please use the filter to select year:

| Programme Summary | | | | | |
|---------------------------------|---------------------|-----------|------------------|------------------|----------------|
| Programme | Contract Activation | Fees List | Fees List Status | Service Calendar | Service Ca |
| 2017 | | | | | |
| ECCE 2017 | Activated | Fees List | Registered | Service Calendar | Registered |
| CCSP 2017 | Activated | Fees List | | Service Calendar | |
| CETS 2017 | Activated | Fees List | | Service Calendar | |
| ASCC 2017 | Activated | Fees List | | Service Calendar | |
| CEC 2017 (AS) | Activated | Fees List | | Service Calendar | |
| CEC 2017 (PS) | Activated | Fees List | | Service Calendar | |
| CCSR 2017 | Inactive | Fees List | | Service Calendar | |
| CCS 2017 | Inactive | Fees List | | Service Calendar | |
| Fees List and Service Calendars | | | | | |
| Programme | Created By | Type | Status | Last Modified | Effective Date |
| 2017 | | | | | |
| ECCE 2017 | Declan Bowes | Calendar | Registered | 07/06/2017 | 28/08/2017 |
| ECCE 2017 | Declan Bowes | Fees | Registered | 06/06/2017 | 21/08/2017 |

STEP 1

You must print 1 letter for each child (the letter should be photocopied when fully completed with the original to be kept in the service and a copy given to the parent). Once you complete the child registration on PIP the provider can complete the Parent Letter 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 Fee 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). Please note that if you offer ECCE within Full/Part time service that exceeds 38 weeks you must include the appropriate amount in the final column. E.g. Full day service offers ECCE over 50 weeks. Full fee is €170 less ECCE capitation €49.02 (spread over 50 weeks), giving a cost to the parent of €120.98 per week for 50 weeks. In the final column write "€120.98per week over 50 weeks". This may be in excess of the figure in the maximum chargeable column but this is allowable in this circumstance only
- Sign the form and enter the position held (e.g. Manager)

Important Notice

Service Providers are encouraged **not** to print out their parent information letter until nearer the start of the programme call date. This is to allow time for CCCs to review fees lists and service calendars and for any associated amendments to be made. This will also reduce printing overheads for service providers as it will reduce the need for reprinting.

STEP 2

The partly completed forms are then given to the parent to read and to voluntarily opt into any optional extras if required. The parent must then initial each page of the letter to ensure that they fully understand each page and sign the parental acceptance. Once the parent has signed the letter this is then given back to the provider.

STEP 3

In the letter under the section 'For Providers Use Only' enter the total parent's fee including any optional extras that they are availing of.

STEP 4

When the letter is fully completed you should photocopy the letter and the copy is returned to the parent while the original is kept in the service. Please ensure that you have a completed and signed parental letter for each child participating in the ECCE programme and keep them on file for your compliance visits. If a child is participating in two programmes please ensure that two parent letters are completed in respect of each programme.

A service calendar letter should also be printed and given to the parent. This will document the days /weeks that your service is closed. Your calendar can be printed from under 'Fees List and Service Calendars' on the bottom of the page under the Programmes Tab (see screenshot below). A Service Calendar letter should also be displayed in your service.

WHAT HAPPENS NEXT

As soon as a Fee list and calendar has been submitted these will be auto-approved and the status that you will receive will be 'Registered'. Please be advised that your Fees List and Service Calendars may be subject to review by your CCC.

Please use the filter to select year:

| Programme Summary | | | | | | |
|-------------------|---------------------|---------------------------|------------------|----------------------------------|----------------------------|--|
| Programme | Contract Activation | Fees List | Fees List Status | Service Calendar | Service Calendar Status | |
| 2017 | | | | | | |
| ECCE 2017 | Inactive | Fees List | Queried | Service Calendar | Registered | |
| CCS 2017 | Inactive | Fees List | | Service Calendar | | |
| CETS 2017 | Inactive | Fees List | | Service Calendar | | |
| ASCC 2017 | Inactive | Fees List | | Service Calendar | | |
| CEC 2017 (AS) | Inactive | Fees List | | Service Calendar | | |
| CEC 2017 (PS) | Inactive | Fees List | | Service Calendar | | |

| Fees List and Service Calendars | | | | | | |
|---------------------------------|-----------------------|----------|------------|---------------|----------------|--|
| Programme | Created By | Type | Status | Last Modified | Effective Date | |
| 2017 | | | | | | |
| ECCE 2017 | QA_UATTestService3PAU | Fees | Registered | 13/06/2017 | 31/08/2017 | |
| ECCE 2017 | QA_UATTestService3PAU | Calendar | Registered | 13/06/2017 | 28/08/2017 | |

There are 2 types of status that you will see when you submit your Fees List and Service Calendar:

- **Queried** (this requires an action from you, if the CCC are reviewing your Fee list/Calendar and have a query relating to them they will query it and the status will change to query)
- **Registered** (this requires no action from you)

If you do get a query from your CCC relating to your Fee list/Calendar you can view this query by clicking into the Fee List or Calendar (whichever is queried). There will be a comment box and it is here that you will see the query.

You will then either amend the fee list/calendar or contact your CCC for further clarification. When you have made the amendments, click submit and the CCC will then review it again

and either CCC will approve or query it back again. You will not be able to save the Fees List and Service Calendars as draft once they have been submitted the first time.

Please be advised that if you have to amend your Fee list or calendar it will result in you having to reprint the parent's letter and getting parents to re-sign the amended letter to keep on file for compliance purposes. So if you have any doubts regarding completing the Fees List or calendar online then please contact your CCC prior to submitting your Fees List and or calendars.