



**Covid 19 Operating Support Payment  
For  
Early Years Childcare and  
School Age Childcare Services**

**Review Process**



Covid 19 – Emergency Measures

February 2021



**An Roinn Leanaí, Comhionannais,  
Míchumais, Lánpháirtíochta agus Óige**  
Department of Children, Equality,  
Disability, Integration and Youth

## **Contents**

Overview .....	2
Basis for Review .....	3
Requesting a review .....	3
Outcome of the review .....	5

## Overview

The Covid-19 Operating Support Payment (COSP) is intended to support services that are very reliant on parental fees to remain sustainable during the period of high level restrictions, while meeting the condition of not charging fees for families whose children are not attending the service.

The payment seeks to enable services to support parents by not charging fees for children who are not attending, regardless of whether non-attendance is because their parents are not essential workers or because their parents have chosen not to use ELC and SAC services at this time.

Services eligible for COSP have been identified in advance by DCEDIY based on defined eligibility criteria including a calculation of a services 'calculated income capacity'.

For a service to be deemed eligible for COSP the total value of DCEDIY funding schemes (ECCE, AIM, NCS, legacy schemes) allocated to the service in the week ending 13 December 2020 must be less than 45% of the 'calculated income capacity' of the service.

Data sources used to determine COSP include;

- Tusla Register as of December 2020. The figure on the Register for the maximum number of children the service can accommodate is taken from the Register of Early Years Services, unless the service only offers school-age childcare, in which case the figure is taken from the Register of School-Age Services. If a service appears on both registers, the figure used is the one on the Register of Early Years Services. To align with the data used for assessing funding (w/e 13 December 2020), the Registers used are those as of December 2020, which were published on the Tusla website in January 2021. Changes to the Register since December 2020 are not taken into account. The figure for

the number of children is applied to the longest session type for which the service is registered. (If the service offers both ELC and SAC, it is treated as a full-day service.) So if a service is registered for both full-day and part-time provision and has a maximum number of children on the Register of 50, the COSP calculation assumes a maximum of 50 full-time places, even if in practice some of the places may be part-time.

- PIP/Hive systems regarding: the level of DCEDIY funding allocated to the service in the week ending 13 December 2020; whether the service is counted as private or community; and the county in which it is located for the purpose of comparison with average fee data from the Early Years Sector Profile.
- The Early Years Sector Profile 2019-2020 for data on average fees, as published in the FAQs on 29 January 2021.

Full details on eligibility requirements and calculations can be found [here](#).

## Basis for Review

This review process is intended to facilitate;

An eligible EYC/SAC service who believes that the information used to calculate their level of funding is inaccurate based on a matter of fact.

Or

An ineligible EYC/SAC service who believes that the information used to determine eligibility is inaccurate based on a matter of fact.

**Services cannot seek a review in relation to (a) the methodology applied to determine eligibility or the approved funding amount (b) any conditions attached to the funding offer.**

## Requesting a review

All review requests must be submitted on Hive by **5pm on Tuesday 9th February** and include;

1. A clear, concise statement as to why you wish to submit a review request and the basis for your review.

2. Evidence to support your review request, where appropriate.

For example: A copy of the published (December 2020) Register showing that the figure for the maximum number of children for a service differs from the figure used when determining the level of funding under the COSP for that service. (A copy of an application for a Change of Circumstances to Tusla will NOT be accepted as evidence of an error in the Register. Approvals of Changes in Circumstances are only given in writing by Tusla, and – where approved – result in changes to the published Register.)

A review request will be deemed valid when (a) it is within the scope of these guidelines and (b) it is received within the timeframe required.

Valid requests will be reviewed by a review officer within Pobal. Where appropriate, the review officer may request additional information or evidence to support your review request.

Upon completion of the review, the review officer will make one of the following recommendations:

- To uphold the original decision
- To amend the original decision

**Review outcomes are final and will not be subject to any further review.**

## **Outcome of the review**

The review outcome will be issued within 5 working days of receipt of the review request. In the event that additional documentation or evidence is requested, this timeline may be extended.

**The final outcome of the review process will be communicated to the applicant in writing by Pobal via the HIVE portal.**