

**Community Childcare Subvention Plus (CCSP) Saver Programme
including
Universal Subsidy (CCSU) Saver Programme
Compliance Visits 2021/2022
COMPLIANCE CHECKLIST FOR ELC and SAC SERVICE
PROVIDERS***

* **NOTE TO PROVIDERS:** It is the responsibility of the Service Provider to ensure compliance with their contractual requirements. This checklist is intended for information purposes only and is not exhaustive. It is essential that Service Providers are familiar with the programme information including the Funding Agreements, "How to Guides" and DCEDIY Rules documentation available on the PIP Portal and DCEDIY website. The Compliance Categorisations are attached to this checklist as an Appendix. For further information please refer to the relevant Compliance Guide for Service Providers available on PIP.

All Pobal compliance visits in the 2021/2022 programme cycle will be undertaken in adherence with public health guidelines during the COVID-19 pandemic. In addition, all checks undertaken will take account of any flexibility of programme rules notified to providers through announcements on PIP.

Please tick ✓

Compliance Folder/File		
1	The following points are a guide as to the types of information that Visit Officers seek to review on a Compliance Visit. To minimise disruption to the Service operation, Pobal recommend that Services collate information for review on these visits in a <u>Compliance Folder/File which is readily available, on site, at all times.</u> This Folder/File should not contain any information which is not relevant to the Compliance checks as outlined below. Attendance Records and Fee Records should also be easily accessible.	Yes <input type="checkbox"/>
Tusla Registration		
2	Is the most up to date Tusla Registration Certificate available for review?	Yes <input type="checkbox"/>
Attendance Records		
3	Are there adequate attendance records on site for each session and/or room?	Yes <input type="checkbox"/>
4	Are the attendance records (i.e. Rolls Books, Attendance Sheets) maintained and structured sufficiently to ensure easy and efficient monitoring of child attendance patterns in each session and/or room to assist identifying the PIP updating requirements? The same requirement applies if attendance records are maintained in electronic format. In these instances, Attendance Reports for the cycle should be maintained/easily accessible. Please see Good Practice Guide - Attendance Records in the programme rules documentation.	Yes <input type="checkbox"/>

PIP Registrations		
5	Are all CCSP Saver Registrations on PIP accurate and reflective of actual levels of attendance i.e. correct start/end dates, session type/correct level of service registered?	Yes <input type="checkbox"/>
6	Have CCSP Saver Registrations been updated on PIP to reflect any changes since initial registration i.e. absences, changes to session type/level of service?	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
7	Has PIP been updated with leavers and/or cancellations in line with the programme rules?	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
8	Where there has been an extended absence due to special circumstances has this been approved by the CCC in line with the programme rules?	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
PIP Parental Declaration Forms		
9	Are Parental Declaration forms for all registrations (including amendments during the year) printed, signed by parents/guardians and on file?	Yes <input type="checkbox"/>
10	In the interest of GDPR, has the service disposed of, in an appropriate manner, all documentation that contains PPS Numbers?	Yes <input type="checkbox"/>
Fee Records		
11	Are adequate fee records accessible for the Visit Officer to verify fees charged in line with the PIP Fees List? If direct debit is applicable, access to records must be available on site (this can be online access).	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
PIP Fees List, Service Fees Information Letters and Service Calendars		
12	Does the PIP Fees List comply with programme requirements and accurately reflect actual fees charged for the types of provision that the Service operates?	Yes <input type="checkbox"/>
13	Are PIP generated Service Fees Information Letters (i.e. Parent Fees Letters) for all registrations printed, each page initialled/signed by parents and on file?	Yes <input type="checkbox"/>
14	Is the most up to date PIP generated Fees List, Service Fees Information Letter (i.e. Parent Fees Letter) and service Calendar displayed both in the service in a location easily accessible to all parents and any online platform maintained by the provider for the purpose of advertising its services? Note: Please remember to ensure your PIP generated service calendar is in line with any further closure dates that occur throughout the year. In the event of closures for force majeure / exceptional circumstances please retain evidence of notification email in line with the programme rules.	Yes <input type="checkbox"/>
15	COVID-19 related closures: Is evidence onsite of any TUSLA/HSE directions to close as a result of COVID-19 outbreak (if applicable)?	<input type="checkbox"/> Yes <input type="checkbox"/> N/A