



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



PROGRAMMES IMPLEMENTATION PLATFORM (PIP)

HOW TO GUIDE FOR CCSP SAVER PROGRAMME REGISTRATIONS

2021/2022

Contents

Introduction.....	3
Step 1: Information needed prior to making a child registration.....	3
Step 2: Accessing the registration form	4
Step 3: Completing a New CCSP Registration on PIP	5
Parent Information	6
Child Information	6
Registration Type	7
CCSP Eligibility Information.....	7
Sessions	8
Existing Registration ID	11
Step 4: Creating a registration request	11
Step 5: How to Submit a Change/Edit a registration on PIP (after registration has been submitted to PIP)	13
Step 6: Printing the Parental Declaration Form	16
Step 7: CCSP Band Approval and Appeals Process	17

Introduction

This is a quick guide for **Community Providers** and **Private Providers** to registering children for the Community Childcare Subvention Plus (CCSP) programme 2021.

For more details, please refer to the [CCSP Saver Programme 2021-22 Programme Rules](#)

Changes to the registration process 2020

The API Key has been introduced for validation for CCSP childcare scheme applicants in receipt of Department of Social Protection (DSP) payments- this is a direct electronic link into the DSP system utilising the parent and child's PPSN. Medical cards and GP visit cards are also now validated on the HSE database.

This means there is no longer a requirement to attach documentation for DSP or Medical/GP Visit Cards eligibility for a registration, where DSP/ Medical/GP Visit Cards were previously submitted.

Please note:

The eligibility of the applying parent/guardian is determined by their status with DSP within one month prior to the child start date on the Programme. For HSE eligibilities (either medical cards or GP cards) they must be valid within the week of registration.

Please Note:

You will not be permitted to complete any child registrations unless you have completed all 4 steps in activating your contract online. Click [here](#) for the How to Guide for Online Contracting. Once you have activated your contract online you can begin to make child registrations under the CCSP from the 9th August for the programme call 2021/2022.

Step 1: Information needed prior to making a child registration

- Valid Parent & Child PPSN
- Full Name of Parent & Child
- Date of Birth of Parent & Child
- Proposed CCSP band
- Details of the childcare session being applied for

Please Note the following:

- The age requirement for CCSP is that a child must be under-15 years
- It is in the interest of service providers to request proof of Parent's PPSN and that it matches the name of the Parent requesting CCSP. Proof of the child's date of birth (birth certificate) and PPSN is also important, as any errors in these details at the child registration stage will result in payments being delayed. Proof of PPSN can take the form of a copy of an official document or card showing the **parent/guardian's/child's name, date of birth and PPSN**, e.g. a Drug Payment Scheme card, a Medical Card, or a signed or stamped letter from the Department of Social Protection.
- Please ensure that the parent and child names are input on the registration form, as they are registered with the DSP.

If the details inputted onto the registration form do not pass the PPSN Checker, documents of proof must be scanned and attached to the registration form in PIP and the original returned to the parent/guardian.

- A child cannot be registered more than 7 days prior to childcare start date. Documentation containing PPSN and any other personal information must be destroyed once no longer required.

Step 2: Accessing the registration form

Once you have all of the information noted above you can then register the child on PIP. Once you have logged into PIP click on the 'Registration' tab on the ribbon on the top of the page, please see screen shot below:



This will open your **Registration Details screen**.

You will then need to filter to the current programme year

Registration Details

Important Information regarding the administration of CCSP 'Saver' registrations for the 2021/2022 Programme Year


- For the 2021/2022 programme year, the Saver Management Windows will remain open and therefore services can make their Saver registrations to include registration requests, amendments to level of service, appeals, leavers, cancellations etc., at any time throughout this programme year.

All sponsor referrals must be sponsored directly onto NCS and therefore no registrations for either the CCSR and CCSR(T) programmes may be created for the 2021/ 2022 programme year.

For the 2021/2022 programme year, the TEC Saver programme will now merge with the CCSP Saver programme and therefore registrations for TEC Savers may only be made under the CCSP Saver Programme. Please select [here](#) for a guide on how these Registrations are to be made.

Please Note: ECCE and NCS Registrations are operated through the Early Years Hive located [here](#).

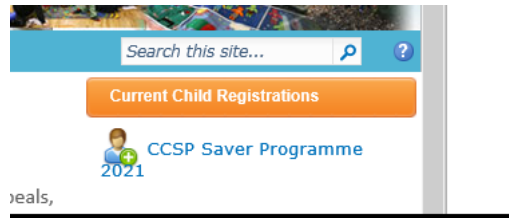
Please use the filter to select year: 2021/2022

All Registrations Registration Value CCS/P Info Requests & Appeals  [DOWNLOAD](#)

On the right hand side of the screen you will see a heading with 'Current Child Registrations' and below will be the contracts for the programmes that you are participating in.

Step 3: Completing a New CCSP Registration on PIP

Click on 'CCSP Saver Programme 2021' under the 'Current Child Registration' section on the right-hand side of the Registration details screen.



This will open a new CCSP Registration form.

When the registration form is opened, the STATUS (see top right hand side) will be 'IN PROGRESS', which means it is being completed by you, the service provider, and has not yet been 'submitted'.

- The Registration ID is a unique identifying number that will replace the child's PPSN and allows for the identification of the child registration in the PIP system. This number will be used on future forms relating to the child's placement including all Parent Declaration Forms.
- The Registration ID will remain blank until the form is saved and/or submitted.
- The Service Provider's facility information will be *automatically populated* on the form: the name of the service, the address, the service reference, the name of the Programme and the start and end date of the Programme.

Please Note:

Once the child's PPSN is entered on the form it must either be submitted or the PPSN must be removed in order to save the form as an 'In Progress' draft.

Complete all sections of the registration form as directed.

CCSP SAVER PROGRAMME REGISTRATION

REGISTRATION ID: _____ **STATUS:** In Progress

Service Provider Info * indicates mandatory fields

Service Name: Ahrends Childcare
 Address: Jeneba Street, 386, Co. Kerry
 Service Ref: 09KY0073
 Programme Call: CCSP Saver Programme 2021
 Programme Start Date: 16/08/2021 Programme End Date: 12/08/2022

Parent Information

First name: _____ Last name: _____
 Date of Birth: _____ Parent PPSN: _____
 Or
 Existing registration ID: _____

Child Information

First name: _____ Last name: _____
 Date of Birth: _____ Gender: Select...
 Child PPSN: _____
 Or
 Existing registration ID: _____

Registration Type

Sessions

Type of Place	Days Per Week	Childcare Start	Childcare End	Weeks In Period	Non Payable weeks	Payable Weeks
_____	Select...	_____	_____	0	0	0

Add Session

FTE already allocated on CCSP: _____ FTE allocated to this Registration: 0 Total FTE allocated: 0

Registration Requests

Parent Information

- Enter the Parent's first and last name
- Parent Date of Birth
- Parent PPSN/Use existing registration ID

Child Information

- Enter the child's first and last name
- Child Date of Birth
- Child PPSN/Use existing registration ID
- Child Gender

The parents & the child name should be entered as registered with the Department of Social Protection. **Do not enter the PPSN until you are ready to submit the registration.**

Registration Type

Please select CCS Plus in the dropdown otherwise; the child may be registered on the incorrect programme.



The image shows a screenshot of a web form. At the top, there is a section header 'Registration Type' in a purple font. Below this is a blue horizontal bar with a dropdown arrow on the right. The text 'CCS Plus' is visible in the dropdown menu, highlighted with a green background.

CCSP TEC Final Year Eligibility

A CCSP (TEC Final Year) Saver) is a person who, on the 14th February 2020, was a participant of TEC, and who chose not to move to the NCS and whose eligibility end date (as per the initial letter of eligibility) extends into the 2021/2022 programme year. For full details on this process please see the guide [here](#).

CCSP Eligibility Information

DSP Docs and Medical Card/GP Visit card

If you are registering a child where the eligibility is determined by DSP documentation/Medical/GP Visit card, **you do not have to select an Eligibility Type or attach a document**. Please proceed to the 'Session' section on the form.

Other Eligibility Types

For all other eligibility types, you must still select an option from the dropdown menu and attach the relevant document. See table below, and for further details please refer to the [CCSP Supporting Documentation 2021-2022](#) on PIP.

Eligibility Type	Document Required
3. Maternity Benefit	<ul style="list-style-type: none">- CCSP Verification form- Parent/Guardian must have been awarded a DSP payment immediately prior to receipt of maternity benefit
4. Secondary School Student	<ul style="list-style-type: none">- CCSP Verification form signed, dated and stamped by school principal.
5. Springboard Course/Youth Employment Support Scheme (YESS)/ ETB/Solas Training allowance	<ul style="list-style-type: none">- CCSP Verification form- Parent/Guardian must have been awarded a DSP payment immediately prior to commencement of Scheme/Course
6. Employment Programme	<ul style="list-style-type: none">- Signed letter from employer on headed paper stating type of work programme, date programme started and planned end date, includes parent name and PPSN

The CCSP 2021 verification form is available on the PIP Portal for you to download. Please ensure the form is **signed, stamped and dated** by the relevant body i.e. DSP or Secondary School and contains the parents name and PPSN.

Sessions

Proposed CCSP Band	<p>This is based on the eligibility payment the parent/guardian is in receipt of during the eligibility period. Choose either Band A, AJ, B or D. For further information, please refer to Rules for CCSP Saver Programme 2021-2022.</p>
Type of Place	<p>This will give you a list of session types to choose from e.g. full time, part time, sessional and half sessional. Choose the one that is relevant to that child.</p> <p>Please note that session types allow for am/pm sessions to be selected. More than one type of place may be selected as long as the total number of days per week do not exceed 5 days e.g. 3 days' x full-time and 2 days' x part-time.</p> <p>**See note below on breakfast clubs and additional session types.</p> <p>Tip: To remove a session that has been added in error, simply hover the mouse to the left of the 'Type of Place' field, a dropdown arrow will appear, click Ctrl + Delete remove session.</p>
The amount of Days Per Week	<p>Click the amount of days that the child will be attending per week per session type</p>
Input the Childcare Start and End dates	<p>Please Note:</p> <p>The start date must be a Monday and the end date must be a Friday.</p> <p>The start date on registrations must not precede 16/08/2021.</p>
Weeks in period	<p>Will automatically calculate.</p>
Non-payable weeks	<p>See below</p>
Payable weeks	<p>Is automatically calculated. This is the actual number of weeks the service provider should be paid for the child.</p>

After you have entered the detail under ‘**Sessions**’ .i.e. child’s session type, days per week and start and end date the highlighted section in the screenshot below will be auto-populated.

Sessions

Proposed CCSP Band *

Type of Place	Days Per Week	Childcare Start	Childcare End	Weeks In Period	Non Payable weeks	Payable Weeks
1: CCSP Full Day	4	17/08/2020	13/08/2021	52	0	52

Add Session

FTE already allocated on CCSP FTE allocated to this Registration Total FTE allocated

This will indicate if a Full Time Equivalent (FTE) place has been allocated to the registration and will also indicate if an FTE has already been allocated on the CCSP Saver programme in another service.

Breakfast Clubs/Wrap Around services:

** Where a child’s session includes a breakfast club – the duration of the breakfast club (e.g. 1hour) should be added to the duration of the afterschool session (e.g. 3hours). Where the combined hours range from 3.31hrs -5hrs complete the registration as a part-time place.

Where the combined hours are 5hrs+ complete the registration as a full day place.

Non-payable weeks

If you have already submitted your service calendar prior to completing a child’s registration form, the payable weeks and non-payment weeks will be auto-calculated.

If you have not submitted your service calendar and are submitting a child’s registration, your non-payment weeks will be automatically set at 0 weeks.

You should complete and submit your Service Calendar prior to completing any child registrations on PIP to ensure that the correct amount of payment and non-payment weeks are reflected in the registration form. Once the calendar has been submitted the payment and non-payment weeks that you select will be auto-populated into the child registration forms.

Please Note:

If you edit your CCSP service calendar after you submit the registration and/or change payment/non-payment weeks or opening/closed days this will be reflected in PIP and may impact on payments. You will also be required to contact your local CCC to have the calendar changes approved.

Validating the child's and the parents PPSN

Note:

To ensure a PPSN validates the following is required:

- Name of parent/guardian and child as they were registered with the Department of Social Protection.
- PPSN
- Date of Birth

On the registration form:

Enter the child's PPSN and click 'Validate PPSN'. This is the same process for entering the parents PPSN.

The screenshot shows a web form with two main sections: 'Parent Information' and 'Child Information'.
Parent Information: Fields include First name, Last name, Date of Birth, Parent PPSN (highlighted in yellow), Existing registration ID, and buttons for 'Validate PPSN' and 'Get PPSN'.
Child Information: Fields include First name, Last name, Date of Birth, Gender (dropdown menu), Child PPSN (highlighted in yellow), and Existing registration ID, with buttons for 'Validate PPSN' and 'Get PPSN'.

When validated you may get one of three messages

Message	Next Steps
The PPSN is valid	Proceed to submitting the form (explained below)
The name and date of birth do not match the PPSN, please verify data and retry	<ul style="list-style-type: none"> • Recheck, do you have the correct name, date of birth and PPSN • After check, are you still receiving this message? • If YES, please complete a registration request (explained below)
This is not a valid PPSN number, incorrect letter(s) at the end of PPS number: you must recheck that you have the correct PPSN and resubmit.	Please be advised that you will not be able to submit the form even with a registration request if you receive this message.

Existing Registration ID

If the child has already been registered in any service on PIP for the 2021 programme, then you can enter the **existing registration ID in lieu of the PPSN**, providing the child is an Eligible saver.

a) If the child has already been registered on CCSP to retrieve PPSN details for both parent and child:

- First Name
- Last Name
- Date of Birth
- Existing registration ID

NOTE: Parent and child names must be entered in exactly the same format as was on the original registration.

For instructions on how to print the declaration form please go to STEP 6 below.

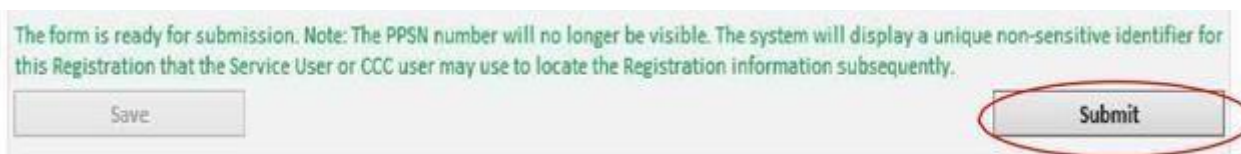
Step 4: Registration request

A registration request is created when you are having difficulty submitting a child registration form. This could be due to PPSN issues or already registered notices. To complete a registration request, click on 'add registration request' on the registration form. This will give you a drop down menu with:

- PPSN Validation
- Already registered
- Other
- Cancellation
- Compliance

Choose the type of registration request that matches your issue and enter a comment, Please see page 12/13 for information regarding registration request types and how to submit a request.

When the registration has been fully completed click on submit.



A new screen will open as below, you can print the Parent declaration form and the registration status will change from In progress to Provisional.



Types of Registration Requests:

PPSN Validation	For PPSN Issues For the person who's PPSN will not validate, attach proof of their date of birth (e.g. birth certificate/passport) and proof of the full name and PPSN by which they are registered with the DSP. Please be advised that all registration requests require a comment.
Already registered	If you are receiving a message that the child is already registered, then confirm with the parent that the child has left the original service and choose the already registered option. Please be advised that all registration requests require a comment.
Other	If you have a special request and are not sure which category to choose then please click 'Other' and clearly state the issue in the comment box. Please be advised that all registration requests require a comment.
Compliance	If following a compliance visit you have been directed to make amendments to registrations.
Cancellation	If a registration has been created incorrectly, i.e. incorrect start date, level of service, days etc. then the registration will need to be cancelled

How to submit a Registration Request on PIP

- Click on 'Add Registration Request' (found at the bottom of the registration form)
- Select the required reason from the drop down menu .i.e. PPSN validation, Already registered or Other

- 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 request 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.

Step 5: How to Submit a Change/Edit a registration on PIP (after registration has been submitted to PIP)

Starting from the Registration Details Screen (i.e. Dashboard), click on the relevant child's ID number

Registration Details

****Important Information regarding the administration of CCSP 'Saver' registrations for the 2021/2022** Programme Year**

- For the 2021/2022 programme year, the Saver Management Windows will remain open and therefore services can make their Saver registrations to include registration requests, amendments to level of service, appeals, leavers, cancellations etc., at any time throughout this programme year.

All sponsor referrals must be sponsored directly onto NCS and therefore no registrations for either the CCSR and CCSR(T) programmes may be created for the 2021/ 2022 programme year.

For the 2021/2022 programme year, the TEC Saver programme will now merge with the CCSP Saver programme and therefore registrations for TEC Savers may only be made under the CCSP Saver Programme. Please select [here](#) for a guide on how these Registrations are to be made.

Please Note: ECCE and NCS Registrations are operated through the Early Years Hive located [here](#).

Please use the filter to select year:

Registration Id	Child Name	Programme	Status	Request	Status Comment	Last Modified	Value
CCSP Saver Programme 2021							
Status: Approved €10,780.00							
...	...	CCSP Saver Programme 2021	Approved		...	19/07/2021	€1,372.00
...	...	CCSP Saver Programme 2021	Approved		...	19/07/2021	€2,744.00
...	...	CCSP Saver Programme 2021	Approved		...	19/07/2021	€5,684.00
...	...	CCSP Saver Programme 2021	Approved		...	19/07/2021	€980.00

A "submitted" status indicates that the registration is still being processed and therefore **cannot** be changed until the sync between the PIP Portal and CRM is completed. A 'provisional' registration **can** however be edited:

- If a service needs to attach additional eligibility documents this can be done. Additional documents should be attached using a registration request.
- Where an error has been made in a registration after it has been submitted to PIP, example incorrect dates, incorrect session type or non-payable weeks and incorrect gender etc. services can now simply cancel the registration and submit a new one. Please see instructions on cancellation further below.

When the Registration Details screen opens, simply click on '**Edit Registration**' which will open up the original registration form

Registration Id	
Child full name	
Child date of birth	
Programme call	CCSP Saver Programme 2021
Status	Approved
Status Comment	band b on medical card
Registration Value	€1,372.00
Provisional CCS band	A
Approved CCS band	B
Confirmed band	B
Confirmed band effective from	19/07/2021

[Edit registration](#)

Allocations

Towards the bottom of the form, service providers will see a 'Registration Change' section. From the drop down menu please select the required change type – **Registration Request, Eligibility Update (Provisional Registrations only) or Leaver.**

Submitting a CCSP Leaver

A CCSP Leaver is completed when a child:

1. Leaves the CCSP service ahead of their planned leave date
2. Has not attended the service for **four consecutive weeks***
3. Moves to another childcare programme

*If there is special circumstances for the child's absence beyond four weeks the service provider must contact their local CCC in writing (an email will suffice) to seek authorisation not to submit a PIP Leaver Form.

Where there is special circumstances, the CCC will log a note on PIP indicating that a Leaver Form has not been submitted as well as the reason why, which will be taken into account for compliance purposes.

How to Submit a Leaver on a Child Registration on PIP

1. Click to Edit the Registration (opens up the original registration form)
2. Scroll down to Registration Change.
3. From the drop down menu select Leaver.
 - a) Insert last date of attendance
 - b) Provide a reason the child is leaving (if known)
 - c) Click submit button.

Registration Change

Change Type Leaver ▼

Leaver

Last Date Of Attendance *

Reason The Child Leaving

Weeks In Period	Weeks Closed in Period	Payable Weeks	0
-----------------	------------------------	---------------	---

N.B. Once you complete a leaver form and enter the last date of attendance (this should include an additional four weeks if no notice was given) you will only receive funding for that child up until that date.

Cancelling a Child Registration on PIP

You can cancel a registration if an error has been made on the original registration form .i.e. incorrect start and end dates or incorrect level of service may have been entered. The original registration cannot be edited by the service provider or Pobal therefore the registration should be cancelled. Registrations can be cancelled once in a 'Provisional Status' or 'Approved Status'.

How to cancel a Child Registration on PIP:

1. Click to Edit the Registration (opens up the original registration form)
2. Scroll down to Registration Change.
3. From the drop down menu select Registration Request.
 - a) Click 'Add Registration Request'.
 - b) From the drop down menu select 'Cancellation'.
 - c) Insert a comment/explanation.
 - d) Click 'Submit'

If cancelling with the intention to re-submit

- Submit a New registration (please note, the use of the existing registration ID function cannot be used for cancelled registrations)
- Complete all required fields with 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 the purpose of compliance.

Step 6: Printing the Parental Declaration Form

Once you submit a completed registration form a 'Thank You' screen will appear (see below). Here you will click for the parental declaration form to open.



You should print 2 copies for each child. Both copies must be signed by the parent and the service provider. A copy should be given to the parent and the **signed CCSP Parent Declaration Form must be retained in the service for inspection during Pobal compliance visits.**

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

How to reprint the Parental Declaration form.

- Click on Child's Registration ID number and select Edit registration

Registration Id	123456789
Child full name	John Doe
Child date of birth	01/01/2010
Programme call	CCSP Saver Programme 2021
Status	Approved
Status Comment	band b on medical card
Registration Value	€1,372.00
Provisional CCS band	A
Approved CCS band	B
Confirmed band	B
Confirmed band effective from	19/07/2021

[Edit registration](#)

Allocations

This will open up the child's registration form. If you scroll to the bottom of the form you will see the Parental Declaration tab, click on the tab and it will open the form and you can print from there.

Important Notice

Once the service provider has the signed CCSP Parental Declaration Form (with Registration ID) the original hardcopy Child Pre-Registration Form (where applicable), which shows the child's PPSN, must be returned to the parent or destroyed for data protection purposes.

Please be advised that:

- The Parental Declaration Form is **not a receipt of approval** into the childcare scheme. **Approval is confirmed after the Registration Form has been submitted and subsequently validated.**
- Once the Registration has been submitted, the CCSP Service Provider will see an 'unapproved funding' amount applied to the registration which is based on the information provided and the eligibility band selected by the Service Provider. This is **Provisional** and cannot be confirmed until the full verification process has been processed and the approved CCSP Band is entered on PIP.

Under the registration tab you can view all registrations for all programme calls. Under the 'Status' heading you can view your registrations. Please be advised that until the bands are published the status of the registration will be at submitted or provisional.

Step 7: CCSP Band Approval and Appeals Process

When the verification process is complete, the status heading will change to 'Approved' and the CCSP Band will be displayed on the Dashboard in the CCSP Info tab.

See screenshot below:

Registration Details

Important Information regarding the administration of CCSP 'Saver' registrations for the 2021/2022 Programme Year

- For the 2021/2022 programme year, the Saver Management Windows will remain open and therefore services can make their Saver registrations to include registration requests, amendments to level of service, appeals, leavers, cancellations etc., at any time throughout this programme year.

All sponsor referrals must be sponsored directly onto NCS and therefore no registrations for either the CCSR and CCSR(T) programmes may be created for the 2021/ 2022 programme year.

For the 2021/2022 programme year, the TEC Saver programme will now merge with the CCSP Saver programme and therefore registrations for TEC Savers may only be made under the CCSP Saver Programme. Please select [here](#) for a guide on how these Registrations are to be made.

Please Note: ECCE and NCS Registrations are operated through the Early Years Hive located [here](#).

Please use the filter to select year:

Registration Id	Child Name	Programme	Status	Request	Status Comment	Last Modified	Value
CCSP Saver Programme 2021							
Status: Approved €10,780.00							
...	...	CCSP Saver Programme 2021	Approved		...	19/07/2021	€1,372.00
...	...	CCSP Saver Programme 2021	Approved		...	19/07/2021	€2,744.00
...	...	CCSP Saver Programme 2021	Approved		...	19/07/2021	€5,684.00
...	...	CCSP Saver Programme 2021	Approved		...	19/07/2021	€980.00

The status heading will be one of below:

- **Submitted** - The allocation is transferring to PIP
- **Provisional** - The allocation is awaiting review
- **Approved** - The allocation is approved
- **Declined** - The allocation has been declined.

Appealing a CCSP Band Eligibility Decision

CCSP registrations are approved based on the information received from the DSP database through the API key for DSP eligibility information and from the HSE database for the medical card information. If a parent disputes the Band approved, an appeal can be made. **Please refer to the 'Appeals How to Guide'**