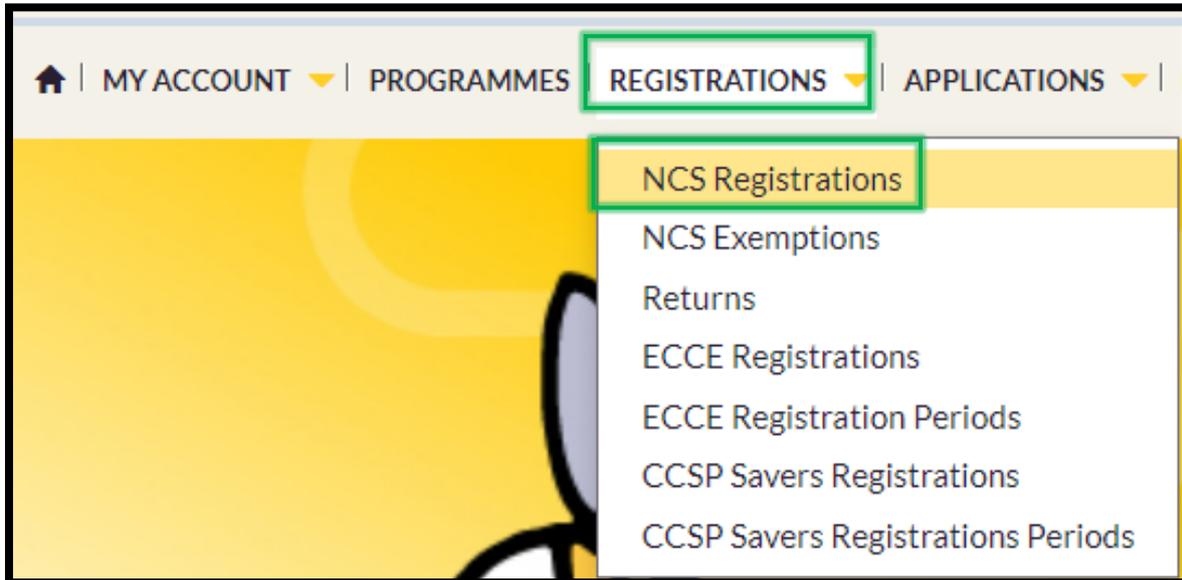


How to use the Co-payment Tool



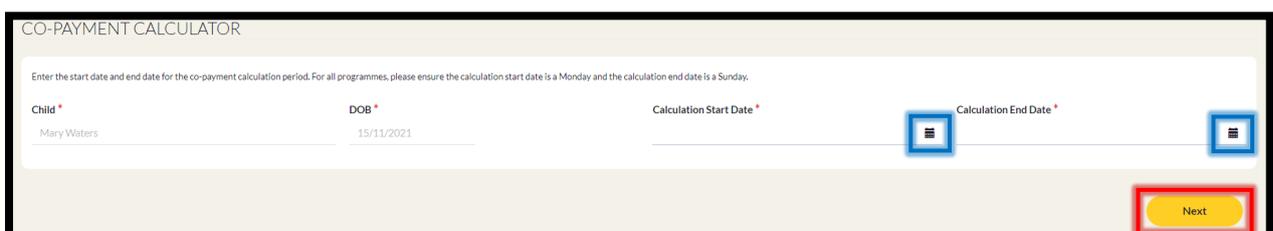
1: From the Hive homepage, click on “**Registrations**” and then select “**NCS Registrations**”



2: Click on the **yellow drop-down menu** (▼) next to the child you wish to use the co-payment tool for and select “**Calculate Co-payment**”



3: Enter the “**Calculation Start Date**” and “**Calculation End Date**” using the calendar icon (📅) and click on **Next**



4: From the available programmes, select the **relevant claims/registrations** that the co-payment calculation is for. If there are any claims/registrations that you **do not** wish to include in the co-payment calculation, you can exclude these by clicking on the yellow drop-down arrow (▼) and selecting **“Exclude”** (note: there many only be one claim present – if this is the case, you do not need to exclude any claims). Then, click on **Next**

NCS Claims

Select the NCS Applicant Claims the co-payment calculation is for

Selected ▲	CHICK	Start	End	Parent Confirm.?	Parent
Yes	L000-122-01	19/09/2022	28/05/2023	No	Tom10 O'Donnell

Exclude

ECCE Registrations

Select the ECCE Registration(s) for the parent the co-payment calculation is for

Selected ▲	Registration	Start	End	Status	Parent First Name	Parent Last Name
There are no records to display.						

Previous

Next

5: To enter **“Standard Weekly Fee Details”**, click on **Add**

Standard Weekly Fee Details

Enter the standard weekly fee for the child for the full calculation period. You can enter different fee amounts for different weeks.

Add

Start Date ▲	End Date ▲	Weekly Amount
There are no records to display.		



6: Enter the “**Start Date**” and “**End Date**” using the calendar icon (📅), and then type in the “**Weekly Amount**”. Then, click on **Next**



CREATE

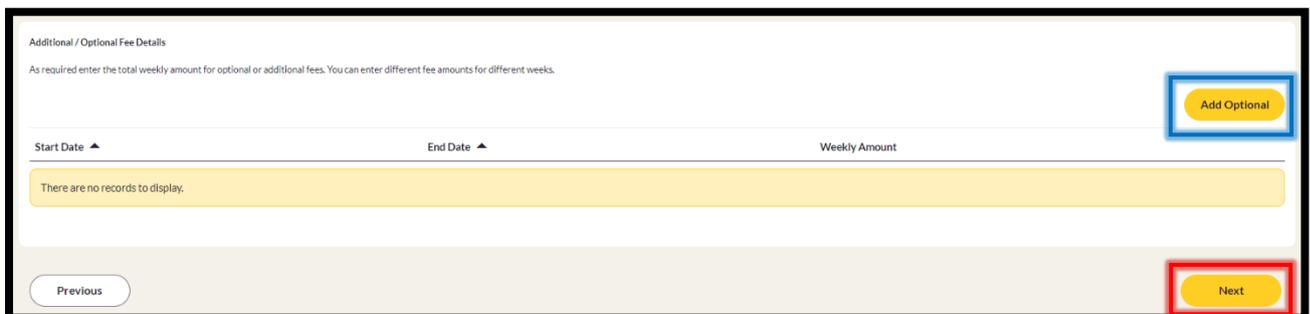
FEE

Start Date * End Date * Weekly Amount *

€

Submit

7: Enter “**Additional/Optional Fee Details**” by selecting **Add Optional**. **Note: not all services will have “Additional/Optional Fees”**. Then, click on **Next**



Additional / Optional Fee Details

As required enter the total weekly amount for optional or additional fees. You can enter different fee amounts for different weeks.

Start Date ▲ End Date ▲ Weekly Amount

There are no records to display.

Previous Next



8: Review the following screen to see the “Weekly Co-Payment Breakdown”

WEEKLY CO-PAYMENT BREAKDOWN

The breakdown is based on the child's NCS claim and ECCE registration information at the time of the calculation and the fee information provided by the Service Provider. To ensure an up to date breakdown please check the child's registration and claim details are up to date on the Hive. The ECCE subsidy is €64.50 for 5 days as detailed in section 4.3.11 of the Rules for ECCE Programme.

Child *	DOB	Calculation Start Date *	Calculation End Date *
Mary Waters	15/11/2021	19/09/2022	28/05/2023

NCS CHICK	Start	End	Parent	ECCE Registration ID	Start	End	Status	Parent First Name	Parent Last Name
L000-122-01	19/09/2022	28/05/2023	Tom10 O'Donnell						

There are no records to display.

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Week Start Date	NCS Rate	NCS Claimed Hours	NCS Subsidy	ECCE Payable Week	ECCE Days Per Week	ECCE Subsidy	Total Subsidy	Standard Fee	Add./Opt. Fee	Total Fee	Co-Payment
19/09/2022	0.50	40.00	€20.00	No		€20.00	€150.00	€150.00		€150.00	€130.00
26/09/2022	0.50	40.00	€20.00	No		€20.00	€150.00	€150.00		€150.00	€130.00
03/10/2022	0.50	40.00	€20.00	No		€20.00	€150.00	€150.00		€150.00	€130.00
10/10/2022	0.50	40.00	€20.00	No		€20.00	€150.00	€150.00		€150.00	€130.00
17/10/2022	0.50	40.00	€20.00	No		€20.00	€150.00	€150.00		€150.00	€130.00
24/10/2022	0.50	40.00	€20.00	No		€20.00	€150.00	€150.00		€150.00	€130.00
31/10/2022	0.50	40.00	€20.00	No		€20.00	€150.00	€150.00		€150.00	€130.00
07/11/2022	0.50	40.00	€20.00	No		€20.00	€150.00	€150.00		€150.00	€130.00
14/11/2022	0.50	40.00	€20.00	No		€20.00	€150.00	€150.00		€150.00	€130.00
21/11/2022	0.50	40.00	€20.00	No		€20.00	€150.00	€150.00		€150.00	€130.00
28/11/2022	0.50	40.00	€20.00	No		€20.00	€150.00	€150.00		€150.00	€130.00
05/12/2022	0.50	40.00	€20.00	No		€20.00	€150.00	€150.00		€150.00	€130.00
12/12/2022	0.50	40.00	€20.00	No		€20.00	€150.00	€150.00		€150.00	€130.00
19/12/2022	0.50	40.00	€20.00	No		€20.00	€150.00	€150.00		€150.00	€130.00
26/12/2022	0.50	40.00	€20.00	No		€20.00	€150.00	€150.00		€150.00	€130.00
02/01/2023	0.50	40.00	€20.00	No		€20.00	€150.00	€150.00		€150.00	€130.00
09/01/2023	0.50	40.00	€20.00	No		€20.00	€150.00	€150.00		€150.00	€130.00
16/01/2023	0.50	40.00	€20.00	No		€20.00	€150.00	€150.00		€150.00	€130.00
23/01/2023	0.50	40.00	€20.00	No		€20.00	€150.00	€150.00		€150.00	€130.00
30/01/2023	0.50	40.00	€20.00	No		€20.00	€150.00	€150.00		€150.00	€130.00
06/02/2023	0.50	40.00	€20.00	No		€20.00	€150.00	€150.00		€150.00	€130.00
13/02/2023	0.50	40.00	€20.00	No		€20.00	€150.00	€150.00		€150.00	€130.00
20/02/2023	0.50	40.00	€20.00	No		€20.00	€150.00	€150.00		€150.00	€130.00
27/02/2023	0.50	40.00	€20.00	No		€20.00	€150.00	€150.00		€150.00	€130.00
06/03/2023	0.50	40.00	€20.00	No		€20.00	€150.00	€150.00		€150.00	€130.00
13/03/2023	0.50	40.00	€20.00	No		€20.00	€150.00	€150.00		€150.00	€130.00
20/03/2023	0.50	40.00	€20.00	No		€20.00	€150.00	€150.00		€150.00	€130.00

