

# Introduction to NCS

# Objectives

- Definition of the 3 types of the National Childcare Scheme (NCS) Subsidies
- NCS Key points
- Attendance & Closure Rules
- Breakdown of the Funding tabs
- Subsidy calculator
- How to submit a request on the Hive for NCS
- System Demo: Creating and editing a Calendar, Retrieving a CHICK, Submitting a claim, editing and adding weeks to a claim, Submitting a Return

# Types of Applications

## **Universal**

The universal subsidy is set at a rate of €0.50\* per hour and is available for up to 45 hours per week. It is available to children aged between 24 weeks and 15 years (since sept 2022). The universal subsidy is based on the child's age, and not on income. Parents do not have to undergo an assessment of income to avail of this subsidy.

## **Income Assessed**

Income Assessed subsidies are available to families with children aged between 24 weeks and 15 years. This subsidy provides a higher rate of subsidy than the universal subsidy for an applicant with reckonable income below €60,000. They are means tested and will be calculated based on your individual circumstances. The level of subsidy depends on (i) the child's age and education status and (ii) "reckonable income". It can be used towards the cost of a Tusla registered childcare place for up to a maximum of 45 hours per week.

## **Sponsor**

Section 14 of the Childcare Support Act 2018 allows special arrangements where a child can be referred by certain Statutory Organisations for an NCS subsidy where childcare is needed on child welfare, child protection, family support or other specified grounds. There are strict criteria applicable for a referral to be made. There is no co-payment fee (Service provider cannot charge anything for a sponsor place)

# Key Points

- You must have 2 calendars for NCS; current programme call and future programme call
- Service Providers who provide transport to/from school should include the time the child is in the bus in attendance (claimed hours)
- It is very important for a parent to confirm the claim, otherwise payments will be affected

Child ▲	CHICK	Date of Birth	Claim Until	Parent Confirmed? ▲
Orla Tuohy	G000-119-03	01/01/2020	18/06/2023	Yes ▼

# Attendance and Closure Rules

# Under Attendance Rules

- First 8 weeks under attendance: The Service Provider marks under attendance in returns by selecting “Report Variance”
- Parent receives notification, in the following 4 weeks:
  - (1) If child continues to under attend; this leads to the recoupment process.
  - (2) If child returns to full attendance; this resets the under attendance.
  - (3) The Service Provider can adjust the claim.
- 12 weeks of under attendance: Service Provider is asked to submit exact hours child has attended. Recoupment process will commence
- This means less payments for Service Provider

# Absent Rules

- If child has been absent for 4 consecutive weeks – Service Provider submits a return on the Hive (Report Variance). Notice is sent to parent and the Service Provider
- The Service Provider has 2 weeks to find out if child is coming back or to end claim
- Pobal will recoup 2 weeks payment at the 6<sup>th</sup> week of absence



# Paid/non-paid closures

- **Paid:** 10 subsidized closures are allowed during the year. **Bank holidays** are automatically counted as subsidized closures
- **Non-Paid:** Once the Service Provider goes over 10 subsidized closure days any future closures will be non-paid
- **NB:** 4 weeks' notice must be given to Pobal and to parents if adding a closure



# Error Messages

# Error Message 1

- **“Award week not found”** refers to if the parent has applied for new a CHICK and has expired the old CHICK
- Service Provider must: **1)End old claim. 2)Retrieve new CHICK. 3)Create new Claim**

We found some invalid Claim Weeks. Please check the messages and correct the weeks before proceeding.

15/08/2022	NCS - Pre-ECCE	45.00	€0.50	Draft	40	
22/08/2022	NCS - Pre-ECCE	45.00	€0.50	Draft	40	Award Week not found. Please check the Claim Week against the Award.
29/08/2022	NCS - Pre-ECCE	45.00	€0.50	Draft	40	Award Week not found. Please check the Claim Week against the Award.

# Error Message 2

- Sponsor CHICKS and the error **“You do not have permission to view this CHICK”**
- Service Provider must contact Pobal
- The Issue is the CHICK was assigned to the wrong/different service

# Claim is in Draft stage

[Home](#) > [Returns](#) > Return

## CLAIM WEEKS EXCLUDED FROM RETURN

<b>Programme Call *</b>	<b>Reporting Period Start *</b>	<b>Reporting Period End *</b>	<b>Due Date *</b>
NCS 2021	04/07/2022	10/07/2022	12/07/2022 23:30

Child ▲	CHICK	Start Date	Claimed Hours	Confirmation Date	Variance Reported	Validation Error
Orla Tuohy	G000-119-03	04/07/2022	40.00			Claim is in Draft stage and can not be certified for payment.

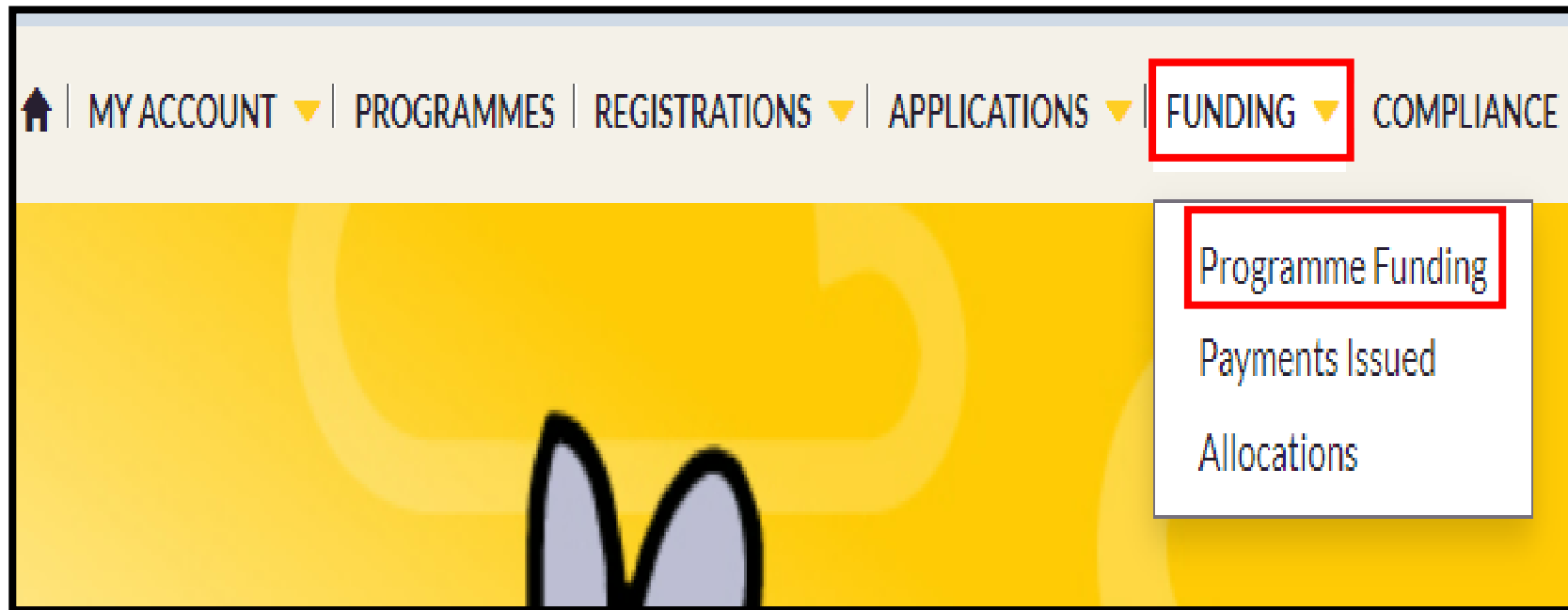
If you can rectify the error message(s) above then do so now and then start the Return process again.

☒ I acknowledge that Claim Weeks with validation error in this list are not eligible for payment

[Previous](#) [Next](#)

# Funding Tab

# Where to access Programme Funding



# Programme Funding View

Programme funding view shows general information around Payments.  
It is a list/summary of overall payments.

[Home](#) > Programme Funding

[Export](#)

Funding Agreement ▲	Payments Approved To Date	Approved Allocations Value	Actual Paid Amount	Provisional Allocations Value	Pay Until Date	Next Payment Due Date	Next Payment Projected Value
AIM5 2021		€0.00		€0.00			
AIM7 2021		€0.00		€0.00			
AIM7 2022		€0.00		€0.00			
ECCE 2021		€248.40		€0.00	29/03/2022	30/03/2022	
ECCE 2022		€4,595.40		€0.00			
NCS 2021		€0.00		€450.00	14/08/2022	17/08/2022	€540.00
NCS 2022		€0.00		€22.50			
NCS 2023		€0.00		€0.00			

- View Details
- View Budget Lines
- Change Bank Account
- View Payment Issued
- View Payment Schedule
- View Allocations



# Payment Schedule View

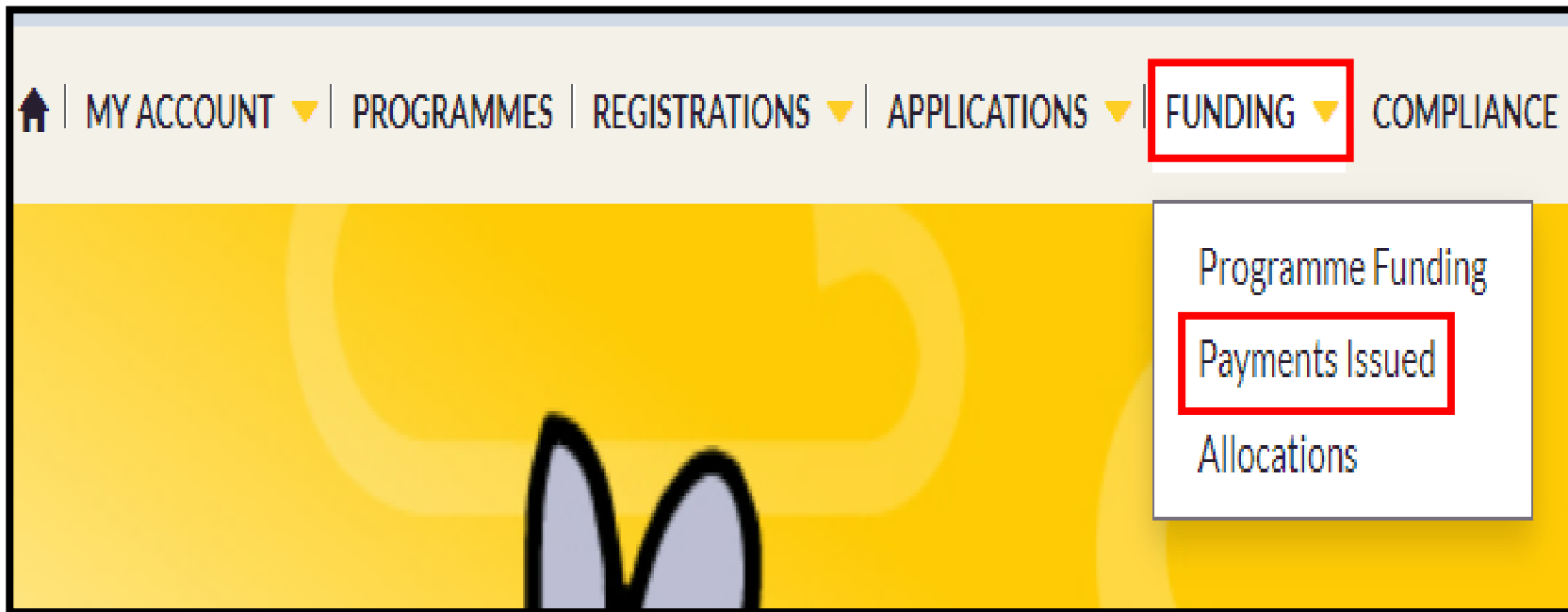
[Home](#) > [Programme Funding](#) > [Payments - Schedule](#)

Details of payments schedule/projection. Values are **estimated** and can change during the payments processing.

Programme Call	Run Date	Pay Until	Total Due Up To This Period	Due This Period	Payable this Period	Total Due Including This Period	Allocation Detail
NCS 2022	09/11/2022	06/11/2022	50.00	100.00	100.00	150.00	<a href="#">View Allocations</a>

- Run Date: Date that the payment is processed by Pobal
- Pay Until: Date that particular payment is covering. The pay until date will be the previous Sunday. NCS is always paid 1 week in arrears
- Total Due Including This Period: Amount the Service Provider has received up to this date






# Where to access Payments Issued



# Payments Issued View








Home > Payments Issued

Details of all payments issued for National Childcare Scheme

Pay Until From Date  Pay Until To Date  Processed Date From  Processed Date To  Programme Call 

[Apply](#)

[Export](#)

Payment Instruction 	Programme Call	Payment Type	Pay Until Date	Processed Date 	Payment Value	Funding Agreement Paid to Date
PI-90001914	ECCE 2022	Payment	18/11/2022		€0.00	€0.00 
PI-90001913	ECCE 2022	Payment	12/08/2022		€0.00	€0.00 
PI-70001847	NCS 2021	Payment	12/06/2022		€0.00	€0.00 
PI-70001737	NCS 2021	Payment	29/05/2022		€0.00	€0.00 
PI-60001699	NCS 2021	Payment	15/05/2022		€0.00	€0.00 

[View Allocations](#)

The Payments issued view is a more specific list of actions/payments as they happen. It is a breakdown of the individual payments by programme.

- Payment Instruction: reference number for that specific payment
- Programme Call: Name of Programme the payment is referring to

# SUN Payment Breakdown

Please be advised the following payments have been made to your account:

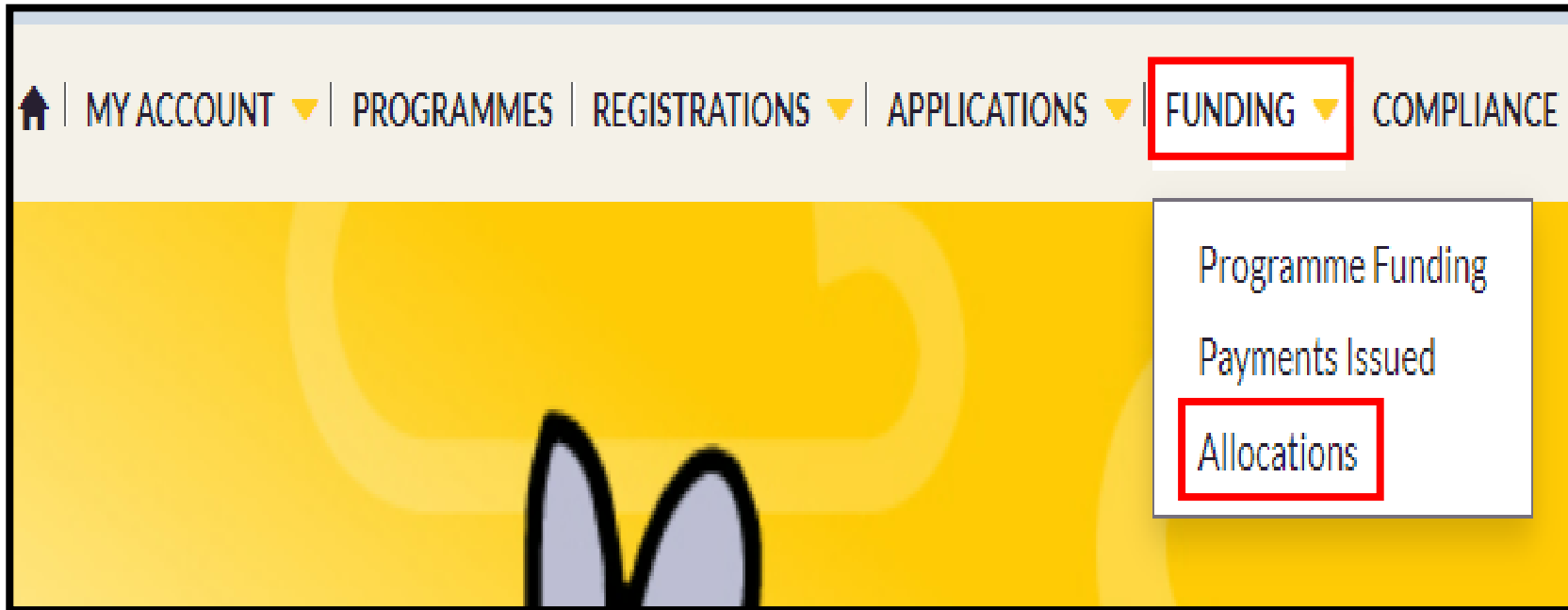
**To** Pobal  
2nd Floor Ormond Building  
3136 Upper Ormond Quay  
Dublin 7

**Amount Remitted:** EUR 10910.00

**Payment/Value Date:** 17 Dec 2021

Our Ref	Your Ref	Invoice Date	Amount
	POBAL PAYMENT	16 Dec 2021	10910.00

# Where to access Allocations



# Allocations View

See the [Viewing Payments/Funding guide](#) for help.

Allocation Date From  Allocation Date To  Child  Allocation Source  Status  Allocation Paid?

Payment Instruction

Funding Agreement	Payment Instruction	Child	Allocation Description	Allocation Source	Allocation Value	Allocation Date	Approved Date	Status	Registration Identifier
BE4519-NCS22001 / 22SO0007 - B App	PI-10001795		UAT net of Test KN 21/06/2022		€50.00	28/08/2022	21/06/2022 15:17	Approved	
BE4519-NCS22001 / 22SO0007 - B App	PI-00012844		UAT net of Test KN 21/06/2022 No.2		€100.00	28/08/2022	21/06/2022 15:18	Approved	
BE4519-NCS22001 / 22SO0007 - B App	PI-90002072		Refund (Debit)		(€100.00)	23/06/2022	23/06/2022 09:53	Approved	
BE4519-NCS22001 / 22SO0007 - B App			Refund (Credit)		€100.00	23/06/2022	23/06/2022 09:53	Approved	
BE4519-NCS22001 / 22SO0007 - B App			22SO0007 - Refund Test (Debit)		(€100.00)	21/06/2022	23/06/2022 09:53	Approved	
BE4519-NCS22001 / 22SO0007 - B App			22SO0007 - Refund Test (Credit)		€100.00	21/06/2022	23/06/2022 09:53	Approved	

Allocation's view is a breakdown of how the payments are actually calculated.

- Payment Instruction: reference number for that specific payment
- Allocation Description: number of hours by hourly rate
- Allocation source: Claim hours (standard payment)

# Helpful Tips

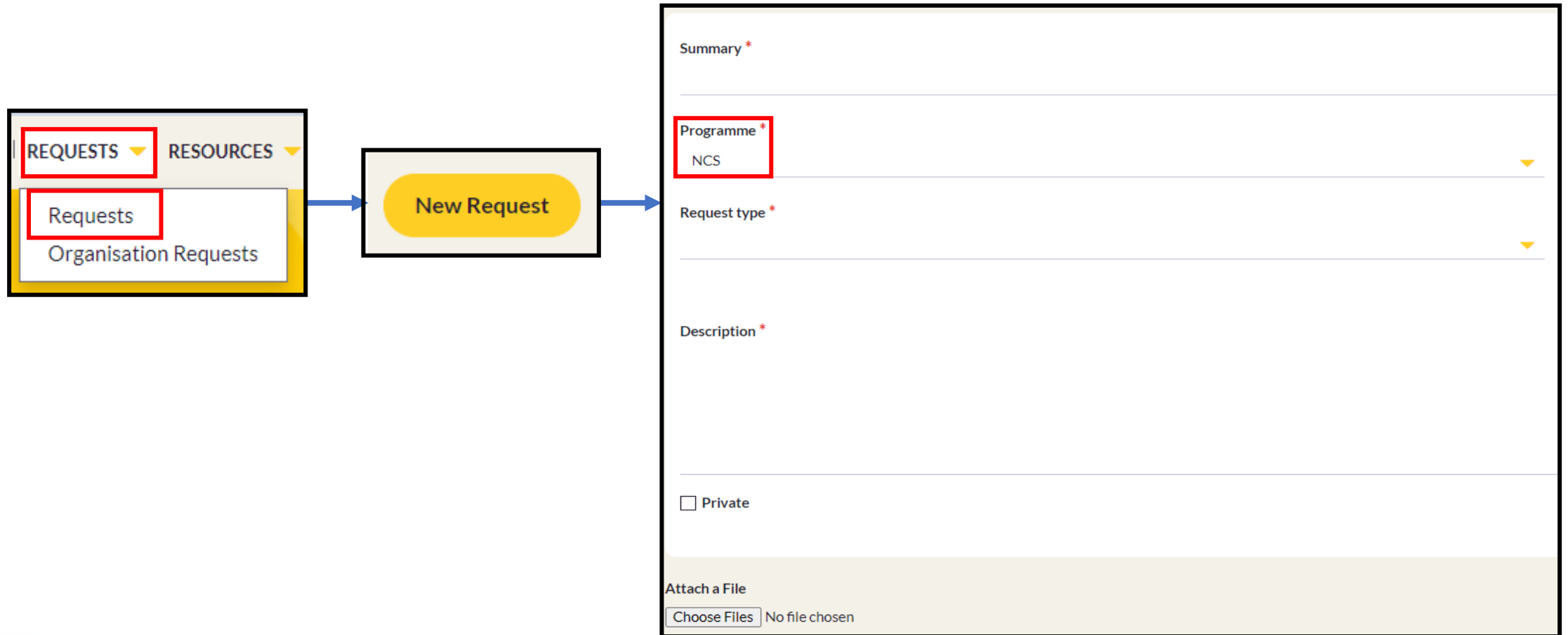


# CHICK Subsidy Calculator

- Search “NCS.gov.ie”
- Advise parents to use subsidy calculator before apply for new CHICK



# How to submit a request to the EYPC team on the Hive for NCS



Thank you!