# Introduction to NCS

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# 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**

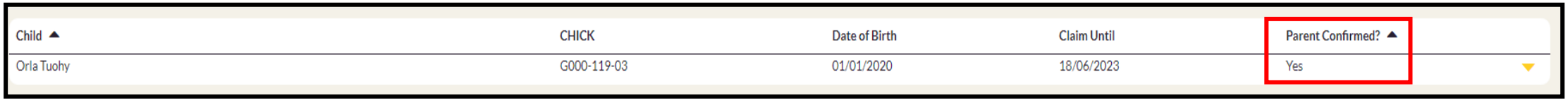
Section 14 of the Childcare Support Act 2018 allows special arrangements where a child can be referred by certain Statutory Organisations for an NCS subsidy where childcare is needed on child welfare, child protection, family support or other specified grounds. There are strict criteria applicable for 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 |

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# Attendance and Closure Rules

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# 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 6th 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

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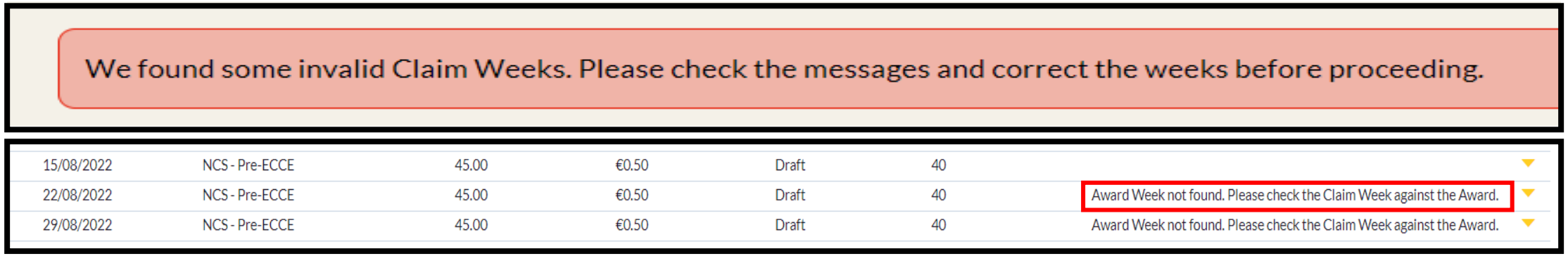
# Error Message 1

- **“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

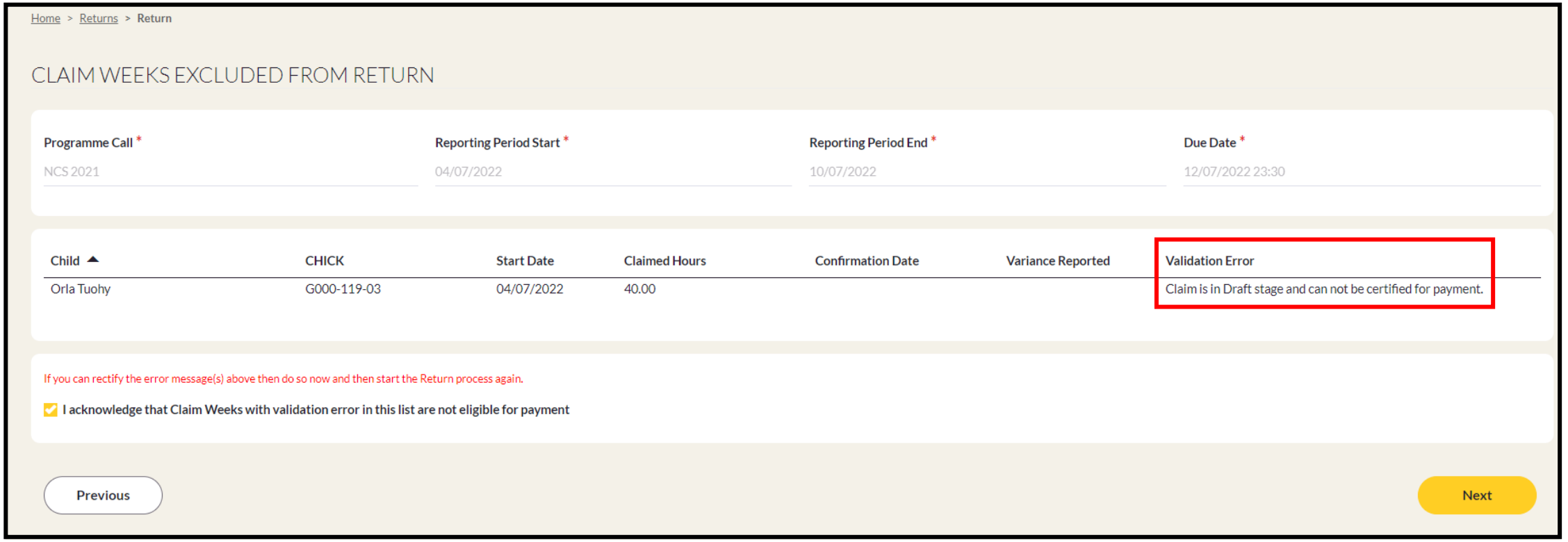


# Error Message 2

- 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

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# Funding Tab

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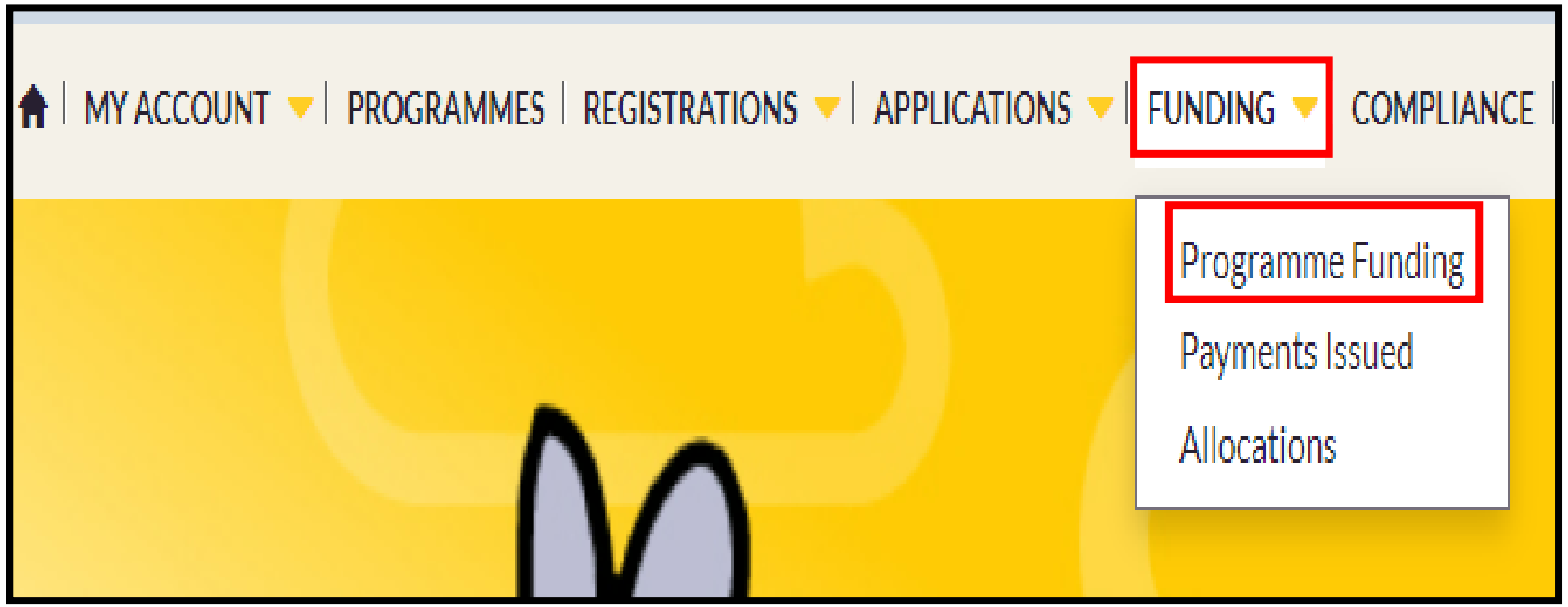
# Where to access Programme Funding

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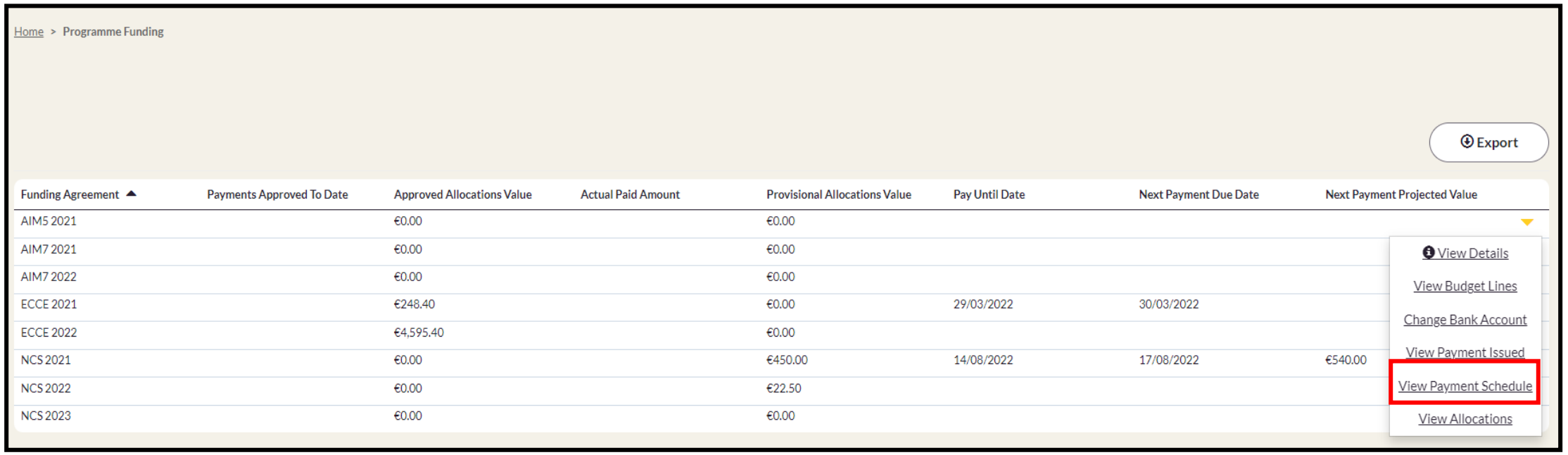
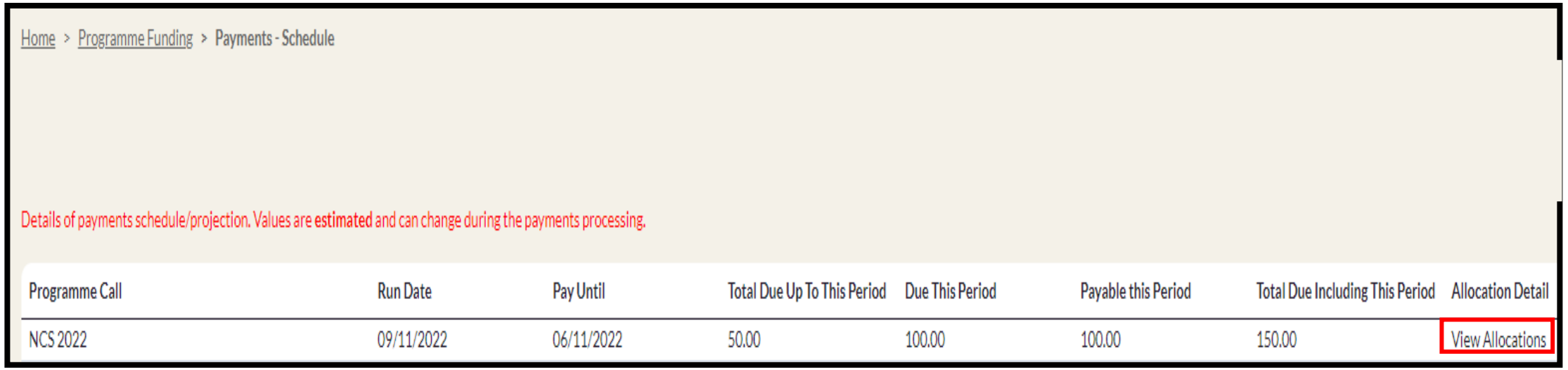
# Programme Funding View

Programme funding view shows general information around Payments.

It is a list/summary of overall payments.



# Payment Schedule View




- 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

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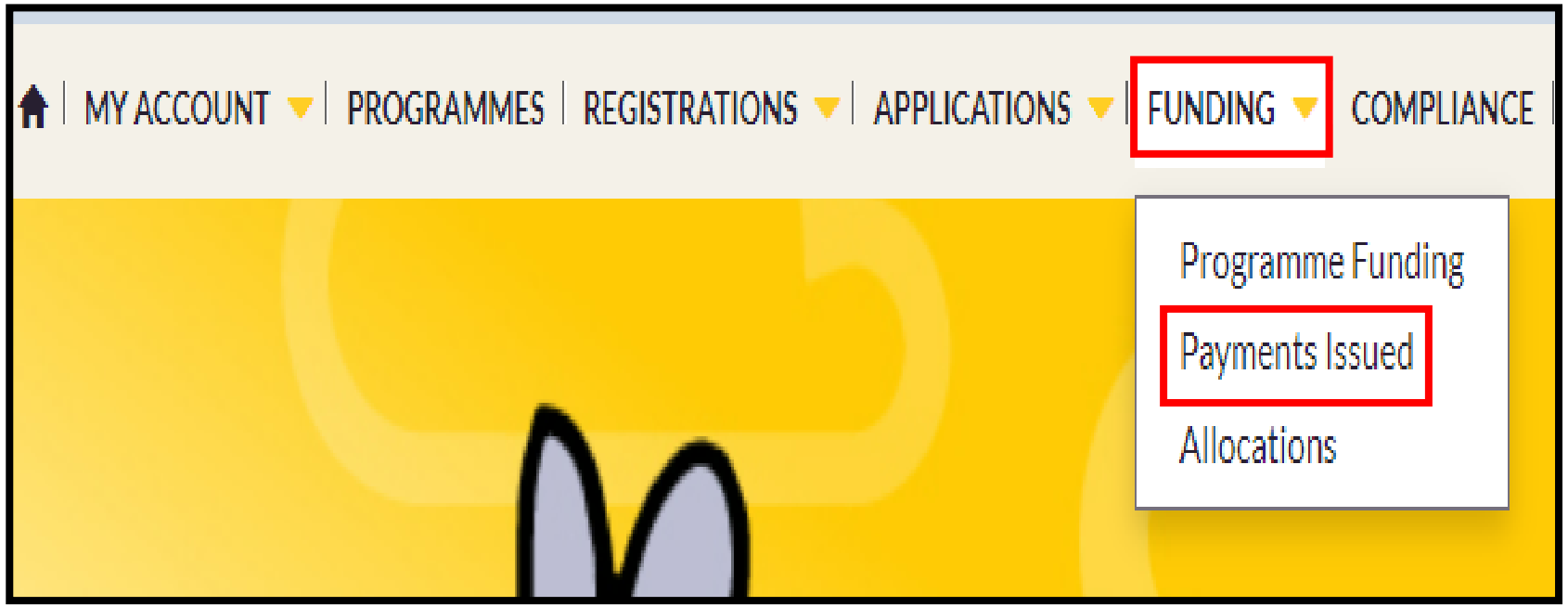
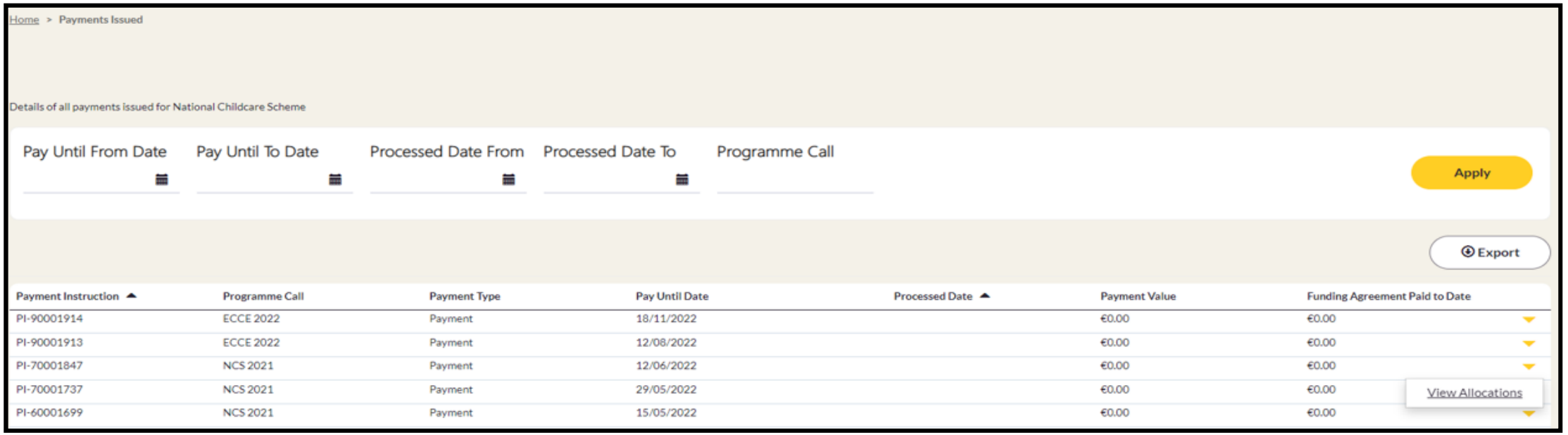
# Where to access Payments Issued



# Payments Issued View




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 |

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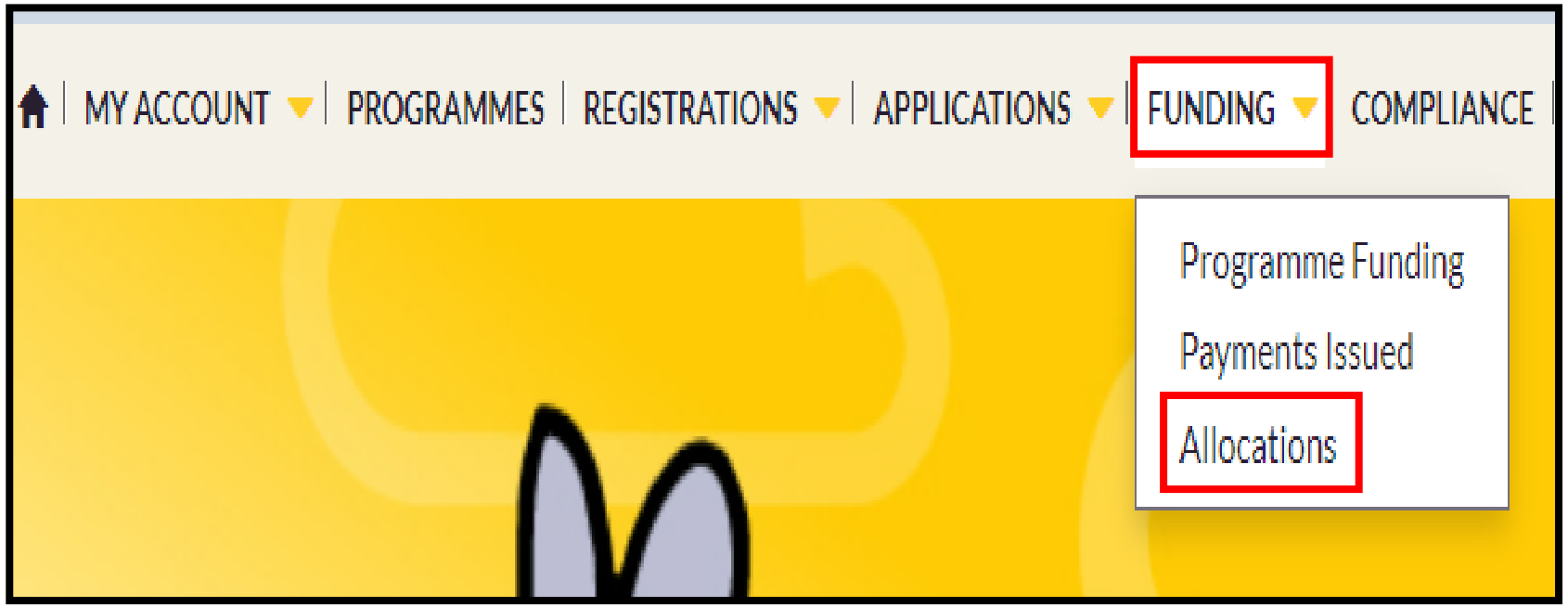
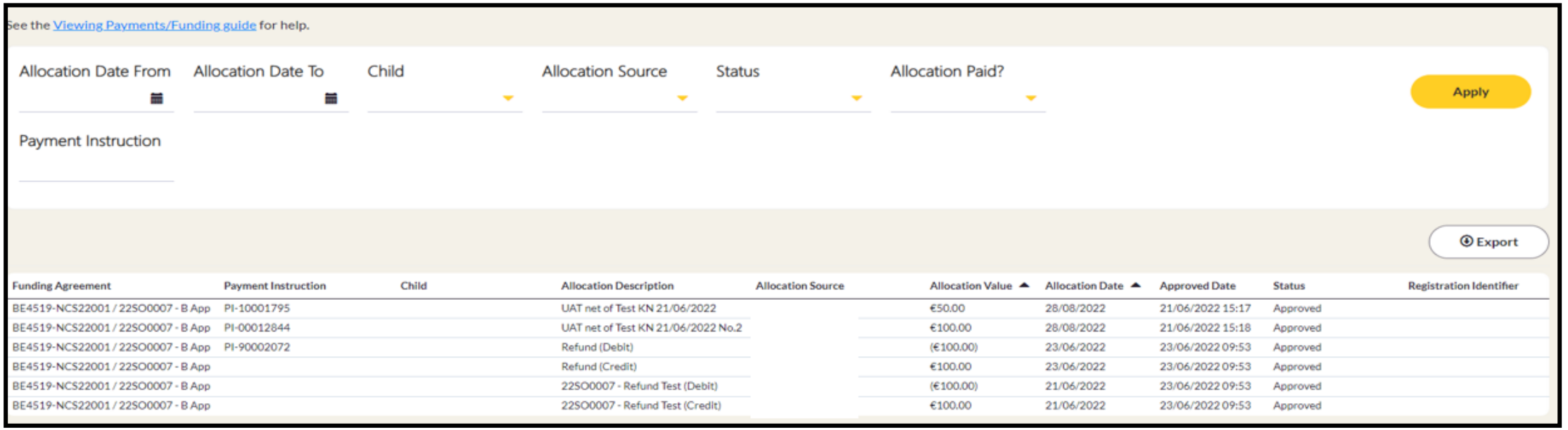
# Where to access Allocations



# Allocations View


See the Viewing Payments/Funding guide for help.

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

Payment Instruction

Export

| 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)

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# Helpful Tips

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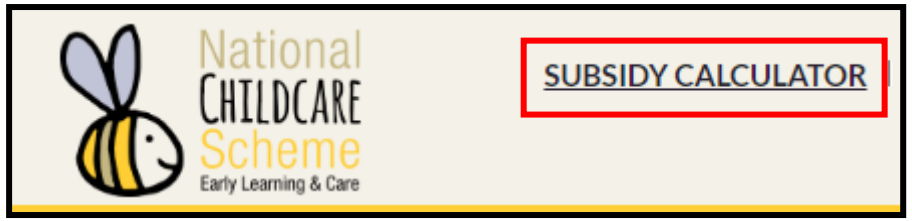
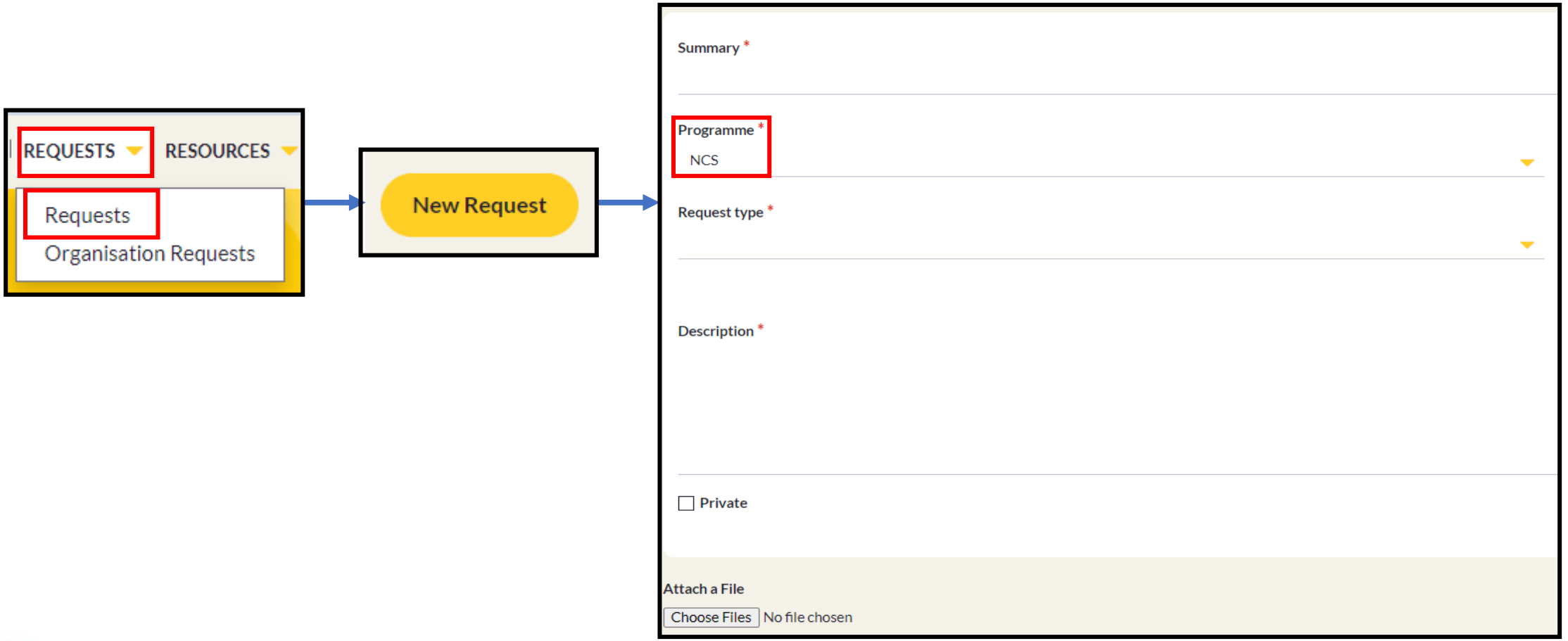
# CHICK Subsidy Calculator

- 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

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# Thank you!

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