

Community Childcare Subvention Plus (CCSP) Programme Readiness Checklist 2025



Getting Started Make sure each item is up to date

Organisations Details

[My Account > Organisation Profile](#)

Confirm Service Provider Details

[My Account > Manage Service Providers > Click on Service Name > Review and Press Submit](#)

Primary Authorised User (PAU)

[My Account > Manage User Roles](#)

Portal Users

[My Account > Manage User Roles](#)

Bank Account

[My Account > Bank Account](#)

Tusla Registration

[My Account > Tusla Reg Maintenance](#)



CCSP

Create Service Calendar

[My Account > Service Calendars](#)

Create Fees Table & Submit

[My Account > Service Fees](#)

Activate CCSP Funding Agreement

[Programmes > Programme Applications & Returns > All Programme Applications > Available Programme Applications](#)

Complete Parent Statement

[My Account > Online Parent Statement](#)

Important Note: We recommend that you have your Core Funding application submitted for the 24/25 year before activating the Parent Statement

Issue Fee Table and Parent Statement

One for each family to be signed and kept on file within 20 working days of child starting in the service. This must also be displayed in the service and online

Important Notes

- No new registrations can be submitted for children who weren't previously registered on 12 March 2020.
- Children must start within 4 weeks of the service re-opening for the new programme year to remain on the scheme.

