

Guide for services making appeals in relation to subvention funding 2011-2012

1. If a parent on the enclosed list has not qualified for subvention under the scheme and they wish to appeal they **must fill in the enclosed Appeals Form:**
 - Each form must contain your service reference number, service name and contact number.
 - Appeals will not be accepted without a completed appeals form.
 - Supporting evidence must be provided for any appeal to be successful. The evidence should include the Parent's name, Parent's PPSN and name of the allowance.
 - The evidence must prove that the parent was in receipt of a qualifying benefit during the **week commencing 10th October 2011.**
 - For Proof of PPSN – a copy of a medical card or relevant documentation from Department of Social Protection is required.
 - For proof of Social Protection payment/medical card/GP visit card – Please ensure that the Parent's name, PPSN and the name/type of payment is clearly written on the evidence supplied.
 - **Bank statements with EFT codes from the Department of Social Protection are not acceptable as evidence.**
 - A separate appeal form must be used for each child.
 - All appeals must be submitted by **3rd February 2012. No appeals will be processed after this date.**
 - Please do not ask parents to ring this office as all appeals must be made **in writing.**

2. If no capitation has been awarded because “child has parent’s PPSN”, the parent must complete the Appeals Form and include evidence of the child’s PPS number (PPSN), e.g. a copy of the child’s medical card or a letter from the Department of Social Protection stating the child’s name and PPSN. The appeal should be sent to **CCS Appeals, Childcare Directorate, Department of Children and Youth Affairs, 43-49 Mespil Road, Dublin 4.**

3. If no capitation has been awarded because the “child is in ECCE”, you should discuss this with the parent. If the incorrect PPSN was supplied for this child then the parent may appeal by completing the appeals form and including evidence of the child’s correct PPSN. The appeal should be sent to **CCS Appeals, Childcare Directorate,**

**Department of Children and Youth Affairs, 43-49 Mespil Road,
Dublin 4.**

4. In some cases, parental details were provided and the parent has qualified for subvention, but the type of place (e.g. full-day) has not been entered, or the number of days-per-week has been omitted. In the absence of this information the child has not attracted subvention, as this cannot be calculated without those details. If you have a child in this position, please return either by e-mail or post (above address), the correct level of service for this child, and the record will be updated. The e-mail address is childcare_mail@dcya.gov.ie
5. **If using e-mail, please insert *CCS Appeals* in the Subject box. Please include your Service Reference Number, Service Name and Contact Number in all correspondence.**
6. If none of the children have been granted subvention for your service, please check the list that the number of weeks your service is open has been completed. If it is 0 (this means that this field was not completed in your e-return) no total can be calculated. You can e-mail Childcare Directorate with the number of weeks your service is open and your funding amount can then be approved (see 5 above).
7. The following circumstances do not qualify for subvention. There is no appeal in these circumstances.
 - i) Signing for credits (e.g. jobseekers)
 - ii) Maternity benefit
 - iii) Band A/AJ last year but not on verified CCS list.
8. If you included a parent on your e-return but their name is not on this list and they feel that they qualify for the scheme please contact the CCS Appeals Section, **in writing with the appeal form**. If the said parent is not on the e-return s/he will not be included on the list for subvention and no appeal will be considered.

All correspondence to this Office, whether by post or by e-mail, must contain your Group ID Number (Ref No), Facility Name and a contact number.

The closing date for receipt of appeals is 3rd February 2012. Appeals received after this date will not be processed.

CCS Appeals
Childcare Directorate
Department of Children and Youth Affairs
43-49 Mespil Road
Dublin 4

Group Ref (e.g. 09LX0999)

Group Name:

Group Contact No:

(where we can contact you in relation to this appeal):

I wish to appeal the status of my application for Subvention funding for my child.

Name of Parent: _____

Parent's PPSN: _____

Child's Name: _____

Child's PPSN: _____

Reason for appeal:

Current Band Allocated: _____

Appeal: To allocate Band ____ status

Evidence Provided: _____

Signed: _____ (parent/appellant) Date _____

Appeals will only be accepted in writing with a completed appeals form.

- Evidence must prove that the parent was in receipt of a qualifying benefit during week commencing 10th October 2011. Supporting evidence must be provided for any appeal to be successful.
- For Proof of PPSN – a copy of a medical card or relevant documentation from Department of Social Protection is required
- For proof of Social Protection Payment/Medical Card/GP Visit Card – Please ensure that the Parent's name, PPSN and the name/type of payment is clearly written on the evidence supplied

Bank statements with EFT codes from the Department of Social Protection are not acceptable as evidence.