

Oct 2011

CCC Collaborative – Information Brief

[POBAL COMPLIANCE VISITS]



An Roinn Leanaí
agus Gnóthaí Óige
Department of
Children and Youth Affairs



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1 CCS which has been compiled from
the time of compilation, 7th October



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What do I need to know about the Compliance Process?

1. What is meant by Compliance?

It is a process to verify, through an on-site visit, that the conditions of the Department of Children and Youth Affairs (DCYA) three funding programmes are being complied with as detailed in the grant funding agreements. Failure to comply with the on-site compliance visit(s), and to provide information (see point 3, below) on the day of the visit, may result in the service being deemed non-compliant and in breach of contractual requirements under the grant funding agreement(s).

Standard Checks Made During the Compliance Visit

An official representative of Pobal known as a Visit Officer (VO) will conduct an on-site visit to carry out a number of checks as follows:

- Verify that the service is in existence and operating a childcare service in line with one or more of the three Department of Children and Youth Affairs (DCYA) funded programmes.
- Verify that the actual number of childcare places in the service approved under the funding programme corresponds with the number approved by DCYA. The listing of approved ECCE and CCS child places issued by DCYA will be used to verify places and required to be on-site during the visit. See example DCYA listing included at the back of this document.
- Verify that parents are in receipt of the appropriate capitation/subvention. The VO will require access to the provider's fees records to verify this.
- Verify that the fees for the service as per the approved Fees Policy (A sample ECCE only fees policy is included at the back of this document), signed-off by the local County/City Childcare Committee (CCC), is prominently displayed in the service and/or included in the parents handbook. **Note:** If changes are made to an approved Fees Policy in relation to charges or session times on offer. The revised Fees Policy must be submitted to the local CCC for approval and sign-off.
- Check for services approved Equal Opportunities Childcare Programme (EOCP) 2000 – 2006 funding that the relevant publicity requirements are being adhered to, for example, the EOCP publicity poster issued is displayed prominently within the service, appropriate EOCP logo and text reference is included in publicity material, headed paper and public advertisements.
- Ascertain the service's engagement with Síolta & Aistear.
- Collect data in relation to the type of service (sessional, part-time, full-time), occupancy, opening hours, numbers of staff etc.
- For ECCE only - check the qualifications of the staff working directly with ECCE children.

Important points to note:

Unannounced Visits - As directed by DCYA, a proportion of on-site compliance visits will be conducted without prior notice. No notification email or telephone contact will be made in advance of the Pobal VO. arriving at the service to conduct the on-site compliance checks.

Please note: all Pobal Visiting Officers hold official Pobal photographic identification.

The on-site visit is **not** an audit of accounts, books or financial records of the service or an examination of the service's corporate governance.

2. The purpose of the on-site Compliance visit under the three individual programmes is to:

Early Childhood Care & Education (ECCE):

- Verify that the actual number of DCYA approved ECCE childcare places in the service correspond with the number of childcare places enrolled **and** attendance on the day of the visit. The listing of approved ECCE child places issued by DCYA (Oct 2011) will be used to verify places. Services are required to retain this listing.
- Verify that the ECCE Fees Policy approved by the local County/City Childcare Committee (CCC) is being implemented.
- Verify that parents are in receipt of the appropriate capitation.
- Verify that there are records available for the amounts paid by those parents who have agreed to avail of optional extras/extra time and provide a voluntary donation.
- Verify qualifications of staff working directly with ECCE children. Services in receipt of the Standard Capitation, qualifications of the Room Leader will be checked. Services in receipt of the Higher Capitation (€75 p.w.), qualifications of both the Room Leader and Assistant will be checked.

The **ECCE Compliance Form** is included at the back of this document

The **Sample Notification email** is included at the back of this document

Childcare Education and Training Support (CETS):

- Verify that the actual number of DCYA approved CETS childcare places in the service correspond with the number of childcare places enrolled **and** attendance on the day of the visit.
- Verify that there is vacant space available for any allocated CETS places not yet filled.
- Verify that the provider has received a letter from FAS/VEC detailing the parents eligibility to a place under the CETS programme and that they have written confirmation that the parent has commenced the educational course/training programme. A sample of these standard letters is included at the back of this document.

- Verify that parents are in receipt of the appropriate capitation.

The **CETS Compliance Form** is included at the back of this document.

The **Sample Notification email** is included at the back of this document

Community Childcare Subvention (CCS):

- Verify that the DCYA approved CCS Full-time Equivalent (FTE) childcare places in the service correspond with the FTE childcare places enrolled **and** attendance on the day of the visit. The listing of approved CCS child places issued by DCYA will be used to verify places. Services are required to retain this listing.
- Verify that the CCS Fees Policy approved by the local County/City Childcare Committee and agreed with DCYA is being implemented. Access to fees records will be required.
- Verify that parents are in receipt of the appropriate subvention.

The **CCS Compliance Form** is included at the back of this document.

The **Sample Notification email** is included at the back of this document.

3. Preparing for the on-site Compliance visit:

- Services will receive an email from Pobal, normally one week in advance of the on-site visit to advise the service of the scheduled visit (Sample notification letters accessible under point 2, above). A follow-up telephone call from a Pobal staff member will be made to confirm visit arrangements.
Important Notice – Unannounced Visits: As directed by DCYA, a proportion of on-site compliance visits will be conducted without prior notice. No notification email or telephone contact will be made in advance of the Pobal V.O. arriving at the service to conduct the on-site compliance checks. **Please note all Pobal Visiting Officers hold official Pobal photographic identification.**
- Information/documentation to be available to Pobal on the day of the visit is as follows:
 - Attendance records of the service for the current year's enrolment.
 - Fee income records for the current year's enrolment.
 - Copy of approved Fees Policy signed-off by the local CCC.
 - DCYA listing of approved places under the related funding programme i.e., ECCE or CCS.
 - Parent's handbook or letter(s) used by the service to advise parents of fees and **optional** extra charges that are **optional** for parents to avail of (ECCE only).
 - FAS & VEC letters confirming eligibility and commencement/duration dates of courses (CETS only).
- Pobal will advise the relevant CCCs of scheduled on-site visits in their counties.

4. During the on-site Compliance visit:

The visit will be conducted by going through a series of questions outlined in the Compliance Form. Please familiarise yourself with the related sections of the Compliance Form to each of the three funding programmes under Point 2, above.

- The on-site visit will conduct a compliance check on four fundamental elements:

- o **Service provision/attendance (ECCE/CETS/CCS)** – verify DCYA’s data of approved numbers of childcare places under each programme compared to the actual number of children under each programme enrolled **and** attendance on the day of the visit. This is done by reviewing the attendance records which are required to be available during the visit.

- **Information/records to be made available by the service: Attendance Records and DCYA’s listing of approved places for either or both ECCE and CCS.**

- o **Fees Policy (CCS & ECCE only)** – verify the Fees Policy approved by the local CCC is being implemented and that parents are in receipt of the appropriate capitation/subvention. This is done by reviewing fees records. A review of documentation such as; parents’ handbook and/or letter(s) used by the service to advise parents of fees and **optional** extra charges that are **optional** for parents to avail of, will also be undertaken.

For **ECCE only** visits, records will also need to be maintained where parents have agreed to pay voluntary contributions.

- **Information/records to be made available by the service: Fees records, parents’ handbook and/or letter(s).**

- o **Qualifications of ECCE staff (ECCE only)** – check the qualifications of the Room Leader working directly with ECCE children. Services in receipt of the Higher Capitation (€75 p.w) qualifications of both the Room Leader and Assistant will be checked. This is done by reviewing copies of the staff’s qualifications and recording the details of the staff member(s) and applicable qualifications.

- **Information/records to be made available by the service: Certificates of qualifications.**

- o **FAS/VEC letters (CETS only)** – verify the number and type (i.e. FAS or VEC) of DCYA approved CETS places correspond with confirmation letters from FAS/VEC. This is done by reviewing FAS/VEC letters which are to be available during the site visit. **Note:** Vacant place(s) need to be made available where an approved CETS place(s) has not yet been filled. Where the space is already filled the provider should be in possession of a letter detailing the parent’s eligibility under the CETS scheme and a letter stating that they have commenced their course.

- **Information/records to be made available by the service: FAS & VEC letters confirming eligibility and commencement/duration dates of courses.**

- For services approved funding under Equal Opportunities Childcare Programme 2000 – 2006 (EOCP), the visit will also facilitate a compliance check in relation to EOCP publicity requirements.
- Dependent on the number of programmes in which the service is participating (being verified during the compliance visit), the duration of the visit will range from 30 mins to 1 hour. The approximate duration of site visits will be detailed in the notification letter issued to the service; please refer to the sample notification letters.
- Services will be required to sign-off on the information collected in the course of the visit. If there are any discrepancies between the information gathered during the visit and the data supplied to Pobal by the DCYA and/or the CCC, this will be noted on the visit report(s). The VO will advise based on the information provided and assessed during the visit, if the service is fully compliant, non-compliant with minor recommendations or non-compliant with major recommendations.

A note will be made of any follow-up/further supports identified by your service or by Pobal. Where a VO has recommended that a provider should revert back to the CCC in relation to any issues they should do so immediately.

5. After the on-site Compliance visit:

- A follow-up email will issue from Pobal confirming the outcome of compliance visit.
- Pobal will provide a copy of its report to the DCYA.
- DCYA will follow-up with any services deemed to be non-compliant with major recommendations.

6. What if I have questions about my on-site compliance visit?

- If you have a question about a compliance visit, you can contact your assigned VO. The VO's contact details are included in the scheduling e-mail sent to you in advance of the day of the visit. Any queries you may have can be discussed with your VO. For general queries or comments you can contact cvisit@pobal.ie. Your feedback is welcomed.

A visual Overview of the Compliance Visit Process is included at the back of this document.

There is further information available on the DCYA website. Please also note that your local CCC is also available as a support to all childcare providers.

Sample DCYA ECCE Approval Listing

Happy Days Childcare
Main Street
Ireland

Department of Children and Youth Affairs
Dublin

Dear Service Provider

Please find below a list of approved places for your service under the Early Childhood Care and Education (ECCE) Programme.

Name of Child	No. of Wks	Approved
Maria O'Brien	38wks	Y
Lisa Williams	38wks	Y
	38wks	Y
Sean Field	50wks	Y
Marcy McAndrews	50wks	Y

Yours Sincerely

XXXXXXXX

Sample DCYA CCS Approval Listing

Happy Days Childcare
Main Street
Ireland

Department of Children and Youth
Affairs
Dublin

Dear Service Provider

Please find below a list of approved places for your service under the Community Childcare Subvention (CCS) Programme.

Name of Parent	Band	Approved
Hilary Moore	Band A	Y
Audrey Shaw	Band A	Y
John O'Loughlin	Band A	Y
Iris Bennett	Band A	Y
Tony Ward	Band B	Y
Aleksander Baczkowski	Band B	Y
Ayo Okafor	Band B	Y

Yours Sincerely

XXXXXXXX

CCC: **Dublin City**

DCYA Ref. No: **09DY0789**

ECCE Fees Policy

The table below confirms the Fees Policy for both ECCE-qualified children, and non-ECCE qualified children in the 3-6 age group in **Stepping Stones** Pre-school service.

Service	ECCE child	Non-ECCE child (aged 3-6)
Full-day care (per week)	€	€
Half-day care (per week)	€	€
3-hour sessional place (per week)	€0	€65
3-day Full-day care	€	€
Other options (please specify) 4 hour session - 9am to 1pm	€10.50	€75

In certain circumstances, additional fees may be sought in a service operating the free pre-school year scheme for optional extras other than additional hours (e.g. trips, transport etc). If your service makes such charges, please outline below (a) the level of these requested payments, (b) the purpose of them.

NB It should be noted that such charges are not expected to be the norm, and no child should lose out on his or her 15 hours programme based education as a result of parent not making such optional payments. Any service in breach of this rule will be in breach of contract, and subject to exclusion from the scheme, with potential of legal penalties.

Optional Charge	Purpose of this charge

Does your service solicit a voluntary donation from parents (and if so how much is the suggested amount per week)? [**No**]

If it does, can you confirm that this is absolutely voluntary for each family, is not sought prior to enrolment, and plays no part in admissions policy. [**N/A**]

Service Provider General Information

Pre-Visit Information *(this section is completed by the Pobal Visiting Officer in advance of the visit):*

Private Provider [] Yes [] No	Community Provider [] Yes [] No
DCYA Ref:	Pobal App ID/ URN (If previously funded)
Facility Name:	Date of Site Visit:
Visit History	
ECCE: [Date of previous Site Visit] CETS: [Date of previous Site Visit] CCS: [Date of previous Site Visit]	
Is the service participating in:	Compliance Visit being undertaken on:
ECCE [] Yes [] No	ECCE []
CETS [] Yes [] No	CETS []
CCS [] Yes [] No	CCS []

Visit – General Information:

Is the service in existence and operating? Yes [] No []			
Present (From Pobal)	Name:	Present (From Service Provider)	Name: Role:

Fee Payment Policy:

Is the Fee Payment Policy (or equivalent) signed-off by the City/County Childcare Committee displayed in a prominent position in the childcare service premises? Yes [] No [] N/A []

Publicity Compliance:

Is the service compliant with publicity requirements under EOCP? Yes [] No [] N/A [] <i>(List how compliance was demonstrated)</i>
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Siolta & Aistear

Have you accessed any supports (could be from a Siolta co-ordinator or the CCC) to assist you in delivering a programme of activities that: adheres to the principles of Siolta? is based on the Aistear framework?	Yes [] No [] Yes [] No []
Would you be interested in accessing further supports to assist you in delivering a programme of activities that: adheres to the principles of Siolta? is based on Aistear framework?	Yes [] No [] Yes [] No []

Full Service Details

Maximum number of childcare places available <u>per day</u> (i.e. the capacity the service can accommodate daily)	Sessional	Part-time	Full-time
Number of places occupied <u>per day</u> on average			
Number of School Age Childcare Places available			
Total number of paid Childcare staff	Full-time		Part-time
Total number of CSP/JI/CE staff			
Operating hours	Sessional	Part-time	Full-time
Age range			
Tick all of the type(s) of services that will be provided per day	Full Day		Breakfast Club
	Part-time (preschool)		School Aged (sessional/pt)
	Sessional Service (am)		School Age full time outside of school term
	Sessional Service (pm)		Drop – in
	Childminding		

Early Childhood Care and Education (ECCE)

ECCE Service Provision:

Approved DCYA ECCE data				ECCE data confirmed by Pobal on day of site visit			
	38 Wks	41 Wks	50 Wks		38 Wks	41 Wks	50 Wks
No. of ECCE childcare places approved:				No. of children on the ECCE programme			
				No. of ECCE children evidenced in attendance (NB check that any absence of over 1 month was notified to DCYA)			
Days per week approved:				Days per week confirmed:			
Weeks per-year approved:				Weeks per-year confirmed:			
Is the service providing the appropriate free hours?				Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]			
Note discrepancies between DCYA approved data and data confirmed on visit day:							

Compliant in relation to Service Provision Yes [] No []

If **non-compliant** in relation to service provision, provide details:

ECCE Capitation & Fee Payment Policy:

Fees Records available on site?	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]	Do fees records show that the appropriate Capitation is being applied?	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]
Do the fees records show that the service fully implementing the Fee Payment Policy approved by the local County/City Childcare Committee under ECCE?			Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]

Optional Extras	Is the service providing optional extras?	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]
	If Yes above, is there evidence that parents are advised that this is optional?	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]
	Numbers taking up optional extras to date?	[*No.] out of [*No.] approved
Other Options /Extra Time	Is the service providing Other Options? (e.g extra 30 minutes)	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]
	If Yes above, is there evidence that parents are advised that this is optional?	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]
	Numbers taking up other options to date?	[No.] out of [No.] approved
Voluntary Donation	Is the service soliciting a voluntary donation ?	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]
	If Yes above, is there evidence that parents are advised that this is optional?	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]
	Numbers paying voluntary donation to date?	[No.] out of [No.] approved

Compliant in relation to Fee Payment Policy/Optional Extras Yes [] No []

If **non-compliant** in relation to Fee Payment Policy/Optional Extras, provide details:

ECCE Qualifications:

Capitation approved by DCYA:

Standard []

Higher []

Room	ECCE Staff Member	Position <i>Leader /Assistant</i>	Qualifying Body	Award	Year	Evidence of Qualification
1						Yes [] No []
2						
3						
4						

Service confirmed they meet the minimum ECCE qualifications requirement (Level 5)	Yes [] No []
If no, is the service on target to meet this requirement by July 2012?	Yes [] No []

ECCE Staff/Qualifications – Comments:

DCYA Ref:

Contact Name
Facility Name
Add1

DATE

**RE: Free Pre-School year in Early Childhood Care and Education (ECCE)
- On-site Compliance Visits during 2011/2012**

Dear XXXXXXX

Pobal contracted by the Department of Children and Youth Affairs (DCYA) will continue to conduct on-site compliance visits to all childcare services participating in the 2011/2012 **Free Pre-School year in Early Childhood Care and Education (ECCE)** programme. Each approved service is subject to an on-site visit to ensure that the conditions of the programme are being complied with as detailed in your grant funding agreement.

Pobal has scheduled a number of on-site compliance visits to childcare services in your area on **[insert day & date]** and anticipate arrival to your service between **[insert between times e.g. 9.00am – 12.30pm or 1.00pm – 5.00pm]**. This on-site visit will take approx 30 minutes. Please ensure that someone is available to accompany the Pobal representative for the duration of the visit.

The purpose of this visit is to:

- Confirm the existence and operation of the pre-school service
- Verify that the actual number of DCYA approved ECCE childcare places in the service correspond with the number of childcare places enrolled and attendance on the day of the visit. The listing of approved ECCE child places issued by DCYA will be used to verify places.
- Verify that the ECCE Fees Policy approved by the local County/City Childcare Committee (CCC) is being implemented.
- Verify that parents are in receipt of the appropriate capitation.
- Verify that there are records available for the amounts paid by parents in relation to optional extras/extra time and voluntary donations.
- Verify qualifications of staff working directly with ECCE children.

Additional information/data that will be verified during the visit include; engagement with Síolta & Aistear, details of your facility - the type of service (sessional, part-time, full-time), occupancy, opening hours, numbers of staff etc and publicity requirements for services approved funding under Equal Opportunities Childcare Programme 2000 – 2006 (EOCP).

As part of the process, during the on-site visit, Pobal require access to the following information/documents maintained by your service:

- Attendance records for the current year's enrolment commencing from September 2011.
- The listing of approved ECCE child places issued by DCYA will be used to verify places.
- A copy of the ECCE 2011/2012 Fees Policy approved by the County/City Childcare Committee. If you did not keep a copy of this you may request a copy through your CCC.
- Fee income records e.g. a fees record book/receipts book for the current year's enrolment.
- Parent's handbook or letter(s) used by the service to advise parents of fees and optional extra charges that are optional for parents to avail of.

- Childcare/early education qualifications of the Room Leader delivering the ECCE pre-school session, and where the service is in receipt of Higher Capitation the qualifications of Assistant will also be required.

Failure to comply with the on-site compliance visit and to provide this information on the day of the visit may result in your service being deemed non-compliant and in breach of your contractual requirements under ECCE.

Useful information on the ECCE Programme and other DCYA funded programmes is available on the Pobal website.

Also, please be advised that your local County/City Childcare Committee has been notified of the scheduled on-site visit to your service.

I am assigned to conduct the on-site compliance visit at your service and look forward to meeting you and visiting your childcare facility.

Early Education and Childcare Unit
Pobal *government supporting communities*

FAS/VEC Eligibility Letter

FAS Logo/VEC Logo

Parent's name:

Parent's address:

Parent's PPS number:

Dear _____

This is to confirm that you have been accepted on the course as outlined below and that this qualifies for the Childcare Education and Training Support (CETS) programme.

Course name: _____

Venue: _____

START DATE _____

FINISH DATE _____

Number of weeks of course: _____

Places needed (full time, part time or afterschool: _____

Please bring this document to your childcare provider as confirmation that you now have a place on the above training programme and that you wish to avail of a free childcare place, (full time, part time or afterschool) for your child/children under the Childcare and Education Training Support (CETS) programme.

The childcare place(s) will cease to be available following the finishing of your course. You must also complete a parent declaration form and a weekly sign in sheet with the childcare service. You must also provide them with your PPS numbers and the PPS number of your child/children availing of the childcare place (s).

FAS Commencement of Study Letter

Mr [FullName]
[Address Line 1 of 4]
[Address Line 2 of 4]
[Address Line 3 of 4]
[Address Line 4 of 4]

DATE: [dd-Mmm-YYYY]
RSI NUMBER: XXXXXXXXXXXAA

Dear Mr/Ms [Surname]

RE: [Name Of Course]

We are pleased to inform you that you have been successful in your recent interview for the above training course.

Please attend for enrolment on:

Date: [DD-Mmm-YYYY] **Time:** [hh:mm] **Venue:** [Course Venue Name] [Course Venue Address Line 1 Of 3] [Course Venue Address Line 1 Of 3] [Course Venue Address Line 1 Of 3]

Please bring with you the following:

Birth Certificate, R.S.I. Number, Form F (103) completed by your Employment Exchange and your Bank details: Bank account number, bank name and sort code

Please note that FÁS trainees are paid one week in arrears.

If you are not availing of this training place, please contact this office immediately as it would help another applicant to avail of this training place.

If you are in receipt of Disability Allowance/Blind Persons Pension you should have secured an exemption from your pension in order to receive the FÁS Training Allowance.

Please ensure to bring this letter with you to Social Welfare (along with the enclosed form F103) as evidence of your FÁS course place offer and due commencement date of the course.

If you will be participating on the above training course and require childcare in order to take up the training opportunity you may avail of free childcare places provided through the new Childcare Employment and Training Support (CETS) Scheme. This scheme is provided by the Office of the Minister for Children and Youth Affairs. A list of local childcare providers participating in the **CETS Scheme is available from your local County Childcare Committee**. If you want to avail of a free childcare place please bring this letter to one of the listed childcare providers to secure the place for the duration of the training course. Childcare places will be offered on a first come, first served basis.

Yours sincerely

Employment Services Officer

VEC Commencement of Study Letter

Mr [FullName]
[Address Line 1 of 4]
[Address Line 2 of 4]
[Address Line 3 of 4]
[Address Line 4 of 4]

DATE: [dd-Mmm-YYYY]
RSI NUMBER: XXXXXXXXXXXAA

Dear Mr/Ms [Surname]

RE: [Name Of Course]

This is to confirm that you have commenced on the above course as outlined below

Start Date: [DD-Mmm-YYYY] **Finish Date:** [DD-Mmm-YYYY] **Venue:** [Course Venue Name] [Course Venue Address Line 1 Of 3] [Course Venue Address Line 1 Of 3] [Course Venue Address Line 1 Of 3]

Please bring this document to your childcare provider as confirmation that you now have a place on the training programme and to confirm the start and finish dates of the programme. The childcare place(s) will be available for the duration of the programme.

Yours sincerely

Training Services Officer

Service Provider General Information

Pre-Visit Information *(this section is completed by the Pobal Visiting Officer in advance of the visit):*

Private Provider [] Yes [] No	Community Provider [] Yes [] No
DCYA Ref:	Pobal App ID/ URN (If previously funded)
Facility Name:	Date of Site Visit:
Visit History	
ECCE: [Date of previous Site Visit] CETS: [Date of previous Site Visit] CCS: [Date of previous Site Visit]	
Is the service participating in:	Compliance Visit being undertaken on:
ECCE [] Yes [] No	ECCE []
CETS [] Yes [] No	CETS []
CCS [] Yes [] No	CCS []

Visit – General Information:

Is the service in existence and operating? Yes [] No []			
Present (From Pobal)	Name:	Present (From Service Provider)	Name: Role:

Fee Payment Policy:

Is the Fee Payment Policy (or equivalent) signed-off by the City/County Childcare Committee displayed in a prominent position in the childcare service premises? Yes [] No [] N/A []

Publicity Compliance:

Is the service compliant with publicity requirements under EOCP? Yes [] No [] N/A [] <i>(List how compliance was demonstrated)</i>
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Siolta & Aistear

Have you accessed any supports (could be from a Siolta co-ordinator or the CCC) to assist you in delivering a programme of activities that: adheres to the principles of Siolta? is based on the Aistear framework?	Yes [] No [] Yes [] No []
Would you be interested in accessing further supports to assist you in delivering a programme of activities that: adheres to the principles of Siolta? is based on Aistear framework?	Yes [] No [] Yes [] No []

Full Service Details

Maximum number of childcare places available <u>per day</u> (i.e. the capacity the service can accommodate daily)	Sessional	Part-time	Full-time
Number of places occupied <u>per day</u> on average			
Number of School Age Childcare Places available			
Total number of paid Childcare staff	Full-time		Part-time
Total number of CSP/JI/CE staff			
Operating hours	Sessional	Part-time	Full-time
Age range			
Tick all of the type(s) of services that will be provided per day	Full Day		Breakfast Club
	Part-time (preschool)		School Aged (sessional/pt)
	Sessional Service (am)		School Age full time outside of school term
	Sessional Service (pm)		Drop – in
	Childminding		

Childcare Employment & Training Support (CETS)

CETS Places:

Approved DCYA CETS Data:			CETS data confirmed by Pobal on day of visit:					
No. of CETS places approved:	FAS	VEC	No. of CETS places occupied:	FAS	VEC	Number of children evidenced in attendance:	FAS	VEC
Full-time			Full-time			Full-time		
Part-time			Part-time			Part-time		
Afterschool			Afterschool			Afterschool		

Note any discrepancies between DCYA approved places and data confirmed on day of visit:

Is there vacant space available for any allocated CETS place not yet taken up?	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>] N/A [<input type="checkbox"/>]
Letter(s) detailing all parents' eligibility to CETS childcare place available on site?	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]
All letter(s) detailing commencement of course on file available on site?	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]

Compliant in relation to allocation of CETS places Yes [] No []

If **non-compliant** in relation to allocation of CETS places, please provide details:

CETS Capitation:

Fees Records available on site?	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]	Do fees records show that the appropriate Capitation is being applied?	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]
Are there parents being charged in relation to CETS places?		Yes [<input type="checkbox"/>] No [<input type="checkbox"/>] If 'yes', [No.] out of [No.] approved and detail what the charge is for: _____ _____	
Compliant in relation to capitation Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]			
If non-compliant in relation to capitation, provide details:			

SAMPLE

<<DATE>>
<<ADDRESS>>

**RE: Childcare Education and Training Support (CETS):
On-site Compliance Visits 2011/2012**

Dear <<NAME>>

Pobal contracted by the Department of Children and Youth Affairs (DCYA) will continue to conduct on-site compliance visits to all childcare services participating in the 2011/2012 **Childcare Education and Training Support (CETS)** programme. Each approved service is subject to an on-site visit to ensure that the conditions of the programme are being complied with as detailed in your grant funding agreement.

Pobal has scheduled a number of on-site compliance visits to childcare services in your area on **[insert day & date]** and anticipate arrival to your service between **[insert between times e.g. 9.00am – 12.30pm or 1.00pm – 5.00pm]**. This on-site visit will take approx 30 minutes. Please ensure that someone is available to accompany the Pobal representative for the duration of the visit.

The purpose of the on-site Compliance visit is to:

- Verify that the actual number of DCYA approved CETS childcare places in the service correspond with the number of childcare places enrolled and attendance on the day of the visit.
- Verify that there is vacant space available for any allocated CETS places not yet filled.
- Verify that the provider has received a letter from FAS/VEC detailing the parents eligibility to a place under the CETS programme and that they have written confirmation that the parent has commenced the educational course/training programme.
- Verify that parents are in receipt of the appropriate capitation.

Additional information/data that will be verified during the visit include; engagement with Síolta & Aistear, details of your facility - the type of service (sessional, part-time, full-time), occupancy, opening hours, numbers of staff etc and publicity requirements for services approved funding under Equal Opportunities Childcare Programme 2000 – 2006 (EOCP).

As part of the process, during the on-site visit, we require access to the following information/documents maintained by your service:

- Attendance records for the current year's enrolment commencing from September 2011.
- Fee income records e.g. a fees record book/receipts book for the current year's enrolment.
- FAS & VEC letters confirming parent's eligibility and commencement/duration dates of their courses.

Failure to comply with the on-site compliance visit and to provide this information on the day of the visit may result in your service being deemed non-compliant and in breach of your contractual requirements under CETS.

Useful information on the three DCYA funded programmes; ECCE/CCS/CETS is available on the Pobal website.

Also, please be advice that your local County/City Childcare Committee has been notified of the scheduled on-site visit to your service.

I am assigned to conduct the on-site compliance visit at your service and look forward to meeting you and visiting your childcare facility.

Early Education and Childcare Unit
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Service Provider General Information

Pre-Visit Information *(this section is completed by the Pobal Visiting Officer in advance of the visit):*

Private Provider [] Yes [] No	Community Provider [] Yes [] No
DCYA Ref:	Pobal App ID/ URN (If previously funded)
Facility Name:	Date of Site Visit:
Visit History	
ECCE: [Date of previous Site Visit] CETS: [Date of previous Site Visit] CCS: [Date of previous Site Visit]	
Is the service participating in:	Compliance Visit being undertaken on:
ECCE [] Yes [] No	ECCE []
CETS [] Yes [] No	CETS []
CCS [] Yes [] No	CCS []

Visit – General Information:

Is the service in existence and operating? Yes [] No []			
Present (From Pobal)	Name:	Present (From Service Provider)	Name: Role:

Fee Payment Policy:

Is the Fee Payment Policy (or equivalent) signed-off by the City/County Childcare Committee displayed in a prominent position in the childcare service premises? Yes [] No [] N/A []

Publicity Compliance:

Is the service compliant with publicity requirements under EOCP? Yes [] No [] N/A [] <i>(List how compliance was demonstrated)</i>
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Siolta & Aistear

Have you accessed any supports (could be from a Siolta co-ordinator or the CCC) to assist you in delivering a programme of activities that: adheres to the principles of Siolta? is based on the Aistear framework?	Yes [] No [] Yes [] No []
Would you be interested in accessing further supports to assist you in delivering a programme of activities that: adheres to the principles of Siolta? is based on Aistear framework?	Yes [] No [] Yes [] No []

Full Service Details

Maximum number of childcare places available <u>per day</u> (i.e. the capacity the service can accommodate daily)	Sessional	Part-time	Full-time
Number of places occupied <u>per day</u> on average			
Number of School Age Childcare Places available			
Total number of paid Childcare staff	Full-time		Part-time
Total number of CSP/JI/CE staff			
Operating hours	Sessional	Part-time	Full-time
Age range			
Tick all of the type(s) of services that will be provided per day	Full Day		Breakfast Club
	Part-time (preschool)		School Aged (sessional/pt)
	Sessional Service (am)		School Age full time outside of school term
	Sessional Service (pm)		Drop – in
	Childminding		

Community Childcare Subvention (CCS)

CCS Full Time Equivalent (FTE):

Date of Reference Week:	
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Approved DCYA CCS data		CCS data confirmed by Pobal on day of site visit			
DCYA FTE:		*Enrolled CCS FTE places during 'Reference Week'		*In attendance CCS FTE places during 'Reference Week'	

** FTE calculated using tailored spreadsheet and inserted into specified boxes.*

Weeks per Year Approved:		Weeks per Year Confirmed:	
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Comments:

Note any changes between the approved DCYA data and data confirmed by Pobal on day of site visit.

Subvention & Fee Payment Policy:

Fees Records available on site to verify application of CCS?	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]
Based on a broad sample of the CCS Bands, do the fees records show that the service fully implementing the Fee Payment Policy approved by the local County/City Childcare Committee under CCS?	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]
Compliant in relation to Fee Payment Policy:	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]
If <u>non-compliant</u> in relation to Fee Payment Policy, provide details:	

<<DATE>>
<<ADDRESS>>

RE: Community Childcare Subvention (CCS): On-site Compliance Visits 2011/2012

Dear <<NAME>>

Pobal contracted by the Department of Children and Youth Affairs (DCYA) will continue to conduct on-site compliance visits to all childcare services participating in the 2011/2012 **Community Childcare Subvention (CCS)** programme. Each approved service is subject to an on-site visit to ensure that the conditions of the programme are being complied with as detailed in your grant funding agreement.

Pobal has scheduled a number of on-site compliance visits to childcare services in your area on **[insert day & date]** and anticipate arrival to your service between **[insert between times e.g. 9.00am – 12.30pm or 1.00pm – 5.00pm]**. Please arrange for a representative of the childcare service to be available on the scheduled date. It is also recommended that a member of the Management Committee should attend the meeting if available. This on-site visit should take no longer than 45 mins.

The purpose of the on-site Compliance visit is to:

- Verify that the DCYA approved CCS Full-time Equivalent (FTE) childcare places in the service correspond with the FTE childcare places enrolled and attendance on the day of the visit. The listing of approved CCS child places issued by DCYA will be used to verify places.
- Verify that the CCS Fees Policy approved by the local County/City Childcare Committee (CCC) is being implemented.
- Verify that parents are in receipt of the appropriate CCS subvention.
- Where applicable, check that the relevant Equal Opportunities Childcare Programme 2000-2006 (EOCP) publicity requirements are being adhered to.

Additional information/data that will be verified during the visit include; engagement with Síolta & Aistear, details of your facility - the type of service (sessional, part-time, full-time), occupancy, opening hours.

As part of the process, during the on-site visit, we require access to the following information/documents maintained by your service:

- Attendance records for the current year's enrolment commencing from September 2011.
- The listing of approved CCS child places issued by DCYA will be used to verify places.
- A copy of the CCS 2011/2012 Fees Policy approved by the County Childcare Committee. If you did not keep a copy of this you may request a copy through your CCC.
- Fee income records e.g. a fees record book/receipts book for the current year's enrolment.

Failure to comply with the on-site compliance visit and to provide this information on the day of the visit may result in your service being deemed non-compliant and in breach of your contractual requirements under CCS.

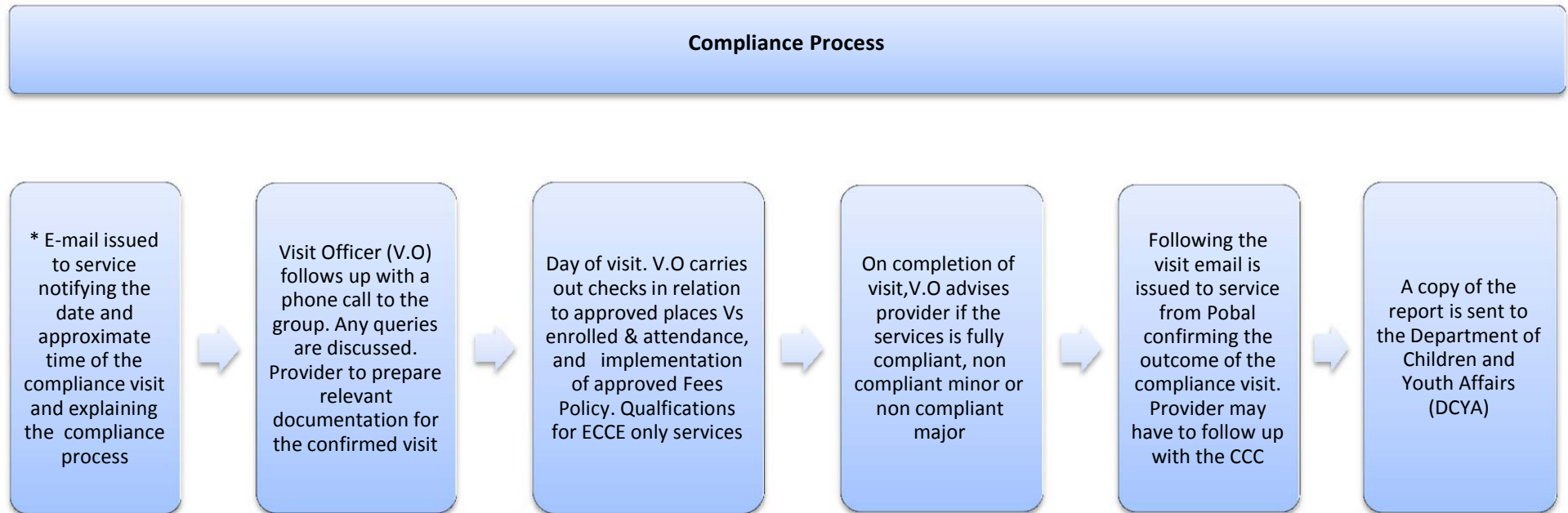
Useful information on the three DCYA funded programmes; ECCE/CCS/CETS is available on the Pobal website.

Also, please be advised that your local County Childcare Committee has been notified of the scheduled on site visit to your service.

I am assigned to conduct the on-site compliance visit at your service and look forward to meeting you and visiting your childcare facility.

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Overview of the Compliance Visit Process



* **Unannounced Visits** As directed by DCYA, a proportion of on-site compliance visits will be conducted without prior notice. No notification email or telephone contact will be made in advance of the Pobal VO. arriving at the service to conduct the on-site compliance checks. **Please note all Pobal Visiting Officers hold official Pobal photographic identification.**