



CCSP Saver Registrations 2019/2020

How to Guide for Service Providers

Release Date: 19/06/2020

This guide will demonstrate the process for Service Providers to re-register CCSP Saver Children who are returning to the 2019/2020 CCSP Programme following the COVID-19 closures.

Please note, that in order for a returning child to be eligible for the CCSP Savers Programme, the child must meet the following criteria:

- Registered on the CCSP Savers Programme prior to 15th November 2019
- Returning Registration is registered under the same parent
- Returning Registration is registered under the same Programme

Once the child has met the above criteria, they are classed as a Saver. If a child retained Saver status between 15th November 2020 and 13th March 2020 they are eligible to return as a Saver when services reopen on 29th June 2020.

Note: There will be no recheck of eligibility/review of band completed for returning children registrations for the remainder of the 2019/20 Programme call. Please ensure all children are re-registered with the band they had on 13th March 2020.

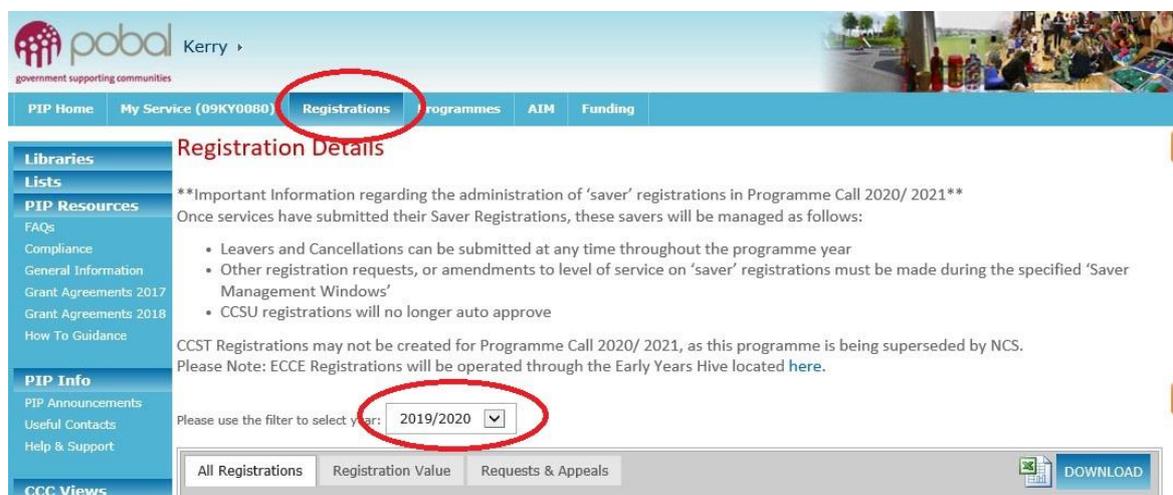
If the child does not return by the end of the 2019/2020 Programme call they will still retain Saver status.

To retrieve the information from the previous registration:

To retrieve information from the previous registration held for the child click on the registration ID (e.g. DR000001.XML), and click Edit registration. This will open the full details of the registration including all those required in Step 3.

To re-register the returning children on the CCSP 2019/20 Programme:

Step 1: Access the registration form by selecting Registrations and the 2019/2020 year and the Programme



The screenshot shows the PIP portal interface. At the top, the 'Registrations' menu item is circled in red. Below the navigation bar, the 'Registration Details' page is displayed. A dropdown menu for selecting the year is also circled in red, showing '2019/2020' as the selected option. The page content includes important information regarding the administration of 'saver' registrations in Programme Call 2020/2021, such as submission windows and the fact that CCSU registrations will no longer auto approve.

Step 2: Create a new registration by selecting the correct programme under Current Child Registrations at the corner of the screen



Step 3: Complete the information on the registration form with details from the previous registrations including Parent and Child names and dated of birth. The PPS number can be retrieved using the existing registration ID with the "Get PPSN" button after Name and DOB information has been entered. The parent and child names must be in exactly in the same format as was on the original registration.

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 government supporting communities

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

CCSP REGISTRATION

REGISTRATION ID: _____ **STATUS:** In Progress

Service Provider Info

* indicates mandatory fields

Service Name: Holbrook House Creche 1
Address: Street 1, Street 2, Kerry
DCYA Ref: 18KY3005
Programme Call: CCSP 2019
Programme Start Date: 19/08/2019 Programme End Date: 14/08/2020

Parent Information

First name: _____ * Last name: _____ *
Date of Birth: _____ * Parent PPSN: _____ Validate PPSN
Or
Existing registration ID: _____ Get PPSN

Child Information

First name: _____ * Last name: _____ *
Date of Birth: _____ * Gender: Select... *
Child PPSN: _____ Validate PPSN
Or
Existing registration ID: _____ Get PPSN

Child Information

First name	John	Last name	Doe
Date of Birth	01/01/2015	Gender	Male
Child PPSN		Or	
Existing registration ID		KY000000	Get PPSN

Step 4: Select the Registration Type and Complete session information. The Childcare start date should not be before 29/06/2020. The Proposed CCSP Band should be the same as that of the pre Covid-19 registration. In this window, the CCSP Eligibility Type will no longer be available.

Registration Type

CCS Plus

Sessions

Proposed CCSP Band: A

Type of Place	Days Per Week	Childcare Start	Childcare End	Weeks In Period	Non Payable weeks	Payable Weeks
1: CCSP Full Day	5	19/08/2019	14/08/2020	52	0	52

Add Session

Step 5: When the registration has been fully completed click on Submit. A new screen will open as below, you can print the Parental declaration form and the registration status will change from In Progress to Provisional.

The form is ready for submission. Note: The PPSN number will no longer be visible. The system will display a unique non-sensitive identifier for this Registration that the Service User or CCC user may use to locate the Registration information subsequently.

Save Submit

Thank You!

Your form is complete and has been successfully submitted.

Parental Declaration
Close