CCSP Saver Registrations 2019/2020

How to Guide for Service Providers

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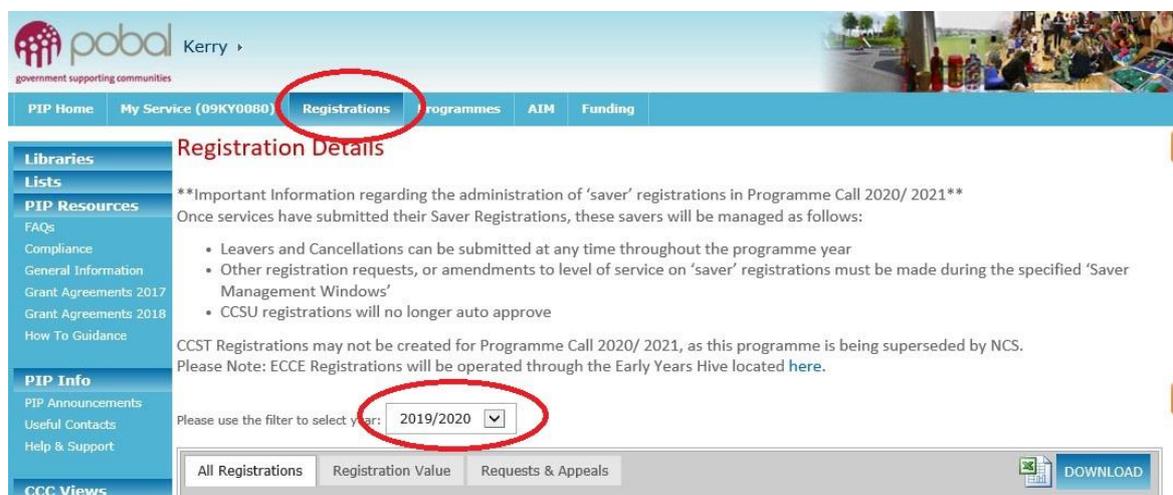
If the child does not return by the end of the 2019/2020 Programme call they will still retain Saver status.

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

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.

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.

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.