

November 2024



An Roinn Leanai, Comhionannais,
Míchumais, Lánpháirtíochta agus Óige
Department of Children, Equality,
Disability, Integration and Youth



Core Funding Fee Increase Assessment and Approval Process Applicant Guidelines

November 2024 Updates

Prepared by the Department of
Children, Equality, Disability,
Integration and Youth

Introduction

From September 2024, the funding available through Core Funding will be €331 million, which will facilitate the following changes to Core Funding in Year 3:

- The Base Rates for all age groups are increasing with larger increases in funding for places offered to children under the age of three. In short, all providers currently signed up to Core Funding will receive a higher payment going forward to support their day-to-day costs.
- The flat rate for sessional-only services is increasing from €4,075 to €5,000. This will increase supports to sessional-only services, who typically operate for shorter hours per week and fewer weeks per year.
- The minimum Base Rate allocation is increasing from €8,150 to €14,000 for services (excluding childminders). This is the minimum amount of funding a service will receive through their Base Rate and ensures a minimum guaranteed income for services. This increases supports for smaller services and services operating in rural areas, who may be subject to fluctuations in demand.
- The maximum Base Rate allocation is decreasing from €600,000 to €500,000. Services will not receive funding through the Base Rate beyond this maximum value. Any service receiving more than this maximum value will see their Base Rate funding reduce to this level.

In addition to these changes, and as part of the progressive development of the fee management system under Core Funding, the Department is introducing two new developments to fee management.

Up to now, services availing of Core Funding have not been allowed to raise their fees above what was charged to parents/guardians on 30 September 2021 (or at the point of first signing up for Core Funding if the service did not exist on 30 September 2021).

While this fee freeze will remain in place for the majority of services for year 3 of Core Funding, the Department is introducing a new Fee Increase Assessment and Approval Process whereby a Partner Service meeting certain criteria may apply to increase their fees up to an approved level. The Department is also introducing a cap on fees for services joining Core Funding for the first time this year. A fee cap will apply to all Partner Services from September 2025.

These new developments are in line with Recommendations 21 and 22 in *Partnership for the Public Good*.¹

This document is intended as a guide for services wishing to apply for the Fee Increase Assessment and Approval Process.

For more information, please refer to [What's new for Partner Services in Core Funding Year 3?](#)

1

21. Providers that sign up for Core Funding should be required to participate in a new fee management system. Initially, the new fee management system would involve an agreement not to increase parental fees from the September 2021 baseline for the September 2022 to August 2023 programme year; and,

22. The new system should focus first on limiting increases in fee rates. The Department should explore, using the provider cost data gathered under recommendation 20, the management of actual fee rates, including whether it would be reasonable to introduce a common national provider fee structure in the medium term, and including transitional arrangements – for example where all fee rates would have to fall within a specified percentage tolerance range around a given rate.

There are two primary stages to the Fee Increase Assessment process. The first is the eligibility stage where the applicant service’s eligibility for the process is checked. This eligibility stage is outlined in step 1-3 of this guidance document.

Once the eligibility stage is completed the service will enter the second stage, which is the application stage. At this stage the applicant service submits a CED template to the CCC, which the Department will use to determine if any sanctioned fee increase is appropriate. This application stage is outlined in steps 4-8 of this document.

Who is eligible?

To be eligible for the Core Funding Fee Increase Assessment and Approval Process, a service must meet all of the following basic qualifying criteria:

1.	Submitted completed Income & Expenditure template 2022/23*
2.	Submitted 2024/25 Fee Table and Parent Statement
3.	Activated Core Funding Partner Service Funding Agreement 2024/25
4.	Have at least one fee entry on 2024/25 Fee Table below applicable threshold

* Applicant services that joined Core Funding for the first time in year 2 will need to complete the Year 2 Income & Expenditure template, which is available on the Hive.

This means that all Programme Readiness tasks must be completed as normal for a service to be considered eligible for the Process. Although completion of Programme Readiness tasks are essential for entry to year 3 of Core Funding which includes completing the Core Funding August Review and Confirm, the August R&C is not an eligibility criteria for accessing the Fee Increase Assessment process.

The table of thresholds (see Appendix) will serve as a benchmark for the initial eligibility check under criterion #4. These values do not serve as a cap or a target for increases.

It is important to note that once initial eligibility has been passed, only fees below the county threshold will be eligible to be assessed for a fee increase. For example, if a service offers 5 fee options, and one falls below the county average, only the one fee below the county average will be eligible to enter the assessment process. The onus will be on the provider to demonstrate a need for a fee increase. Eligible fees will undergo assessment, this does not automatically mean they will be approved.

The county average fees mapped against the Common Fee Structure (CFS) are one of the eligibility criteria, they are not a target for fee increases.

When can services apply?

Applications will open on a phased basis:

Phase 1	Partner Services who have not increased their fees since programme year 2017/18 or before.	Applications open on 31st July 2024.
Phase 2	Partner Services who have not increased their fees from programme year 2018/19 to September 2021.	Applications open on 7th August 2024.

Phase 3	All other Partner Services.	Applications open on 19th August 2024 .
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Applications are staggered so that services where fees have been frozen for the longest may be assessed first. For services who intend to apply for the Process but are not eligible until Phase 2 or Phase 3, they should start to collect all relevant documentation. This will expedite the Process once they are eligible to apply.

Services who are currently in an active Fee Review can still apply to this process, however their application will be put on hold until the Fee Review has been resolved.

The Fee Increase Assessment and Approval Process will close for applications on **29 November 2024**. Services must have submitted their CED Template to be considered in the application stage therefore CED's must be received by the Department by 29 November. Local CCC's may set an earlier deadline to services in order to ensure they meet the Departmental deadline of 29 November.

How can services apply?

To express interest in the Fee Increase Assessment and Approval Process, services should contact their [local CCC](#). For more information on the Process, see the [Application process](#) section below.

How much of an increase might services be eligible for?

The maximum allowable increase will be capped at the equivalent increase in the NCS subsidy from September 2024 (74c per hour, up to a maximum of €33.30 per week for 45 hours of care or more per week).

Any service may be eligible to receive the maximum increase. However, the outcome of the Process will be determined by analysis of a service's financial data, projected enrolments for Year 3 and their existing fee levels. As such, results will vary by the individual circumstances of services.

Following the conclusion of the Process, any increase must be certified by the Department in the form of a written decision letter confirming approval. This letter will also specify the exact amount, which a fee can be increased by.

As per contractual obligations, parents/guardians must be made aware of an increase, or a potential increase, a minimum of 20 working days in advance of a new fee taking effect (see [Step 5](#) below). The Department will provide a template letter to this effect, which you must provide to parents/guardians. You should also send a letter which has been completed with the date you issued the letter to parents/guardians to your local CCC.

Are ECCE only sessions eligible for an increase under this process?

Sessional pre-school services providing ECCE only to ECCE eligible children are not eligible to come into the Fee Increase Assessment process. ECCE sessions provided only to ECCE eligible children in full or part time services are also not eligible for the FIA 2024 process.

For clarity, ECCE sessions that include non-ECCE children as evidenced on an applicant's fee table are eligible for assessment once the fee charged to non-ECCE children is under the county threshold for Band B in the common fee structure (CFS).

Fee options with "ECCE only" in the Fee Type Name and have a Fee including ECCE of €0 will automatically be removed from consideration.

Some sessions may be ECCE only session but may have different names in the fee type name. All sessions that meet all of the following criteria will also be automatically removed from the assessment process.

- 15-hour fee type for 5 days // 3-hour fee type per day
- Including ECCE = Yes
- Fee including ECCE = €0
- Age range only contains ECCE age (2 yrs. 8 months to 5 yrs. 6 months)

Important: If an ECCE only session offered exclusively is inadvertently assessed for a fee increase under the FIA 2024 process, the resulting outcome is not valid and does not override existing ECCE Fee rules.

[Are Additional Services or Optional Extras eligible for assessment?](#)

Additional Services or Optional Extras are not eligible for consideration under the FIA2024 process.

[Are penalties/sanctions such as late collection fees eligible for assessment?](#)

Penalties/sanctions such as late fee collection charges are not care types and are therefore not eligible for assessment under the current FIA2024 process.

[Services receive €69 in ECCE Capitation, ECCE Children availing of full or part time care options must have their fees reduced by a minimum of €64.50. Can services who reduce these fees by more than the minimum €64.50 apply to change this?](#)

If a service was deducting €69 from these ECCE children's fees, they are not allowed to begin decreasing their fee by €64.50 they must continue to deduce €69 as per Agreement for the Provision of Core Funding in Programme Year 3 (2024/2025), Schedule 2 Core Funding Rules Document.

However, services that were deducting more than the ECCE capitation value of €69 from ECCE children's full or part-time fees may apply to FIA 2024 for consideration to reduce this to the ECCE capitation value of €69.

[Why has my service has been approved a fee increase for a daily rate fee but was not approved a fee increase for my other options such as 2-day, 3-day, 4-day and 5-day options?](#)

The fee increase assessment process is connected to the Common Fee Structure (CFS) introduced for Core Funding year 3, the CFS sets out bands of weekly hours with thresholds for fees. If a daily rate has been approved under Band A for example, this means that the weekly fee being charged is for less than 10 hours per week.

The reason the other fee options, 2, 3,4 and 5 days have not been approved is due to the following reasons, firstly they may not have been eligible, as the current fee being charged for these was above the county threshold for their applicable CFS band or the fee was eligible

for assessment but once the FTE Fee was calculated the fee currently being charged was higher than the new FTE fee.

Being approved for a daily rate such as the example illustrated above therefore cannot be used to increase existing fees that were not approved through the FIA 2024 process. The Core Funding Fee Rules in relation to proportionality are included below to support understanding on this.

The rules surrounding proportionality.

As per section 4.3. Fee Management, Fee caps, discounts, donations, fees for Additional Services of the Funding Agreement, services who wish to introduce a new Service Type must introduce a corresponding fee which is not more than a proportion of the closest equivalent fee (for the closest equivalent age range) extant on September 30th, 2021.

The closest equivalent fee depends on which Service Type from September 2021 is closest in both age range and hours to the new Service Type. The Fee Increase Assessment Process does not change this rule. This rule is clearly stated in clause 7.5.1 in the Core Funding Partner Service Funding Agreement.

For instance, if a service in September 2021 had a fee for a 5-day full time session and a 1-day full time session and they now want to introduce a 4-day full time session, this new 4-day session's fee must be a proportion of the 5-day session's fee as it is the closest equivalent fee.

If the closest equivalent Service Type has been approved for a fee increase, then the new Service Type's fee can be calculated as a proportion of the new approved fee.

Approvals apply only to the fee options specified in the approval letter. All your services eligible current fee options have been assessed in this process. If the service types offered have not changed, the fee increases approved cannot be applied to other fee types. For example, if a partner services full time fee of €200 for 40 hours was ineligible due to being above the county threshold, and the part time fee was eligible and was approved a new fee of €125 for 20 hours, the service could not charge parents/guardians availing of the 40-hour option €250 euro.

For the avoidance of doubt, if you have been approved for a Daily Rate or Hourly Rate, this fee increase can only apply to that specific fee option. If the applicant were to take this increase and apply it pro-rata to other fee options on their existing fee table, this would constitute a breach of Core Funding fee management rules.

[I have been applying a discount in my service, removing a discount that was in place September 2021 is against Core Funding Fee Rules, can I apply to have discounts removed under the FIA 2024 process?](#)

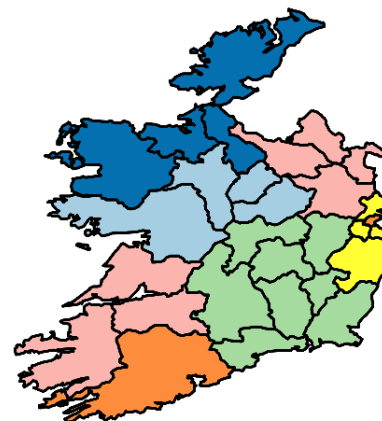
Yes, you may apply under FIA 2024 to remove a discount/s, you will need to notify your CCC of this request when you are submitting your CED and where relevant your updated I&E and this will be factored into the assessment process.

Cluster Area

For the purposes of this process, the CCCs have been grouped into five clusters at a national level.

1A	Roscommon, Galway, Longford, Westmeath
1B	Sligo, Leitrim, Donegal, Mayo
2	S.C. Dublin, Fingal, Wicklow, DLR
3	Offaly, Kildare, Laois, Tipperary, Kilkenny, Waterford, Wexford, Carlow
4	Cork City, Cork County, Dublin City
5	Meath, Monaghan, Cavan, Louth, Limerick, Kerry, Clare

- Cluster 1A
- Cluster 1B
- Cluster 2
- Cluster 3
- Cluster 4
- Cluster 5



Application process

Step 1 – EOI and self-declaration

Upon contacting your local CCC to express interest in the Fee Increase Assessment and Approval Process, you will be furnished with a self-declaration form with a Department letterhead.

On this form, you will indicate:

- i. Your eligibility under the four main criteria;
- ii. How long your fees have been frozen;
- iii. Whether you plan to submit an updated Income & Expenditure template²
- iv. That you agree to complete the Year 2 Income & Expenditure template, which is available on the Hive (only applicable to services who were **not** in Core Funding programme year 1);
- v. Whether you are a multi-site.

When returning your self-declaration to your CCC via email, you should have:

- i. Completed all fields relevant to your service
- ii. Attached your 2024/25 fee table³
- iii. Attached an historical fee list as evidence of how long your fees have been frozen (if available)⁴

² Applicant services that joined Core Funding for the first time in year 2 will need to complete the Year 2 Income & Expenditure template, which is available on the Hive.

³ Fee table 2024/25 must be provided in the standardised PDF format as is downloadable from the Hive.

⁴ Historical fee lists from 2019 onward may be accessed on the Hive; older fee lists may be inaccessible if you do not have them on file. If you do not have access to the necessary documentation, the Department may submit a request to Pobal for the relevant data at the next step of the process. Please note, however, that it may take up to 5 working days to process this request.

- iv. Attached an apportionment policy as applicable (for multi-sites only). For multi-sites, meaning businesses running more than one service, an apportionment policy must be provided in order to make it clear how they assign costs to individual sites. If a multi-site business does not use an apportionment policy, they must provide a short explanation of how they allocate costs across their services (e.g. 35% Service A, 65% Service B; or a statement that notes that the services use entirely separate bank accounts). This is in order to help the Department understand the different approaches to apportionment – the service will not be assessed or judged based on their policy in this regard.

If an historic fee list was not submitted with the declaration, the Department will find the historic fee list on an internal system. You will need to state when your fees have been frozen from in your self-declaration form.

You will automatically be placed into phase 3 If your historic fees list does not demonstrate that your fees have been frozen for as long as you claim they have been, or if the Department does not have evidence available to verify this date; (. This means that in the event of large volumes requiring the introduction of a triage system for applications, you may see longer wait times for a decision. However, your application will otherwise be processed as normal.

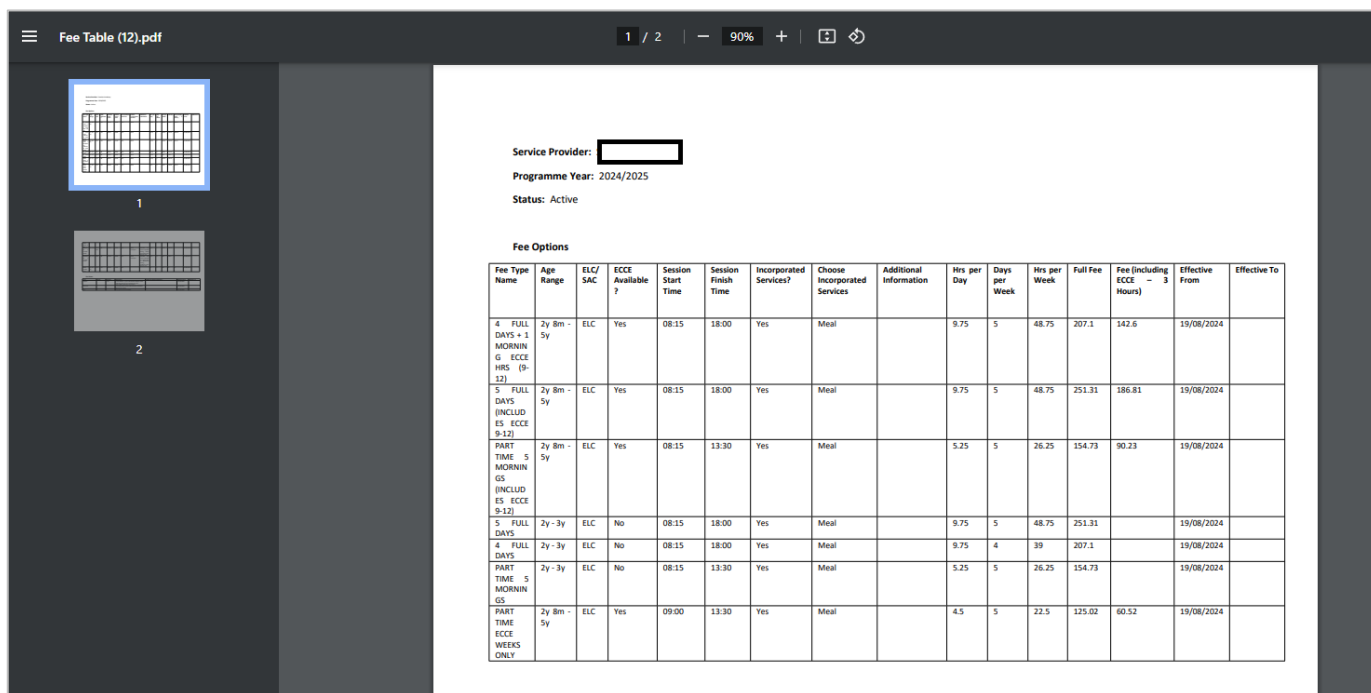



Figure 1. Fee table 2024/25 should be attached to the self-declaration form in PDF format as above.



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Department of Children, Equality,
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Core Funding Fee Increase Assessment

Self-declaration form

Date: Select today's date.

Service Reference Number (SRN): Enter your Service Reference Number (SRN)

Previous SRN (if applicable): Enter any previous SRN

Service Name: Enter the name of your service.

1. I have submitted my financial returns for Programme Year 2022/23.	<input type="checkbox"/>
2. I have submitted my fee table for Programme Year 2024/25.	<input type="checkbox"/>
3. I have activated my Core Funding Partner Service Funding Agreement 2024/25.	<input type="checkbox"/>
4. My fee table contains at least one fee entry below the applicable threshold.	<input type="checkbox"/>

My fees have not increased since: Year

I have attached my fee table for programme year 2024/25 alongside this form.

I have attached a historical fee list attesting to my fees being frozen since the year specified above. Select

I was not in contract for Programme Year 2022/23 OR my financial circumstances have changed significantly in the intervening years, and I intend to provide an updated income and expenditure template to DCEDIY. *(optional)* Select

I have attached my company's apportionment policy. *(for multi-site services only)* Select

I hereby certify that the information provided in this form is complete, true and correct to the best of my knowledge.

Signature:

X _____

Step 2 – CCC verification of criteria 2-4

Having received the self-declaration form and the attached documentation, your local CCC will proceed to verify criteria 2, 3 and 4.

2. *Submitted 2024/25 Fee Table and Parent Statement*
3. *Activated Core Funding Partner Service Funding Agreement 2024/25*
4. *Have at least one fee entry on 2024/25 Fee Table below applicable threshold*

Criteria #2 and #3 will be verified by your local CCC following receipt of your completed self-declaration form. Criterion #4 will be verified through analysis of your 2024/25 Fee Table, which should be attached to your self-declaration form.

Step 3 – Department verify criterion 1

The Department will then check the Core Funding Contractual Requirements Reporting System to verify criterion 1.

1. *Submitted completed Income & Expenditure template 2022/23*

It is the responsibility of the applicant service to ensure that their financial returns are valid, meaning that they are:

- i. Submitted by a registered accountant
or
- ii. Submitted via self-submission using an in-house accountant with auditor details provided (as applicable)

And

- iii. Without obvious errors

For further information, please refer to the [Core Funding Financial Requirements FAQ](#).

If your service was not contracted to Core Funding at any point in Year 1, you must complete a full Year 2 Income & Expenditure template. This template is available on [the Hive](#), under the heading 'Core Funding Reporting Requirement Year 2 (2023/24)'.

Step 4 – Updates and submission

For the next stage, the FTE calculator workbook will be provided to you by your CCC. You will need your service's enrolment records to complete the Child Enrolment Data (CED) element of the FTE calculator.

The CED task requires a projection of the number of children that will avail of care in your service in programme year 2024/25. This data will then be used, alongside your financial returns data, to derive a Full-Time Equivalent unit cost for the delivery of care in your service. On submission of your signed self-declaration, your CCC will provide you with the FTE calculator workbook, guidance documents and support as required.

If your service was not in contract for any part of Core Funding Year 1, or you have indicated that you wish to supply an updated Income & Expenditure template to reflect changed financial circumstances, the updated financial information should be provided at this stage.

If you are updating your financial data, you only need to provide the data relating to what has changed in your service since Year 1 through the relevant nominal codes – all unchanged overheads can be left blank on the template.

Any updated financial data reflective of year 2 I&E will be included in the assessment by the Department.

A sample of services that have provided updated Core Funding year 2 I&E will be checked against the validated returns once received by the Department at the end of February 2025.

If you have any questions about the completion of a Year 2 Income & Expenditure template, whether you wish to provide updates to specific nominal codes or need to provide a full template, you should contact [your local CCC](#).

Following the completion of the CED and, if necessary, the submission of any new financial data, your CCC will submit a formal application on your behalf with all of the necessary documentation attached. The CCC role includes sense checking CED results and FTEs will be compared against fee tables. For example, if sessions which are on the fee table have no corresponding FTE in the CED workbook, CCC's will check with the service that there are no children attending that session.

[Step 5 – Acknowledgement and notice of potential change to parents/guardians.](#)

Following receipt of the application, the Department will then issue an email acknowledging the beginning of the formal assessment.

A [template notice of potential change to parents/guardians](#) will be attached to this email.

Providers may choose to issue this to parents/guardians as it can be used to provide the required minimum notice period to parents/guardians. Alternatively, providers may choose not to issue this notice template letter and wait until they receive their decision letter and provide the required notice period at that point instead.

Services must inform the CCC if they wish to avail of this latter option. In these instances, the Department will still process the application, however the fee increases cannot be effective until 20 working days after parents/guardians have received notice.

The template notice may not issue immediately; however, the Department will endeavour to provide it to you (via your CCC) as soon as possible following the receipt of your formal application. If you are using this to provide notice to parents/guardians, you will have to date the notice with the date that it was circulated and provided to parents/guardians. Once the notice has been provided to parents/guardians you must send the dated notice back to the CCC.

This notice will specify that a fee increase may occur **no sooner than** 20 working days from point of issue, therefore it is a requirement that the service provider retain the cover email sent to parents/guardians containing this notice as evidence of the commencement of the notice period.

For example, if a service receives approval for an increase 15 working days into their notice period, they may then proceed with providing the approval letter to parents/guardians and increasing their fee 5 working days following approval.

For example, if a service receives approval for an increase 25 working days into their notice period, the new fee will take effect from the date the service issues the approval letter.

As previously noted, no fee increase can proceed without written approval from the Department in any case.

In cases where potential errors are found in a services application, delays may occur in releasing decision letters.

Step 6 – Department assessment

The Department will then use your financial information (with updates, if necessary) to complete the assessment.

Combined with the Child Enrolment Data, a Full Time Equivalent (FTE) unit cost will be derived.

The Department will then perform an analysis and make a determination as to whether a fee increase is necessary.

Step 7 – Decision

Both successful and unsuccessful fee increase decision letters will issue from the Department to the relevant CCC, who will then forward directly to the applicant.

The notice of potential change to parent's letter must be dated and provided to your CCC before you can receive a decision letter.

If a service has notified their CCC that they would not like to notify parents/guardians before a decision has been made, the Department will issue a decision letter that will contain the minimum 20 working days' notice.

Step 8 – Next steps

All successful applicants will need to:

- i. Provide the Department's decision letter to parents/guardians within 10 working days or inform the CCC that they do not wish to circulate and are waiting for the decision letter.
- ii. Update their Fee Table and Parent Statement on the Hive
- iii. Email their updated Parent Statement to parents/guardians.

In the event of the applicant being approved for an increase, where a template notice letter has been issued to parents/guardians, the new fee should take effect no sooner than 20 working days from the date of issue for the notice of potential change to parents/guardians, which should have been provided to the service from the CCC.

If the service has been successful, the decision letter will note when you are eligible to increase your fees which is based on the notice of potential change to parents/guardians if your service has chosen to issue this. Where the template notice was not used there is an additional requirement for the service to retain the cover email sent to parents/guardians containing the decision letter as evidence of the commencement of the notice period.

Unsuccessful applicants who have issued the notice of potential change to parents/guardians, will need to inform parents/guardians that no fee increase will occur.

If a service has been successful and has given notice of potential changes to parents/guardians, but subsequently decides that they would like to delay the fee increase until later in the programme year they may do so. However, they should still share the

approval letter with parents/guardians, and inform parents/guardians that they have chosen to delay the increase.

Unsuccessful applicants who have opted to wait until a decision has been reached before notifying parents/guardians do not need to inform parents/guardians that they have entered into the process and have been unsuccessful.

Only written approval from the Department can certify a fee increase. The decision letter will indicate the new maximum fee for the relevant offering. The service is under no obligation to increase to this maximum value.

If you need any additional assistance, you should **contact your local City/County Childcare Committee (CCC)**. You can find the contact details of your local City/County Childcare Committee here: <https://www.gov.ie/en/campaigns/5ab17-childcare/>

Unsuccessful applicants will need to inform parents/guardians that no fee increase will occur. A template letter to parents/guardians will be provided. If you were found ineligible for a fee increase, and you are concerned that you may face sustainability issues, a strand of sustainability funding is available to all Partner Services.

Reviews and Appeals

Each service will receive an Assessment Outline specific to their application. This will detail how their data was used to arrive at a final result. Details of requesting a review and appeal are also contained in this document. A review can be requested if the service believes a technical error was made during the assessment. An appeal can be requested if the service wishes to provide new information to the Department.

Services should contact their CCC within 10 working days if they wish to avail of a review or appeal.

The latest date a service can request a review or appeal is the 29 November 2024. If a service receives a decision letter less than 10 working days prior to the 29 November (i.e., after 15 November) they have 10 working days from the date of their decision letter to request a review or appeal.

Documents that will need to be updated following a successful application.

If you have been approved for a fee increase and have updated your fee table, the CCC will check that the ECCE deduction is correct as usual. However, CCC's will not need to review parent statements but services should indicate that they have been approved for a fee increase on the parent statement. This parent statement will need to be reissued to parents/guardians. There is a free text box provided in section 3.9.3 in the Parent Statement which services should use to indicate that they have been approved for a fee increase. Services should note that they have engaged in the FIA process, that they have been approved for a fee increase and the date which the fee increase was effective from.

Partial financial returns

If an applicant has submitted financial returns that are not representative of a full programme year (September – August), it should be clearly flagged to the FIA team what time period this financial data relates to.

Appendix

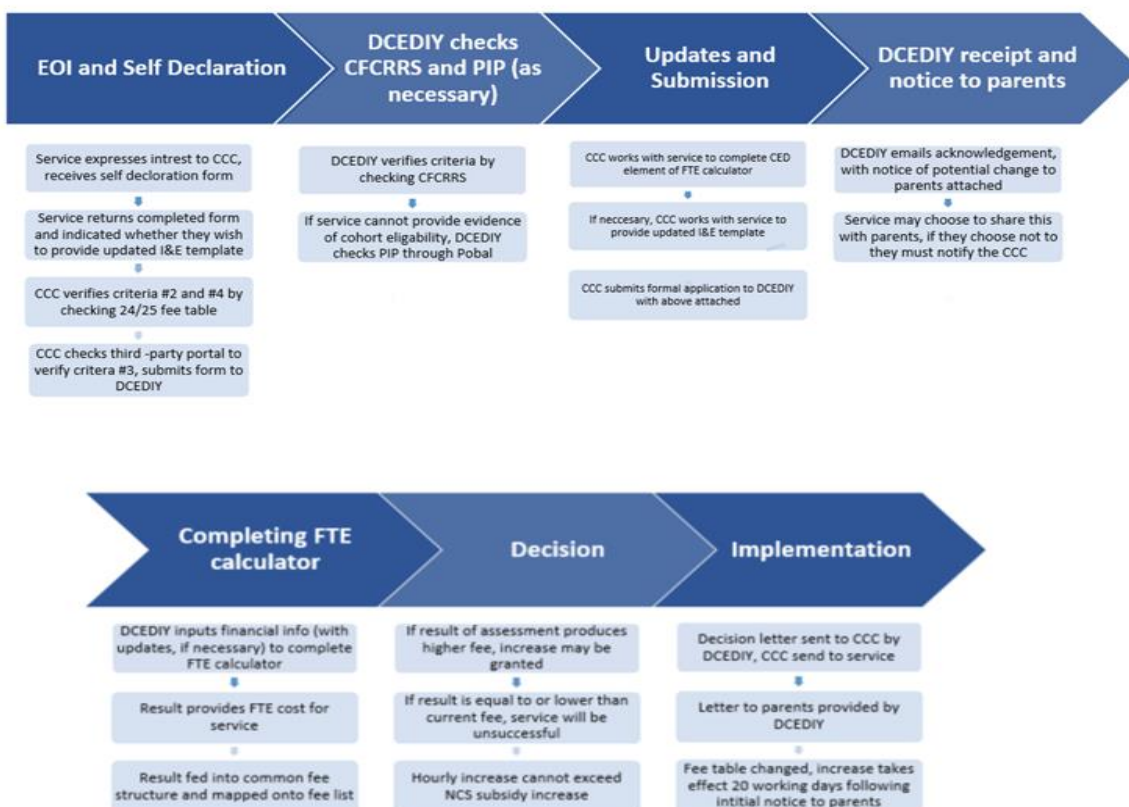


Figure 3. Process map for the Fee Increase Assessment process.

Table 1. Table of thresholds, broken down by county and Fee Bands.

County Division	Band A Less than 10 hours a week	Band B Between 10 hours and 19 hours 59 minutes a week	Band C Between 20 hours and 29 hours 59 minutes a week	Band D Between 30 hours and 39 hours 59 minutes a week	Band E Between 40 hours and 49 hours 59 minutes a week	Band F 50 or more hours a week
Carlow	€ 31.52	€ 63.04	€ 94.57	€ 126.09	€ 157.61	€ 189.13
Cavan	€ 34.07	€ 68.13	€ 102.20	€ 136.26	€ 170.33	€ 204.40
Clare	€ 34.29	€ 68.58	€ 102.88	€ 137.17	€ 171.46	€ 205.75
Cork City	€ 42.64	€ 85.28	€ 127.93	€ 170.57	€ 213.21	€ 255.85
Cork County	€ 40.90	€ 81.79	€ 122.69	€ 163.58	€ 204.48	€ 245.38
Donegal	€ 35.17	€ 70.33	€ 105.50	€ 140.66	€ 175.83	€ 211.00
Dublin City	€ 45.17	€ 90.34	€ 135.50	€ 180.67	€ 225.84	€ 271.01
DL-Rathdown	€ 52.80	€ 105.61	€ 158.41	€ 211.22	€ 264.02	€ 316.82
Fingal	€ 47.13	€ 94.26	€ 141.39	€ 188.52	€ 235.65	€ 282.78
South Dublin	€ 46.86	€ 93.72	€ 140.57	€ 187.43	€ 234.29	€ 281.15
Galway	€ 35.64	€ 71.27	€ 106.91	€ 142.54	€ 178.18	€ 213.82
Kerry	€ 36.90	€ 73.80	€ 110.69	€ 147.59	€ 184.49	€ 221.39
Kildare	€ 42.36	€ 84.71	€ 127.07	€ 169.42	€ 211.78	€ 254.14
Kilkenny	€ 34.54	€ 69.08	€ 103.61	€ 138.15	€ 172.69	€ 207.23
Laois	€ 34.77	€ 69.54	€ 104.32	€ 139.09	€ 173.86	€ 208.63
Leitrim	€ 30.34	€ 60.68	€ 91.03	€ 121.37	€ 151.71	€ 182.05
Limerick	€ 34.92	€ 69.85	€ 104.77	€ 139.70	€ 174.62	€ 209.54
Longford	€ 34.03	€ 68.05	€ 102.08	€ 136.10	€ 170.13	€ 204.16
Louth	€ 37.28	€ 74.56	€ 111.84	€ 149.12	€ 186.40	€ 223.68
Mayo	€ 34.05	€ 68.11	€ 102.16	€ 136.22	€ 170.27	€ 204.32
Meath	€ 39.84	€ 79.68	€ 119.53	€ 159.37	€ 199.21	€ 239.05
Monaghan	€ 31.07	€ 62.14	€ 93.22	€ 124.29	€ 155.36	€ 186.43
Offaly	€ 36.78	€ 73.57	€ 110.35	€ 147.14	€ 183.92	€ 220.70
Roscommon	€ 34.77	€ 69.53	€ 104.30	€ 139.06	€ 173.83	€ 208.60
Sligo	€ 34.28	€ 68.56	€ 102.85	€ 137.13	€ 171.41	€ 205.69
Tipperary	€ 33.13	€ 66.25	€ 99.38	€ 132.50	€ 165.63	€ 198.76
Waterford	€ 34.89	€ 69.79	€ 104.68	€ 139.58	€ 174.47	€ 209.36
Westmeath	€ 37.53	€ 75.05	€ 112.58	€ 150.10	€ 187.63	€ 225.16
Wexford	€ 36.73	€ 73.45	€ 110.18	€ 146.90	€ 183.63	€ 220.36
Wicklow	€ 45.44	€ 90.88	€ 136.33	€ 181.77	€ 227.21	€ 272.65

Table 2. The common fee structure, which is being introduced in Year 3.

Fee Band	Hours per week offered under fee option
A	Less than 10 hours
B	10 hours to 19 hours 59 minutes
C	20 hours to 29 hours 59 minutes
D	30 hours to 39 hours 59 minutes
E	40 hours to 49 hours 59 minutes
F	More than 50 hours

Appendix 2 – Common issues which may cause delays.

Fee Table

Fee tables must be correct before final decisions can be made.

Wrap-around Care Types – A wrap-around care type is a session where there is a break in the provision of care, for example, a term-time school age session incorporating breakfast club AM plus afterschool PM.

Special attention should be paid to display wrap-around sessions with two opening and closing times. As this functionality wasn't available last year, copying in last year's data without making amendments may lead to incorrect weekly hours.

Monthly Fees - Fees are to be displayed in the fee table as weekly fees, monthly fees cannot be appraised under FIA 2024. When a monthly fee is detected, the CCC will revert to the applicant and the fees will need to be changed to a weekly fee so that the assessment process can take place.

However, a monthly fee may not be detected during the process, and it is likely that it will not be assessed for a fee increase due to the possibility of the monthly fee being higher than the county average weekly fee for the relevant band.

In-term and Out of Term SAC Care Types – Errors have also been noted where a service has different care types on offer but only one fee was recorded. The fee table needs to reflect the different weekly hours offered.

For example: These details are captured on the Fee Table, under care type name; School Age Childcare, hours offered per week 51, fee €150, however, the accompanying CED has two School Age options, one term time and one out of school term. A provider with this issue will need to provide the CCC with the fees charged for each of the different care types, in term and out of term and then if eligible for assessment they can be considered under FIA 2024.

CED

The CED needs to reflect the care types being offered on the Fee Table. For example, if a service offers full time and part time care but the CED results table only reflects full time care, the Department will contact the CCC for clarification.

The FTE cannot be any higher than the total attendance for each session.

Services who close in the middle of the day and services with two different offerings in term and out of term will have to complete two separate FTE and CED workbooks.

Example 1: A service opens from 9:00-11:00 and then closes, but reopens for an afternoon session at 13:00-16:00. This service should complete an FTE and CED workbook for the 9:00-11:00 session and another workbook for the 13:00-16:00 session.

Example 2: A service offers afterschool 13:00-18:00 during term time and offers full day SAC 9:00-18:00 out of term time will need to complete two FTE and CED workbooks.

Notice letter to Parents/Guardians

There have been cases where decisions have been made and are ready to issue by the Department however, they cannot be sent due to the fact services have not informed their CCC of the date they issued the notice of potential changes letter to parents.

It is imperative that the date this letter was issued to parents/guardians is communicated to the CCC. If a service chooses not to issue this letter this must also be communicated to the CCC.