

How to apply:

Your child must be enrolled in a creche or with a childminding service before you apply for the Childcare Assistance Scheme.

Applications will be accepted from 20th September subject to overall funding levels.**

*** Should the allocated funding expire before this date, the scheme will close earlier, however, this date will be extended if funding is still available after 2nd November.*

** See Explanatory Notes for further details.*

What Happens next?

- Successful applicants will be notified by e-mail and will receive a Contract of Agreement which should be signed by both the student and the Crèche/Childminder
- Completed Contracts of Agreement must be emailed FAA Office*
- Payment will be made directly to the official nursery/creche/registered childcare provider upon receipt of the Contract of Agreement, usually within seven working days.
- Incomplete forms will be returned to the applicant *
- Applications received without all necessary documentation will be returned to the applicant

Explanatory Notes

Funding is calculated over a 36-week period. The maximum amount available to an applicant with one or more children is €2200. Where the weekly fee over a 36-week period does not exceed €2200, applicants will receive 100% of the fee.

Example:

- A student with one child paying €80 per week per child ($80 \times 36 = 2880$) will receive €2200
- A student with two children paying €80 per week per child ($80 \times 36 \times 2 = 5780$) will receive €2200
- A student with one child paying €100 per week for child ($100 \times 36 = 3600$) will receive €2200
- A student with two children paying €100 per week per child ($100 \times 36 \times 2 = 7200$) will receive €2200.
- Applications will be considered on individual merits, taking into account documented income (One Parent Family Payment, Rent Allowance and/or any other benefits, allowances and other income) of the student and where relevant, his/her spouse or partner and the applicant's individual circumstances.
- One advance payment will be made to the provider

Proof of registration with the HEA or Tusla must be provided by the crèche or childminder.

Accepted forms of proof as follows:

- HSE/Tusla Inspection Report
- Invoice of registration/notification fee to HSE/Tusla

- Copy of application/renewal form sent to HSE/Tusla for registration/notification
- ****The Crèche manager or Childminder does not have to sign the application form, however they must provide the following on signed Headed Paper:
- The Name of your children enrolled in the facility
 - Date your children commenced in the facility
 - The weekly rate per child
 - Any subvention paid by the state towards your fees
 - The net (actual) fee paid by the applicant less any CCS or other subvention per week per child.

Compulsory Supporting Documentation

- Birth Certificate for each child (photocopies are acceptable)
- Official proof that the crèche or childminder is registered/notified with HSE/Tusla (See explanatory note above)
- All income documentation including One Parent Family, Child Benefit payments, where applicable proof of other household income
- At least three most recent receipts for childcare costs to date
- Information on headed paper as stated above.****

All application records, including supporting documentation will be kept for a 10 year period. Following this period all records will be confidentially destroyed. Any unnecessary documentation submitted with the application will be immediately securely returned to the applicant.

Incomplete forms and forms submitted without all required supporting documentation will not be considered.

Child Care Assistance is not available to:

- Students who have not partly paid or fully paid registration fees by respective due dates - excluding students who have applied for a grant
- Apprentice and Part-Time Students
- Incoming students on Socrates/Erasmus Programmes or equivalent
- Postgraduate (paid) Research Students
- Students attending Foundation and Access courses
- Springboard Students