



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



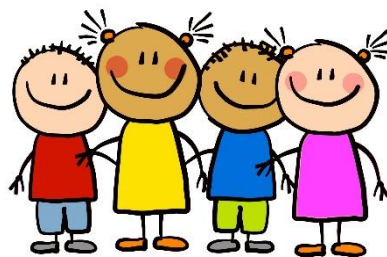
pobal

government supporting communities

Core Funding Programme 2022/2023 for Early Learning and Care and School Age Childcare Services

Application Changes Guidelines (V.3)

March 2023



Contents

Overview:	3
Review & Confirm:	3
Referred Back applications:	5
Update required to Tusla information:	5
Update required to a staff Qualification:	5
Impact on funding allocations:	6
What should I do in advance of submitting an application change?	6
Vacancies:	7
How to access an application change:	7
Recording an application change:	8
Change Effective Dates:	8
Examples of recording changes:	9
Tusla Registration updates:	10
Update Due date:	10
Staffing:	10
When a new staff member has been recruited and capacity has increased:	10
Where a staff member has left on long term leave (Over 4 weeks)	10
Where a staff member has left, and a new staff member is in place within 4 weeks:	11
Where a staff member has left and is not replaced within 4 weeks:	11
Where a staff member has left and is not replaced within 4 weeks (is replaced at a later date):	11
Replacing a Manager:	11
Capacity:	11
Withdrawing from Core Funding:	12
Summary page & Allocations:	12
Examples of allocation changes:	13
Reduction in allocations: Service already paid	13
Reduction in allocations: Service not paid	13
Increase in allocations: Service already paid	14
Increase in allocations: Service not paid	14

Overview:

A Core Funding Partner Service with a submitted application at approved or referred-back status is required to make changes in order to update their Core Funding Application as material changes occur throughout the programme year. A material change is a change that relates to operating hours/weeks, service offered including session types, level of capacity provided and staff levels and qualifications. Changes should also rectify any errors in the information submitted in your original Core Funding Application Module. If required refer to the initial [Core Funding Applicant Guidelines](#).

For the 2022/2023 programme year any changes from application submission that were effective up to and including 21st September 2022 can be submitted as a single change. Any changes following this date must be made in **chronological order** of when the change occurred. For example, if you increased your capacity on 2nd October and employed a new Graduate on the 30th of October you must submit the application change relating to the 2nd of October first. **If applications changes are not submitted in chronological order, previous changes will be superseded by the most recent application change submitted, which will lead to additional administration and may impact funding.** You must wait until each change is approved before submission of the next change. Therefore, providers should ensure that all information provided is accurate with the correct supporting documentation attached where applicable.

Review & Confirm:

A Core Funding Partner Services is required to Review and Confirm their Core Funding Application information. The Review and Confirm window will open for a specific period throughout the programme year.

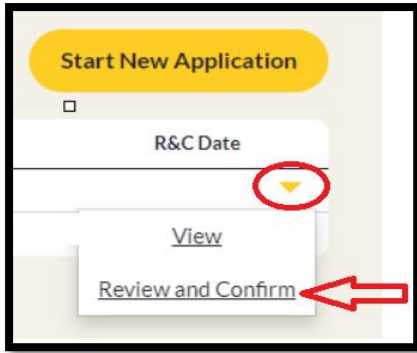
The first Review and Confirm window will open to all Partner Services on **Thursday 12th January until Wednesday 18th January inclusive.**

This process enables Core Funding payments to continue by facilitating Partner Services to confirm that no changes have occurred **or** to submit an application change. If a Partner Service does not complete the Review and Confirm process within the required timeframe, Core Funding payments will be placed on hold until such a time as the process is completed.

Note: Late submission of a Review and Confirm form noting a decrease in base rate will be effective from the change effective date rather than the end of the review and confirm window.

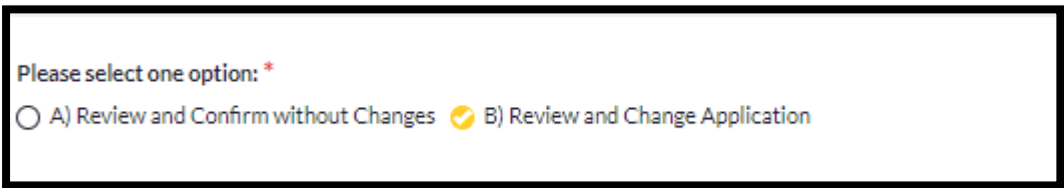
Only applications/application changes at an **Approved** status can complete the Review & Confirm form.

If an application is at "Referred back" Partner Services are required to submit an application change (refer to page 5) to rectify the refer back reason outlined. Once the application change is approved, Partner services must then proceed to complete the Review & Confirm form.



From the dropdown option, Select the **Review and Confirm** option on the most recent approved Application/Application change.

There will be 2 options available within the Review and Confirm form.



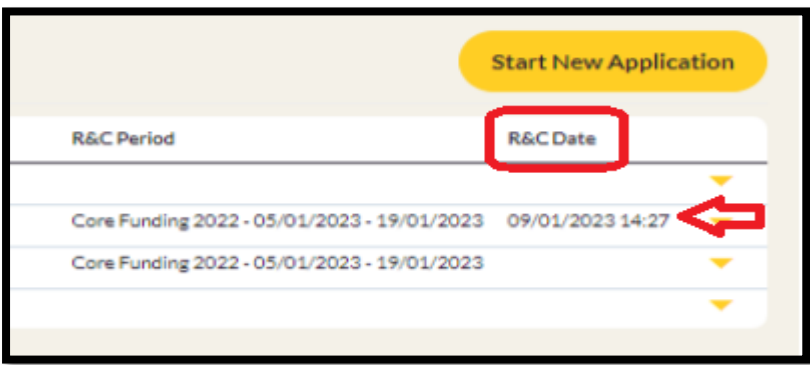
- Review and confirm without changes
- Review and change Application – **Please note you can only include changes with an effective date up to and including the end of the current Review and Confirm window.**

E.g., January Review and Confirm window 12/01/2023 – 18/01/2023

When completing the Review and Confirm a Partner Services will only be permitted to submit an application change with a change effective date from their initial application submission date up to and including the last day in the review and confirm window i.e., 18/01/2023.

If Partner Services need to reflect a change with an effective date post the Review and Confirm window, they will need to submit an application change after the Review and Confirm form is approved.

When a review and confirm form is completed with or without changes, the **R&C Date** field will populate with a date as per below screenshot.



For further guidance on Review and Confirm see Core Funding how to training videos [here](#).

Referred Back applications:

A Core Funding Application Module which requires appraisal can be referred-back to a Partner Service for additional information as part of the appraisal process. A notification will be issued outlining the reason(s) for refer-back and the updates required.

Update required to Tulsa information:

Applications referred - back due to Capacity and/or Service Type changes, are required to provide evidence of a Tulsa Certificate/Tulsa letter/Tulsa email dated no earlier than 3 months prior to the submission date of the first referred back application and no later than the submission date of the referred back application.

Where a Partner Service have indicated that they had higher capacity on their original Core Funding application, then on the Tulsa register, and have provided insufficient supporting evidence of Tulsa approval for this increased capacity declared, these applications will be "Referred Back".

- If a service then submits an application change and attaches insufficient supporting evidence again, this will result in their Core Funding payments being placed on hold.
- The Partner Service will have two further attempts to submit the correct documentation of Tulsa approval for their increased capacity declared or correct their application and reduce their capacity to that registered with Tulsa.

Note: If the corrective action is not taken this may result in their Core Funding application being declined.

Update required to a staff Qualification:

- **Attach the eligible document to the staff member on the Service Profile-**
 - Where additional documents are required (as per comment) please ensure first submitted document is retained and subsequent document is added.
 - When the eligibility pertaining to the staff qualification has increased (i.e., from non-graduate to graduate).
- If the name doesn't agree to the Qualification, please amend the name field on the staff record in the Service Profile.
- In the event of duplicated staff, please ensure the relevant staff member is deactivated on the Service Profile in line with the comment.
- **Submit an application change** by updating the Staff Member and/or Capacity Change effective date with the current date. You do not need to make any further updates to your Core Funding Application Module at this time.

Note: If the incorrect information is submitted 3 times a Core Funding application will be declined.

When an application is referred-back, an application change must be submitted to address the reason(s) for refer-back.

Any vacancies recorded on the initial application must also be addressed as part of the refer-back process. (See vacancies section below)

A Partner Service should make changes relating to the reason(s) for refer-back and vacancies only. Any additional changes must be submitted as a separate application change once the initial application has been approved.

Impact on funding allocations:

Changes to funding allocations will be effective from different dates associated to the relevant approved changes including the change effective date, the application change submission date and the next review and confirm date.

Note: Backdating is not permitted under the Core Funding Programme.

See below examples of effective dates.

- ✓ An Application Change leading to an increase in the Base Rate Grant (up to 1st Dec only), will be applied from the Application Change Submission Date or the Change Effective Date, whichever is the later.
- ✓ An Application Change leading to an increase in the Graduate Lead Educator Premium and/or Graduate Manager Premium will be applied from the Application Change Submission Date or the Change Effective Date, whichever is the later.
- ✓ An Application Change leading to a decrease in the Graduate Lead Educator Premium and/or Graduate Manager Premium will be applied from the Change Effective Date.
- ✓ An Application Change leading to a decrease in the Base Rate Grant submitted prior to the review and confirm window will be applied from the end of the next review and confirm date.
- ✓ An Application Change leading to a decrease in the Base Rate Grant submitted after the review and confirm window with an effective date prior to the review and confirm window, will be applied from the Change Effective Date.

What should I do in advance of submitting an application change?

Prior to submitting an application change, providers should make sure their Service Profile is up to date and accurate including:

- **Service Level** - updates to operating hours, operating weeks, and service offering.
- **Rooms** - edit, add, or remove a room.
- **Session Types** - edit, add, or remove a session type.
SAC only sessions must only select the Part Time or Full Time options in order to view the correct age ranges i.e., SAC 4-15 Years
- **Staffing** –
 - Update current staff information including qualifications, add additional staff, and end date staff who no longer work in the service.
Note: Staff are only required to be end dated when they cease employment and are not returning to employment in your service.
 - Staff who have left the service or who are on long term leave i.e., Maternity/Sick leave will continue to be included in funding for a maximum period of 4 weeks or the date on which they are replaced, whichever is the earliest.

Note: if a Core Funding application is referred back regarding change to a qualification attachment on the Service Profile, please ensure to submit an application change for the qualification to be appraised.

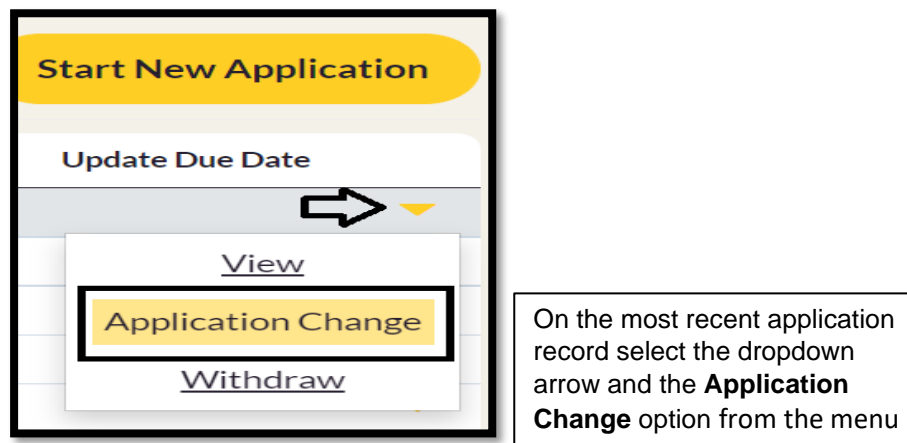
Vacancies:

You should replace all vacancies on an **Original Core Funding Application** that have since been filled with the details of the new staff member. Where you have not been able to find a replacement, you must DE-ACTIVATE all vacancies greater than 4 weeks old. **This is a mandatory update.** For further guidance on vacancies see [here](#).

A provider can update their Service Profile at any time and should ensure to maintain it on an on-going regular basis.

How to access an application change:

To make a change to a Core Funding Application go to **Applications – Core Funding Application Module**.



On selecting application change, a copy of your existing Core Funding application will be displayed which can be updated accordingly.

You must wait until each change is approved before submission of the next change. Therefore, providers should ensure that all information provided is accurate with the correct supporting documentation attached where applicable. Once submitted, an application change will reflect an approved status or a submitted status where an appraisal is required.

Recording an application change:

Early Learning and Childcare services have to be dynamic and flexible in their day-to-day staffing arrangements. Partner Services should input data relating to a typical week and only update their Service Profile and Application Form when a significant or material change occurs. A typical week is a period of time that is representative of an average operating week where the more usual staff rostering is evident.

Partner Services should identify and keep a record of such a typical week, with a view to using these as a reference point for each of the Review and Confirm periods.

To submit an application change you must provide a change effective date for the change(s) you wish to make. The change effective date is the date the change was implemented in the service.

Application Changes allow an effective date from the original application submission date until the day before the next Review and Confirm window.

Change Effective Dates:

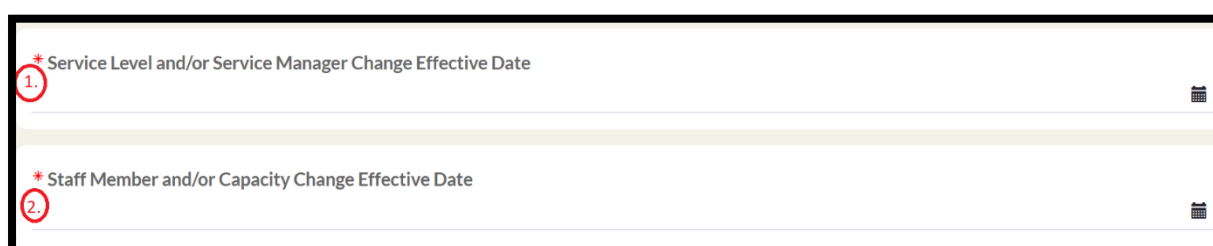
The Core Funding week starts on a Thursday and ends on a Wednesday.

On step 1 of the application change the Partner Service can record the following change effective dates:

- ✓ **Service Level and/or Service Manager Change Effective Date-** This date should reflect changes to Service level information and Service Manager.
E.g., Change in operating hours or change in Service Manager working hours.
- ✓ **Staff Member and/or Capacity Change Effective Date-** This date should reflect changes to staff and capacity within the service.
E.g., Staff member becomes a Lead Educator in a room or change in capacity.

Both date fields are mandatory, if your change only relates to one of these areas, you must include the date of the change in the relevant section and the application change submission date in the other.

For example, if your change relates to the employment of an additional Graduate Lead Educator you should include the start date of the staff member under the staff and capacity effective date (2) and the current date in the service level and manager section (1).



Changes from application submission to 21st September 2022 can be submitted as one change. Any changes following this date must be made in chronological order of when the change occurred.

If applications changes are not submitted in chronological order, previous changes will be superseded by the most recent application change submitted, which will lead to additional administration and may impact funding.

You must wait until each change is approved before submission of the next change. Therefore, providers should ensure that all information provided is accurate with the correct supporting documentation attached where applicable.

It is the responsibility of the Partner Service to monitor application statuses and notifications.

Examples of recording changes:

Example 1: Recording 2 changes relating to staff with the same effective date: they can be outlined in the one application change form.

Two new staff members start on the same week. Both staff members must be recorded on the Service Profile and then added into the application change with the same **Staff Member and/or Capacity Change effective date**. The **Service Level and/or Service Manager Change Effective date** is the date the application change is being submitted.

Example 2: Recording 1 change regarding service level information and 2 staff updates: these can be outlined in the one application change.

1. Increase in operating hours (service level information). Update the operating hours in the Service Profile and input the date they were implemented into the **Service Level and/or Service Manager Change Effective date** on your Core Funding application change.
2. Updating of staff member A to a Lead Educator (both staff changes will be captured under the same change effective date when submitting your application change, as they both occurred in the same week.)
Inputting staff member B to a Room

Make the relevant updates in the Service Profile to reflect the staff and Input the **Staff Member and/or Capacity Change Effective date** as the date the changes were implemented.

Example 3: Removing a staff member from an application which decreases the capacity also.

A vacancy has not been filled within the 4 week period and service is unable to recruit a replacement.

De-activate the vacancy in the Service Profile.

Input the date the application change is been submitted in the **Service Level and/or Service Manager Change Effective Date**

Input the change effective date in the **Staff Member and/or Capacity Change effective date** field in the Core Funding application change record.

Remove the staff member from the application and reduce the capacity to meet the ratio requirements.

Example 4: Recording application changes with different effective dates: if you employed a new Graduate on 2nd of October and increased your capacity on 30th of October you must submit two application changes as they have different change effective dates, and both relate to staff/capacity.

Update your Service Profile with the new staff member. Submit an application change relating to the 2nd of October first, once approved you can submit your second change relating to the 30th of October.

Tusla Registration updates:

Tusla registration updates are only required if you have an approved Tusla change in circumstances.

Ensure all Tusla Registration Certificates assigned to your service are captured on the Early Years Hive under the My Account Section. If you are registered as an ELC and an SAC service, both Tusla registration numbers must be reflected on the Early Years Hive – see guidance [here](#).

When a change in circumstances is approved by Tusla, it can take time for the Tusla register to be updated, therefore you may be required to attach evidence on step 4 or step 7 of previously approved Tusla data. The required evidence is a Tusla Certificate/Tusla letter dated no earlier than 3 months prior to the application change submission date.

Update Due date:

An update due date is set on a Core Funding Application/change for the below reasons:

- You have added a Vacancy in your Service Profile and Core Funding Application Module.
- You have end dated a Staff member in your Service Profile.

Partner Services will have a four week period to submit an application change to reflect a replacement staff member or reduction in capacity, **otherwise payments will be placed on hold**.

Note: ensure to remove the end dated staff member from the application for both scenarios, replacing a staff member or reducing capacity.

The update due date will be displayed on the most recent submitted Core Funding Application/Application Change form. If a Partner Service has 2 update due dates due to 2 staff members departing on 2 separate dates, the earlier Update due date will be displayed on the most recent approved application/application change.

When the earliest update is reflected via an application change with an approved status, the next upcoming update due date will be displayed to reflect the 2nd staff member.

Staffing:

Note: Staff who have left the service or are on long term leave i.e., Maternity leave/sick leave will continue to be included in funding for a maximum period of 4 weeks or the date on which they are replaced, whichever is the earliest.

When a new staff member has been recruited and capacity has increased:

- Add the new staff member to your Service Profile
- **Submit an application change** reflecting the addition of the staff member in Rooms/Sessions (Step 6) and update your capacity (Step 7) of your Core Funding Application Module.

Where a staff member has left on long term leave (Over 4 weeks)

- Do not end date the staff member as they have not permanently left the service.
- After 4 weeks of leave, either:
 - Submit an application change reflecting the removal of the staff member in Rooms/Sessions (Step 6) and update your capacity (Step 7) of your Core Funding Application Module.
 - Or add the replacement staff member to the Service Profile and submit an application change to update staff members in Rooms/Sessions (Step 6) of your Core Funding Application Module.

Where a staff member has left, and a new staff member is in place within 4 weeks:

- End date the departing staff member on the service profile when the staff member leaves,
- Add the new staff member to the Service Profile.
- Submit an application change to update staff members in Rooms/Sessions (Step 6) of your Core Funding Application Module.

Where a staff member has left and is not replaced within 4 weeks:

- End date the departing staff member on the service profile when the staff member leaves.
- After 4 weeks from the employment end date submit an application change reflecting the removal of the staff member in Rooms/Sessions (Step 6) and update your capacity (Step 7) of your Core Funding Application Module.

Where a staff member has left and is not replaced within 4 weeks (is replaced at a later date):

- End date the departing staff member on the service profile when the staff member leaves.
- After 4 weeks from the employment end date submit an application change reflecting the removal of the staff member in Rooms/Sessions (Step 6) and update your capacity (Step 7) of your Core Funding Application Module.
- When a replacement is found, add the new staff member to the Service Profile.
- **Submit an application change** to update staff members in Rooms/Sessions (Step 6) and update your capacity (Step 7) of your Core Funding Application Module.

Replacing a Manager:

Partner Services must have a designated person in charge (termed the 'Manager') who is responsible for the daily running of the service and – unless deputised by a named person – must be on the premises at all times when the service is being carried on.

When a Service Manager ceases employment there is no four week allowance. The Service Provider must

- End date the Service Manager in the Service Profile by completing the "Employment End date field
- De-activate the Service Manager
- Enter the replacement Manger into the Service Profile
- Submit an Application Change reflecting the change in Service Manager

Capacity:

Increases and decreases in capacity should be reported through the application change process. Increases (within the upper limit determined by the Tusla register) which impact base rate values are permitted up until 1st December 2022. After this date increases should be recorded but will not impact base rate (capacity) funding allocations. Decreases in capacity should be notified prior to or at each Review and Confirm window.

For further information on updating Capacity on the Core Funding Application see guidance [here](#).

To ensure SAC age ranges (i.e., SAC 4-15 Years) within step 7 are displayed for **SAC only** sessions, Partner Services will need to ensure to select **Part Time** or **Full Time** options in the Session types section of the Service Profile.

Withdrawing from Core Funding:

If a Partner Services wishes to withdraw from the Core Funding Programme, they can do so by selecting the Withdraw option on the most recent Submitted/Approved Core Funding Application/Application Change.

A Partner Service should only withdraw if leaving the Core Funding Programme.

Pending Review and Confirm forms must be completed prior to withdrawing from the Core Funding Programme.

The most recent Core Funding Application/Application Change record will display the Withdrawn status only when the withdraw process is carried out.

The Partner Service must enter the date they wish to withdraw from in the **Withdraw On** field. The withdraw on date cannot be earlier than the Core Funding Application Submission date or later than 4 weeks from the current date.

The Partner Service must enter the reason for withdrawing in the **Withdraw Reason** field

All contractual obligations must be met up to the date your funding ceases. Core Funding allocations will be calculated and paid up to and including the week of withdrawal. Where required, any overpayments will be off set against other DCEDIY funding programmes.

For further guidance on Withdrawing from Core Funding see Core Funding how to training videos [here](#).

Summary page & Allocations:

The summary page of the Core Funding Application Change displays a breakdown of each room including the staff, capacity and premiums relating to each room as outlined in the Application Change. You will also be able to see your previous approved Core Funding values and the impact on funding (if any) of the changes you have outlined within your application change.

The Annual Grant Value reflected on the summary page displays the overall value of Core Funding available to you for the full Core Funding Programme Year (01st Sept- 31st Aug) based on a specific application change. This value does not necessarily equate to the total annual Core funding budget as application changes can relate to certain periods in time and not the full programme year.

The monthly value is the Annual Grant Value divided by 12 months and the weekly value is the Annual Grant Value divided by 52 weeks. The values are provisional until such a time as it is appraised (where applicable) and approved.

To view your approved Core funding allocations Partner Services should navigate to the **Funding** Section of the Early Years Hive. Service Providers will see their funding allocation adjusted in line with the associated decrease/increase from the application changes they submitted.

Examples of allocation changes:

Reduction in allocations: Service already paid

- Base rate **reduced** from €81.94 to €54.62 per week – Service **already paid** for period.
- A **negative allocation** for the difference i.e., €27.32 will be visible with the same allocation date as the original paid allocation.

See the [Viewing Payments/Funding guide](#) for help.

Allocation Date From	Allocation Date To	Child	Allocation Source	
			CF Application	Apply
Status	Allocation Paid?	Payment Instruction		

Export

Funding Agreement	Payment Instruction	Child	Allocation Description	Allocation Source	Allocation Value	Allocation Date
BE4650-CFO22001 / 22WW0265 - B App	PI-50002963		Core Funding Application - Base Rate	CF Application	€81.94	15/09/2022
BE4650-CFO22001 / 22WW0265 - B App	PI-50002963		Core Funding Application - Lead Educator Premium	CF Application	€84.02	15/09/2022
BE4650-CFO22001 / 22WW0265 - B App	PI-50002963		Core Funding Application - Service Manager Premium	CF Application	€128.08	15/09/2022
BE4650-CFO22001 / 22WW0265 - B App			Core Funding Application - Base Rate	CF Application	(€27.32)	15/09/2022

Reduction in allocations: Service not paid

- Base rate **reduced** from €81.94 to €54.62 per week – Service **not paid** for period.
- Original unpaid allocations of €81.94 are **replaced by new allocation** with new value i.e., €54.62

See the [Viewing Payments/Funding guide](#) for help.



Allocation Date From	Allocation Date To	Child	Allocation Source	
			CF Application	Apply
Status	Allocation Paid?	Payment Instruction		

Export

Funding Agreement	Payment Instruction	Child	Allocation Description	Allocation Source	Allocation Value	Allocation Date
BE4650-CFO22001 / 22WW0265 - B App			Core Funding Application - Service Manager Premium	CF Application	(€106.73)	27/10/2022
BE4650-CFO22001 / 22WW0265 - B App			Core Funding Application - Base Rate	CF Application	€54.62	03/11/2022
BE4650-CFO22001 / 22WW0265 - B App			Core Funding Application - Lead Educator Premium	CF Application	€0.00	03/11/2022
BE4650-CFO22001 / 22WW0265 - B App			Core Funding Application - Service Manager Premium	CF Application	€21.35	03/11/2022
BE4650-CFO22001 / 22WW0265 - B App			Core Funding Application - Base Rate	CF Application	€54.62	10/11/2022

Increase in allocations: Service already paid

- Service Manager premium increased from €136.62 to €172.90 per week – Service already paid for period.
- A second allocation is generated for the difference between the old value and new value i.e., €36.28. for each applicable week

Allocation Date From: 14/11/2022  Allocation Date To: 10/01/2023  Child: Allocation Source: CF Application Apply



Status: Allocation Paid?: Payment Instruction:

Export

Funding Agreement	Payment Instruction	Child	Allocation Description	Allocation Source	Allocation Value	Allocation Date
BE4673-CFO22001 / 22WWW0288 - B App	PI-30003160		Core Funding Application - Service Manager Premium	CF Application	€36.28	15/12/2022
BE4673-CFO22001 / 22WWW0288 - B App	PI-00014067		Core Funding Application - Base Rate	CF Application	€209.02	15/12/2022
BE4673-CFO22001 / 22WWW0288 - B App	PI-00014067		Core Funding Application - Lead Educator Premium	CF Application	€140.88	15/12/2022
BE4673-CFO22001 / 22WWW0288 - B App	PI-00014067		Core Funding Application - Service Manager Premium	CF Application	€136.62	15/12/2022

Increase in allocations: Service not paid

- Service Manager premium increased from €136.62 to €172.90 per week – Service not paid for period.
- Original unpaid allocation of €136.62 dated 22/12/22 is replaced by new allocation with new value i.e., €172.90

Allocation Date From: 14/11/2022  Allocation Date To: 10/01/2023  Child: Allocation Source: CF Application Apply

Status: Allocation Paid?: Payment Instruction:

Export

Funding Agreement	Payment Instruction	Child	Allocation Description	Allocation Source	Allocation Value	Allocation Date
BE4673-CFO22001 / 22WWW0288 - B App	PI-30003160		Core Funding Application - Service Manager Premium	CF Application	€36.28	15/12/2022
BE4673-CFO22001 / 22WWW0288 - B App	PI-00014067		Core Funding Application - Base Rate	CF Application	€209.02	15/12/2022
BE4673-CFO22001 / 22WWW0288 - B App	PI-00014067		Core Funding Application - Lead Educator Premium	CF Application	€140.88	15/12/2022
BE4673-CFO22001 / 22WWW0288 - B App	PI-00014067		Core Funding Application - Service Manager Premium	CF Application	€136.62	15/12/2022
BE4673-CFO22001 / 22WWW0288 - B App			Core Funding Application - Base Rate	CF Application	€209.02	22/12/2022
BE4673-CFO22001 / 22WWW0288 - B App			Core Funding Application - Lead Educator Premium	CF Application	€208.77	22/12/2022
BE4673-CFO22001 / 22WWW0288 - B App			Core Funding Application - Service Manager Premium	CF Application	€172.90	22/12/2022