



Rialtas na hÉireann
Government of Ireland



Forbairt Céiliocht
Luathbhlianta Náisiúnta
National Early Years
Quality Development



AIM Level 1 – Inclusion Co-ordinator Increased ECCE Capitation Frequently Asked Questions

What is the purpose of the funding?	The increased ECCE capitation is funded by the Department of Children and Youth Affairs (DCYA) in recognition of the leadership and mentoring role that will be delivered by the Inclusion Co-ordinator in the ECCE pre-school rooms in pre-school settings.
How is the increased capitation applied?	<p>The increased rate is applied on a pro-rata basis to approved ECCE registrations and to other approved DCYA childcare registrations where the child is eligible for the ECCE Programme and is participating in the ECCE pre-school room.</p> <p><i>The increased capitation will start and cease as per the Start and End Date on the approved registration and as per the employment dates of the Inclusion Co-ordinator.</i></p> <p>A Notification of Change Form (Figure 3 below), must be completed and returned to the Pobal AIM Team when an Inclusion Co-ordinator ceases employment or is absent from work for four or more consecutive ECCE weeks within the ECCE programme year.</p> <p>Where an Inclusion Co-ordinator ceases employment or is absent from work for four or more consecutive ECCE weeks, before the end of the ECCE programme year, the ECCE setting's entitlement to the increased ECCE capitation will cease after four weeks.</p>
How much is the increased capitation?	A pro-rata increase of €2 per week per approved ECCE registration over 38 weeks OR a pro-rata increase of €1.85 per week per approved ECCE registration where the ECCE setting is approved 41 weeks. Where an ECCE registered child increases or decreases their level of attendance, the capitation will adjust to reflect this.

	<p>Examples:</p> <ol style="list-style-type: none"> 1. ECCE registration approved for 5 days per week for 38 weeks will receive an increased capitation of €2 per week over the 38 weeks = total €76. 2. ECCE registration approved for 3 days per week for 23 weeks will receive an increased capitation of €1.20 per week over the 23 weeks = total €27.60. 3. ECCE registration approved for 4 days per week for 41 weeks will receive an increased capitation of €1.85 per week over the 41 weeks = total €76.
Who can apply?	<p>An ECCE provider, who is <u>or</u> employs a graduate from the Leadership for Inclusion (LINC) in Early Years Programme, who has agreed to take on the role and responsibilities of an Inclusion Co-ordinator in the ECCE rooms of their ECCE setting.</p>
When to apply?	<p>To avail of the increased ECCE capitation, eligible ECCE providers must apply annually, prior to the start of each ECCE programme year and when a new Inclusion Co-ordinator commences in their ECCE setting. Entitlement to the increased capitation will not roll across the ECCE programme years.</p> <p>If an Inclusion Coordinator is on extended leave i.e. maternity, sick leave at the beginning of a pre-school year, an application should only be submitted once the Inclusion Coordinator returns to the pre-school setting.</p>
How to apply?	<p>All applications (Figure 1 below) must be made electronically via the Early Years HIVE Platform, be completed in full and include the following;</p> <ul style="list-style-type: none"> • Unique Graduate ID issued by Mary Immaculate College upon graduation. • A signed Inclusion Co-ordinator Declaration and Consent Form (Figure 2 below) available from the AIM website at aim.gov.ie. <p>Postal or email applications will not be accepted.</p>
What are the eligibility criteria?	<ul style="list-style-type: none"> • The Inclusion Co-ordinator has a LINC Graduate ID that verifies they are qualified having completed the one year LINC Programme through Mary Immaculate College. • <u>The Inclusion Co-ordinator is working solely in the ECCE setting to which the increased capitation relates.</u> • The ECCE provider is a registered ECCE setting under active DCYA contract to deliver the ECCE programme. • The child(ren) to whom the increased capitation relates must be in the ECCE room and be registered on the ECCE programme <u>or</u> be eligible for ECCE and registered on another DCYA childcare programme. • The ECCE provider has approved ECCE registrations for children qualifying for the relevant ECCE programme year.

	<ul style="list-style-type: none"> • The ECCE provider must be tax compliant with a Tax Clearance Access Number (TCAN) and Tax Registration Number (TRN). • Applications are fully completed with a signed Inclusion Co-ordinator Declaration and Consent Form, whereby the Inclusion Co-ordinator agrees to take on the role and responsibilities associated with the post. (aim.gov.ie)
Verification procedures applied?	<ul style="list-style-type: none"> • Applications will be verified against the eligibility criteria outlined. • Additional information, including proof of identity or employment, may be sought as part of this process. • Changes to the Inclusion Co-ordinator's employment must be notified immediately to Pobal AIM Team (Figure 3 below). • Compliance Visits will apply.
How are payments made?	<ul style="list-style-type: none"> • 'Special Allocation' is made against each approved ECCE Registration. This is viewable on the Hive, for a full-year overview, services can go to "Allocations" on their "Funding" tab and filter the allocation source to "AIM Lv1" • The payment is linked to the ECCE registrations and the employment of the Inclusion Co-ordinator and will be paid in line with the ECCE payment schedule. • This increased capitation will not be included in the ECCE advance payment. • Approved ECCE settings can expect the increased capitation to be reflected in their 2nd ECCE payment onwards after registrations have been approved. • Please note payments in relation to children who are eligible for the ECCE programme and are in the ECCE pre-school room but are registered on another DCYA childcare programme will be made later in the pre-school year.
Contractual and Reporting Requirements?	<ul style="list-style-type: none"> • Contractual requirements are incorporated into your ECCE contract. • Where an Inclusion Co-ordinator ceases their employment or is absent from work for four or more consecutive ECCE weeks, this must be notified immediately to the Pobal AIM Team on-line via by submitting a change request through the Early Years Hive. (Figure 3 below) • The Inclusion Co-ordinator can also notify the Pobal AIM Team of changes in their employment. This will be facilitated through an off-line Notification Form that can be downloaded from the AIM website at aim.gov.ie

Figure 1: Employment of LINC Graduate in the capacity of Inclusion Co-ordinator Increased Capitation Application Form

To avail of the increased ECCE capitation, the ECCE provider **must apply on-line via the [Early Years Hive Platform](#)**.

A new application is required for every ECCE programme year and when a new Inclusion Co-ordinator commences employment.

The following information will be submitted as part of the application process.

Provider Information

-
- ECCE Provider Name
 - ECCE Provider Address
 - DCEDIY Reference
 - ECCE Programme Call
-

Inclusion Co-ordinator Information

-
- Full Name:
 - Graduate ID:
 - Personal Contact Number:
 - Personal Email:
 - Employment Start Date:
 - Number of Days per Week Employed:
 - Number of Hours per Week Employed:
 - Job Title:
 - Contract Type:
-

Attach Signed LINC Declaration, Confirm and Submit

Figure 2: Inclusion Co-ordinator Declaration and Consent Form



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It is a requirement of the application and verification process that the Inclusion Co-ordinator signs a Declaration and Consent Form. This form will also be used to give the DCEDIY and/or Pobal permission to verify the qualifications of the LINC graduate employed as Inclusion Co-ordinator with Mary Immaculate College.

Section 1: Employment & Location Details

ECCE Provider Name:	
Service Ref.:	

Section 2: Inclusion Co-ordinator Details

Name:	
Maiden Name (if applicable):	
Graduate ID:	
Employment Start Date:	
Number of days and hours per week employed in the ECCE setting:	
Contract type:	
Position:	

Section 3 - Declaration & Consent

By signing this form, I am giving the above named ECCE Provider permission to submit my details to the Pobal AIM Team via the HIVE system in support of their application for the increased ECCE capitation rate. By signing this Declaration and Consent Form, I confirm the following: -

I will, upon request from the DCEDIY and/or Pobal AIM Team, provide proof of my identity or employment.

I am the Inclusion Co-ordinator as named in this Declaration and my details outlined above are accurate. 3. I am employed and working as an Inclusion Co-ordinator in the ECCE setting as named in this Declaration.

I am a graduate of the LINC programme.

On completion of this signed agreement, I will take on the role and responsibilities associated with the post of Inclusion Co-ordinator – as stated on aim.gov.ie

By signing this Declaration Form, I am giving the DCEDIY and/or the Pobal AIM Team permission to verify my qualifications with Mary Immaculate College.

Full Name:	
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Signature:	
Date:	

Figure 3: Submitting a Change Request

If your need to change the start date or end date of an AIM Level 1 application, or register an absence of more than four weeks, this must be submitted through HIVE. These changes take effect on the system automatically, and AIM Level 1 funding is adjusted accordingly, so it is important to ensure that the information entered is correct.

**** Important - Please note, if the Inclusion Co-ordinator leaves their position during the year, and a new Inclusion Co-ordinator takes up the role, it is important to end-date the first application and submit the new application in advance of the new INCO's start date. The new application will not be eligible for backdating, so failure to submit before the new INCO's start date may result in a loss of funding. ****

To change the start date:

Click the yellow dropdown arrow beside the application and select: "Change - Start Date":

The screenshot shows a web interface with a yellow 'Create' button at the top right. Below it is a table with the following columns: 'Employment End Date', 'Application Status', 'On-Hold', and 'Created On'. The table contains three rows of data. A dropdown menu is open next to the first row, showing options: 'View', 'Change - Start Date' (highlighted in yellow), 'Change - End Date', 'Change - Extended Absence', and 'View Cancellation'.

Employment End Date	Application Status	On-Hold	Created On
16/07/2021	Approved	No	31/07/2020 08:53
01/01/2021	Approved	No	
04/09/2020	Draft	No	
	Draft	No	

Enter the revised start date, and then click "Submit".

START DATE CHANGE

Revised Employment Start Date *

Application ID *
AIM1/20CE0006/20210203/1

Programme Call *
ECCE 2020

Employment Start Date *
08/02/2021

Employment End Date
16/07/2021

Close

Submit

To change the end date:

Click the yellow dropdown arrow beside the application and select: "Change – End Date":

Create

d Date	Application Status	On-Hold	Created On	
	Approved	No	16/09/2020 16:31	▼
	Draft	No		
	Draft	No		
	Draft	No		
	Draft	No		
	Draft	No		
	Draft	No		

View

Change - Start Date

Change - End Date

Change - Extended Absence

View Capitation

Enter the revised end date. If the Inclusion Co-ordinator has not provided 4 weeks' notice, there is an option to claim up to 4 additional weeks' payment. Please note, if claiming additional weeks' payment, the Inclusion Co-ordinator cannot be approved on a new AIM Level 1 application, until the notice weeks have elapsed.

CEASED EMPLOYMENT

Last Date of Employment *

Was 4 Weeks' Notice Provided? *

☐ No ☐ Yes

Reason for Employment ending *

Description

Application ID *

AIM1/20CE0006/20210203/1

Programme Call *

ECCE 2020

Employment Start Date *

08/02/2021

Employment End Date

16/07/2021

Close

Submit

To enter an extended absence:

Click the yellow dropdown arrow beside the application and select: "Change – Extended Absence":

Create

End Date	Application Status	On-Hold	Created On	
	Approved	No	03/02/2021 09:33	▼
	Draft	No		
	Draft	No		
	Draft	No		
	Draft	No		
	Draft	No		
	Draft	No		
	Draft	No	30/09/2020 15:00	▼

View

Change - Start Date

Change - End Date

Change - Extended Absence

View Capitation

Click "New Absence"

EXTENDED ABSENCES

New Absence

Start Date ▲	End Date	Reason For Absence
There are no records to display.		

Application ID *

AIM1/20CE0006/2021020

Programme Call *

ECCE 2020

Enter the start and end date of the absence, the reason for the absence and then click “Submit”.

GENERAL

Start Date *

End Date

Reason For Absence *

Description

Submit