



Training and Employment Childcare (TEC) Programmes

- **Childcare Education and Training Support (CETS)**
- **After-school Childcare (ASCC)**
- **Community Employment Childcare (CEC)**

Letter to Parent/Guardian

Dear Parent/Guardian,

To register for one of the TEC Programmes your service provider must submit your details through the online Programmes Implementation Platform (PIP).

Your service provider may request that you complete a 'pre-registration form' until such time as they can submit your details on the PIP System. Providing the information requested is a condition of funding under the TEC programmes.

The following information is required:

- your eligibility documentation for the Childcare Programme under which you wish to register.
- your Name, as recorded by the Department of Social Protection (correct language version).
- your PPS Number and Date of Birth
- Your child/ren's Name(s) as recorded by the Department of Social Protection (correct language version)
- the PPS Number and Date of Birth of your child/ren
 - * PSS Numbers can be found on documentation regarding your claim to Child Benefit, or by contacting the Department of Social Protection at their Lo-Call Number 1890-927-999.
 - **Your service provider may require proof of the PPSNs and dates of birth before registration, as any errors will result in payments being delayed. It is important that you use the correct PPSN, and not that of another family member.
- The total number of days per week and the childcare start and end dates you have agreed with your childcare provider (and for which you are eligible) that your child will attend the service.

When your service provider has entered the information onto the PIP Child Registration system, s/he will print off a copy of the form with all of the information entered. This is called a 'PIP Declaration Form'.

You must sign and date the 'PIP Declaration Form', confirming that the details shown on it are correct.

Your service provider will provide you with a copy of the signed 'PIP Declaration Form' and will keep a copy on file for inspection in the course of compliance visits by the Department and/or its agents.

You are also required to 'sign-in' with your service provider, on a weekly basis, declaring you are still attending the course/placement and continue to be eligible for the TEC programme.

Information relating to the TEC programmes and FAQs is available to download from the Department of Children and Youth Affairs website at www.dcy.gov.ie.