Payment Information - Frequently Asked Questions (FAQ)
for Parents/Guardians and Tutors/Teachers

Home Based July Provision 2017 provides funding for an extended school year for children with a severe or profound general learning disability or children with an Autism Spectrum Disorder (ASD). Where school-based provision is not feasible, home-based provision may be granted.

The following FAQ is to assist parents/ legal guardians and tutors/teachers regarding payment for the tuition which is provided by the tutor/teacher.

PARENTS/ LEGAL GUARDIANS

1. My child is approved for the Home Based July Provision 2017, what do I do now?

(a) Ensure that your child receives the tuition approved from the named tutor as listed in your approval letter.

(b) When the tuition is completed at the end of July 2017, you should complete and sign the Payment Claim Form together with the tutor and send it to the Department to be received by close of business on 8th August 2017.

(c) Ensure that all parts of the payment claim form have been completed correctly. The Payment Claim Form is different to the Application Form that you have already completed.

(d) Ensure that the Payment claim form has been signed by both the parent/ legal guardian and by the approved tutor.

Please note the following is not permitted:

- A parent/ legal guardian signing for themselves and for or on behalf of the tutor.
- An approved tutor signing the payment claim form for themselves and for or on behalf of the parent/ legal guardian.
- An approved tutor signing the payment claim form in the name of the parent.
- Self-certification by the tutor of the tuition provided.

To ensure accuracy of the information submitted to the Department only payment claim forms signed by the appropriate individuals are accepted.

By signing the payment claim form, you are declaring all the information provided is true and correct.

If the information submitted is found to be incorrect, or where signatures are not provided as outlined above the Department’s standard policy is to withhold payment.
Once you are happy that the payment claim form is completed, signed by both you and the approved tutor and returned to this Department, you will not be required to do anything else.

2. When will I receive payment?

All payments due under the Home Based July Provision 2017 will be made directly by the Department to the approved tutor.

You as a parent will have no role in making any payments to any tutor. The Department acts as a payroll agent on your behalf and will issue payment directly to the approved tutor. The Department will also make all the required deductions of tax /PRSI / USC etc. from these payments.

For this reason, parents/ legal Guardians are not to make any payment(s) to any tutor under any circumstance as a result of any tuition provided under the Home Based July Provision 2017

3. Is there anything else I need to know?

The Department will use email to contact you in the event of a query. Please check your email account on a regular basis. All payments under this programme will be made directly to the tutor on 2nd November 2017 if the Payment Claim form has been correctly completed and returned to the Department by the date outlined at 1(b) above.

4. If I have other questions, how do I contact the Department?

You should email the Home Based July Provision Payments Section 2017 at:

julyprovision2017@education.gov.ie

Email queries are normally replied to within two working days. As email is the only method of correspondence with the Department for the July Programme you should ensure that you check your email account on a regular basis in the event of a query arising with the payment claim form submitted for payment.

The Department also updates it’s website on a regular basis with information on the July Programme. This can be located at http://www.education.ie/en/Parents/Services/July-Provision/Home-Based.html

You are reminded that the work of the Payment Section is seasonal in nature and that after the payment date of 2nd November 2017, the majority of staff are re-assigned to other work areas.
Tutors/Teachers

This section is to assist tutors/teachers who wish to provide tuition under the Home Based July Provision 2017.

1. **What are the requirements of the Home Based July Provision Programme for 2017?**

You will be required to provide tuition to an approved child for:

(a) A maximum of 10 hours per week for a maximum of 4 weeks in the month of July. (Total 40 hours).
(b) Tuition to be provided during Monday to Friday, 9am to 6pm. (Saturday or Sunday tuition is not permitted)
(c) Payment will not be issued by the Department in respect of any tuition provided after the 28th July 2017 for any reason.

2. **What is the rate of payment?**

The rate of payment is subject to your registration and recognition status with the Teaching Council. If by 23rd June 2017, you:

(a) Have current registration and recognition from the Teaching Council as a qualified teacher in the educational sector in which you are providing tuition, you will receive the qualified hourly rate of €36.03 for primary level and €42.16 for post primary level.

(b) Are registered and recognised by the Teaching Council in a different educational sector from that which you are providing tuition, you will, if you are granted approval to provide tuition, be paid at a rate of €29.14 per hour.

(c) Are registered and recognised by the Teaching Council and you are in receipt of a public service pension, you will be paid at the rate of €29.14 per hour.

Newly Qualified Teachers (N.Q.T’s) who have completed their registration with the Teaching Council will be paid as outlined at (a) to (c) above. However, where the registration process has not been fully completed by the start of the 2017 programme no payment will issue.

The rate payable to you is provided in the approval letter issued to the parent/legal guardian before the tuition commences and is based on the information supplied on the Application form.
3. **How do I know if I am entitled to payment at the qualified rate?**

Payment will issue at the qualified rate unless you come within one of the following categories:

(a) Qualified Post Primary School tutors/teachers who are not recognised as qualified to teach primary pupils.
(b) Qualified Primary School tutors/teachers who are not recognised as qualified to teach post primary students.
(c) Qualified Primary School tutors/teachers who are not recognised as qualified to teach post primary aged students in a Special School who are following a post primary programme of education.

If you are in receipt of a public service pension you will receive the modified/unqualified rate of payment. (2 (c) above refers)

4. **What happens if information supplied on the Application form was incorrect?**

You should note that if the information supplied on the Application form is subsequently found to be incorrect, the correct rate of payment will be issued when the claim for payment is being processed.

5. **When and how will I receive payment for the tuition I have provided?**

The Department acts as payroll agent on behalf of the Parent/legal guardian and will issue payment directly to your bank account. Further details in relation to this are provided in a separate Payroll Information Note available on the Department’s website at [http://www.education.ie/en/Parents/Services/July-Provision/Home-Based-July-Provision-Information-Note.pdf](http://www.education.ie/en/Parents/Services/July-Provision/Home-Based-July-Provision-Information-Note.pdf)

6. **How does the Department verify my registration details with the Teaching Council?**

You are required to give permission to the Teaching Council in order for them to display your registration details on their website. This must be done by the 23RD June 2017.

You can do this by contacting the Teaching Council at:

[www.teachingcouncil.ie](http://www.teachingcouncil.ie) or [info@teachingcouncil.ie](mailto:info@teachingcouncil.ie)

7. **Who should complete and sign the Payment Claim form?**

In order for any payment to be made, the parent/legal guardian must submit a Payment Claim Form to this Department by **close of business on 8th August 2017**.

This form **must** be signed by both the parent/legal guardian and by the approved tutor.
The following is **not permitted**:
- A parent/ legal guardian signing for themselves and for or on behalf of the tutor.
- An approved tutor signing the payment claim form for themselves and for or on behalf of the parent/ legal guardian.
- An approved tutor signing the payment claim form in the name of the parent.

To ensure accuracy of the information submitted to the Department only payment claim forms signed by the appropriate individuals are accepted.

If the information submitted is found to be incorrect, or where signatures are not provided as outlined above the Department’s standard policy is to withhold payment.

8. **Can I submit a pre-dated Payment Claim form?**

   You should not sign the payment claim form until the tuition has been completed. Pre-dated payment claim forms will be returned and the data on the form will not be used to process the payment requested.

9. **What if the Payment Claim Form is received by the Department after the closing date of the 8th August 2017? Will I still be paid for the work completed?**

   It is in your interest to ensure that the payment claim form is submitted to the Department so as to be received by the close of business on 8th August 2017 as it will ensure that the payment will issue in November as scheduled.

   Claims received after 8th August 2017 will only paid after all claims received on or before 8th August 2017 are fully processed and paid. However, it would be the intention to process claims received up to November 2017 by December 2017.

10. **I am currently on paid/ unpaid leave of absence from my teaching post. Will this affect my payment for the July Programme?**

    Teachers who are on approved leave of absence are not eligible to provide tuition under the Home Based July Provision Programme 2017.

    This would include any of the following:

    - Study leave
    - Maternity leave- paid or unpaid.
    - Sick leave - paid or unpaid.
    - Disability Pension.

    The above list is not exhaustive.

    Absence on Career Break and job sharing are the only exception to the above.
In any event, if you are on leave of absence from a teaching position it is your responsibility to ensure your eligibility for the Home Based July Provision Programme 2017 before any tuition is provided by emailing the Department (contact details provided at 12 below).

It should also be noted that where approval is issued and it is subsequently found that you are ineligible for the programme, no payment will be issued to you even if tuition was provided.

11. Is there any information that I should provide to Department of Social Protection if I am claiming unemployment payments?

If you have worked on the Home Based July Provision Programme in 2017 and are/will be claiming unemployment payments you should advise your local Department of Social Protection office that for PRSI purposes, the Home Based July Provision 2017 payment has been determined by the Department of Social Protection as being subject to the PRSI contribution class of “S”.

12. If I have other questions, how do I contact the Department?

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