

An Roinn Oideachais  
agus Scileanna  
Department of  
Education and Skills



# Home Based July Provision Programme 2019

# Payment Information Note and Payment Claim Form

for  
Parents/Legal Guardians  
& Tutors

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**Please detach this information note and ensure that a copy is provided to the Tutor prior to the commencement of Home Based July Provision Tuition.**

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## Introduction:

Home Based July Provision 2019 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).

The Department of Education & Skills, act as payroll agent only on behalf of the Parent/Legal Guardian for the payment of the July Provision grant scheme. This does not establish or confer any contractual relationship between the Tutor and the Department.

The Department will only issue payment for approved tuition provided by a specifically named Tutor as per details outlined in the Sanction Letter. **The Parent/Legal Guardian must inform the approved tutor/s of the contents of the Sanction Letter including the terms and conditions.**

Tutors are advised to familiarise themselves with the terms and conditions of the sanctioning of the Home Based July Provision Grant Scheme which are outlined in the Information Note that can be accessed at the link below. <https://www.education.ie/en/Parents/Services/July-Provision/Home-Based-July-Provision-Information-Note.pdf>

## 1. Conditions:

The following are the conditions related to the provision of Home Based July Provision tuition:

1. Tuition provided outside of the terms and conditions listed below or outside of the terms of the sanction letter or Home Based July Provision Grant Scheme Information Note will not be funded.
2. You must have a valid Teaching Council number and be Garda vetted in order to complete tuition.
3. **You should not commence tuition until you have sight of the Department of Education and Skills sanction letter** issued to the parent/Legal Guardian. This letter will confirm the following;
  - a. the approved tutor for the child/children,
  - b. the total number of hours sanctioned,
  - c. the tuition start date (week commencing)
  - d. the rate of pay per hour.
4. Tuition must be provided on a 1:1 basis except in the case of sibling allocations where shared tuition hours are sanctioned by the Department.
5. The maximum number of hour's tuition that you may provide per child is **10 hours per week** and this cannot be exceeded under any circumstances.
6. The tuition must be provided over **four consecutive weeks** and that this cannot be exceeded under any circumstances.
7. If the child is a **post-primary** student, tuition can be provided for four consecutive weeks in June OR four consecutive weeks in July by agreement with the parent/Legal Guardian.
8. If the child is a **primary** school student, tuition must be provided for **four consecutive weeks in July only**.
9. Tuition must be provided between **9 am and 6 pm Monday to Friday** (excluding bank holidays).
10. Unused hours from any given week cannot transfer to a subsequent week i.e. the maximum number of hours tuition per child is 10 hours per week.
11. In cases where a tutor is engaged by more than one parent/Legal Guardian to provide tuition on a 1:1 basis, the maximum number of hour's tuition that a tutor may provide in any one day is **8 hrs 30 mins**.
12. Where tuition is being delivered on a 1:1 basis to three or four children under the scheme, a timetable must be submitted under separate cover, detailing the provision of hours **to each child**.
13. The Home Tuition Grant Scheme funds tuition only. It does not provide payment in respect of travel expenses or teaching resources etc.
14. It is not permitted to enter into special tuition arrangements with the parent/Legal Guardian that are not within the terms and conditions of the scheme outlined in the Information Note provided with the Application Form.

15. The Payment Claim Form must be completed with the parent/Legal Guardian who engaged the services of the tutor only after the tuition has been provided. Payment will not be made for tuition claimed on forms that have signed and dated before the last date on which tuition was provided.
16. Full information on further terms and conditions of the scheme are available in the Home Based July Provision Information Note published with the Application Form

## 2. Payment Arrangements

1. In order for payment to issue, a payment claim form must be completed and signed by both the Parent/Legal Guardian and the Tutor when the tuition is completed in full. This Payroll Information Note and attached Payment Claim Form can be downloaded from the Department's website at [Services & Information for Education Staff - Department of Education and Skills](#)
2. The payment claim form should be received in the Department by close of business on **Tuesday 6<sup>th</sup> August 2019**.
3. Payment for all correctly completed claims; received by this deadline, will issue on **Thursday 31<sup>st</sup> October 2019**.
4. Every effort will be made by the Department to process the claims for payment on Thursday 31<sup>st</sup> October 2019. However, the following may result in the claim form being returned to the Parent/Legal Guardian and payment being delayed:
  - a) Form has been pre-dated.
  - b) Tippex or other corrective fluid has been used on the form.
  - c) Incomplete forms.

### **It is not permitted for:**

- The Parent/Legal Guardian to sign the claim form for or on behalf of the tutor.
  - The approved Tutor to sign the claim form for or on behalf of the Parent/Legal Guardian.
5. **The July Provision Payment will be issued to the approved Tutor via the Non-Teaching Staff (NTS) payroll operated by this Department.** The payment will issue by Electronic Funds Transfer directly into the Tutor's nominated account.
  6. The Department maintains details of one bank account only for each Tutor. If the Tutor has **never received payment from the Department before** or if the Tutor's bank account details previously held by the Department have changed, please complete a "Tutor Bank details Form" available at <https://www.education.ie/en/Parents/Services/Home-Tuition/home-tuition-tutor-bank-details-form-af-sntgo4-.pdf> and return to: **Home Tuition Payments Section, Schools Division Financial, Department of Education & Skills, Cornamaddy, Athlone, Co Westmeath.**

### 3. Rates of Payment

The rate payable to the Tutor is as stated in the Sanction letter issued to the Parent/Legal Guardian. There are two rates of payment for Home Based July Provision based on the qualifications of the Tutor engaged by the Parent/Legal Guardian, the standard rate and the modified rate.

The grant rates currently applicable are as follows:

#### a. Standard Home Based July Provision Grant Rate:

The following are the current **rates per hour worked** applicable to teachers **registered with the Teaching Council**. Please note that these grant rates may be subject to alteration during the year and, consequently, the grant rate payable will be reflective of the rate applicable for the period in respect of which the claim is made.

<b>Tutor</b>	<b>Child receiving tuition</b>	<b>Rate per hour</b>
Qualified Primary School Teacher	Primary student	<b>€37.67</b>
Qualified Post Primary Teacher	Post-Primary student	<b>€45.28</b>

#### b. Modified Home Based July Provision Grant Rate:

The following categories of tutor will be paid at a modified rate of **€33.69 per hour worked**:

- Teachers registered with the Teaching Council in a different educational sector from that in which they are providing tuition if granted approval to provide tuition.
- Teachers who are registered and qualified and who are in receipt of payment of a public service pension will receive the modified payment.

Any further queries in relation to the rates of pay sanctioned in individual cases, please contact **Special Education Section, Department of Education & Skills, Cornamaddy, Athlone, Co Westmeath at 090 648 4187.**

## 4. Deductions made from Tuition payments

Statutory deductions such as PAYE, PRSI and USC are made at source via the Non-Teaching Staff Payroll operated by this Department.

### PAYE

Please note that from 1 January 2019, the Office of the Revenue Commissioners have introduced a real time method of applying PAYE to earnings. **If you are not paid on the Non-Teaching Staff Payroll operated by this Department at present, tax will be applied on an emergency basis to your Home Based July Provision payment on 31 October unless you, the Tutor, instruct Revenue to the contrary.**

Approved Tutors **must contact Revenue before 17 October 2019** and advise that they will be receiving payment from the Department of Education and Skills und Employer reg. no 9599516K on 31 October 2019 in order for this Department to apply the appropriate tax credits and cut off point to the July Provision payment. The Revenue Office will require the Tutors Personal Public Service Number (PPSN), and the Employer Registration Number (for Payroll purposes) for the July Provision work.

### **This Employer Registration number is 9599516K.**

Details of the appropriate tax credits and cut off point are available on the Registered Payroll Notification (RPN) issued by the Revenue Commissioners. If for any reason, this Department does not have access to the Tutors RPN by **17 October 2019**, payment will be taxed at the emergency rate and it will be the Tutor's responsibility to apply for a tax refund from their local Revenue Office. The Department of Education and Skills cannot alter tax details for any Tutor and must act on instruction from the Revenue Commissioners.

### USC

The Universal Social Charge (USC) on gross income came into effect on 1st January 2011. Further information on the USC is available at [www.revenue.ie/en/tax/usc/index.html](http://www.revenue.ie/en/tax/usc/index.html).

Queries on Tax or USC should be directed to the Office of the Revenue Commissioners at: [www.revenue.ie](http://www.revenue.ie)

### PRSI

PRSI is administered by the Department of Employment Affairs and Social Protection. Within the PRSI system, **the Department of Employment Affairs and Social Protection has classified Tutors liable for PRSI deductions at class "S"**. Queries on PRSI should be directed to the Department of Employment Affairs and Social Protection at [www.welfare.ie](http://www.welfare.ie).

## 5. Overpayments

### **July Provision Overpayments**

In the event of an overpayment of the Home Based July Provision grant, the overpayment will be recouped by the Department in consultation with the Tutor. If you are also in receipt of a salary or pension which is paid through a payroll operated by this Department, the overpayment will be recovered from that payment. As public monies are involved the Department where necessary will recover the overpayment by legal means. Circular Pay 0084/2015 refers.

### **Other Salary Overpayments**

If an overpayment occurred while the tutor was previously employed as a Teacher, SNA or other on a payroll operated by this Department, any outstanding overpayment will be recouped from the Tutor's July Provision Grant Payment in accordance with the terms of Circular Pay 0084/2015

## 6. Contact Details

If you have any further queries on the payment process of the July Provision Programme please email your query to [julyprovisionhome@education.gov.ie](mailto:julyprovisionhome@education.gov.ie) or alternatively contact the Department at 09064 83839.