

**An Roinn Oideachais  
agus Scileanna**  
Department of  
Education and Skills



Summer Provision 2020 (Home Based)

# Payment Information Note

for  
Parents/Legal Guardians  
& Special Needs  
Assistants.

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## Introduction:

The purpose and aims of the scheme are available on the Department's website at

<https://www.education.ie/en/Parents/Services/summerprovision/>

The Department of Education & Skills, act as payroll agent only on behalf of the Parent/Legal Guardian for the payment under the Summer Provision 2020 Scheme. This does not establish or confer any contractual relationship between the SNA and the Department.

SNA's should familiarise themselves with the content the Information and FAQ's for parents, tutors and SNA's which is available here: <https://www.education.ie/en/Parents/Services/summerprovision/home-based-information-faqs-for-parents.pdf>

## 1. Conditions:

The terms and conditions related to the provision of tuition under Home Based Summer Provision 2020 are outlined in this document

<https://www.education.ie/en/Parents/Services/summerprovision/home-based-information-faqs-for-parents.pdf>

All parts of the Grant Claim Form must be completed, as required. For the tutor/SNA this relates to Part 3 of the form outlining Tutor/SNA details (including Appendix 1 and Appendix 2).

**Part 4 of the Grant Claim Form – the timetable of Support must be completed, with the parent/Legal Guardian who engaged the services of the SNA detailing the daily hours provided as you go AND only after all the care support has been provided the timetable should be signed and dated by both SNA and parent/legal guardian.**

Payment will not be made for tuition claimed on forms that have signed and dated before the last date on which tuition was provided.

Summer Provision 2020 funds tuition/care support only. It does not provide payment in respect of travel expenses or teaching resources etc.

## 2. Payment Arrangements

1. In order for payment to issue, the completed Grant Claim Form must be submitted with the relevant sections of the form completed and signed by both the Parent/Legal Guardian and the SNA, as outlined in the guidance note.
2. The completed Grant Claim Form should be submitted to the Department as soon as all the care support has been provided but in any case not later than the close of business on **Friday 28 August 2020**.
3. Payment for all correctly completed claims; received by 28 August 2020, will issue on **Thursday 29 October 2020**.
4. Every effort will be made by the Department to process the claims for payment on Thursday 29 October, 2020. However, where a Grant Claim Form has to be returned to the parent/legal guardian for a reasons such as the Statutory Declaration (Appendix 1) or the Form of Undertaking (Appendix 2) are not fully or properly completed and signed or the Timetable of Support is predated or where further clarification is required, payment may be delayed.

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

- The Parent/Legal Guardian to sign the claim form for or on behalf of the SNA.
- The approved SNA to sign the claim form for or on behalf of the Parent/Legal Guardian.

5. **The Summer Provision 2020 payment will be issued to the SNA 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 SNA. If the SNA has **never received payment from the Department before** or if the SNA's bank account details previously held by the Department have changed, please complete a "SNA Bank details Form Summer Provision Programme" available at <https://www.education.ie/en/Parents/Services/summerprovision/bank-details-form-for-special-needs-assistants-summer-provision-home-based-.pdf> and return to: **Home Tuition Payments Section, Schools Division Financial, Department of Education & Skills, Cornamaddy, Athlone, Co Westmeath.**

**SNA's not previously paid by the Department of Education and Skills should complete the bank details form and submit it with the Grant Claim Form of the child they have supported under the scheme.**

### 3. Summer Provision Grant Rates

The Grant Rates for the 2020 Summer Provision Programme are as outlined at Step 3 of the guidance information at the link below;

<https://www.education.ie/en/Parents/Services/summerprovision/home-based-information-faqs-for-parents.pdf>

The hourly rate of payment for care support duties undertaken under Home Based Summer Provision Programme are as follows:

**Entrants pre 1 January 2011: €16.77**

**Entrants post 1 January 2011: €15.50**

Any further queries in relation to the Grant Rate sanctioned in individual cases, please email [HomeBasedSummerProgram@education.gov.ie](mailto:HomeBasedSummerProgram@education.gov.ie)

### 4. Deductions made from 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 Summer Provision Programme payment on 29 October unless you, the SNA, instruct Revenue to the contrary.**

Approved SNA's **must contact Revenue before 15 October 2020** and advise that they will be receiving payment from the Department of Education and Skills under Employer reg. no 9599516K on 29 October 2020 in order for this Department to apply the appropriate tax credits and cut off point to the Home Based Summer Provision Programme payment. The Revenue Office will require the SNA's Personal Public Service Number (PPSN), and the Employer Registration Number (for Payroll purposes) for the Home Based Summer 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 SNA's RPN by **15 October 2020**, payment will be taxed at the emergency rate and it will be the SNA'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 SNA 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](http://www.revenue.ie).

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 SNA's for payments made under Home Based Summer Provision Programme 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**

### **Home Based Summer Education Programme Overpayments**

In the event of an overpayment of the Home Based Summer Education Programme grant, the overpayment will be recouped by the Department in consultation with the SNA. 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 SNA was previously employed as a Teacher, SNA or other on a payroll operated by this Department, any outstanding overpayment will be recouped from the SNA's Summer Education Programme 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 Summer Provision 2020 (Home Based), please email your query to [homebasedsummerprogram@education.gov.ie](mailto:homebasedsummerprogram@education.gov.ie)