

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



Summer Provision 2020 (Home Based)

# Payment Information Note

for  
Parents/Legal Guardians  
& Tutors.

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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 Tutor and the Department.

Tutors and Graduate Teachers 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 tutor detailing the daily hours provided as you go AND only after all the tuition has been provided the timetable should be signed and dated by both tutor 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 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 Tutor, as outlined in the guidance note.
2. The completed Grant Claim Form should be submitted to the Department as soon as all the tuition 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 Tuition 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 tutor.
- The approved Tutor 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 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 Summer Provision Programme" available at <https://www.education.ie/en/Parents/Services/summerprovision/bank-details-form-for-tutors-and-graduate-teachers-summer-provision-home-based.pdf> and return to: **Summer Education Home Based Payments Section, Schools Division Financial, Department of Education & Skills, Cornamaddy, Athlone, Co Westmeath.**

**Tutors 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>

There are two rates of payment for duties undertaken under Home Based Summer Education Programme based on the qualifications of the Tutor engaged by the Parent/Legal Guardian, the standard rate and the modified rate.

#### a. Standard Home Based Summer Education Programme Grant Rate:

The following are the current **rates per hour worked** applicable to teachers **registered with the Teaching Council.**

These rates are also payable to **Graduate Teachers who satisfy the following criteria;**

1. who have received their final results from the HEI confirming eligibility for registration,
2. who have completed their Garda Vetting as part of the teaching council registration process and
3. Whose teaching council registration will be finalised by 9 October 2020.

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>€38.33</b>
Qualified Post Primary Teacher	Post-Primary student	<b>€46.04</b>

### **b. Modified Home Based Summer Education Programme Grant Rate:**

The following categories of tutor will be paid at a modified rate of **€34.28 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 Grant Rate sanctioned in individual cases, please email [HomeBasedSummerProgram@education.gov.ie](mailto:HomeBasedSummerProgram@education.gov.ie)

## **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 Summer Education Programme payment on 29 October unless you, the Tutor, instruct Revenue to the contrary.**

Approved Tutors/Graduate Teacher **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 Education Programme payment. The Revenue Office will require the Tutors/Graduate Teacher's Personal Public Service Number (PPSN), and the Employer Registration Number (for Payroll purposes) for the Home Based Summer Education 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/Graduate Teachers RPN by **15 October 2020**, payment will be taxed at the emergency rate and it will be the Tutor's/Graduate Teachers 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/Graduate Teacher 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 Tutors/Graduate Teachers for payments made under Home Based Summer Education 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 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 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)

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