

# Transition Fund Frequently Asked Questions

## Background

### 1. What is the Transition Fund

The Transition Fund is intended to provide financial support to Early Learning and Care (ELC) and School Age Childcare (SAC) providers in the period of time between the end of the Employment Wage Subsidy Scheme in April and the introduction of the new Core Funding from September.

The Transition Fund will make a payment to providers in respect of the weeks they are open between 2<sup>nd</sup> May and 29<sup>th</sup> August 2022. The primary conditionality that services must agree to in order to access the funding is that their fees should not increase above those which were charged in September 2021. Services will also be required to be on the Tusla register and be contracted to provide one or more of the DCEDIY funding programmes on February 1<sup>st</sup> 2022 in order to avail of the Transition Fund.

## Calculation and application

### 2. How will the value of Transition Fund to allocate to each service be determined?

A weekly value has been determined for each service based on 7% in their calculated income capacity. The income capacity for a service has been calculated based on

- The service location, size and service type specified in the Tusla register from January 2022
- Data on the corresponding service types (e.g. sessional/ part time/ full time/ school age and whether they are a community or private service) from the Annual Early Years Sector Profile
- Average occupancy information based on data from the Annual Early Years Sector Profile.

### 3. What is the precise calculation that is used to determine the value?

Services are eligible for the Transition Fund if they meet all of the following criteria:

- The service must be Tusla-registered.
- The service must have at least one child registered on a DCEDIY funding scheme on 1<sup>st</sup> February 2022.
- The service must be open for at least one of eighteen weeks between 2<sup>nd</sup> May and 29<sup>th</sup> August.
- The 'calculated-income-capacity' of the service is determined by the following formula:
  - Maximum number of children the service can accommodate (as specified on the Tusla Register)
  - x 83% (to reflect the average normal occupancy level, which takes into account both vacancies and the extent to which a place is only used part of the week, e.g. 4 days per week)
  - x The average weekly fee in the county in which the service operates for the service type (distinguished by private/community, and session-type), as recorded in the Pobal Annual Early Years Sector Profile for 2021.
  - x 7%

### 4. Do services need to have availed of EWSS to avail of Transition Fund?

No. There is no requirement for services to have availed of EWSS in order to be eligible for the Transition Fund.

**5. How are standalone School Age services dealt with for calculating the Transition Fund?**

For term-time weeks, the fees levels for Part Time services in the local authority area are used as the basis for the estimate. For non-term time weeks, the average weekly non-term-time SAC fee rates in the local authority area are used as the basis for the estimate. These values are combined and averaged over the 18 week period to provide the weekly rate during the funding period for these services.

**6. How are Childminders dealt with for calculating the Transition Fund?**

Fees for private Full Time services in the local authority area are used as the basis for the estimate.

**7. What information will I have to provide for the application form?**

Services will be asked to indicate the weeks they are open between May and August and to agree with the Terms and Conditions for the funding.

**8. What if the information on the Tusla register in January is incorrect for my service?**

If you believe the data about your service contained in the Tusla register in January is incorrect, you can request a review of your application. This must be supported by documentation from Tusla that communicates the new information from your service. The Registers used are those as of January 2022, which were published on the Tusla website in February 2022. Changes to the Register since January 2022 will not be accepted. Any supporting documentation from Tusla must be dated before or during January 2022 in order to be eligible for consideration.

**9. How do I request a review?**

In the event that you believe that an error has been made in the calculation of your eligibility or the level of payment, a review process will be made available. Details of this process can be found [here](#). If a review query is upheld, the service will receive the funding backdated to the point at which they originally applied.

**10. What if I have a new service that is not included in the January register?**

New services that have been registered since January are not eligible for the Transition Fund. This is because they do not have a September 2021 fees list that can be used as the basis for the fee conditionality for the funding.

Services who have a new Service Reference due to the change of circumstances process (change of address, change of legal structure, change of ownership) are eligible to apply based on maintaining fee levels of the previous circumstances.

## Timeframes

**11. When will the Transition Fund be open for applications?**

7<sup>th</sup> April

**12. When will payments be made?**

Payments will commence at the end of April with applications received on or before 22<sup>nd</sup> April paid on 29<sup>th</sup> April. Payments will be made monthly in advance for weeks open.

**13. What if I apply late?**

Services can apply for Transition Fund at any point, but the funding will only be paid from the date of application. Funding will not be backdated and it will not be possible to apply for weeks prior to application week.

The payment periods for Transition Fund will be as follows:

- Payment 1 for weeks 1-5 May 2nd - June 4th: to be paid week of 25th April
- Payment 2 for weeks 6-9: June 6th – July 2nd to be paid week of 30th May
- Payment 3 for weeks 10-13: July 4th – July 30th to be paid week of 27th June
- Payment 4 for weeks 14-18: August 1st – September 1st to be paid week of 25th July

## Conditionality

### **14. What is the specific condition about fee levels for the Transition Fund contract?**

The service will not impose any increases to the Registered Fees List that was in place on 30<sup>th</sup> September 2021, for the period 1<sup>st</sup> May to 31<sup>st</sup> August 2022 regardless of whether or not children are receiving a subsidy under any of the DCEDIY funding programmes.

### **15. What if a service has already increased fees from September 2021 levels?**

In order to be eligible for the Transition Fund, a service which has increased their fees above September 2021 rates will be required to reduce them to September 2021 rates or below.

### **16. If a service reduces fees from September 2021 levels, will this be eligible for the Transition Fund?**

Yes. If a service has reduced its fees from those that applied in September 2021, they are eligible to access the Transition Fund.

### **17. What is considered eligible spend for the Transition Fund?**

Providing the Terms and Conditions of the Transition Fund are adhered to, there are no specific restrictions on how Transition Fund investment is to be spent.

## More information

### **Who should I contact for more information or I have specific queries about the Transition Fund?**

Your local City or County Childcare Committee is best placed to assist.

Please find Technical Guidelines attached [here](#).