

NCS Application Renewal Guide

Your current NCS award has an end date. You must renew your application before this end date if you want to continue to receive a subsidy for your child. The earlier you submit your renewal application within the renewal window, the more likely you are to avoid a gap between the end date of an existing CHICK and the start date of the new CHICK.

If you do not renew, your award will expire and the subsidy will simply stop at the end date, i.e. **the service provider will no longer receive payments towards the cost of your child's place.**

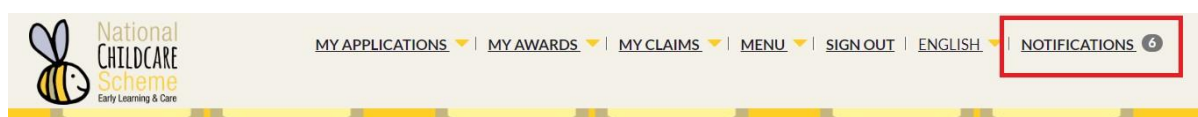
There is a 6 week window before the end date of an award online and an 8 week period before the end date of an award offline, during which renewal is possible, we call this the 'renewal window'. See the steps below to renew **online and offline.**

Online Renewal Process:

1 - Notification of end date

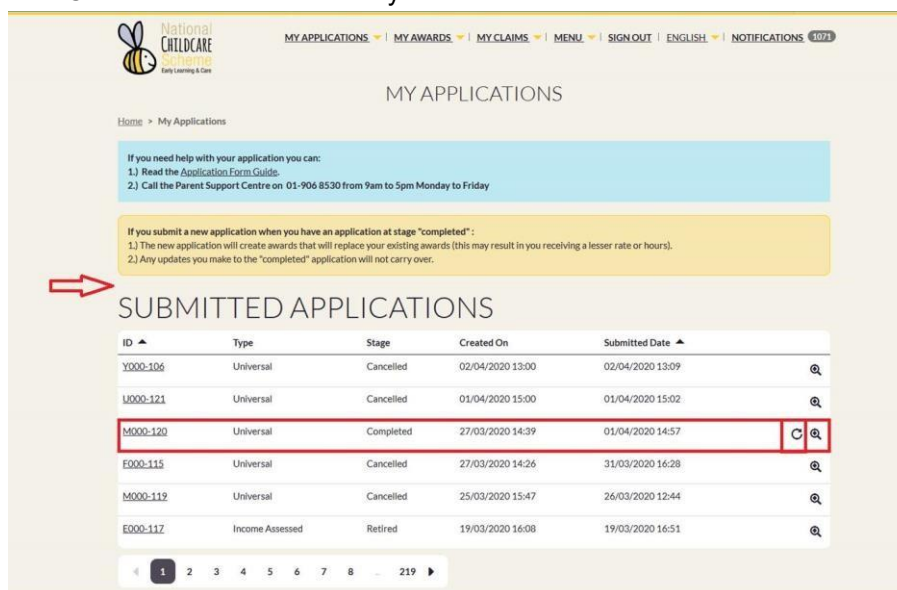
Six weeks before the end date of an award, you will receive an email alert telling you that you have a notification on the portal. Log on to the Portal (from the link in the email).

Go to **notifications** and you will see a 'renewal' notification informing you about your approaching end date and that it is time to renew your application. Renewal is enabled within the 'renewal window' period.



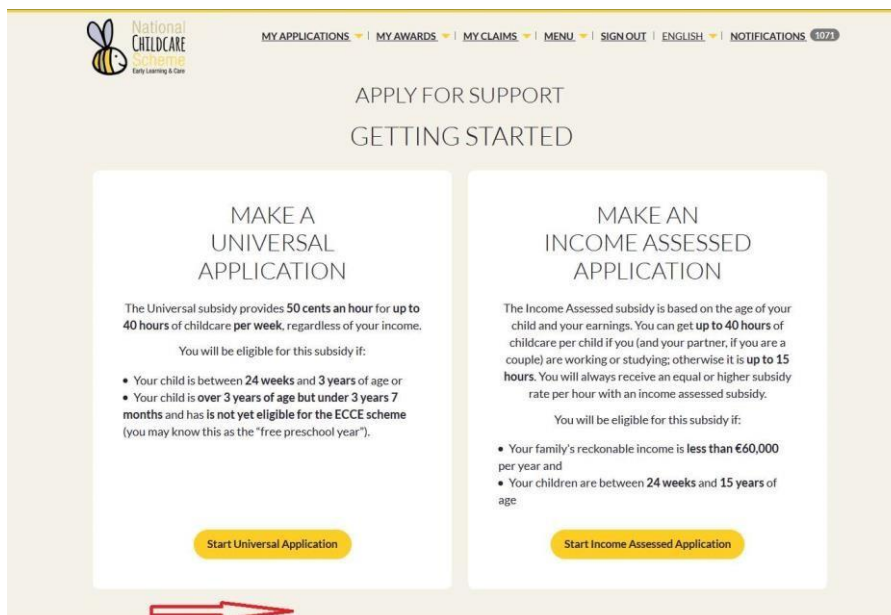
2 - My applications

Click on **My Applications** at the top and see your submitted applications, see your current active application has a renewal button (looks like a **refresh symbol**) if you hover over it you will see 'Renew Application now'. Click on this button to start your renewal



3 – Choosing application type

This opens a Renewal window and you choose the **Application Type** by clicking on either **Universal** or **Income Assessed**.



MY APPLICATIONS | MY AWARDS | MY CLAIMS | MENU | SIGN OUT | ENGLISH | NOTIFICATIONS 1071

APPLY FOR SUPPORT GETTING STARTED

MAKE A UNIVERSAL APPLICATION

The Universal subsidy provides 50 cents an hour for up to 40 hours of childcare per week, regardless of your income.

You will be eligible for this subsidy if:

- Your child is between 24 weeks and 3 years of age or
- Your child is over 3 years of age but under 3 years 7 months and has not yet eligible for the ECCE scheme (you may know this as the "free preschool year").

Start Universal Application

MAKE AN INCOME ASSESSED APPLICATION

The Income Assessed subsidy is based on the age of your child and your earnings. You can get up to 40 hours of childcare per child if you (and your partner, if you are a couple) are working or studying; otherwise it is up to 15 hours. You will always receive an equal or higher subsidy rate per hour with an income assessed subsidy.

You will be eligible for this subsidy if:

- Your family's reckonable income is less than €60,000 per year and
- Your children are between 24 weeks and 15 years of age.

Start Income Assessed Application

Universal Application

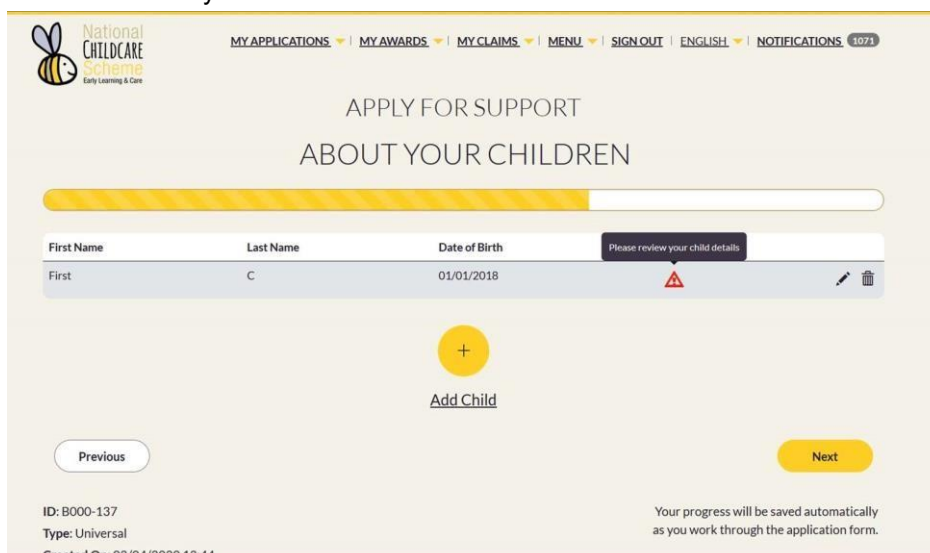
If you choose **Universal**, your application form appears and we copy over the existing data to make it easier for you. You can now update the information. The first page is **Eligibility** which is unlikely to need updating, so you can click **next**.

4. Your address

The next page is your address details; click **next** –unless you have moved to a new address, in which case please update the details on this page before clicking **next**.

5. About your children

Then it opens the **About Your Children** page, you will notice a red triangle against your child's name, which reads 'Please review your child details':



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APPLY FOR SUPPORT ABOUT YOUR CHILDREN

First Name	Last Name	Date of Birth	
First	C	01/01/2018	Please review your child details

+
Add Child

Previous Next

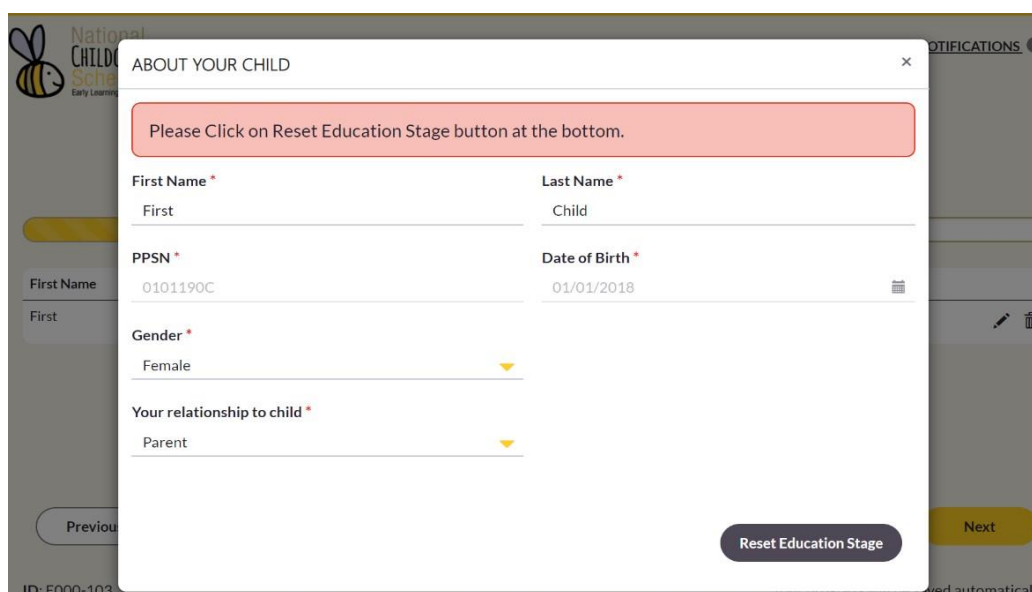
ID: B000-137
Type: Universal
Created On: 02/04/2020 12:44

Your progress will be saved automatically as you work through the application form.

- Click on this red triangle to review and update your child's details.
- Please review as the child's Education Stage may need to be updated. You will need to click on the 'Reset Education Stage' button at the bottom, it looks like this:

Reset Education Stage

- If you do not click 'Reset Education Stage' button, you will get an error message (pink) prompting you to click it:



ABOUT YOUR CHILD

Please Click on Reset Education Stage button at the bottom.

First Name *	Last Name *
First	Child
PPSN *	Date of Birth *
0101190C	01/01/2018
Gender *	
Female	
Your relationship to child *	
Parent	

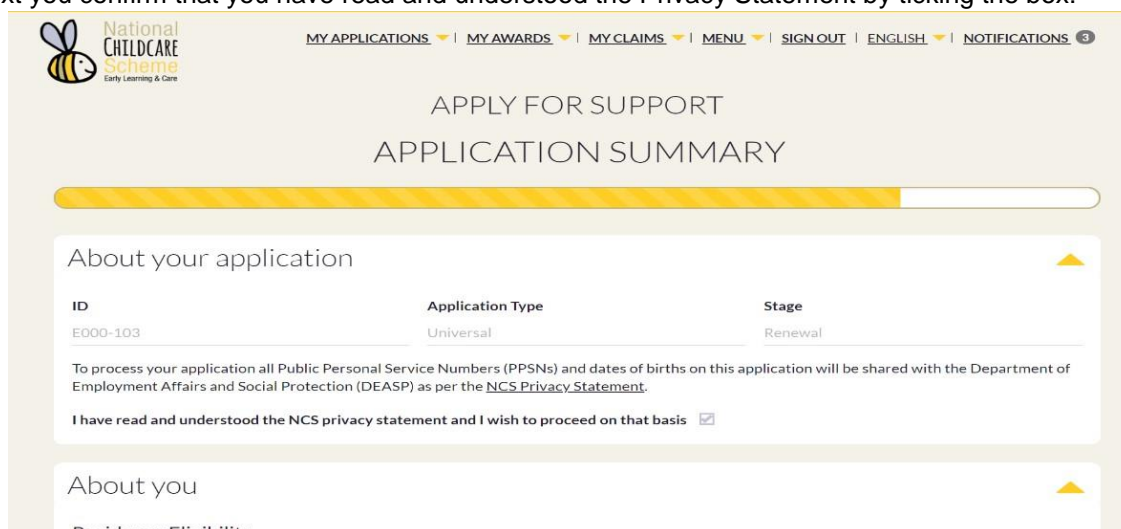
Previous Reset Education Stage Next

ID: E000-103

- This gives you options to choose your child's education stage (as at the start date of the new award), for example you can select ECCE/ECCE eligible or Junior/ Senior Infants etc.
- Once you have finished updating this child's current and next education stage, you can then repeat this for any other children that are included on the application, and then click next.

6. Application summary

Next you confirm that you have read and understood the Privacy Statement by ticking the box:



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APPLY FOR SUPPORT

APPLICATION SUMMARY

About your application

ID	Application Type	Stage
E000-103	Universal	Renewal

To process your application all Public Personal Service Numbers (PPSNs) and dates of births on this application will be shared with the Department of Employment Affairs and Social Protection (DEASP) as per the [NCS Privacy Statement](#).

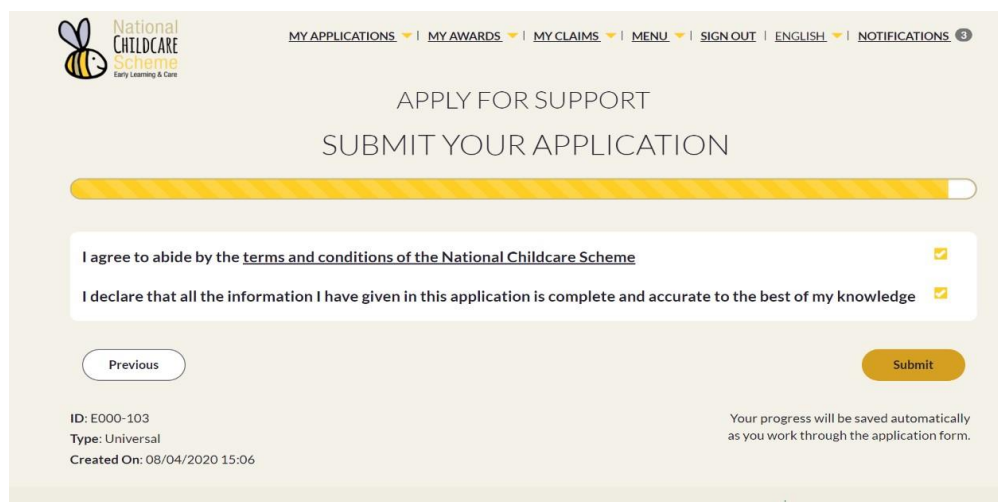
I have read and understood the NCS privacy statement and I wish to proceed on that basis ☒

About you

Residency Eligibility

7. Submitting your application

Next, you click to confirm the declarations and then submit:



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APPLY FOR SUPPORT

SUBMIT YOUR APPLICATION

I agree to abide by the [terms and conditions of the National Childcare Scheme](#) ☒

I declare that all the information I have given in this application is complete and accurate to the best of my knowledge ☒

[Previous](#) [Submit](#)

ID: E000-103
Type: Universal
Created On: 08/04/2020 15:06

Your progress will be saved automatically as you work through the application form.

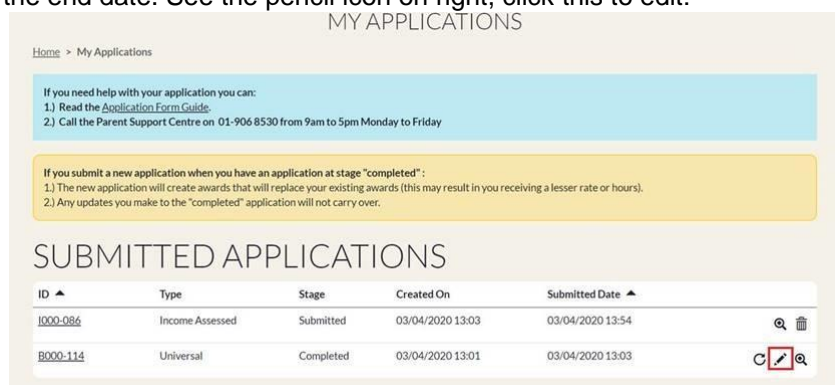
When you submit your renewal application, you will be able to see 'Renewal Submitted' on the Submitted Applications screen. You will also notice that the 'renewal button' on the existing award is now gone.

8. Registering a new CHICK

When you renew your application, you will receive a new CHICK to replace the existing CHICK for each child on the application for whom you requested a subsidy; Assuming you renew within the 'Renewal window'- the new CHICK will be valid from the Monday after the end date of the existing CHICK.

Updating or amending an existing application

If your existing application needs to be updated or amended, this will be possible but only up to one week before the end date. See the pencil icon on right, click this to edit:



Home > My Applications





If you need help with your application you can:

- 1) Read the [Application Form Guide](#).
- 2) Call the Parent Support Centre on 01-906 8530 from 9am to 5pm Monday to Friday

If you submit a new application when you have an application at stage "completed":

- 1) The new application will create awards that will replace your existing awards (this may result in you receiving a lesser rate or hours).
- 2) Any updates you make to the "completed" application will not carry over.

SUBMITTED APPLICATIONS

ID	Type	Stage	Created On	Submitted Date	
E000-086	Income Assessed	Submitted	03/04/2020 13:03	03/04/2020 13:54	 
B000-114	Universal	Completed	03/04/2020 13:01	03/04/2020 13:03	 

If your current award is based on an income-assessed application, then your income(s) will need to be assessed again at renewal stage.

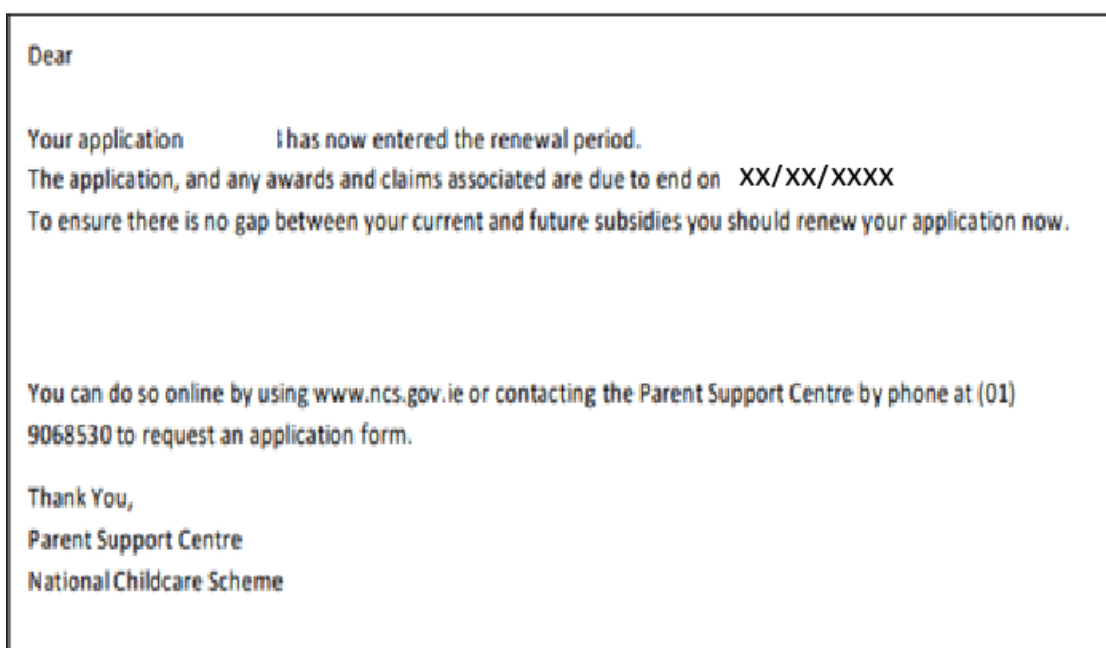
Bear in mind that your renewal may take some time to process, particularly where you choose a Non Fast Track assessment of income, and so you should renew early to avoid any gaps between the old and new subsidy payments.

Offline Renewal Applications

If you originally applied **offline**, you have the option to renew online by logging into the Portal, through the NCS Website and MyGovID, or you can renew offline as per instructions below:

1. Notification of end date

Eight weeks before the end date of an award, you will receive a postal notification telling you that your application has entered the renewal period.



2. How to apply for an offline renewal application

Call the National Childcare Parent Support Service at (01) 9068530 and request an application form.

A new application form will posted out to the address provided.

NOTE: *An applicant may opt to complete their application online by logging into the Applicant Portal with a verified MY GOV ID. If this option is taken awards on, the initial offline application will cease.*

3. Submitting your application

You will need to complete the application in full and return with any supporting documentation required to:

NCS

PO Box 13105

Southside Delivery Office

Cork City

We recommend that you use registered post

4. Registering a new Chick

Once the completed application form is received and providing all information is correct, your application will be processed and you will receive your new Chick(s). This will replace the existing Chick(s) for the child(ren) on the application for whom you requested a subsidy.

The new application will end date any existing application; **you should bring any new Chicks to your service provider as soon as possible to ensure there is no gap in subsidy.**