Community Childcare Subvention Plus (CCSP) Programme Readiness Checklist 2025

✔ Getting Started
Make sure each item is up to date

Organisations Details
My Account > Organisation Profile

Confirm Service Provider Details
My Account > Manage Service Providers > Click on Service Name > Review and Press Submit

Primary Authorised User (PAU)
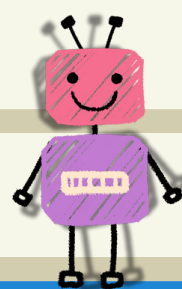My Account > Manage User Roles

Portal Users
My Account > Manage User Roles

Bank Account
My Account > Bank Account

Tusla Registration
My Account > Tusla Reg Maintenance

✔ CCSP

Create Service Calendar
My Account > Service Calendars

Create Fees Table & Submit
My Account > Service Fees

Activate CCSP Funding Agreement
Programmes > Programme Applications & Returns > All Programme Applications > Available Programme Applications

Complete Parent Statement
My Account > Online Parent Statement
Important Note: We recommend that you have your Core Funding application submitted for the 24/25 year before activating the Parent Statement

Issue Fee Table and Parent Statement
One for each family to be signed and kept on file within 20 working days of child starting in the service. This must also be displayed in the service and online

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Important Notes

- No new registrations can be submitted for children who weren't previously registered on 12 March 2020.

- Children must start within 4 weeks of the service re-opening for the new programme year to remain on the scheme.