Service Provider Portal Training

Adding Non-Term hours

Quick Guide

Scenario

This will demonstrate the principle for a Provider;

- How to register an **ECCE child** for 25 hours term time and 15 hours Non-Term time.
- The same principle will apply for adding, **Non-Term hours for School Age Children** E.g. School hours would be normally 15 hours term time and 25 hours Non Term time.
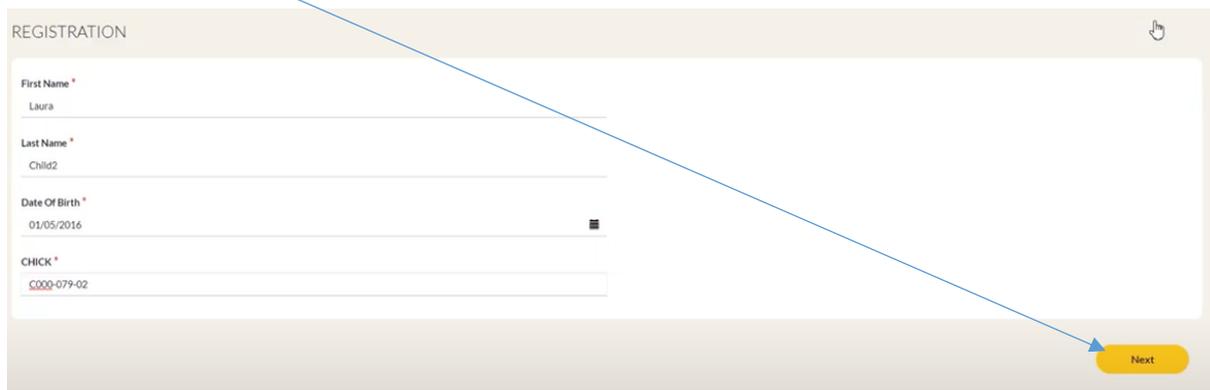
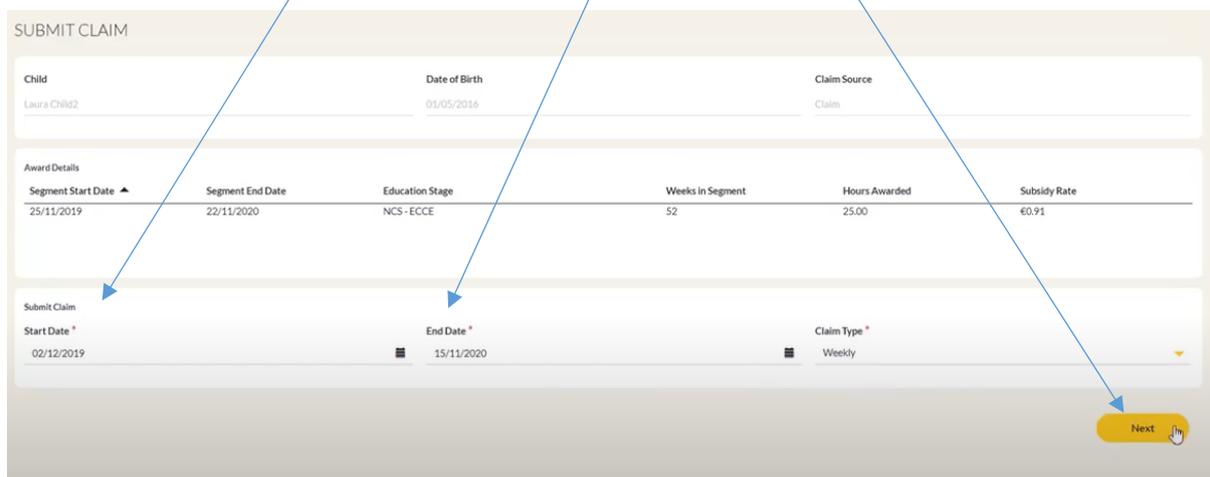Step 1: Select Child register on the drop down arrow at Registrations.

Step 2: Select on retrieve a chick.

Step 3: Input the Child's first name, last name, date of birth and Chick number and select next.

REGISTRATION

First Name *
Laura

Last Name *
Child2

Date Of Birth *
01/05/2016

CHICK *
C000-079-02

Next

Step 4: Add in the Start Date, End Date and select next.

SUBMIT CLAIM

Child	Date of Birth	Claim Source
Laura Child2	01/05/2016	Claim

Award Details

Segment Start Date ▲	Segment End Date	Education Stage	Weeks in Segment	Hours Awarded	Subsidy Rate
25/11/2019	22/11/2020	NCS - ECCE	52	25.00	€0.91

Submit Claim

Start Date *	End Date *	Claim Type *
02/12/2019	15/11/2020	Weekly

Next

Step 5: Under the drop down at Claimed Hours select Edit

Step 6: As this example reflects an ECCE registration, type in 25 hours and select submit.

Step 7: Note, 25 hours now appears under Claimed Hours and select Next

Step 8: You will now see the claimed hours of 25, under ECCE there is 14 weeks of Non Term.

Step 9: As there is 14 weeks of Non Term, you can select the weeks as you wish (Easter, Summer, Halloween, Christmas), but for this guide I have selected the first 14 weeks and select Bulk Edit.

Step 10: Enter the 15 Non-Term Hours and select Submit.

Step 11: Select Confirm

Step 12: You will now see Claimed Hours of 25 and Non-Term Hours of 15. The total hours over the Non Term period in now 40.
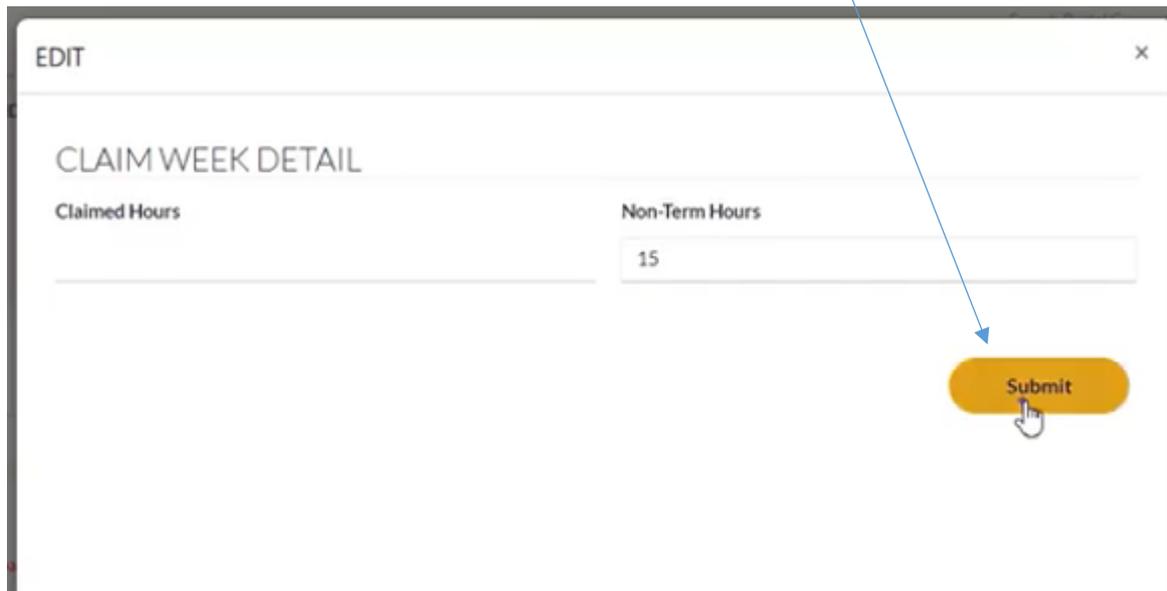
Edit Claim Detail By Week

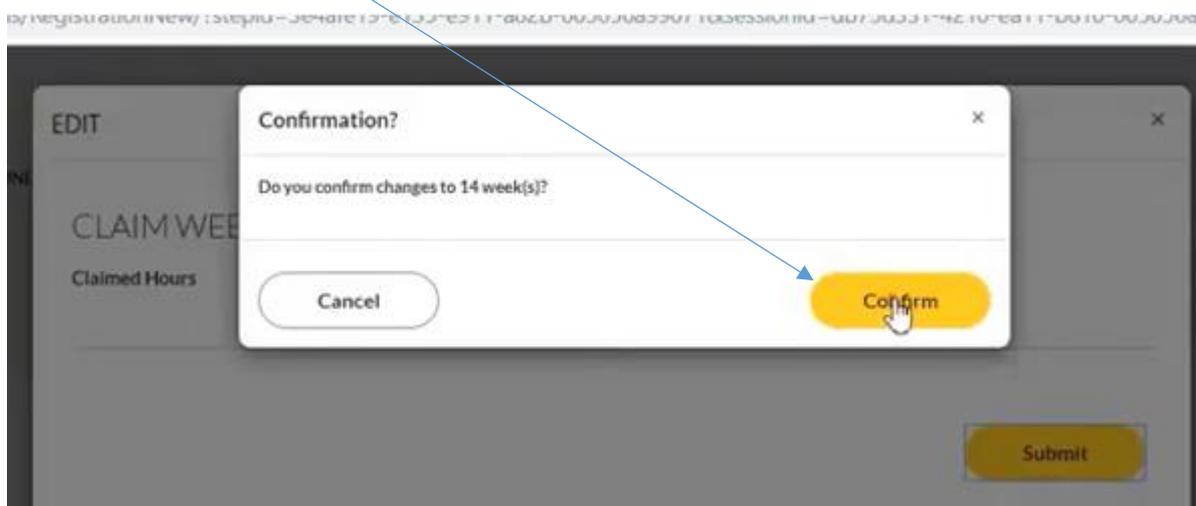Please review all weeks and use the SUBMIT button at the bottom of the page to confirm your claim.

Active ▾

Bulk Edit

✔ Start Date ▲	Education Stage	Hours Awarded	Subsidy Rate	Stage	Claimed Hours	Non-Term Hours	Validation Error	
02/12/2019	NCS - ECCE	25.00	0.91	Draft	25.00	15.00		▾
09/12/2019	NCS - ECCE	25.00	0.91	Draft	25.00	15.00		▾
16/12/2019	NCS - ECCE	25.00	0.91	Draft	25.00	15.00		▾
23/12/2019	NCS - ECCE	25.00	0.91	Draft	25.00	15.00		▾
30/12/2019	NCS - ECCE	25.00	0.91	Draft	25.00	15.00		▾
06/01/2020	NCS - ECCE	25.00	0.91	Draft	25.00	15.00		▾
13/01/2020	NCS - ECCE	25.00	0.91	Draft	25.00	15.00		▾
20/01/2020	NCS - ECCE	25.00	0.91	Draft	25.00	15.00		▾
27/01/2020	NCS - ECCE	25.00	0.91	Draft	25.00	15.00		▾
03/02/2020	NCS - ECCE	25.00	0.91	Draft	25.00	15.00		▾
10/02/2020	NCS - ECCE	25.00	0.91	Draft	25.00	15.00		▾
17/02/2020	NCS - ECCE	25.00	0.91	Draft	25.00	15.00		▾
24/02/2020	NCS - ECCE	25.00	0.91	Draft	25.00	15.00		▾
02/03/2020	NCS - ECCE	25.00	0.91	Draft	25.00	15.00		▾
09/03/2020	NCS - ECCE	25.00	0.91	Draft	25.00			▾

Step 13: Select the Submit button on the bottom right hand side of the page to continue.
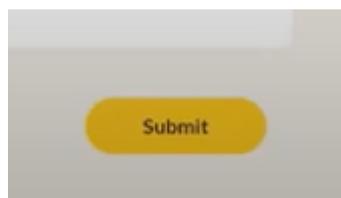
Submit

Step 14: The claim will now show as submitted successfully and the parent will now receive a notification to confirm the claim

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Your claim were submitted successfully. Parent will receive a notification in order to confirm the Claim. CLICK HERE to go back to list of Registrations.