

Northern Ireland Childcare Support Scheme (NICSS)

administered by Early Years – the organisation for young children on behalf of the Department of Education.

THIS COMMUNICATION IS FOR PARENTS WHO ARE REGISTERED FOR TAX FREE CHILDCARE AND
HAVE A CHILD WHO HAS NOT YET ENROLLED IN PRIMARY SCHOOL

Dear Parent/Guardian

On 23rd May, the Minister for Education announced a package of Early Learning and Childcare Measures to be implemented in 2024/25.

One of these measures is the Northern Ireland Childcare Subsidy Scheme (NICSS), an intervention designed to reduce the childcare costs of eligible working parents by 15%* for all qualifying children. The overarching aim of this scheme is to help working parents with the affordability of childcare costs.

The Executive has agreed that the subsidy scheme will target working parents who are eligible for Tax Free Childcare (TFC) and have children who have not yet started primary school. Starting from 1st September 2024, any parent receiving TFC, for a child who has not yet enrolled in primary school will be eligible to participate in the scheme, provided their childcare provider is signed up with HMRC as a TFC provider.

Early Years - the organisation for young children, has been appointed to administer the scheme on behalf of the Department of Education.

You are receiving this correspondence because your provider has successfully registered to participate in the Northern Ireland Childcare Subsidy Scheme and you will need these details to find them on the NICSS portal.

Your Provider **Childcare Services at Queens**
Registration Number **B001008**
Address **11 College Gardens, 0, Belfast, BT9 6BQ**

* The cap is initially set at £167 per month and will be reviewed, in light of September claims data.

In order for you to benefit from the subsidy scheme we require you to register your child. The process is simple and should take no more than 5 minutes to complete.

STEP 1 – visit the Early Years website to create a parent account on our secure online portal.

<https://www.early-years.org/nicss/parents>

STEP 2 – follow instructions sent by email to activate your account and register eligible children.

Please have the following information ready before starting the registration process: 1. TFC registration number for your child. This number can be found on correspondence from HMRC and is typically a combination of (Initial letter of their first name) (First three letters of their second name) (number characters) e.g. for Adam Smith this could be (ASMI#####) 2. Copy of the TFC quarterly confirmation letter/notice for your child. Please take a screen shot or screen grab of this communication from HMRC which clearly shows: i. name of your child, ii. the quarterly expiration date

You will be required to upload this document as part of the registration process. (If you are waiting on HMRC to approve your current eligibility and don't have a current approval document please use the most recent one for now.)

If you have more than one eligible child, you will need to complete the process separately for each child. If your child attends more than one eligible childcare provider, you will need to complete the process separately for each provider.

PLEASE ENSURE YOU USE THE PROVIDER DETAILS NOTED ABOVE WITHIN THIS LETTER TO REGISTER YOUR CHILD.

Your provider will only have access to the required information to process your claim. This will include child's name, TFC details and date of birth. All other information will remain confidential and be used for monitoring purposes only.

STEP 3 – Submit your application. Providers will approve your child's eligibility w/c 19th August. You will receive notification of the status once this has been completed. Successful applications will see the subsidy applied to their invoice commencing September 2024.

Further details on the scheme including guidance to support your registration will be available on the Early Years website in coming days: www.early-years.org/nicss/parents

Regards,

Pauline Walmsley,
Chief Executive Officer, Early Years – the organisation for young children