

## **CETS Information**

### **Summary of role of CCCs in CETS for Sept 2011**

- Allocating additional places from a float - being contacted by eligible parents & services, sending information to Dept and getting approval, informing parents & services of the success of their application
- Collecting the attendance sheets that services complete with the parents and sending out new ones

### **Summary of what the parent does**

- The eligible parent gets a letter from FAS / the VEC giving their entitlement to CETS and contacts a provider and / or the CCC to get a suitable CETS place.
- Once they start a course, the parent will provide a letter to the service from FAS / VEC saying they have started the course.
- The parent fills in a CETS Parent Declaration form and sends it to the Department through the provider.
- The parent signs an attendance sheet every week.

### **Summary of what the provider does**

- The provider applies to be in the CETS and signs their contracts and returns them.
- The provider might be included in the initial allocation or they may not; if not, they can look for a place for qualified parents as the need arises.
- The provider keeps copies of letters from the parent confirming their eligibility and participation in courses.
- The provider sends on the CETS Parent Declaration form to the Department.
- The provider gets the parent to sign the attendance sheet every week and sends it at the end of each term to the CCC.

### **Summary of what the Department does**

- Sends the providers the draft contracts and co-signs the signed contracts, sends them back out to the provider
- Sends out the initial allocation to the CCCs
- Approves requests from the CCCs for additional places or swap existing places
- Checks the PPS information in the CETS Parent Declaration forms to make sure children aren't benefiting from several programmes at the same time
- Provides the payment information to Pobal so services can be paid
- Maintains responsibility for finance, audit, terms and conditions etc of programme, on behalf of FAS and VEC.