



Group Providers Home Tuition Grant Scheme

Important points to note when completing monthly claim forms

Please note the **deadlines** set out in the case of each claim period. Claims received by the deadline will be processed first. Payment processing in the case of **correctly completed** forms is **four to five weeks from date of receipt**. All claims must be submitted directly to the Department of Education's Special Needs and Tuition Grants (SNTG) section only.

Where issues arise with the completion of a claim form by a group provider, claim documentation will be returned to the provider and **processing will pause for the entire claim**. This can significantly delay payment.

The most common issues that lead to returned forms are set out hereunder:

GROUP PROVIDER TAX COMPLIANCE

1. Group providers must ensure that their tax compliance certificates are up to date. Where this is not the case, payments cannot issue.

TUTORS AND ASSISTANTS

1. All tutors and assistants listed must be sanctioned/approved by the Special Education section of the Department of Education **prior** to being deployed by the group provider.
2. The names of tutors and assistants used on the monthly claim form must match the names approved by the Special Education section.
3. All tutors and assistants must have up-to-date Teaching Council (TC) registration. It is the responsibility of the group provider to ensure that all staff are registered. Payment cannot issue where TC registration has lapsed.

PARENTS/LEGAL GUARDIANS AND STUDENTS

1. All signatures must be original, handwritten signatures.
 - a) The signature of the parent/legal guardian on the monthly *Part 2: Certification by the Parent/Legal Guardian & Tutor* must be that of the **approved parent/legal guardian** addressed in the sanction letter issued by the Special Education section.
 - b) This signature **must match** that of the parent/legal guardian who has signed the *Direct Payment Agreement (DPA)*. **Retain a copy of the DPA for comparison.**
2. The **forenames** and **surnames** of students and parents/legal guardians used on the claim forms **must** be in the same format/match those that are on the sanction letters.
3. The P.P.S. No. given on Parts 1 and 2 of the monthly claim form must be that of the person to whom it refers.

REPORTING AND CERTIFICATION

1. **All absences must be reported.** Where concerns arise regarding accuracy in this regard, the Department reserves the right to pause processing to engage with the group provider.
2. The certification of the tuition must be signed and dated **after the tuition has taken place.**

NOTE:

Unlike one-to-one home tuition in the student's home, there are **no prescribed dates of payment** for tuition delivered by group providers. As outlined in the annual agreement, *Terms and Conditions for Direct Grant Payment for Group Arrangements*, payment is made directly to the facility and in arrears.

As per the agreement, the calculation of that payment and the method by which it is paid is also different from that for one-to-one home tuition. Dates published for payments for one-to-one home tuition **do not apply to group providers and should not be consulted**. The dates set out hereunder are the only dates that group providers must refer to when making claims.

Group Providers - Home Tuition Scheme Schedule for Payment Claims 2024/25

2024/5 Claim Month	Weeks Payable	Wk No.	Week Dates			Not Payable Dates (Term breaks, bank holidays, etc.)
			Monday	-	Friday	
September DEADLINE FOR CLAIMS: 08/10	4 weeks	1	02/09/2024	-	06/09/2024	
		2	09/09/2024	-	13/09/2024	
		3	16/09/2024	-	20/09/2024	
		4	23/09/2024	-	27/09/2024	
October DEADLINE FOR CLAIMS: 05/11	4 weeks	1	30/09/2024	-	04/10/2024	
		2	07/10/2024	-	11/10/2024	
		3	14/10/2024	-	18/10/2024	
		4	21/10/2024	-	25/10/2024	
November DEADLINE FOR CLAIMS: 05/12	4 weeks	1	28/10/2024	-	01/11/2024	28/10 - 01/11
		2	04/11/2024	-	08/11/2024	
		3	11/11/2024	-	15/11/2024	
		4	18/11/2024	-	22/11/2024	
		5	25/11/2024	-	29/11/2024	
December DEADLINE FOR CLAIMS: 07/01	3 weeks	1	02/12/2024	-	06/12/2024	
		2	09/12/2024	-	13/12/2024	
		3	16/12/2024	-	20/12/2024	
		4	23/12/2024	-	27/12/2024	23/12 - 27/12
January DEADLINE FOR CLAIMS: 11/02	4 weeks	1	30/12/2024	-	03/01/2025	30/12 - 03/01
		2	06/01/2025	-	10/01/2025	
		3	13/01/2025	-	17/01/2025	
		4	20/01/2025	-	24/01/2025	
		5	27/01/2025	-	31/01/2025	
February DEADLINE FOR CLAIMS: 11/03	3 weeks	1	03/02/2025	-	07/02/2025	03/02
		2	10/02/2025	-	14/02/2025	
		3	17/02/2025	-	21/02/2025	17/02 - 21/02
		4	24/02/2025	-	28/02/2025	
March DEADLINE FOR CLAIMS: 08/04	4 weeks	1	03/03/2025	-	07/03/2025	
		2	10/03/2025	-	14/03/2025	
		3	17/03/2025	-	21/03/2025	17/03
		4	24/03/2025	-	28/03/2025	
April DEADLINE FOR CLAIMS: 13/05	3 weeks	1	31/03/2025	-	04/04/2025	
		2	07/04/2025	-	11/04/2025	
		3	14/04/2025	-	18/04/2025	14/04 - 18/04
		4	21/04/2025	-	25/04/2025	21/04 - 25/04
		5	28/04/2025	-	02/05/2025	
May DEADLINE FOR CLAIMS: 10/06	4 weeks	1	05/05/2025	-	09/05/2025	05/05
		2	12/05/2025	-	16/05/2025	
		3	19/05/2025	-	23/05/2025	
		4	26/05/2025	-	30/05/2025	
June DEADLINE FOR CLAIMS: 08/07	4 weeks	1	02/06/2025	-	06/06/2025	02/06
		2	09/06/2025	-	13/06/2025	
		3	16/06/2025	-	20/06/2025	
		4	23/06/2025	-	27/06/2025	
July DEADLINE FOR CLAIMS: 29/07	4 weeks	1	30/06/2025	-	04/07/2025	
		2	07/07/2025	-	11/07/2025	
		3	14/07/2025	-	18/07/2025	
		4	21/07/2025	-	25/07/2025	