



Direct Grant Payment to Group Providers Under the Home Tuition Grant Scheme

Important points to note when completing monthly claim forms

1. The timeframe for the completed processing of **correctly completed** claim forms is four to five weeks from the date of receipt in the Department of Education's Special Needs and Tuition Grants (SNTG) section.
2. All directions on the 2023/24 claim form for group providers must be followed. All parts of all forms must be fully and accurately completed. Errors/omissions on forms can result in the claim being returned to the provider. This will significantly delay payment.
3. All tutors and assistants listed must be sanctioned/approved by Special Education section of the Department of Education. They must be approved for a particular function **before** being assigned to carry out that function by the group provider.
4. The names of tutors and assistants used on the monthly claim form must be in the same format/match the names approved by the Special Education section.
5. The names of students and parents/legal guardians used on the monthly claim forms must be in the same format/match those that are on the sanction letters issued by the Special Education section to the parents/legal guardians before tuition commenced.
6. 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. Where errors are encountered, the claim will be returned to the provider. This will significantly delay payment.
7. All signatures must be original, handwritten signatures. 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.
 - This signature must also match that of the parent/legal guardian who has signed the *Direct Payment Agreement*.
8. The certification of the tuition must be signed and dated **after the tuition has taken place**
9. Correction fluid e.g. Tippex, must not be used on the forms. Instead, cross out any errors, append the correct information and initial and date the changes. Where changes are many, a new form should be used to ensure quicker processing.

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 on a monthly basis 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 on the basis of 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 2023-2024

2023/2024 Claim Month	Weeks Payable	Wk No.	Week Dates			Not Payable Dates (Term breaks, bank holidays, etc.)
			Monday	-	Friday	
September	5 weeks	1	28/08/2023	-	01/09/2023	
		2	04/09/2023	-	08/09/2023	
		3	11/09/2023	-	15/09/2023	
		4	18/09/2023	-	22/09/2023	
		5	25/09/2023	-	29/09/2023	
October	4 weeks	1	02/10/2023	-	06/10/2023	
		2	09/10/2023	-	13/10/2023	
		3	16/10/2023	-	20/10/2023	
		4	23/10/2023	-	27/10/2023	
November	3 weeks	1	30/10/2023	-	03/11/2023	30/10 - 03/11
		2	06/11/2023	-	10/11/2023	
		3	13/11/2023	-	17/11/2023	
		4	20/11/2023	-	24/11/2023	
December	4 weeks	1	27/11/2023	-	01/12/2023	
		2	04/12/2023	-	08/12/2023	
		3	11/12/2023	-	15/12/2023	
		4	18/12/2023	-	22/12/2023	
		5	25/12/2023	-	29/12/2023	25/12 - 29/12
January	4 weeks	1	01/01/2024	-	05/01/2024	01/01 - 05/01
		2	08/01/2024	-	12/01/2024	
		3	15/01/2024	-	19/01/2024	
		4	22/01/2024	-	26/01/2024	
		5	29/01/2024	-	02/02/2024	
February	3 weeks	1	05/02/2024	-	09/02/2024	05/02
		2	12/02/2024	-	16/02/2024	12/02 - 16/02
		3	19/02/2024	-	23/02/2024	
		4	26/02/2024	-	01/03/2024	
March	3 weeks	1	04/03/2024	-	08/03/2024	
		2	11/03/2024	-	15/03/2024	
		3	18/03/2024	-	22/03/2024	18/03
		4	25/03/2024	-	29/03/2024	25/03 - 29/03
April	4 weeks	1	01/04/2024	-	05/04/2024	01/04 - 05/04
		2	08/04/2024	-	12/04/2024	
		3	15/04/2024	-	19/04/2024	
		4	22/04/2024	-	26/04/2024	
		5	29/04/2024	-	03/05/2024	
May	4 weeks	1	06/05/2024	-	10/05/2024	06/05
		2	13/05/2024	-	17/05/2024	
		3	20/05/2024	-	24/05/2024	
		4	27/05/2024	-	31/05/2024	
June	4 weeks	1	03/06/2024	-	07/06/2024	03/06
		2	10/06/2024	-	14/06/2024	
		3	17/06/2024	-	21/06/2024	
		4	24/06/2024	-	28/06/2024	
July	3 weeks	1	01/07/2024	-	05/07/2024	
		2	08/07/2024	-	12/07/2024	
		3	15/07/2024	-	19/07/2024	