

Department of Health and Children

Freedom of Information Acts 1997 & 2003

Section 16 Manual

“16.(1) A public body shall cause to be prepared and published and to be made available ...

(a) the rules, procedures, practices, guidelines and interpretations used by the body, and an index of any precedents kept by the body, for the purposes of decisions, determinations or recommendations, under or for the purposes of any enactment or scheme administered by the body with respect to rights, privileges, benefits, obligations, penalties or other sanctions to which members of the public are or may be entitled or subject under the enactment or scheme, and

(b) appropriate information in relation to the manner or intended manner of administration of any such enactment or scheme.”

In accordance with **Section 16** of the Freedom of Information Acts, the following material is designed to inform the public about procedures or guidelines governing relevant schemes that are operated by the Department of Health and Children.

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Introduction

The Department of Health and Children's mission is:

To improve the health and well-being of people in Ireland in a manner that promotes better health for everyone, fair access, responsive and appropriate care delivery, and high performance.

The Department's role is to support the Minister and the Government by:

- advising on the strategic development of the health system including policy and legislation;
- supporting their parliamentary, statutory and international functions;
- evaluating the performance of the health and social services; and
- working with other sectors to enhance people's health and well-being.

The material contained in this document is a short guide to schemes administered by the Department. Comprehensive information about each scheme is available by using the contact information and links provided. This document does not purport to give a legal interpretation of any of the schemes mentioned.

In accordance with **Section 15** of the Freedom of Information Acts, the Department has also published a guide to its organisation and functions. This is available at <http://www.dohc.ie/foi/section15>

Schemes operated by the Health Service Executive (HSE) are not included in this document, but can be found on the HSE's website <http://www.hse.ie>

1 Thalidomide Scheme

Purpose: A scheme of compensation for Irish victims of Thalidomide

Statutory basis: None – a Government decision of 1975

Levels of compensation: Monthly payments

Who can claim: Irish victims of Thalidomide

Guidelines for applying: Apply in writing to –

Harry Harris
Disabilities Unit
Dept. Health & Children
Poolbeg St. Dublin 2
Tel: 6354073
Email address: harry_harris@health.irlgov.ie

Please note that in order to qualify for this compensation scheme, applicants must undergo a medical screening directed by the Department.

2 National Lottery Grant Scheme

Statutory basis: The National Lottery Act 1986

Purpose: The Department of Health and Children allocates funds to Health Agencies and other similar organisations providing a range of services including:

- * Services for the Elderly
- * Services for the Intellectually Disabled
- * Child Care Services
- * Public Health Services
- * Services for the Physically Disabled
- * Health Board Services
- * Health Promotion
- * Building, Equipping and Furnishing of Health Facilities (Capital Expenditure)

Amount of fund: 2009 Allocation = €3,985,000

Who can apply: Any Health/Children's agency or Charity that has a relevant charitable status number or tax reference number is eligible to apply.

Requests for application forms come primarily from individuals, groups and organisations with an involvement in the provision of health services to specific client groups (for example persons with an intellectual disability and/or physical disability, elderly, etc.), national groups providing information and support for various disabilities and illnesses and groups with a specific interest (for example to provide holidays for elderly, equipment for hospitals, homes, etc.).

How to apply: Application forms for grants under the National Lottery Discretionary Fund are available from:

Finance Unit
Department of Health & Children
Hawkins House
Hawkins Street
Dublin 2
Tel: 01 635 4000
Email: info@health.irlgov.ie

Deadlines: No deadline at present, but applications are dealt with per calendar year.

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Payment of grant:

When a project is approved by the Minister, a letter is issued to the organisation confirming this and stating that:

"It is a condition of the grant that it may only be used on the authorised project and may not be used for any other purpose and that the appropriate acknowledgement of this assistance from the National Lottery should be made. The National Lottery Company may be in contact with you at a later date with regard to publicity. It is also a condition of the grant that certification of expenditure should be submitted to this Department as soon as possible after the end of the financial year or when the project is completed (whichever is earlier). The office of the Comptroller and Auditor General may wish to audit your accounts at any time."

Payment of the grant will be made as soon as possible after the Minister's approval has issued. However the payment can only be made when the following documentation is available and in order:

- The completed Standard Application Form along with CHY reference, Tax number or Tax Clearance Certificate as appropriate
- The assessment and evaluation from the Department's relevant Service Division
- The Minister's approval

Selection criteria/process

On receipt of a completed Standard Application Form it is registered by Finance Unit and referred to the relevant Service Division within the Department for their assessment, evaluation and recommendation of the proposed project.

How grants made/monitored

Once a grant is made, the charity/organisation must submit certificate of expenditure for the grant and are subject to audit by the Comptroller and Auditor General's office.

If it appears that a recipient may have difficulty disposing of the grant, in whole or in part, on the authorised project consideration will be given to seeking recovery of the balance unexpended.

3 Comhairle na nÓg Annual Grant

Statutory basis: This is a non-statutory scheme administered by the Office of the Minister for Children and Youth Affairs (OMCYA).

Purpose: To support the development of Comhairle na nÓg by the provision of grant aid to Development Boards.

Levels of grant aid: €5,000 to each Board for 2008/2009

Who can claim: City and County Development Boards

Key conditions:

- Commitment to mainstream Comhairle na nÓg meetings and activities within the local authority and local government structure.
- Submission of a mid-year report on the operation of Comhairle na nÓg.
- Meeting with requirements for Dáil na nÓg participation.

Making applications: Funding for 2008/2009 payable without formal application

Evaluation: All programmes independently evaluated

Further information: Communications and Participation Team
Office of the Minister for Children
Department of Health & Children
2nd Floor
Hawkins House
Dublin 2
Tel: 01 6743219
Fax: 01 6743223
Email: omc@health.gov.ie

4 Comhairle na nÓg Development Fund

Statutory basis: This is a non-statutory scheme administered by the Office of the Minister for Children

Purpose: To support the development of Comhairle na nÓg by the provision of grant aid for new or enhanced programmes of activities proposed by Development Boards.

Levels of grant aid: Allocations are made on the basis of available funding.

Who can claim: City and County Development Boards

Key conditions:

- Commitment to mainstream Comhairle na nÓg meetings and activities within the local authority and local government structure.
- Submission of a mid-year report on the operation of Comhairle na nÓg.
- Meeting with requirements for Dáil na nÓg participation.

Making applications: Funding for 2008/2009 payable without formal application

Evaluation: All programmes independently evaluated

Administered by: Communications and Participation Team
Office of the Minister for Children
Department of Health & Children
2nd Floor
Hawkins House
Dublin 2
Tel: 01 6743219
Fax: 01 6743223
Email: omc@health.gov.ie

5 OMCYA (Office of the Minister for Children and Youth Affairs) Inclusion Programme

Statutory basis: This is a non-statutory scheme administered by the Office of the Minister for Children

Purpose: To support participation of seldom heard young people in a Comhairle na nÓg and in the CYPF (Children and Young People's Forum).

Levels of grant aid: Once-off grant payments

Who can claim: Organisations selected by the OMCYA are invited to participate

Further information: Communications and Participation Team
Office of the Minister for Children
Department of Health & Children
2nd Floor
Hawkins House
Dublin 2
Tel: 01 6743219
Fax: 01 6743223
Email: omc@health.gov.ie

6 Community Childcare Subvention Scheme (CCSS)

Statutory basis: This is a non-statutory scheme under the National Childcare Investment Programme (NCIP)

Purpose: To support community-based not-for-profit childcare services in providing quality childcare services at reduced rates to disadvantaged parents

Administered by: Office of the Minister for Children (OMC); Pobal; City and County Childcare Committees.

Level of subvention: varies from €60 to €10 p.w. per child

Who can claim: Certain childcare service providers.

Key conditions:

- Not for profit
- The children's parents must be
 - in receipt of social welfare payments, or
 - engaged in education, training or work experience programmes where an underlying entitlement to a social welfare payment is established, or
 - in receipt of Family Income Supplement (FIS),
- Tiered fee system in place with appropriate min/max fees,
- Quality service

How to apply:

First, contact your local City or County Childcare Committee www.pobal.ie for an Expression of Interest Form (EOI) and Part A application.

On completion of Part A of the process, submit a Part B application through Pobal, Holbrook House, Holles Street, Dublin 2 (telephone: 01 5239017, email anzeyimana@pobal.ie or www.pobal.ie, to the Childcare Directorate, Office of the Minister for Children, Hawkins House, Dublin 2 (telephone: 01 6353073; www.omc.gov.ie)

Further information:

<http://www.omcya.ie/documents/publications/CCSFactsheet.pdf>

7 Early Childhood Care and Education Scheme

Statutory basis: This is a non-statutory scheme funded by the Office of the Minister for Children and Youth Affairs (OMCYA)

Purpose: To provide a free pre-school year to children

Nature of funding: Capitation grant paid in respect of eligible children enrolled and attending applicant's service, at the start of each term or quarter, as applicable.

Nature of contract: A contract is entered into between the Service Provider and the OMCYA.

Who can apply: Pre-school service providers with a satisfactory level of compliance with the Child Care (Pre-School Services) (No. 2) Regulations 2006.

Where to apply: Your local City or County Childcare Committee
www.pobal.ie

More details from:

http://omcya.ie/documents/childcare/ecce_scheme_pack/Final_ECCE_General_Terms_and_Conditions.doc

<http://omcya.ie/viewdoc.asp?Docid=1130&CatID=20&mn=chir&StartDate=1+January+2009>

8 OMC Research Scholarship Programme

Statutory basis: This is a non-statutory scheme administered by the Office of the Minister for Children

Purpose: To work on an approved research project that produces research and information that contributes to the National Children's Strategy and to achieving the objectives of the Office.

Amount of scholarship: €16,000 per annum plus fees

Who may apply: Current and prospective graduates of certain Irish 3rd level institutions

Duration of scholarship: Up to 3 years for a PhD

Selection criteria: Selection based on completed application form and statement of interest; shortlisting and/or interview may take place.

When to apply: Check OMC website for adverts
<http://www.omcya.ie>

How to apply: follow this link
<http://www.omcya.ie/documents/research/ResearchPlacementApplicationForm.doc>

9 OMC Research Placement Programme

Statutory basis: This is a non-statutory scheme administered by the Office of the Minister for Children (OMC).

Purpose: To work with the OMC research team to ensure that research and information contributes to the National Children's Strategy and to achieving the objectives of the Office.

Duration of placement: 11 months

Who may apply: Current and prospective graduates of certain Irish 3rd level institutions

Stipend: €1,333 per month for full-time placement

Time commitment: Approx. 41 hours per week for full-time placements

Selection criteria: Selection based on completed application form and statement of interest; shortlisting and/or interview may take place.

How to apply: follow this link

<http://www.omcya.ie/documents/research/ResearchPlacementApplicationForm.doc>