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Qualifying conditions for our schemes change from time to time. Always check with your local Social Welfare Office or with Information Services to see if qualifying conditions have changed (see page 7 for contact details).

The information in this booklet is correct at the time of publication. This booklet is intended as a guide only, and is not a legal interpretation.

1. What is the Part-Time Job Incentive scheme?

The Part-Time Job Incentive (PTJI) Scheme, run by the Department of Social Protection, is intended as a stepping stone to full-time work. It allows certain long-term unemployed people to take up part-time work and get a special weekly allowance instead of their jobseeker's payment. Recipients of the Part-Time Job Incentive Scheme must be available for and seeking full-time work while getting the payment.

2. Who is eligible?

You are eligible to participate in the PTJI Scheme if you get part-time work for under 24 hours per week and immediately before that you:

- were on long-term Jobseeker's Allowance (that is getting a jobseeker's payment for 15 months or more),
- were getting a weekly Jobseeker's Allowance payment of at least €119.00 if you are single or €193.90 if you are getting an increase for a qualified adult (December 2011), and
- undertake to remain on the scheme for 2 months.

The part-time job you get must be likely to last at least 2 months and be insurable at PRSI Class A or J. If you earn €38.00 or more per week, it will be insurable at Class A. If you earn less than €38.00, it will be insurable at Class J.

If you get full-time work you may not return to the PTJI Scheme no matter how short your full-time work was.

If you are self-employed (including a smallholder) you are not eligible for this scheme.

3. How to take part

Once you have secured the part-time job, you should contact your local Social Welfare Office to apply to participate in the PTJI scheme. You will be asked to complete the application form **PTA 1** giving details of your part-time employment.

4. How much is the allowance?

Instead of your usual employment payment, you will currently (February 2012) get a weekly allowance of:

- €119.00 per week if you are single
- €193.90 per week if you are getting an increase for a qualified adult.

For more information on the up to date rates log on to **www.welfare.ie**.

Note

There are no increases in these rates for qualified children.

The allowance is payable regardless of the money you earn in your job. However, your wages will be taxable in the usual way.

5. How is the allowance paid?

Payment is made each week at your local post office.

You will be required to attend your Social Welfare Office each week to give a signed declaration of the hours you have worked.

You will also be given a form to be completed by your employer at the end of each four week period. This is necessary to confirm that you worked for less than 24 hours each week and that you are insurably employed.

6. How will taking part affect my future entitlements?

If you are getting a credited PRSI contribution before going on the PTJI Scheme you will continue to get a 'credit' for each week that you do not pay a Class A contribution in your part-time job while in the scheme. If you pay Class A contributions in your part-time job, you will get the full benefit of that contribution.

7. What happens when I finish the PTJI or my job ends?

You may re-qualify for long-term Jobseeker's Allowance as long as there is no change in your circumstances (other than finishing the part-time job). Alternatively, you may qualify for Jobseeker's Benefit if you have enough PRSI contributions. However, secondary benefits (for example, Fuel Allowance, Christmas Bonus) are only paid if you are on long-term Jobseeker's Allowance. You may claim Jobseeker's Allowance or Jobseeker's Benefit whichever you prefer. No Secondary benefits are paid with Part-Time Job Incentive scheme.

8. How long can I stay on the PTJI scheme?

Initially, you can stay on the PTJI scheme for one year. This may be extended for a further period. While on the scheme, you should continue to look for full-time work.

9. Are there any extra benefits?

Medical Card

You will keep your medical card for the duration of the PTJI scheme regardless of your earnings (up to a maximum of 3 years).

Family Income Supplement

If you are working at least 19 hours per week (or 38 hours per fortnight) and you have at least one qualified child under the age of 22, you may be entitled to Family Income Supplement. Hours worked by your spouse or partner may be combined.

This is a weekly supplement paid if your family income is below a certain limit for your family size. Your PTJI and your earnings from your employment will be added together when working out your entitlement. For more information, log on to www.welfare.ie.

10. How do I apply?

Complete application form **PTA 1** and return it to your local Social Welfare Office.

The Job Facilitator at your local Social Welfare Office will be able to give you more information on the PTJI scheme and on any other available options.

11. Where can I get more information?

For more information about Part-Time Job Incentive contact your local Social Welfare Office.

For information booklets, application forms and more information on social welfare services:

- Log on to **www.welfare.ie**.
- Text to **51909** (see details on Page 8).
- LoCall Information Line at **1890 66 22 44** (from the Republic of Ireland only) or **+353 71 91 93313** (from Northern Ireland or overseas).
- Drop in to your local Social Welfare Office or Citizens Information Centre.

Note

The rates charged for using 1890 (LoCall) numbers may vary among different service providers.

To request forms, text the form code followed by your name and address to 51909 (from the Republic of Ireland only). Standard text rates apply.

For example, if you wanted to request the Bereavement Grant form, text FORM BG MARY MURPHY 1 NEW STREET, OLD TOWN, CO. DONEGAL.

Social welfare payment or scheme	Form code
Back to School Clothing and Footwear Allowance	FORM BTSCFA
Bereavement Grant	FORM BG
Carer's Allowance	FORM CARA
Carer's Benefit	FORM CARB
Child Benefit (Form CB1)	FORM CHILD
Disability Allowance	FORM DA
Domiciliary Care Allowance	FORM DCA
Family Income Supplement	FORM FIS
Free Travel	FORM TRAVEL
Fuel Allowance	FORM FUEL
Household Benefits	FORM HHB
Invalidity Pension	FORM INV
Living Alone Increase	FORM LAA
Maternity Benefit	FORM MAT
One Parent Family Payment	FORM OPFP
Respite Care Grant	FORM RCG
State Pension (Non-Contributory)	FORM SPNC
State Pension (Transition/Contributory)	FORM SPC
Widow(er)'s/Surviving Civil Partner's Contributory Pension	FORM WCP
Widow(er)'s/Surviving Civil Partner's Non-Contributory Pension	FORM WNCP