



An Roinn Coimirce Sóisialaí  
Department of Social Protection

# DSP Wage Subsidy Scheme Guidelines 2017

2017

Disability & Illness Policy Section

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## **Abbreviations Used in the WSS Guidelines**

**BP:** Blind Pension

**BTWFD:** Back to Work Family Dividend

**CSP:** Community Services Programmes

**DA:** Disability Allowance

**DSP:** Department of Social Protection

**EAO:** Employment Assistance Officer

**EFT:** Electronic Fund Transfer

**ERGS:** Employee Retention Grant Scheme

**ESS:** Employment Support Scheme

**FIS:** Family Income Supplement

**FOI:** Freedom of Information

**HSE:** Health Service Executive

**ICT:** Information & Communications Technology

**IP:** Invalidity Pension

**JA:** Jobseekers Allowance

**LES:** Local Employment Service

**OFP:** One-Parent Family Payment

**PAYE:** Pay As You Earn

**PEP:** Pilot Programme for the Employment of People with Disabilities

**PPS (number):** Personal Public Service (number)

**PRSI:** Pay-related Social Insurance

**PTJI:** Part-Time Job Incentive

**TCAN:** Tax Clearance Access Number (for electronic tax clearance)

**WCP:** Widow's, Widower's or Surviving Civil Partner's Contributory Pension

**WSS:** Wage Subsidy Scheme

## **1. Scheme Background**

The Wage Subsidy Scheme (WSS) provides financial incentives to private sector employers, to employ people with a disability who work 21 hours per week or more, up to a maximum of 39 hours per week.

The Wage Subsidy Scheme (WSS) replaced the Pilot Programme for the Employment of People with Disabilities (PEP) and the Employment Support Scheme (ESS), both of which were closed to new applicants from September 2005, when WSS came into operation as a pilot scheme. Clients on PEP were absorbed into WSS, while ESS continued for those already on ESS. WSS was established as a non-statutory scheme in October 2008.

Generally speaking, the WSS guidelines may also be used as a guide for those few clients still on ESS.

Under the Disability Act 2005, the term “disability” in relation to a person, means “a substantial restriction in the capacity of the person to carry on a profession, business, or occupation in the State or to participate in social or cultural life in the State by reason of an enduring physical, mental health or intellectual impairment”.

A person with a disability, with the appropriate supports, such as assistive technology, may be perfectly capable of working full-time to the same standard as a person without a disability.

However, sometimes the nature of a disability can restrict an employee’s productivity in comparison with other staff, irrespective of his or her ability to do a job. In situations where this restriction results in a loss of productivity for the employer amounting to 20% or more, the Wage Subsidy Scheme allows the employer to make up the shortfall through grant assistance.

The WSS includes additional supports towards providing enhanced incentives for both employers and employees with a disability, and is aimed at creating job opportunities for people with a disability in the open labour market.

An employee with a disability on the WSS is subject to the same conditions of employment as other employees. These conditions include PRSI contributions being paid and tax deductions being made in respect of the employment, as well as the employee having the same annual leave and other leave entitlements as other employees of that employer. The employer must pay the employee with a disability the going rate for the job, which must be at least the statutory minimum wage. These terms and conditions of employment should be set out in the employee’s contract.

## **2. Financial Supports for Employers on the Wage Subsidy Scheme**

### **Strand I: Wage Subsidy Payment**

The financial supports for employers are structured under three separate strands and companies could benefit under one strand or under two or three strands simultaneously, as the case may be.

Strand I subsidy is a general subsidy for any perceived productivity shortfall in excess of 20% for a person with a disability, in comparison to a colleague without a disability. An employee must work for a minimum of 21 hours per week up to a maximum of 39 hours per week. The rate of subsidy is €5.30 per hour and the amount of the subsidy is based on the number of hours worked. The maximum annual subsidy payable is €10,748 per year based on a 39 hour week.

#### **Example**

An employer, employee and DSP agree that there is a perceived productivity shortfall of 20% or more.

- DSP pay a Strand I Subsidy to the employer based on the number of hours worked, at an hourly rate of €5.30, up to a maximum of €10,748 per year for a 39 hour week.
- For example, if the employee is working 30 hours per week, the **weekly** wage subsidy payable to the employer will equal  $30 \times €5.30 = €159.00$ .
- The employer pays 100% of the gross wage as advertised to the employee.

Please see the Appendix which gives calculations for the amount of subsidy in relation to hours worked per week. Weekly and yearly rates are shown.

### **Strand II: Additional Management and Supervisory Costs**

Strand II subsidy is intended to cover the additional supervisory, management and other work based costs which may derive from a firm's decision to employ three or more people with a disability. This increase or "top up" is a percentage of the Strand I wage subsidy and is based on the overall number of employees with a disability employed under Strand I.

Strand I and Strand II payments are based on the information inputted into the DSP ICT System by DSP staff. The Strand II percentage is calculated automatically by the ICT system based on the number of employees with a disability currently employed by that employer at

the time the invoice is generated. The Strand II percentage due, if any, will be printed on the invoice.

It is important to note that when an employer is availing of Strand II and has businesses in a number of regions, they must notify their local DSP Intreo Centre to ensure that all of these businesses are registered under the same employer registration number in order for the ICT system to calculate the number of employees and the Strand II subsidy correctly. These employers will have different business numbers generated by having businesses in a number of regions, but all of these businesses will have the same employer registration number.

Invoices are generated for any employees registered as current on the system at the time of invoice generation. DSP will provide calendar dates for invoice processing. Payments are made in arrears at the end of every four weeks.

**Strand II grants will be paid as follows:**

3 to 6 employees with a disability	10% top-up of wage subsidy paid
7 to 11 employees with a disability	20% top-up of wage subsidy paid
12 to 16 employees with a disability	30% top-up of wage subsidy paid
17 to 22 employees with a disability	40% top-up of wage subsidy paid
23 + employees with a disability	50% top-up of wage subsidy paid

**Strand III: Employment Assistance Officer**

Strand III subsidy enables employers who employ 30 or more workers with a disability on the Wage Subsidy Scheme to be eligible for a grant as a contribution towards the employment and expenses of an Employment Assistance Officer (EAO). The EAO will be employed in a supportive role to assist the employees with a disability with their needs in employment. The focus of the EAO's work will be on the personal, social, health or family circumstances of workers with a disability, which might inhibit them from remaining in employment. The grant for this Strand is €30,000 per year, per EAO employed, based on the employment of 30 people with a disability each month of that year.

The grant is not paid on a pro-rata basis. For example, if a company is being paid WSS for 45 employees with a disability, then only one grant of €30,000 for an EAO is paid. When 60 people with a disability are employed under this Scheme, then an additional grant of €30,000 can be applied for to employ a second EAO. Disability & Illness Policy Section send a template invoice to the employer to claim payment of this grant when an application for Strand III is approved. The grant is paid in monthly instalments of €2,500, to a maximum of 12 payments per calendar year. If the number of employees with a disability falls below 30 (or a multiple of 30) at any stage during the 12 month period then payment will cease (or be reduced) until the original quota is reached again.

### **3. Eligibility Criteria**

#### **Employer**

The Scheme is available to private sector employers (only) in the State who provide a minimum of twenty one hours and up to a maximum of 39 hours of employment per week to workers with a disability. The Scheme offers a financial subsidy to employers to encourage them to employ people with disabilities, and is structured under three separate strands.

The WSS is not available to Public Service Employers<sup>1</sup> and/or any Employers or Schemes where salaries are funded by the Department of Social Protection (DSP) or by the State. The Public Sector is as defined in Part 1 of the Disability Act 2005.

Where there is uncertainty regarding eligibility of the organisation, DSP will review the appropriate published company accounts, particularly those for the previous financial year. Final decisions regarding eligibility will be made on a case by case basis.

#### **Employee**

The participation of potential employees on the Scheme is contingent on a person having a disability, which would result in a productivity loss.

1. A person in receipt of the following Disability Payments can qualify for participation in the WSS without further Medical Assessment:
  - Disability Allowance
  - Blind Pension
  - Disablement Pension awarded at 20% or more for life (final, not provisional)

Disability Allowance (DA)/Blind Pension (BP) recipients may avail of the DA/BP Disregard in conjunction with the WSS.

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<sup>1</sup> **Part 1, Section 2 of the Disability Act 2005 has established that Public Bodies are:** a Department of State, the Office of the President, the Office of the Attorney General, the Office of the Comptroller and Auditor General, the Office of the Houses of the Oireachtas, a local authority, the Health Service Executive, a person, body or organisation (other than the Defence Forces) established -

- (i) by, or under any enactment (other than the Companies Acts 1963 to 2003), or
- (ii) under the Companies Acts 1963 to 2003, in pursuance of powers conferred by or under another enactment, and financed wholly or partly, whether directly or indirectly, by means of moneys provided, or loans made or guaranteed, by a Minister of the Government or shares held by or on behalf of a Minister of the Government.

A DA recipient can work while in receipt of DA, but income is assessable as means. However, if DSP deems the work to be of a rehabilitative nature, the first €120 of weekly earnings (after deduction of PRSI, pension contributions and union dues) and 50% of earnings between €120 and €350 are disregarded in any means test.

In order to avail of the DA Disregard, a DA recipient must write to Disability Allowance Section to notify them of commencement of employment.

Further details can be sought from DA Section or from the DSP website at the following link: <http://www.welfare.ie/en/Pages/da.aspx>.

A BP recipient can work while in receipt of BP, but income is assessable as means. The earnings disregard and withdrawal taper are similar to the DA scheme's provisions in this regard.

In order to avail of the BP Disregard, a BP recipient must write to Blind Pension Section to notify them of commencement of employment.

Further details can be sought from BP Section or from the DSP website at the following link: <http://www.welfare.ie/en/Pages/Blind-Pension.aspx>.

2. A person in receipt of the following Disability Payments can also qualify for participation in the WSS without further Medical Assessment, but must come off these payments to participate in the WSS:
  - Illness Benefit
  - Invalidity Pension
  
3. Being in receipt of a qualifying disability payment is not a requirement prior to participation in WSS. A person in receipt of any Social Welfare payment, or none, who is unemployed, can currently apply for WSS if he/she has a disability.

In cases where the applicant is not in receipt of a DSP Disability Payment, the actual disability, especially if it is an invisible disability (such as mental ill health, epilepsy, autism, or acquired brain injuries [ABI]), should be confirmed by means of a **recent** Specialist's Report or Doctor's Letter. This provision also applies to applicants who have been awarded a Disablement Pension or Gratuity assessed at less than 20% for life, or who have been awarded Disablement Benefit on the basis of a provisional assessment.

To qualify for the Wage Subsidy Scheme the client's doctor must also complete a confidential Medical Report form to confirm that he/she has a disability and that it is causing or could cause him/her to have a shortfall in productivity, compared to a colleague without a disability.



4. Persons in receipt of the following SW payments can retain their payment while on the WSS, but this may be subject to means testing:
  - Widow's, Widower's or Surviving Civil Partner's Contributory Pension
  - One Parent Family Payment
  - Disability Allowance
  - Blind Pension
  - Disablement Benefit

5. A person in receipt of Jobseekers Allowance (JA) must cease claiming JA on commencement of the WSS.

The WSS will not be payable until DSP is satisfied that the employee has closed his/her JA claim and is no longer in receipt of this payment.

6. An employee on the WSS who has just ceased claiming JA and who had at least one qualified child on his/her JA claim may be eligible to claim Back to Work Family Dividend. An employee on the WSS who has at least one dependent child and whose means are not sufficient to meet the needs of his/her family, may also be eligible to claim Family Income Supplement – see Section 5: In-work Income Supports (page 12).
7. A person in receipt of JA who gets part-time work for more than 21 hours and less than 24 hours with an employer who is in receipt of a WSS payment for that person may participate in the Part-Time Job Incentive Scheme (PTJI) – see Section 5: In-work Income Supports (page 12).
8. For those individuals who are already in employment, WSS may only be considered where the individual is **less than 12 months** in that employment and where a productivity shortfall on his or her part is putting that particular employment in jeopardy. This is to avoid the possibility of people with disabilities being let go by their employer in order to qualify them for WSS. Successful applicants are only registered on WSS from the date of application.

When the employee is over 12 months in the job, the DSP Employee Retention Grant Scheme (ERGS) should be applied for and not WSS.

Further information about ERGS can be found through the following link:

<http://www.welfare.ie/en/Pages/Employee-Retention-Scheme.aspx>.

The WSS should not be used to test an employee's suitability with an employer. The EmployAbility Work Experience Grant is appropriate in those circumstances.

Further information about the EmployAbility Service can be found through the following link: <http://www.welfare.ie/en/Pages/EmployAbility-Service.aspx>.

9. People employed by not-for-profit business under the Community Services Programmes (CSP) are **not eligible** for WSS.

Pobal, which administers this funding for the Department, gives annual listings of approved programmes on their website at: [www.pobal.ie](http://www.pobal.ie).

10. Placements under Community Employment Schemes are **not eligible** for WSS, as these programmes are entirely funded by the Department of Social Protection.

11. Persons with a disability who are considering self-employment cannot avail of the WSS. This provision also applies to directors of limited companies who work as paid employees in their company.

12. Spouses or prescribed relatives (parent, grandparent, step-parent, child, grandchild, step-children, siblings or half-siblings) can only be considered eligible for participation in the WSS where the employment is deemed insurable under the Social Welfare Acts (Chapter 2 of Part 2 of the Social Welfare Consolidation Act 2005 refers) (at PRSI Class A) and the application is approved by the Department.

13. JobsPlus and WSS cannot be paid together. An employer should apply for whichever job incentive scheme is appropriate to the circumstances.

14. When a client can no longer continue in the employment for which WSS is payable and he/she:

- was previously in receipt of DA or Invalidity Pension, and
- has been in employment for less than 12 months,

his/her DA or Invalidity Pension payment will automatically be restored without the need for him/her to re-apply.

In the case of both of these payments, the client should simply contact the relevant Scheme Section in the Department of Social Protection.

15. WSS is payable only until a client reaches the age at which he/she becomes eligible to apply for a State Pension.

## **4. Secondary Benefits that may be available to employees on WSS**

### **Medical Card**

Medical card eligibility is determined by the HSE. If a participant on WSS requires further information, he/she can contact his/her local office of the Health Service Executive (HSE).

The current HSE guidelines are that any new WSS entrant who has a medical card and who has been unemployed for at least 12 months prior to taking up employment on WSS, is automatically entitled to keep his/her medical card for three years from the date of commencement of employment. All such card-holders will then be assessed by means-tested review for subsequent periods of employment on WSS.

### **Free Travel**

Anyone who had Free Travel in conjunction with Blind Pension (BP), Disability Allowance (DA) or Widow's, Widower's or Surviving Civil Partner's Pension (WCP) prior to taking up employment on WSS may still be entitled to Free Travel.

The employee should enquire with the relevant Scheme Section.

### **Household Benefits Package**

Anyone who had the Household Benefits Package (allowances towards the cost of electricity, gas and television) in conjunction with BP, DA or WCP prior to taking up employment on WSS may still be entitled to this payment.

The employee should enquire with the relevant Scheme Section.

### **Fuel Allowance**

Anyone who had a Fuel Allowance in conjunction with BP, DA, WCP or One- Parent Family Payment (OFP) prior to taking up employment on WSS may still be entitled to this payment.

The employee should enquire with the relevant Scheme Section.

### **Living Alone Allowance**

Anyone who had a Living Alone Allowance in conjunction with BP, DA or WCP prior to taking up employment on WSS may still be entitled to this payment.

The employee should enquire with the relevant Scheme Section.

## Island Allowance

Anyone who had an Island Allowance in conjunction with BP, DA, WCP or OFP prior to taking up employment on WSS may still be entitled to this payment.

The employee should enquire with the relevant Scheme Section.

## Supplementary Welfare Allowance payments

Rent Supplement and Mortgage Interest Supplement recipients with an established entitlement prior to taking up employment on the Wage Subsidy Scheme may retain entitlement subject to certain qualifying conditions and the relevant means assessment.

Rent Supplement and Mortgage Interest Supplement are not generally payable to those in full-time employment (working more than 29 hours a week). An employee who is working 30 hours or more per week, and who is eligible for the Rental Accommodation Scheme (RAS) with the relevant local authority, may be able to retain his/her Rent Supplement subject to a revised means assessment. Eligibility for RAS can be confirmed by his/her local authority.

The rent and mortgage interest supplement means test provides for a gradual withdrawal of payment as an employee's hours of employment or earnings increase. Income from employment in excess of the standard SWA weekly rate of payment attracts an additional income disregard and is assessed as follows – the first €75 of such additional income together with 25% of any additional income above €75 is disregarded for means assessment purposes.

The employee should check with the Designated Person (former Community Welfare Officer) in his/her local DSP Intreo Centre to see how his/her Rent Supplement or Mortgage Interest Supplement may be affected by his/her participation in employment supported under the Wage Subsidy Scheme.

**Note:** In the case of all of the above allowances, if the employee neglects to inform the relevant Scheme Section, Designated Person or DSP Intreo Centre that he/she has commenced employment, and in consequence, is paid an allowance to which he/she is no longer entitled, he/she will have to repay any overpayment to DSP.

## Qualified Adult Allowance

Anyone who takes up employment on WSS, whose spouse/partner is in receipt of a Qualified Adult Allowance for him/her on a Social Welfare claim, should ask his/her spouse/partner to contact the relevant Scheme area to check whether or not this is still payable.

**Note:** If his/her spouse/partner continues to receive a Qualified Adult Allowance that is not due to her/him, she/he will have to repay any overpayment to DSP.

## **5. In-Work Income Supports**

### **Back to Work Family Dividend (BTWFD)**

The BTWFD scheme provides financial support to Jobseeker, Jobseeker Transitional Payment (JST) and One-Parent Family Payment (OFP) recipients with qualified children, who end their social welfare claim (other than Family Income Supplement (FIS) or Child Benefit) and who are in or take up employment.

BTWFD recipients get a weekly payment for up to 2 years – of €29.80 per child up to a maximum of 4 qualified children in year 1 and of €14.90 per child up to a maximum of 4 qualified children in year 2.

For further details the employee should enquire at his/her local DSP Intreo Centre.

Further information about BTWFD can be found through the following link: <http://www.welfare.ie/en/Pages/BTWFD.aspx>

### **Family Income Supplement (FIS)**

Anyone who takes up employment on WSS, who has at least one child under 18 (or aged 18 to 22 in full-time day education) living with him/her or supported by him/her, and whose income from employment is low, may qualify for FIS.

He/she may claim FIS if he/she is in receipt of OFP or WCP, but the OFP or WCP will be assessed as means for FIS. He/she may claim FIS if he/she is in receipt of DA or BP with the DA or BP Disregard, but the DA or BP and any earnings will be assessed as means for FIS.

The employee should enquire with FIS Section: [http://www.welfare.ie/en/Pages/275\\_Family-Income-Supplement.aspx](http://www.welfare.ie/en/Pages/275_Family-Income-Supplement.aspx)

### **Part-Time Job Incentive (PTJI)**

Anyone who takes up employment on WSS, who:

- Is working part-time for more than 21 hours and less than 24 hours a week;
- Was on long-term JA for at least 390 days (15 months) before starting work;
- Was getting a weekly JA payment of at least €122.20 (€119.00 to 7 March 2017) if single or €199.20 (€193.90 to 7 March 2017) if getting an increase for a qualified adult;

may participate in the Part-Time Job Incentive Scheme (PTJI).

A PTJI participant will get a weekly allowance of €122.20 (from 8 March 2017) if single or €199.20 (from 8 March 2017) if getting an increase for a qualified adult. No increases are payable for qualified children, but if you have children you can also apply for FIS.

While in receipt of PTJI, the employee must continue to be available for and seeking full-time work.

PTJI will be reviewed after one year.

For further details the employee should enquire at his/her local DSP Intreo Centre.

Further information about PTJI can be found through the following link:  
<http://www.welfare.ie/en/Pages/Part-Time-Job-Incentive.aspx>

## **6. Annual Leave, Sick Leave and Maternity Leave Policy**

Full-time employees are statutorily entitled to payment for all Public Holidays and for a minimum of 20 days annual leave per year (1.66 days per month of employment).

There is no statutory entitlement to sick leave. Whether or not an employer pays an employee while on sick leave is a matter of individual company policy. The company's sick leave policy should be set out in the Contract of Employment.

Female employees are statutorily entitled to 26 weeks maternity leave and may take another 16 weeks unpaid maternity leave. Employers are not obliged to pay women on maternity leave – whether or not they do depends on the terms of the Contract of Employment.

Any enquiries about employment rights should be addressed to the Workplace Relations Commission – see their website for further information:  
<https://www.workplacerelements.ie/en/>

or to the Citizens Information Service – see their website for further information:  
<http://www.citizensinformation.ie/en/employment/>

When an employee is on annual leave, sick leave or maternity leave and the employer's company policy is to continue to pay the employee on leave his/her salary for a set period of time, DSP will continue to pay the agreed subsidy as long as the employer continues to pay the employee, subject to a maximum of seven weeks in the case of paid sick leave.

**When no salary at all is being paid by the employer, no wage subsidy payment will be made to the employer.**

Many employers deduct the amount of any social welfare payment being claimed by an employee from his/her weekly salary when he/she is absent from work (usually because the employee has nominated his/her employer to receive his/her social welfare payment). In this case, DSP will pay any shortfall between the two payments as a subsidy to the company.

If the amount of the social welfare payment being claimed by the employee (and paid to the employer) is greater than the amount of the wage subsidy that would usually be paid to the employer, no wage subsidy payment will be made to the employer.

Below are possible examples but individual applicants would need to have eligibility and payments determined by the DSP Case Officer dealing with the WSS payment:

### Sick leave – Example 1

An employee works 39 hours per week – at the rate of €5.30 per hour, the normal weekly Wage Subsidy paid to the employer would be €206.70.

If that employee is on paid sick leave for one week and is also paid Illness Benefit for 5 days of that week the following would apply:

<b>Weekly Wage Subsidy for 39 hours is</b>	<b>€ 206.70</b>
<b>Less DSP Illness Benefit (5 x €31.33)</b>	<b>€ 156.65</b>
	<b>€ 50.05</b>
<hr/>	
<b>DSP pays Wage Subsidy in that week</b>	<b>€ 50.05</b>

**Note 1:** DSP Illness Benefit is currently based on a daily rate of €31.33 which is calculated as the weekly rate of €188.00 divided by 6 days.

**Note 2:** Illness Benefit is not usually paid for the first 6 days of any claim (waiting days). If the employer pays sick leave for these 6 days, they should be paid the full Wage Subsidy due.

### Maternity Leave – Example 2

Where an employee has a weekly salary of €354.51 and the employer receives a Wage Subsidy allowance of €206.70 (39hrs x €5.30 per hour), the maternity leave payment would affect the WSS payment as follows:

<b>Employee's Gross salary per week</b>	<b>€ 354.51</b>
<b>Less Maternity Benefit paid by DSP</b>	<b>€ 230.00</b>
<hr/>	
<b>Balance to be paid by employer</b>	<b>€ 124.51</b>

As the social welfare payment of €230.00 exceeds the weekly subsidy of €206.70 (39 hours x €5.30) for this person, no further wage subsidy from DSP is required.

## **7. How to apply for WSS**

### **Strand I**

The following steps should be taken to apply to your local DSP Intreo Centre for Strand I WSS funding.

**A client who wishes to be employed through the WSS must first meet a DSP Case Officer and be registered on the DSP ICT System as a person with a disability**, whether or not he/she is in receipt of a DSP Disability Payment. The client must tell the Case Officer that he/she has a disability. The Case Officer will then tick the relevant box on the ICT system to confirm that the client has a disability and may require supports.

**If the client is not in receipt of a qualifying DSP Disability Payment, he/she should give the Case Officer a confidential WSS Medical Report form completed by his/her doctor.** This should be supported by **a recent Specialist's Report or Doctor's Letter**. The WSS Medical Report form can be obtained from a DSP Intreo Centre or from the Case Officer or it can be downloaded from the DSP website.

The person with a disability must have successfully obtained an offer of employment for 21 hours per week or more, up to a maximum of 39 hours per week, and the employer and employee must agree that there is a perceived shortfall in work productivity for the person with a disability in comparison to a colleague without a disability due to his/her impairment.

The person with a disability must be either a new employee for that company, or an employee who has been employed in that company for a period of **no longer than 12 months**. During that time he/she may have acquired a disability that affects his/her productivity or he/she may have had a disability when he/she was employed by the company, but his/her productivity may have disimproved since then.

The nature of the work in the proposed WSS must not have an adverse effect on the health or impact further on the disability of the employee or prospective employee.

The employer can request an **Application for Funding form (WSS1 ER)**, an **Employee Application form (WSS1 EE)** for the job being filled, a **DSP EFT Bank Mandate** and a **Productivity Level Report form (WSS 2)** from their local DSP Intreo Centre or from a DSP Case Officer.

All of these forms can also be downloaded from the DSP website at the following location:  
[http://www.welfare.ie/en/Pages/Wage-Subsidy-Scheme\\_holder\\_3176.aspx](http://www.welfare.ie/en/Pages/Wage-Subsidy-Scheme_holder_3176.aspx).

The employer should complete the WSS1 ER and EFT Bank Mandate forms and the employee should complete the WSS1 EE form. Both the employer and the employee should complete the Productivity Level Report form (WSS 2).



The employer should submit these four forms together with:

- a current **Tax Clearance Certificate** or a **Tax Clearance Access Number (TCAN)** and **a printout of the Tax Clearance Application Result for electronic tax clearance** (this is essential, as WSS cannot be paid without Tax Clearance);
- a **signed Contract of Employment** detailing the **terms and conditions of employment**, including gross wage, job description (and person specification if available), and annual leave, sick leave and maternity leave entitlements. **The Contract of Employment should be for a minimum of 6 months.**

The employer should forward the WSS application forms, along with all of the supporting documentation, to their local DSP Intreo Centre, or to the DSP Case Officer dealing with the case if they know who this is, for consideration.

If the application is complete and in order, the Case Officer will make a recommendation for approval to his/her Assistant Principal.

If there are any issues with the application, the employer and employee will be given an appointment to meet a DSP Case Officer. The Case Officer will check that the employee with a disability is being or will be paid similar wages and employed on similar terms to any other employee starting work or working with that company, who is doing the same work. The employee with a disability should not be paid less than the going rate for the job or less than the minimum wage, whichever is relevant.

After reviewing the application, the Case Officer will make a recommendation for approval to his/her Assistant Principal.

If the WSS application is approved, the Case Officer will send a letter of approval to the employer to confirm their WSS business and employer registration numbers and the start and finish dates for the approved employee.

The Case Officer will also send a letter of approval to the employee.

**If an employer proposes to make any amendments to the contract of employment/job description they must request approval in writing from the Department of Social Protection at least four weeks in advance, prior to implementing any such changes. This includes changes to the working hours of the employee.**

If the WSS application is not approved, the Case Officer will write to the Employer outlining the reason(s) for non-approval. However, the Employer may request a review of this decision – see Section 10: General Conditions (page 23).

## Strand II

**The employer does not need to apply for Strand II WSS funding.**

If the employer is in receipt of Strand I WSS payments for three or more employees the DSP ICT system will automatically calculate the Strand II percentage due as long as these employees are all employed in the same location.

However, if the employer has businesses in a number of regions, each business will have a different business number. The employer must notify their local DSP Intreo Centre or the DSP Case Officer to ensure that all of these businesses are registered under the same employer registration number, in order for the DSP ICT system to calculate the number of employees and the Strand II percentage correctly.

## Strand III

**The following steps should be taken to apply for Strand III WSS funding.**

The employer should be in receipt of Strand I WSS payments for at least 30 employees with a disability in order to apply for Strand III WSS funding.

The employer should complete an **Application for Strand III Grant form (WSS 4)**, which they can obtain from a DSP Case Officer or from Disability & Illness Policy Section, Department of Social Protection, Áras Mhic Dhiarmada, Store Street, Dublin 1, or which they can download from the DSP website.

The application should be supported by:

- A list of the 30+ employees for whom a Strand I WSS subsidy is being paid, giving their names, PPS numbers, dates of commencement of employment, the locations where they are employed, the names of the Case Officers who deal with each employee and the offices where these Case Officers are located;
- Copies of the latest invoices for Strand I WSS payments to the 30+ employees;
- A job specification for the Employee Assistance Officer post to be filled;
- A CV for the successful applicant for the post, giving details of any qualifications he/she has that would fit him/her for the post.

The completed form and supporting documentation should be sent to their local DSP Intreo Centre, which will arrange an appointment for the employer and Employee Assistance Officer to meet a DSP Case Officer.

If the Case Officer decides to recommend payment, he/she will forward the application to Disability & Illness Policy Section for approval.

If Disability & Illness Policy Section approve the Strand III application, they will write to the employer to notify them of this. They will also send the employer a template invoice and provide email addresses to which the invoices should be sent.

If Disability & Illness Policy Section do not approve the Strand III application, they will write to the employer outlining the reason(s) for non-approval. However, the employer may request a review of this decision – see Section 10: General Conditions (page 23).

If an Employee Assistance Officer for whom a Strand III payment is being made leaves his/her employment, and the employer proposes to employ a replacement EAO, the employer must make a new application for Strand III WSS funding in respect of the new EAO.

## **8. Payment of WSS**

### **Strand I and Strand II**

DSP will send an invoice template to the employer every 4 weeks for each WSS participant they employ, using the payroll address supplied by the employer. The employer should inform DSP if this address changes.

The invoice will specify the calendar dates for which WSS payment is due for the employee.

The employer should fill in the hours worked by the employee each week and calculate the wage subsidy due for each week and add up these figures to get the total Strand I payment due.

If a Strand II payment is due, the percentage payable will be printed on the invoice. The employer should calculate the Strand II payment due as this percentage of the total Strand I payment due.

The employer should then add these two figures together to get the total amount due, sign the invoice and send it to the DSP Case Officer dealing with the case.

The Case Officer will check the invoice when he/she receives it. If the invoice is fully and correctly completed, the Case Officer and his/her manager will authorise it for payment.

If the invoice is incorrect or incomplete the Case Officer will return it to the employer for correction or completion. As this will cause a delay in payment the employer should check that the invoice is correctly completed before they send it to the Case Officer.

Payment is made by electronic fund transfer using the bank account details supplied by the employer. The employer should notify DSP immediately if there is any change in these details.

### Strand III

The employer should complete an invoice for each **calendar month** in arrears, using the template supplied when the application was approved. They should supply the following details on the invoice:

- Company name;
- Employer Registration Number;
- Tax Clearance Number;
- the invoice period;
- the invoice number;
- the number of employees for whom they are currently in receipt of a WSS Strand I payment;
- the number of Employee Assistance Officers they employ;
- the name(s), address(es) and contact number(s) of the Employee Assistance Officer(s).

The employer should also provide a list of eligible employees in support of the claim for payment, giving:

- their names;
- dates of commencement of employment;
- the locations where they are employed.

The employer should email this documentation to the email addresses supplied when their application was approved.

The invoices are processed centrally in Disability & Illness Policy Section.

Payment is made by electronic fund transfer.

### Cessation/Reduction of payment

The concept of productivity shortfall is not static. As a person with a disability gains experience and becomes more able to do a job, his/her productivity may increase. Also, improved technology may facilitate an increase in productivity.

The 20% productivity shortfall, as agreed at the outset, will be reassessed every 12 months. If, during the annual review, the employer, employee and DSP Case Officer agree that the employee's productivity over the previous year has improved to the extent that there is no shortfall or less than a 20% productivity shortfall; or if, having reviewed the case, the Case Officer considers that there is no shortfall or less than a 20% productivity shortfall; the Case Officer may make a decision to stop payment of WSS.

Strand I payment will be stopped if the employee leaves the employment, if the employee is on unpaid leave from work, or if, on review, a DSP Case Officer decides that the conditions for the WSS are no longer being met.

Strand I payment may be reduced if the hours worked are reduced or if the employee is on paid leave from work and claiming a DSP payment – see Section 6: Annual Leave, Sick Leave and Maternity Leave Policy (page 13).

Strand II payment will be stopped if the number of employees for whom a WSS payment is due falls below three for any reason, or if, on review, a DSP Case Officer decides that the conditions for the WSS are no longer being met in respect of any or all employees of a particular company.

Strand II payment may be reduced if the number of employees for whom a WSS payment is due is reduced, for example, from 7-11 employees (20%) to 3-6 employees (10%).

Strand III payment will be stopped if the number of employees for whom a WSS payment is due falls below 30 for any reason, or if, on review, a DSP Case Officer decides that the conditions for the WSS are no longer being met in respect of any or all employees of a particular company.

Strand III payment may be reduced if the number of employees for whom a WSS payment is due falls below a multiple of 30 for any reason.

## **9. Wage Subsidy Scheme Reviews**

### **Annual Reviews**

The Department of Social Protection is committed to the continuous improvement of all of its service delivery. An annual review will be conducted in relation to each WSS claim. The 20% productivity shortfall, as agreed at the outset, will be reassessed at this review. The review will be based on the performance of the employee in the previous 12 month period.

Where possible, an annual review will be carried out by means of a DSP Case Officer interview with the employer and employee. In the case of an in-person annual review, the employer will be notified in advance of arrangements for the review. During the review the Case Officer will complete an Annual Review Form (WSS 3) and a Productivity Level Report form (WSS 2) in consultation with the employer and employee. All parties will then sign the forms.

If this is not possible, it is acceptable for an annual review to be carried out by means of a desk review. A desk review will be carried out by DSP sending an Annual Review form (WSS 3) and a Productivity Level Report form (WSS 2) to the employer and employee for completion. When completed, the Declarations on both forms must be signed by both parties, and the employer should stamp both forms. Payment of WSS may be withheld if the employer does not return the completed forms within the specified time.

## Monitoring

The Department reserves the right to conduct additional monitoring visits without notice to the employer's premises, when and where required. During a monitoring visit the Case Officer may request tax, PRSI, wage or time and attendance records to check that the terms and conditions of employment are being adhered to, or may ask to see the employee at work.

The Case Officer may also contact the employee to check that the terms and conditions of the employment are being adhered to.

## Rights of Access

An employer shall grant officials of DSP access to records, financial or otherwise, pertaining to the Wage Subsidy Scheme. At the request of DSP, the employer will provide rights of access and inspection to DSP, its officers and agents and the Comptroller and Auditor General to all activities, records, persons and information which DSP may reasonably require to verify compliance by the employer with the terms and conditions agreed in relation to the Scheme.

All records, both manual and electronic, relating to funding provided under the Wage Subsidy Scheme must be retained for as long as the wage subsidy is in payment and for six years after, and must be available for inspection.

Payment of WSS may be suspended or stopped if the employer does not agree to any reasonable request from an officer or agent of the DSP to access any records they hold pertaining to WSS.

## Breaches of the Terms and Conditions of the Scheme

If the Department deems that an employer has breached the terms and conditions of the scheme, the employer may be disqualified from current and/or future participation in the WSS, or may be monitored more closely.

## **10. General Conditions**

### **Legal Governance**

An employer must be fully compliant with current workplace Health and Safety legislation (<http://www.hsa.ie/eng/Legislation/Acts/>) and all other legal requirements. The employer's Public/Employers' Liability insurance and Motor insurance, if applicable, should cover any WSS employee on the scheme. The WSS must be in accordance with the Code of Practice on Sexual Harassment and Harassment at Work ([http://www.ihrec.ie/download/pdf/code\\_of\\_practice\\_on\\_sexual\\_harassment\\_and\\_harassment.pdf](http://www.ihrec.ie/download/pdf/code_of_practice_on_sexual_harassment_and_harassment.pdf))

### **Garda Vetting and Sectoral Requirements**

The employer has the responsibility to ensure that the appropriate process is applied to placements that require Garda Vetting or other Sectoral Requirements. Employees must agree to comply with requests for Garda Vetting or other Sectoral Requirements where necessary, in accordance with the employer's policy.

### **Freedom of Information Act, 2014 (FOI)**

The DSP undertakes to use its best endeavours to hold confidential any information provided by companies (correspondence/forms/tenders, etc.), subject to the DSP's obligations under law, including the Freedom of Information Act, 2014. Should a company wish that any of the information it supplied not be disclosed because of its sensitivity, the company should, when providing the information, identify the same and specify the reasons for its sensitivity. The DSP will consult with the company's representative about this sensitive information before making a decision on any Freedom of Information request received. Please note, however, that if no information is identified as sensitive, with supporting reasons, then it can potentially be released in response to a FOI request.

### **Wage Subsidy Scheme Complaints**

Dealing effectively with our customers' complaints is one of the Department of Social Protection's commitments under the Customer Charter which also sets out the standard it should meet in delivering its services. DSP must, accordingly, ensure that any complaints are examined carefully and resolved with the same quality approach. DSP must also try to ensure that errors which give rise to complaints are not repeated. Complaints received by DSP are recorded and reported on annually. This provides a valuable source of information by which service standards overall can be monitored and reviewed.

For further information, please see the Customer Charter leaflet on the DSP website at: [http://www.welfare.ie/en/downloads/DSP\\_CustomerCharterLeaflet\\_EN\\_web.pdf](http://www.welfare.ie/en/downloads/DSP_CustomerCharterLeaflet_EN_web.pdf)

## Right of Review

The Wage Subsidy Scheme is a non-statutory scheme that is not covered under social welfare legislation. It is one of a number of social welfare schemes which are run on an administrative basis. Administrative schemes are not appealable under social welfare legislation. However, if a customer is unhappy with a particular decision they can ask to have their case reviewed by another officer. This review will be carried out by someone not involved in the original decision.

A customer who wishes to have a decision reviewed should write to the DSP Case Officer within 21 days of the decision, clearly stating the grounds on which he/she wishes the review to be based, and attaching any evidence he/she has that supports his/her case.

## **11. Promotion of the Wage Subsidy Scheme**

The Wage Subsidy Scheme is promoted through the Department's national network of DSP Intreo Centres, by Local Employment Service (LES) Offices and by EmployAbility Job Coaches, who work directly with employees and employers.

It is advisable that all potential WSS participants should engage with their local EmployAbility Job Coach prior to employment on WSS.

Customers can find out the location of their local DSP Intreo Centre through the following link: [http://www.welfare.ie/en/Pages/Intreo\\_home.aspx](http://www.welfare.ie/en/Pages/Intreo_home.aspx)

Customers can find out about the Local Employment Service through the following link: [http://www.welfare.ie/en/Pages/Intreo\\_home.aspx](http://www.welfare.ie/en/Pages/Intreo_home.aspx)

Customers can find out about the EmployAbility Service through the following link: <http://www.welfare.ie/en/Pages/EmployAbility-Service.aspx>



## Appendix: WSS STRAND I SUBSIDY PAYMENT

<i>Hours worked</i>	<i>Hourly (€)</i>	<i>Weekly (€)</i>	<i>Per Year (€)</i>
<b>21</b>	5.30	111.30	5,788
<b>22</b>	5.30	116.60	6,063
<b>23</b>	5.30	121.90	6,339
<b>24</b>	5.30	127.20	6,614
<b>25</b>	5.30	132.50	6,890
<b>26</b>	5.30	137.80	7,166
<b>27</b>	5.30	143.10	7,441
<b>28</b>	5.30	148.40	7,717
<b>29</b>	5.30	153.70	7,992
<b>30</b>	5.30	159.00	8,268
<b>31</b>	5.30	164.30	8,544
<b>32</b>	5.30	169.60	8,819
<b>33</b>	5.30	174.90	9,095
<b>34</b>	5.30	180.20	9,370
<b>35</b>	5.30	185.50	9,646
<b>36</b>	5.30	190.80	9,922
<b>37</b>	5.30	196.10	10,197
<b>38</b>	5.30	201.40	10,473
<b>39</b>	5.30	206.70	10,748

Maximum Wage Subsidy per year is €10,748.