

# WORKING FOR WORK

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Exploring welfare, work, education and  
training options for unemployed people

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## 21<sup>st</sup> Edition

also in this edition

**Back to Work Supports • JobsPlus**  
**Jobseeker's Allowance Transition • Back to Education Changes**



Twenty First Edition

# WORKING FOR WORK

**Published by the  
Irish National Organisation of the Unemployed.**

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1st Edition 1994, 2nd Edition 1995, 3rd Edition 1996, 4th Edition 1997, 5th Edition 1998, 6th Edition 1999, 7th Edition 2000, 8th Edition 2001, 9th Edition 2002, 10th Edition 2003, 11th Edition 2004, 12th Edition 2005, 13th Edition 2006, 13th Edition Updated (September) 2006, 14th Edition 2007, 15th Edition 2008, 16th Edition 2009, 17th Edition 2010, 18th Edition 2011, 19th Edition 2012, 20th Edition 2013, 21st Edition 2014

ISBN: 978-1-901909-19-7

Designed & Printed by Printwell Design, Dublin 3.

Tel: 01 855 0873 [www.printwell.ie](http://www.printwell.ie)



Twenty First Edition

## FOREWORD

The INOU is very pleased to publish the 21st edition of Working for Work.

Working for Work is primarily aimed at unemployed people and others distant from the labour market. The publication is also a key resource for information providers.

I would like to take this opportunity to thank Robbert J. Lynch, Manager of the Welfare to Work Section and Information Officers Aidan McCarthy, Kenneth Doyle, Louise Reilly, Alan Mullen, Robert Kelly, and Ray Brennan for editing this edition and other INOU staff members who assisted in compiling, editing and checking the accuracy of the information contained in this publication. Thanks also go to the staff of the Department of Social Protection, Department of Education and Skills, and the Revenue Commissioners who took time and trouble to comment on the detail of the contents of the book.

I would also like to thank the Department of Social Protection and the Department of Education and Skills for the funding provided to publish Working for Work.

All Social Welfare rates referred to in this book are valid from January 2014.

We welcome comments and suggestions on how we can improve Working for Work.

The publication is also available on the INOU website – [www.inou.ie](http://www.inou.ie)

**John Stewart,**  
Co-ordinator  
INOUE



Twenty First Edition

## The Irish National Organisation of the Unemployed

### Mission Statement

*The INOU is a federation of unemployed people, unemployed centres, unemployed groups, community organisations and Trade Unions. The INOU represents and defends the rights and interests of those who want decent employment and cannot obtain it. We promote and campaign for policies to achieve full employment for all. We also campaign for an acceptable standard of living for unemployed people and their dependants. The INOU is an anti-sectarian, anti-racist, non-party political organisation which promotes equality of opportunity within society.*

The organisation was founded in 1987 and now comprises over 200 local centres, community based organisations, NGOs, Trade Unions, branches of unemployed people and other groups throughout the country.

We work at local and national levels on the issues affecting unemployed people. We support local groups through services such as training, welfare rights information and analysis of Government policies.

Not all INOU affiliates provide welfare rights or welfare-to-work information – Chapter 7 provides a list of those affiliates who provide such services.

Key aims of the INOU include to:

- Seek to represent the interests and views of all unemployed people and their dependants at a national level
- Campaign for an acceptable standard of living for all unemployed people and their dependants
- Campaign towards the achievement of full employment at an acceptable rate of pay
- Assist the establishment and development of local unemployed groups
- Build on the common interest between the unemployed and employed



## Services provided by the INOU

### ● Information

We are recognised as experts in the field of Welfare Rights and Welfare to Work information provision. We provide a telephone Welfare to Work information service to individuals and affiliated organisations. We also produce and disseminate practical information about Social Welfare and other entitlements in leaflet and booklet form and through our websites – [www.inou.ie](http://www.inou.ie) and [www.redundancy.ie](http://www.redundancy.ie).

### ● Supports for people facing redundancy

We provide a range of information and training services aimed at people who have recently or are about to lose their jobs as a result of redundancies. This work involves delivering information services directly to people facing redundancy at their place of work and the production of tailored welfare rights publications which focus on the welfare rights information needs of people facing redundancy.

### ● Training

We provide a comprehensive Welfare to Work information and skills based Training Service covering modules such as Welfare to Work, Introduction to Social Welfare Appeals, Taxation and Welfare to Work and Your Rights at Work. Details of our training programmes are published in our Training and Events Calendar which is available on our website. The INOU is also a registered FETAC training provider.

### ● Membership – Join us, it's Free

We welcome applications for membership from individual unemployed people. You can join the INOU as someone who is Unemployed, on a training course, on an Active Labour Market Programme (e.g Community Employment programme). You may join simply to show support for our work or you may wish to become involved in looking for change at a local or national level. The benefits of membership include:

- A **FREE** hard copy of the comprehensive welfare rights, training, education and jobseeking publication, Working for Work
- Access to the INOU's **FREE**, expert, confidential and impartial Welfare Rights Information services
- An invitation to an introductory meeting in the INOU
- Invitations to meetings with other INOU Individual Members every six weeks to two months.

**See inside back cover for more details.**

# CONTENTS

<b>CHAPTER 1</b>	<b>Social Welfare Payments</b>	<b>1</b>
	The Department of Social Protection	2
	Your Family and Social Welfare	3
	Social Insurance Payments	7
	Social Assistance Payments	11
	Jobseeker's Payments	17
	Activation	34
	The Appeals System	38
<b>CHAPTER 2</b>	<b>Coping with Poverty</b>	<b>2</b>
	Supplementary Welfare Allowance (SWA)	46
	Rent Supplement	51
	Mortgage Interest Supplement	58
	Applying for Supplementary Welfare Allowance	62
	Losing your Job	68
	Redundancy	70
<b>CHAPTER 3</b>	<b>Looking for Work</b>	<b>3</b>
	Intreo/Department of Social Protection/Services & Supports	78
	Help with Getting a Job	79
	Job Clubs	81
	Local Employment Service (LES)	82
	Local Development Companies	82
	Applying for Jobs	83
<b>CHAPTER 4</b>	<b>Welfare to Work</b>	<b>4</b>
	Working and Claiming a Social Welfare Payment	90
	Self-Employment and Jobseeker's Payments	90
	Working and Jobseeker's Payments	91
	Part-time Work and Jobseeker's Benefit	93
	Part-time Work and Jobseeker's Allowance	96
	Jobseeker's Payments and Qualified Adult Working	99
	One Parent Family Payment and Work	104
	Changes to the One Parent Family Payment	106
	Jobseeker's Allowance Transition Payment	108
	Working and Claiming a Disability Payment	112
	Disability Allowance – Returning to Employment	114
	Illness Benefit and Work	117
	Invalidity Pension and Work	121
	Partial Capacity Benefit	124
	Family Income Supplement	134
	Work Experience	138
	Back to work Enterprise Allowance	164
	Short-term Enterprise Allowance	168
	Employer Incentives to Recruit Unemployed People	172
	Your Rights at Work – Employment Rights	172-174

**5****CHAPTER 5 Income Tax and Social Insurance**

Universal Social Charge (USC)	176
Pay Related Social Insurance	178
Tax and Social Welfare	179
Paying Tax	180
Tax Credits and Tax Bands	180
Income Tax Rates and Bands	184
Redundancy and Universal Social Charge	184

**6****CHAPTER 6 Training and Education Options**

Return to Work Courses	186
SOLAS Specific Skills Training Courses	189
Traineeship Programme	191
Training for People with Disabilities	192
Training for Young People	192
Community Training Centres (CTCs)	193
Local Training Initiatives (LTIs)	193
Adult Education Guidance Initiative (AEGI)	194
Vocational Training Opportunities Scheme (VTOS)	195
Post Leaving Certificate Programme (PLC)	196
Back to Education Initiative (BTEI)	196
Back to Education Allowance (BTEA)	197
Grants and Funds for Mature Students	202
FIT (Fastrack to Information Technology) and Skillnets	204
Education, Training and Development Courses	204
Part-Time Education Options	205
Springboard Initiative	205
ICT Skills Conversion Programme	206

**7****CHAPTER 7 Finding Information**

Appeals, Legal Advice and Complaints	208
Employment Rights	208
Local Employment Services (LES)	209
Job Clubs Areas	209
Housing Services	210
INOUE Affiliate Organisations	210
Money Management and Tax	214
One Parent Family Support Organisations	214
Citizens Information Service	214
Migrants Refugees and Asylum Seekers	214
Training and Education	214
Women's Groups	214
Money Advice and Budgeting Service (MABS)	215

**Index**

216-218



Twenty First Edition

## CHAPTER 1

# Social Welfare Payments

	Page
<b>The Department of Social Protection</b>	<b>2</b>
<b>Your Family and Social Welfare</b>	<b>3</b>
<b>Social Insurance Payments</b>	<b>7</b>
<b>Social Assistance Payments</b>	<b>11</b>
• The Means Test	12
<b>Jobseeker's Payments (JB and JA)</b>	<b>17</b>
• How to qualify for JA or JB	17
<b>Intreo – Services and Supports to Jobseekers</b>	<b>18</b>
• Genuinely Seeking Work (JB and JA)	18
• Penalty Rates of Payment (JB and JA)	19
• Working and Claiming a Jobseeker's Payment	20
– Working on Sunday (JB and JA)	20
<b>Jobseeker's Benefit (JB)</b>	<b>20</b>
– Duration of Payment	21
– Linking Jobseeker's Benefit Claims	21
– Re-qualifying for Jobseeker's Benefit	22
– Optional Jobseeker's Allowance	23
– Redundancy	26
– Moving from Jobseeker's Benefit to Jobseeker's Allowance	27
• Jobseeker's Allowance (JA)	28
– Habitual Residence Condition (HRC)	30
• How to apply for Jobseeker's Allowance / Benefit	31
<b>Activation</b>	<b>34</b>
<b>Breaking your claim</b>	<b>35</b>
<b>Collecting Your Payment</b>	<b>36</b>
– What to do if your payment is stopped	36
– Overpayment and Appeals	37
– Repayment and Prosecution	38
<b>The Appeals System</b>	<b>38</b>
– Payment while appealing a decision	40
<b>Making a Complaint</b>	<b>42</b>



## Introduction

In our work with affiliates, information providers and members of the public the INOU has found that many people are not aware of the full range of payments and supports available through the Department of Social Protection and other state agencies. As a result many people do not access payments to which they may be entitled.

In this chapter we provide basic information about Social Welfare Payments - what payments are available, what your rights are, what you may be entitled to and how to get them, with more in-depth information about specific payments and issues in later chapters.

## The Department of Social Protection – (DSP)

The Department of Social Protection (DSP) administers and manages the delivery of statutory and non-statutory social and family schemes and services in Ireland. Its main responsibility is to promote a caring society through income and other support services, enabling active participation in society, promoting social inclusion and supporting families. Social welfare payments and HSE supports can be summarised under five broad headings:

1. Social Insurance Payments
2. Social Assistance Payments
3. Supplementary Welfare Allowance Payments
4. Health Service Executive
5. Universal Supports

### 1. Social Insurance Payments

- Jobseeker's Benefit (JB)
- Illness Benefit (IB)
- Occupational Injuries Benefit (OIB)
- Maternity Benefit
- Adoptive Benefit
- Health and Safety Benefit
- Invalidity Pension (IP)
- Partial Capacity Benefit (PCB)
- Widow's/Widower's/Surviving Civil Partner's Contributory Pension
- Treatment Benefit
- Bereavement Grant
- Guardian's Payment (Contributory)
- State Pension (Transition)\*
- State Pension (Contributory)
- Carer's Benefit

*\*Closed to new applicants from 1st January 2014*

## 2. Social Assistance Payments

- Jobseeker's Allowance (JA)
- Guardian's Payment (Non-Contributory)
- One-Parent Family Payment (OPFP)
- Disability Allowance (DA)
- Partial Capacity Benefit (PCB)
- Widow's/Widower's/Surviving Civil Partner's (Non-Contributory) Pension
- Pre-Retirement Allowance (PRA)\*
- State Pension (Non-Contributory)
- Blind Person's Pension
- Farm Assist
- Fuel Allowance
- Carer's Allowance
- Family Income Supplement (FIS)

\* *The Social Welfare Reform and Pensions Act 2006 abolished the Pre-Retirement Allowance. No new applications have been accepted since 4 July 2007. If you were in receipt of Pre-Retirement Allowance before 4 July 2007 you are not affected and can continue to receive it*

## 3. Supplementary Welfare Allowance Payments

- Basic Supplementary Welfare Allowance Payments
- Mortgage Interest Supplement
- Diet Supplement
- Exceptional Needs Payments
- Rent Supplement
- Heating Supplement
- Urgent Needs Payments

## 4. Health Service Executive Supports

- Dental/Optical Scheme for Medical Card Holders
- Medical Cards

## 5. Universal Supports

- Child Benefit
- Free Travel (aged 66 and over)

## Your Family and Social Welfare

The Irish Social Welfare system is organised around the family. If you qualify for a social welfare payment you get a payment for yourself, which is called the 'personal rate' of payment. You may also get extra payments for adult and child dependants – called Qualified Adult and Qualified Child payments.

**Qualified Adult Dependant** – A qualified adult is your spouse, civil partner or cohabitant who is living with you. You can get an allowance for them once they are mainly or fully supported by you.

- **For Jobseeker's Allowance (JA), Pre-Retirement Allowance (PRETA), Disability Allowance (DA), Farm Assist (FA) and Supplementary Welfare Allowance (SWA):** Any income a Qualified Adult may have

from employment, self-employment, pensions, savings or investments will be assessed as means under the means test for the payment type, please see Chapter 4 for more information on the Means Test.

- **All other payments:** If your Qualified Adult is earning €310.00 gross (before tax) or less per week, they will be regarded as a qualified adult for payment. If a spouse, civil partner or cohabitant earns up to €100.00 gross per week then you qualify for a full Qualified Adult increase. If they earn between €100.01 and €310.00 gross (before tax) per week a tapered qualified adult payment will be paid.
  - You cannot claim for your spouse, civil partner or cohabitant as a Qualified Adult if they are claiming a social welfare payment in their own right. The only exception to this rule is where your spouse, civil partner or cohabitant is in receipt of: Disablement Benefit, Domiciliary Care Allowance, Foster Care Allowance, Guardian's Payment (Contributory) and (Non-Contributory), Half-rate Carer's Allowance, Occupational Injuries Death Benefit in respect of an orphan).
  - You cannot claim for them if they are taking part in a full-time SOLAS course or designated vocational training courses.
  - You can claim for your spouse, civil partner or cohabitant as a Qualified Adult if they are taking part in a Community Employment (CE) scheme or if they are participating on the Tús scheme.
- **Habitual Residence Condition:** The habitual residence condition does not apply to payment for qualified adults on your claim. This means that adult dependents do not have to satisfy the habitual residence condition in their own right for you to receive a payment for them.

**Individual Claims** – If a couple are living together each person can make a claim in their own right as long as they each satisfy the conditions of the category of payment they have applied for.

**Jobseekers Allowance** – Where a couple are both claiming Jobseeker's Allowance the total amount they receive cannot be more than the family rate which would be payable if only one person claimed for the family, i.e. total of payment for Main Claimant + Qualified Adult + Qualified Child/ren. If both persons of a couple wish to claim Jobseeker's Allowance, both persons of the couple can sign-on as individuals if they are both Genuinely Seeking Work – see Genuinely Seeking Work in this chapter. Although the couple will not end up with any more money, in this instance, they may have more options open to them if they are both registered as unemployed

**Jobseekers Benefit** – Where a couple are both claiming Jobseeker's Benefit, each person will receive the full personal rate of Jobseeker's Benefit for the 9 or 6 month period as appropriate, subject to satisfying the qualification conditions, including Genuinely Seeking Work.

**Separate Payments/Individualised Payments** – If you are a Qualified Adult and you feel that your spouse, civil partner or cohabitant is not making sufficient contribution towards your maintenance you can ask at the local

Social Welfare office for “Separate Payments/Individualised Payments”. This means that the personal rate and qualified adult rate will be added together and then split evenly between you and your spouse, civil partner or cohabitant or that allowances will be paid directly to you or to your spouse, civil partner or cohabitant. The full rate of any Qualified Child payments on the claim may be given in full to one of the couple.

**NB:** If the qualified adult on a jobseekers' claim opts for Separate Payments the person who made the claim will have to satisfy the standard qualifying conditions of the scheme as normal, but the Qualified Adult on the claim would not. For Social Assistance payments, the means test will apply to both the Main Claimant and the Qualified Adult. Separate payments do not mean that they are both signing on as unemployed people.

**Qualified Child Dependants** – You can also claim a payment for any child dependants.

- **Full-Rate payment:** If you are in receipt of Jobseeker's Benefit, Occupational Injury Benefit and Disablement Benefit (Incapacity Supplement) or Invalidity Pension and your spouse, civil partner or cohabitant earns between €100 and €310 per week you may receive a full rate payment for any child dependants. This does not apply to Jobseekers Allowance or Disability Allowance.
- **Half-Rate payment:** If you are in receipt of Jobseeker's Benefit, Illness Benefit, Occupational Injury Benefit and Disablement Benefit (Incapacity Supplement) or Invalidity Pension and your spouse, civil partner or cohabitant earns between €310.01 and €400.00 per week you will only receive a half rate payment for any child dependants. This does not apply to Jobseekers Allowance or Disability Allowance.
- **Earnings over €400:** If you are in receipt of Jobseeker's Benefit, Illness Benefit, Injury Benefit, Health and Safety Benefit, or Disablement Benefit (Incapacity Supplement) Invalidity Pension or Carer's Benefit and your spouse, civil partner or cohabitant earns more than €400 per week you will not receive payment for any child dependants. This does not apply to Jobseekers Allowance or Disability Allowance.
- **No Child Dependant payment:** If you are in receipt of Jobseeker's Benefit, Illness Benefit, Injury Benefit, Health and Safety Benefit, or Disablement Benefit (Incapacity Supplement) Invalidity Pension or Carer's Benefit and your spouse, civil partner or cohabitant earns in excess of €400 per week the increase for child dependant is not payable.
- **Taking up Employment:** If you have been getting Jobseeker's Allowance or Jobseeker's Benefit for at least 12 months and a full-rate Qualified Child payment, you can continue to get your Child Dependant payment for 13 weeks if you take up work that is expected to last at least 4 weeks. This does not apply to seasonal work, Community Employment, Tús or Gateway. If you are eligible for a 13 week Continued Child Payment and

are also eligible for Family Income Supplement (FIS) you can choose to be paid the Continued Child Payment for 13 weeks instead of FIS if this is more beneficial.

- **Leaving Education:** If your child is 18 years of age or over, you can continue to receive a payment for them for three months after they leave second level education or finish the Leaving Certificate. However, if your child is in receipt of a Social Welfare payment in their own right you will not receive a payment for them.
- **In Education:** You can apply for a Qualified Child payment for a child between 18 and 22 in full-time education, up to the end of the academic year in which they reach the age of 22. For more information, contact the INOU on (01) 856 0088

**Child Dependants not living with you:** If you are paying maintenance for a child who does not live with you, you may be able to claim a Qualified Child payment for them on your Jobseeker's payment.

Usually a parent can only claim an increase in their payment for a child if the child lives with them for at least half of the week. However, even if the child does not live with you, you can claim an increase in respect of your child if:

- The other parent is **NOT** in receipt of a social welfare claim (including Family Income Supplement );
- You pay at least €30 maintenance each week per child or provide an equivalent amount of support

This also applies to Disability Allowance, Supplementary Welfare Allowance and a number of other payments.

**Child Dependants – One Parent Families:** The age limit for receipt of payment for a Qualified Child on the One Parent Family Payment is being gradually reduced to 7 years; this means that an OPFP claimant must have at least one child under the qualifying age. This reduction to the age limit is being applied to new and existing customers on a phased basis.

Claimants, whose claim for One-Parent Family Payment started between 27th April 2011 and 3rd May 2012, only qualify to receive the payment until their youngest child reaches 10 in 2014 and 7 in 2015.

From 3rd May 2012, a new OPFP claimant must have a qualified child under 7 years of age in 2014 and 2015.

Over the period 2012 to 2015 entitlement to One Parent Family Payment depends on:

1. When the initial claim for One-Parent Family Payment was made **and**
2. The age of the youngest child.

- If your claim started on or before 27th April 2011, payment will stop when your youngest child reaches 16 (in July 2014) and when the youngest child reaches 7 in July 2015.
- If your claim started between 27th April 2011 and 2nd May 2012, payment will continue until your youngest child reaches age 10 (2014) and age 7 in (2015).
- If your claim started on or after 3rd May 2012 payment will continue until your youngest child reaches age 7 in 2014 and 2015.

**Jobseeker's Allowance Transition – One Parent Families:** If your One Parent Family Payment is due to end because of the age of your youngest child you may qualify for the new Jobseeker's Allowance Transition payment. In order to qualify for this payment you must have at least one dependent child under the age of 14 – see One-Parent Family Payment and Work Chapter 4 – for more information.

**School Leavers:** Young people who have just left school cannot sign-on for Jobseeker's Allowance for three months. In this case a family that is dependent on Social Welfare is entitled to continue to claim a Qualified Child Allowance until the young person can sign-on in their own right.

**Cohabitation** – Entitlement to a range of Social Welfare payments may be affected by any determination of Cohabitation i.e. that you are living with a partner as a couple – see **Cohabitation** at the end of this chapter.

## Social Insurance Payments

People in employment make Pay Related Social Insurance (PRSI) contributions which are deducted from their wages each week. These payments, or 'stamps' as they are traditionally known, are a means for people to insure themselves through the State, against any event that may cause them to be out of the workforce.

The Department of Social Protection keep a record of all social insurance payments, both paid and credited, under your Personal Public Service (PPS) number. Your PPS number is very important, so keep it safe, as you will need it when you are dealing with the Department.

### Classes of Social Insurance Contributions

There are a total of 11 types of PRSI 'classes' in the Social Welfare system. Generally speaking, however, there are usually two main types of Social Insurance 'classes' relevant to people who are employed or self-employed:

**PRSI Class A** – This class of contribution covers employees from age 16 to 66 in industrial, commercial and service-type employment who have reckonable

pay of €38 or more per week from all employments as well as Public Servants recruited from 6th April 1995. Participants on Community Employment, TÚS and Gateway pay class A8 or A9 PRSI, but this still counts as a full Class A PRSI contribution. Participants on SOLAS Training Courses and JobBridge internships do not pay PRSI contributions, but receive credited contributions for the duration of the training course provided they received these prior to commencing the course/scheme. Being insured under Class A can help people qualify for the following:

### Social Insurance Payments – Class A

- Jobseeker's Benefit (JB)
- Illness Benefit (IB)
- Occupational Injuries Benefit (OIB)
- Disability Benefit (Incapacity Supplement)
- Maternity Benefit
- Adoptive Benefit
- Health and Safety Benefit
- Widow's/Widower's or Surviving Civil Partner's Contributory Pension
- Carer's Benefit (CB)
- State Pension (Transition)\*
- State Pension (Contributory)
- Treatment Benefit
- Bereavement Grant
- Guardian's Payment (Contributory)
- Invalidity Pension (IP)

\* No new claims accepted after 1st January 2014

**PRSI Class S** – This applies to self-employed people, including certain company directors, certain persons in receipt of Approved Retirement Funds (ARF's), people in business on their own account and people with income from investments and rents. It only covers a limited number of social insurance payments.

### Social Insurance Payments – Class S

- State Pension (Contributory)
- Guardian's Payment (Contributory)
- Widow's/er's or Surviving Civil Partner's Contributory Pension
- Maternity Benefit
- Adoptive Benefit

For information on the full range of PRSI Classes visit the Department of Social Protection website [www.welfare.ie](http://www.welfare.ie)

## Claiming a Social Insurance Payment

### Qualifying for a payment

In order to qualify for a Social Welfare payment using your social insurance record you will need:

- A specific number of paid PRSI contributions from the time you first started working.
- A specific number of paid or credited PRSI contributions in the relevant

tax year, also known as the Governing Contribution Year, or other prescribed periods.

- To satisfy the conditions of the particular payment e.g. for Illness Benefit you must produce medical certificates, for Jobseeker's Benefit you must prove you are Genuinely Seeking Work.

### Benefit Year

This is the calendar year in which you are making your claim for a Social Insurance Payment. The Benefit Year starts on the first Monday in January.

### Relevant Tax Year/Governing Contribution Year

In order to qualify for a social insurance payment you must have the required number of PRSI contributions in the Relevant Tax Year/Governing Contribution Year (GCY). For all Social Insurance payments (benefit payments), except Invalidity Pension, the Relevant Tax Year/Governing Contribution Year is two years before the year in which you make your claim.

Benefit Year	Contribution/Tax Year
1st Monday in January 2014	1st Jan. 2011 – 31st Dec 2012
1st Monday in January 2015	1st Jan. 2012 – 31st Dec 2013
1st Monday in January 2016	1st Jan. 2013 – 31st Dec 2014

- **Invalidity Pension:** The Relevant Tax Year/Governing Contribution Year for Invalidity Pension is different. For the Invalidity Pension the Relevant Tax Year/Governing Contribution year is the year before the benefit year. So, for example, claims made in 2014 will use 2013 as the Relevant Tax Year/Governing Contribution Year.

The higher Invalidity Pension rate of €230.30 per week when claimants reach age 65 was discontinued in 2014. The new rate payable to people aged 65 (and under) is €193.50 per week. Existing 65 year olds are unaffected.

## Types of Social Insurance Contributions

### Credited PRSI Contributions

Credits or credited contributions are social insurance contributions given to qualified persons who are unable to continue making paid PRSI contributions in circumstances such as unemployment and illness. Their purpose is to help protect the social insurance entitlements of people during periods when they may not be able to make paid contributions. Credits can be very important to continue your PRSI record for future entitlement to some short term payments and pensions.

If, at any stage since starting work, you have no PRSI contributions paid or credited for two full tax years in a row, you cannot get credits until you return to work and pay PRSI contributions for at least 26 weeks. If contributions are



paid at PRSI Classes S, J, K or M for 26 weeks then this would not count for the purpose of getting credits. If your only income has been from self-employment then it is unlikely that you will be able to sign for credits.

### **Voluntary PRSI Contributions**

Voluntary Contributions are contributions you can opt to pay if you are under the age of 66 and are not covered by compulsory PRSI by way of insurable employment, self-employment or credited contributions. Payment of Voluntary Contributions can help maintain or improve your contributory pension entitlements. They do not provide cover for any short term benefits such as Jobseeker's, Illness, Maternity or Treatment Benefit.

You may choose to pay voluntary contributions, provided you meet certain conditions, if you:

- are no longer covered by a PRSI scheme on a compulsory basis in Ireland,
- are no longer covered by a PRSI scheme on a compulsory or voluntary basis in any other EU country,
- are under age 66,      • satisfy qualifying conditions.

To become a voluntary contributor you must have paid at least 260 weeks PRSI in either employment **or** self-employment **and** apply within 12 months of the end of the contribution year during which you last paid compulsory insurance or you were last awarded a credited contribution **and** agree to pay voluntary contributions from the start of the contribution week that follows the week in which you leave compulsory insurance.

If you start making voluntary contributions after 6th April 2014 you will require 468 paid contributions to qualify, and if you start making voluntary contributions after 6th April 2015 you will need 520 PRSI contributions.

### **Non-payment of PRSI by an employer**

If you have been employed and you are made redundant or have simply lost your job, your PRSI contributions paid during employment may entitle you to a Social Insurance payment such as Jobseeker's Benefit. If however, it transpires that your employer was not making the required PRSI contributions you may be awarded the appropriate PRSI contributions by the Department of Social Protection following an investigation.

### **Credits**

**Homemaker's Scheme** – From 6th April 1994, if you have left the workforce for a long period of time to care for a child/ren under 12 years of age, or to look after an incapacitated person, you may qualify to have this period disregarded for the purpose of pension calculation. You must have paid a PRSI contribution that would cover you for the State Pension (Contributory) and satisfy all scheme conditions. You should register as a homemaker in the year after you leave the workforce. Applications for Carer's Allowance/Benefit and Respite Care Grant will be treated as you having registered as being a homemaker.

**Leaving Work due to Illness** – If you are unfit for work because of illness, injury or disability, you may qualify for ‘credits’. ‘Credits’ are normally awarded if you are getting Illness Benefit, Invalidity Pension or Occupational Injury Benefit. To get credits while on Disability Allowance (DA) you must have paid or credited contributions in the last two years before your claim for DA. If you work in the Public Service and pay PRSI at class B, C or D and you have to give up work because of ill-health, you can maintain your social insurance record by sending in medical certificates once a year. You can continue to get credits during illness, if you take part in the Back to Education Allowance Scheme (BTEA).

**Pre-entry credits** – are credited to a person’s record when they first start paying full rate PRSI and cover you from the start of the year when you start to work until the actual date you start work. The credits also cover you for the two previous income tax years.

**Student credits** – may be awarded when a person re-enters insurable employment following completion of a course in full-time education subject to certain conditions. These are only reckonable for short term benefits. You may get credits for time spent in full-time education for example third level, if you: have worked before starting the course and have paid PRSI contributions at Class A, started the course before reaching age 23, and have returned to full-time insurable employment. You can only get student credits once.

**Carer’s** – Credits are normally automatically awarded if you have left work and are in receipt of Carer’s Benefit or Carer’s Allowance

**Family Leave** – You can also get credits if you are on unpaid Maternity Leave, Parental Leave or Adoptive Leave. You should make the application for credits when you return to work.

The number of PRSI contributions required, both paid and credited, will vary according to the type of social insurance payment you apply for. Some social insurance payments only last for a fixed period – most are subject to tax.

Social insurance payments are not means tested for the person claiming. This means that your social insurance payment will not be affected by any savings or property that you may have. However, if you want to claim an increase for an adult or child dependant, your spouse, civil partner or cohabitant’s means will determine whether or not you qualify for an increased payment.

Check with your local Social Welfare Office/Intreo Centre or the Department’s Information Service, on 1890 66 22 44, to see if you have the right amount of paid and credited contributions to qualify for different payments. Remember to have your PPS number ready when you make the call.

## Social Assistance Payments

People who have become unemployed, ill, disabled, who act as a carer, are elderly or are lone parents and do not have the necessary PRSI contributions may qualify for specific Social Assistance payments from the Department of Social Protection.

To qualify you must:

- prove you are eligible for a particular payment, e.g. a One-Parent Family Payment applicant must prove they are parenting alone with a qualified child
- pass a means test (subject to various disregards)
- satisfy the habitual residence condition
- satisfy the medical criteria, e.g. for Disability Allowance

The following are Social Assistance payments:

- Jobseeker's Allowance (JA)
- One Parent Family Payment (OPFP)
- Carer's Allowance (CA)
- Fuel Allowance
- Blind Persons Pension
- Guardian's Payment (Non-Contributory)
- Widows/Widowers or Surviving Civil Partner's (Non-Contributory) Pension
- Pre-Retirement Allowance (PRA)
- Disability Allowance (DA)
- Family Income Supplement (FIS)
- State Pension (Non-Contributory)
- Farm Assist

## The Means Test

All social assistance payments are means-tested but the means test can differ depending on the type of payment you are applying for. The Department's rules on means testing are set out in its guidelines, which are available at [www.welfare.ie](http://www.welfare.ie). If you are not happy with a decision on the means test and feel you are being treated unreasonably, you may have the right to appeal the decision (See Appeals later in this chapter).



An Appeals Officer must decide cases according to Social Welfare legislation, as applied to the facts before them in each case. Appeals Officers are not bound by guidelines drawn up by the Department for its Deciding Officers/Designated Persons

The following income is taken into account for the means test:

- Cash income belonging to you or your spouse, civil partner, cohabitant and cash in hand
- Any property you have (other than your own home)
- Income from the Rent-a-Room Scheme (certain disregards apply)
- The value of any savings, investments, pension shares or land, Credit and/or Debit Cards (including pre-paid cards)
- Any maintenance paid to you by an ex-spouse or partner
- Parental income if you are 24 years of age or under and living in your parents' home

### a. Cash income

This can include any income you or your spouse, civil partner or cohabitant receive from employment, pensions, rental income from property or the short-term letting on land owned.

## Income not assessed for the means test

- Payments from the Department of Social Protection
- Child Benefit from another EU member State
- Supplementary Welfare Allowance (SWA) payments
- Rent or Mortgage Interest Supplement
- Income earned under certain schemes in Gaeltacht areas
- Income from certain non-profit making charitable organisations
- Income from the HIV Haemophilia Fund and the Hepatitis C Fund
- Any amount received as a training allowance while undergoing a course of rehabilitation training by an organisation approved by the Health Minister
- Up to €104 per year from certain Army pensions (including a British War Pension).
- Compensation awards by the residential institutions redress board
- Income from insurable seasonal employment if the seasonal employment has finished
- Home Care Grant (HSE)      ● PRSA Contributions
- Back to Work Enterprise Allowance, Back to Education Allowance, Back to Work Allowance or Part-Time Job Incentive payments made to your spouse, civil partner or cohabitant.
- SOLAS or ETB (Educational & Training Boards replaces VTOS) payments made to your spouse, civil partner or cohabitant (not including Community Employment)

## Income disregards

There are certain disregards allowed on income, for example, if you make a claim for Jobseeker's Allowance and your spouse is working then their PRSI, pension contributions and union subscriptions would be deducted from their gross earnings before the means test is done. There are a range of different income disregards for different types of payment. These are explained in Chapter 4.

**a. Pensions:** The value of a pension fund is only assessable for means when a person has access to the pension fund. Any benefits in the form of a regular payment will be treated as income for means purposes. The value of any cash otherwise available from a pension fund will be assessed on the basis of the capital valuation of that fund. Where a Personal Retirement Bond or Buy-Out-Bond is held (a bond which offers a lump-sum payment at a specific point in time) the terms of this bond will determine what and when benefits are payable to the holder of the bond. A person should provide details of the bond to the Department in order to prove that they do not have access to any of the benefits of the bond – i.e. cash income.

Some pensions restrict access to funds until the beneficiary of the pension reaches the age of 60. These legal restrictions, in accordance with Revenue

rules, means that this type of pension cannot be cashed, sold, borrowed against or traded in any way. These pensions cannot realise any financial value until the beneficiary reaches the age of 60, and as such cannot be assessed as means or as a source of income for the means test.

**b. Property:** The Department will assess the capital value of any property you or your spouse, civil partner or cohabitant own, including any second home, holiday home, unoccupied property, apartment, residential or commercial buildings in Ireland or abroad. The value of your own home will not be assessed.

Property which you do not live in is assessed at its capital value. This is the likely sale value of the property minus any outstanding mortgage. The capital value of the property may be assessed by the Department based on similar properties for sale in the area. If you believe the actual 'sale' value of your property varies from the Departments valuation because of specific issues i.e. BER rating, condition of the property, etc. you can seek to have this valuation reassessed. You would be required to produce evidence of the 'real' value of the property i.e. estate agents valuation, estimate for repairs, etc.

If a property is in negative equity, it is not assessable. You will have to provide documentary evidence to support your position that negative equity exists.

In a situation where a person offers his/her principal home for sale and it is lying idle, no capital value can be assessed for two years from the date the property has been put on the market. If the property is let / rented out, then the capital value of the property is assessable. Confirmation must be obtained that the property is up for sale and will be reviewed periodically.

Income from the Rent-a-Room scheme will be assessed, but certain disregards will apply. Contact the INOU on (01) 856 0088 for more information.

**c. Investments, savings, shares or land:** The capital value of any money you or your spouse, civil partner or cohabitant have in the bank or credit union, stocks, bonds, shares or land will also be assessed. The method of assessing capital for entitlement to Social Assistance payments is as follows:

Capital	Weekly Means Assessed
First €20,000	Disregarded
Next €10,000	€1.00 per €1,000
Next €10,000	€2.00 per €1,000
Balance	€4.00 per €1,000

- **Disability Allowance:** The first €50,000 is disregarded
- **Supplementary Welfare Allowance:** The means test for Supplementary Welfare Allowance, i.e. basic SWA payment, Rent or Mortgage Interest Supplement is different – See Chapter 2.

### Example

For someone claiming Jobseeker's Allowance the value of property, savings or capital is assessed in the following way:

– Money in the credit union	€25,000
– Assessable savings (€25,000 - €20,000)	€5,000
– Total weekly means (€1.00 per €1,000 x 5)	€5.00 per week
– Deduction from payment	€5.00 per week

In this case, only €5,000 of the €25,000 in the credit union is assessable as means. The value of this €5,000 is €5.00 per week.

If you are of pension age of 66 or over and receiving any of the following:

- State Pension (Non-Contributory)
- Widow's/Widower's or Surviving Civil Partner's (Non-Contributory) Pension
- Prisoner's Wife's Allowance (PWA)
- Up to €190,500 made on the sale of your main home will not be counted against your means-tested payment provided the sale is agreed after you reach 66 years of age

If the Department know, or suspect, that you deliberately got rid of any money or property (without just cause, good reason or without acceptable documentary evidence) in order to qualify for a payment, you will be assessed with the value of the means of the money or property.

The Department's officials will ask you to provide documentation such as bank statements etc. for the means test. If you fail to provide this information without just cause or good reason the Deciding Officer will not be able to make a decision on your claim and you may not receive any payment based on your application. If there is any extended delay in providing requested information your claim may be closed and any future application would be treated as a new application.

### d. Maintenance

If you are separated from your spouse, civil partner or cohabitant and receive maintenance from them, this will be assessed. However, for Jobseeker's Allowance, One Parent Family Payment and several other schemes, vouched housing costs up to a maximum of €95.23 can be deducted from the maintenance payment and half the balance will be assessed as means.

### e. Benefit and Privilege

In the means test for Jobseeker's Allowance and Supplementary Welfare Allowance payments, if you are 24 years of age and under and living at home then your parents' income will be taken into account for the means test. This

assessment is known as Benefit and Privilege and is assessed because there is a certain benefit from living in the family home.

**Benefit and Privilege does not apply:**

- To persons 25 years of age or over on Jobseeker's Allowance living in their parents' home
- Where a person is claiming Jobseeker's Allowance and is living in their parents' home with a spouse, civil partner or cohabitant
- If you return to the parental home having had an independent life-style elsewhere in Ireland or abroad for at least 3 years Benefit and Privilege is assessed at €7.
- To a person with dependent children

**Assessing Benefit and Privilege:**

The gross income of the parent/s you live with is taken minus certain disregards and then 34% of the balance is assessed.

**Income counted for Benefit and Privilege:**

Income from insurable employment, self-employment, from all pensions, rental income from property or land, maintenance payments, Social Welfare payments (few exceptions), SOLAS training allowances and from Community Employment schemes.

The Department will allow the following deductions:

- |  |                       |
|--|-----------------------|
| — Income tax (Including the Universal Social Charge) |                       |
| — Health Insurance Contributions                     | — PRSI                |
| — Superannuation / PRSA                              | — Union subscriptions |
| — Rent/mortgage payments                             | — Pension Levy        |

**Additional Disregards**

There is a further €600 disregard for a two parent family and €470 for a one parent family. There is a €30 disregard for each child up to 18 years of age and for children over 18 years of age in full time education.

**Deductions not allowed:**

No deductions are allowed for travelling expenses, life assurance premiums, club subscriptions, or saving schemes. In cases where parents have property other than the family home and that property is yielding an income, the net income of that property is assessed e.g. rental income less expenses such as mortgage repayments, insurance costs, repairs etc.

**Example:**

John is 23 and claiming Jobseeker's Allowance, which would normally be €188.00. He lives with his parents and two school going siblings. His mother does not work and his father has net (after tax, etc.) earnings of €900 a week.

Benefit and Privilege is calculated as follows:

**Income:** €900.00

**Deductions:**

— Personal allowances for a two parent family:	€600.00
— Sibling disregard:	€60.00
— Rent/mortgage payment:	€120.00

**Total Allowances per week** €780.00

Means assessable (€900 minus €780) = €120.00

Means assessed (€120 x 34%) = €41.80

**Jobseeker's Allowance: (€188.00 - €41.80)** €146.20

Please note: If John was under 20 his JA would only be €100 per week. Under this example the Benefit and Privilege rule would reduce his payment to €59.20. This also applies to new claimants aged 20 – 21. For those new claimants aged 22 – 24, the JA rate is €144.00. Accordingly, after Benefit and Privilege is applied, their payment is €59.20

- Benefit and Privilege does not apply to persons claiming One Parent Family Payment or Disability Allowance who are living in their parent's home.
- If a person's only source of income is from their parents and the 'assessable means' from that parental income is so high that their payment would be less than €40, they will receive a minimum payment of €40 per week.

## Jobseeker's Payments (JB and JA)

The main social welfare payments for unemployed people are either Jobseeker's Benefit (JB) or Jobseeker's Allowance (JA). This section aims to make you familiar with rules in order to apply for and continue to receive these payments.

### How to qualify for Jobseeker's Benefit or Jobseeker's Allowance

**For all Jobseekers payments you must be:**

- unemployed (fully unemployed or unemployed for at least 4 days in 7)
- aged between 18 and 66 for JB & JA
- available and capable for full-time work
- genuinely seeking employment
- willing to accept any reasonable offer of education, training, re-training or work experience which is relevant and appropriate to your circumstances

**For Jobseeker's Benefit you must also**

- satisfy the PRSI contribution requirements

**For Jobseeker's Allowance you must also**

- satisfy a means test
- satisfy the Habitual Residence Conditions (HRC)



## Intreo – Services and Supports to Jobseekers

Intreo is a new service from the Department of Social Protection. It is a single point of contact for all employment services and in the provision of income supports. Intreo provides individualised supports to jobseekers to assist them in getting back to work and increasing their employability, and to employers. See Chapter 3 for more information on Intreo.

Jobseekers will be called to engage with Intreo in identifying employment, work experience, training and education options to support their progression back into the workforce. Any failure to engage in any interventions recommended by the Intreo Service, without just cause or good reason, could result in a Jobseekers payment being reduced to penalty rates, see the following pages for more information on Penalty Rates.

### Genuinely Seeking Work (JB and JA)

In order to qualify for a jobseeker's payment you must prove that you are Genuinely Seeking Work. You must be able to show that you are:

- Willing to accept any reasonable offer of employment based on your skills, qualifications and experience
- Willing to accept any reasonable offer of training, re-training or education to improve your prospects of finding employment
- Able to show that you have, in the relevant period, taken reasonable steps which offer you the best prospects of getting employment. You will be expected to use all available services and supports to help you seek employment, see Chapter 3, and have proof of your jobseeking efforts.

### Capable of Work (JB and JA)

In order to qualify for a Jobseeker's payment you must prove that you are Capable of Work. For a day to be regarded as a day of unemployment the person claiming a Jobseeker's payment must be capable of work on that day. A person is considered to be capable of work if there is no evidence to the contrary (e.g. unless s/he states otherwise), or where, on request, s/he fails to produce a final medical certificate from their doctor following a period of illness.

### Asylum Seekers (JB and JA)

Asylum seekers do not have the right to work, and do not have entitlement to an Jobseeker's payment, until their residency status is finalised **and** they have a valid Garda National Immigration Card. Under EU law asylum seekers have the right to apply for permission to work if no initial decision has been made on their claim for asylum within 12 months of making their claim for asylum.

### Trade Disputes (JB and JA)

You cannot claim a Jobseeker's payment if you are participating in a trade dispute, or strike, at your place of work. If you are refused JB or JA you may appeal the decision to the Social Welfare Tribunal – a special office that can review the situation surrounding the trade dispute and decide if the decision is correct.

If you are involved in a trade dispute your spouse, civil partner or cohabitant may be entitled to a Supplementary Welfare Allowance payment from the Department of Social Protection for her/himself and any children you have under age 18, or between 18-22 years and in full-time education.

## Penalty Rates of Payment (JB & JA)

Your Jobseeker's payment can be reduced if you:

- Fail, without just cause or good reason, to engage in any interventions recommended by the Intreo Service.
- Refuse an appropriate offer of training by an officer of the Department of Social Protection or SOLAS

Offers of training or participation in programmes, including work experience, must be reasonable and appropriate to the individual based on their skills, abilities, education and capacity to engage in such training/work experience.

If you refuse an offer of training or work experience, without just cause or good reason, the Department of Social Protection may apply a penalty rate to your Jobseeker's Benefit/Jobseeker's Allowance payment.

### Penalty Rates – Reduced Payment Rates

Personal JB rate	Jobseeker's Benefit *	Reduced to
€ 84.50		€ 65.00
€121.40		€ 93.00
€147.30		€113.00
€188.00		€144.00

\* Penalty rates do not apply to people over 62 from 1 January 2014

### Reduced Payment Rates: Jobseekers Allowance:

- Age 25 or over, your payment can be reduced to €144
- Age 22-24, your payment can be reduced to €111
- Age 18-22, your payment can be reduced to €75

### Penalty Rates – Disqualification of a Claim

The governing legislation in the Social Welfare Act 2010 **does not** provide for a disqualification or complete withdrawal of a Jobseeker's payment following any refusal to participate in any work experience programme. Where Penalty Rate has applied for 21 days, a 9 weeks disqualification may apply after 21 days.

### Penalty Rates – Review and Appeal

If your Jobseeker's payment has been reduced on these grounds, and you are unhappy with the decision of the Deciding Officer you can request a review of

that decision. If you are unhappy with the outcome of that review, or if a review was declined, you have the right to appeal this decision to the Social Welfare Appeals Office – see Appeals later in this chapter.

## Working and Claiming a Jobseeker's Payment



Please see Chapter 4 for detailed information on working and claiming a Jobseeker's payment.

Even if you work only one hour in a day, that day will be considered a day of employment and you will be considered unavailable for work on that day. If you work overnight the day in which you work the most hours is considered the day of employment.

The only exception to this is if you work Saturday into Sunday, or Sunday into Monday. In these cases Saturday and Monday would be counted as days of employment.

### Working on Sunday (JB and JA)

**Jobseekers Allowance:** Sunday is treated as a day of employment and taken into account when calculating the amount of Jobseeker's Allowance you will qualify for. Income from employment on a Sunday will be assessed as means when calculating entitlement to Jobseekers Allowance.

**Jobseekers Benefit:** Sunday is treated as a day of employment and taken into account when calculating the amount of Jobseeker's Benefit you will qualify for.

Where a person in receipt of Jobseeker's Benefit is working for part of a week, the payment entitlement will be based on a 5-day week rather than a 6-day week, this means that you will lose 1/5 of your weekly payment for each day that you work – see Chapter 4 for more information.

### Jobseeker's Benefit (JB)

Jobseeker's Benefit is a payment available to unemployed jobseekers who are out of work, have enough PRSI contributions (see following pages) to qualify for the payment and satisfy the 'Genuinely Seeking Work' conditions.

Jobseeker's Benefit is not 'means tested', so any income you have from savings or investments or property other than your own home will not affect your payment. Jobseeker's Benefit is not paid for the first 3 days of your claim.

You may qualify for an additional payment for your spouse, civil partner or cohabitant and any dependant children under the age of 18. If your spouse, civil partner or cohabitant is employed and earning between €100.01 and €310.00 per week you may receive a tapered payment for them. If they earn more than €310 you will not receive any payment for them.

### Maximum Rates of Payment – Jobseeker’s Benefit

Main Claimant:	€188.00
Qualified Adult:	€124.80
Each Qualified Child	€ 29.80

Jobseeker’s Benefit rates are graduated on earnings in the relevant tax year. Reduced rates may be payable – see Wage Band Limits & Relevant Tax Year in this chapter.

### Duration of payment:

Jobseeker’s Benefit is paid for a **maximum of 9 months** to new claimants who have at least 260 paid contributions since starting in insurable employment

Jobseekers Benefit is paid for a **maximum of 6 months** to claimants who have less than 260 paid contributions since starting in insurable employment

If you exhaust your claim for Jobseeker’s Benefit, and if you do not re-qualify for Jobseeker’s Benefit (see Re-qualifying for Jobseeker’s Benefit in this chapter) and you are unemployed and ‘Genuinely Seeking Work’ you can apply for Jobseeker’s Allowance. Jobseeker’s Allowance is a means tested payment and will take into consideration both yours and your spouse, civil partner or cohabitant’s income, e.g. savings, investments, property other than your own home and any income from employment/self-employment either you or your partner may have – see Jobseeker’s Allowance in this chapter for more information.

### Jobseeker’s Benefit – Linking Jobseeker’s Benefit Claims

A person who is employed for 4 or more consecutive days and becomes unemployed may make a repeat claim for JB when that employment ends. Where a person re-applies for JB within 26 weeks of a previous JB claim, s/he qualifies for the same rate of JB that was previously in payment subject to satisfying the conditions for receipt of the payment and subject to any change of circumstances and budgetary increases.

**Example:** John is made unemployed and qualifies for Jobseeker’s Benefit for a maximum of 9 months on that claim. John claims Jobseeker’s Benefit for 6 months; he finds a job and is made unemployed after 3 months. John signs on for Jobseeker’s Benefit. Because his ‘repeat’ claim for Jobseeker’s Benefit is within 26 weeks of ‘signing-off’ from his previous claim his ‘repeat’ claim is linked to his old claim. The rate of JB is the same rate payable as on the previous claim, subject to any budgetary increase, or changes in family circumstances (e.g. a new child dependant).

This means that John will receive Jobseeker’s Benefit for the remaining 3 months of his original 9 months, subject to meeting the ongoing qualifying conditions for JB.

## Periods disregarded for linking claims

Periods on any of the following activities for up to 1 year are disregarded when determining the break between two Jobseeker's Benefit claims. A person may have consecutive periods on different activities disregarded, once they do not spend more than one year on any one activity.

- SOLAS training
- Community Employment
- ETB
- TÚS

## Jobseeker's Benefit – Re-qualifying for JB

If you have used up your entitlement to Jobseeker's Benefit (JB), you may re-qualify by working and paying the appropriate PRSI contributions for at least 13 weeks. If you are working and getting JB, as in the case of systematic short-time workers and some part-time workers, the 13 weeks paid contributions can begin once you have claimed JB for 156 days.

You must have suffered a substantial loss of employment to re-qualify for JB, unless you are a casual worker. If you have lost your job you will have suffered a substantial loss of employment. If you are a part-time or systematic short-time worker the Department of Social Protection (DSP) will look at your pattern of employment over the last 13 weeks or another representative period to find out whether you have suffered a substantial loss of employment.

For example, if you are getting JB and working 3 days each week as a systematic short-time worker or a part-time worker and your employment pattern has not changed during the course of your JB claim, you will not have suffered a substantial loss of employment and will not re-qualify for Jobseeker's Benefit. However, if your JB claim ends and your 3 day working week is then reduced to a 2 day week, you will have suffered a substantial loss of employment and may re-qualify for Jobseeker's Benefit.

## Jobseeker's Benefit – PRSI Requirements

To make a claim for Jobseeker's Benefit you must have the following PRSI contributions:

At least 104 paid contributions since you first started work, **and**

- Have 39 paid or credited in the relevant tax year (of which at least 13 must be paid <sup>①</sup>) **or**
- Have 26 paid contributions in the relevant tax year and 26 paid contributions in the year immediately preceding it.



<sup>①</sup>If you do not have 13 paid contributions in the relevant tax year the following years can be used to meet the condition: The two tax years before the relevant tax year; the last complete tax year; the current tax year

Once you qualify for a payment the amount you receive will be based on your average weekly gross earnings in the relevant tax/contribution year.

If you earned a gross weekly wage average of €300.00 per week in the relevant tax year and you satisfy all the conditions, you will qualify for the maximum personal rate of Jobseeker's Benefit.

### Jobseeker's Benefit – Wage Band Limits

Jobseeker's Benefit rates are graduated according to earnings in the relevant tax year. A reduced rate of Jobseeker's Benefit is payable if your average weekly earnings in the Relevant Tax Year is under €300. To get your average weekly earnings in the relevant tax year, your gross yearly earnings are divided by the number of PRSI contributions you paid at class A, H, or P. The relevant tax year is 2 years before the year of your claim. For example, if you claim Jobseeker's Benefit in 2014 the Relevant Tax Year is 2012.

Weekly payment for new claims in 2013			
Average weekly earnings	Personal Rate	Qualified Adult	Each Child*
Less than €150	€84.50	€80.90	€29.80
€150 - €219.99	€121.40	€80.90	€29.80
€220 - €299.99	€147.30	€80.90	€29.80
€300 or more	€188.00	€124.80	€29.80

*\*If you do not qualify for an increase for a qualified adult you may get a half-rate qualified child increase, if your spouse or partner has income of €400 or less per week.*

If you were awarded credits only in the relevant tax year and had no earnings, you will receive the minimum rate of payment.

### Jobseeker's Benefit – Reduction in Payment

If you qualify for a reduced rate of Jobseeker's Benefit because of your earnings in the general contribution year you can opt to do one of the following:

#### Jobseeker's Benefit – Optional Jobseeker's Allowance

In some circumstances it may be better for you to claim a means-tested Jobseekers Allowance payment instead of reduced rate of non-means tested Jobseekers Benefit. The full-rate of Jobseekers Allowance (JA) is €188 for the main claimant. Making a change to Optional Jobseeker's Allowance can be arranged at any time during your Jobseeker's Benefit entitlement and you can change between Jobseeker's Benefit and Optional Jobseeker's Allowance as many times as you need to.

#### Jobseeker's Benefit – Spouse claiming their own Payment

If your spouse, civil partner or cohabitant is receiving a social welfare payment it may be better to remain as a qualified adult on their claim.

#### Jobseeker's Benefit – Education

You will not qualify for payment of Jobseeker's Benefit while attending a course

of study (including school/college holiday periods), except in such circumstances specifically allowed by the Department of Social Protection. The exceptions to this disqualification for holiday periods are for:

- persons aged 21 years or over who have been in receipt of Jobseeker's Benefit for at least 6 months and who are participating in approved courses of education, training or development
- mature students, i.e. persons over 23 years of age on or before 1st January in the year in which the course of study commences. Such students must still be able to demonstrate that they are genuinely seeking and available for full-time work.

**Summer Holidays:** Mature students may qualify for Jobseeker's Benefit / Jobseeker's Allowance during the summer holiday periods if they satisfy the conditions for payment.

## Issues that may affect your claim

### Jobseeker's Benefit – Processing times for claims

Depending on a variety of circumstances, your application for Jobseeker's Benefit may take a number of weeks to be processed. While awaiting processing of your claim you may make a claim for Supplementary Welfare Allowance (SWA) from the Department of Social Protection's Representative (formerly known as the Community Welfare Officer). This is a means tested payment and will take into consideration you and your spouse, civil partner or cohabitant's savings, investments, property other than your own home and any income from employment / self-employment you or your spouse, civil partner or cohabitants may have.

Any monies paid to you through an SWA payment will be recovered from the Department of Social Protection from any arrears accrued in the processing of your Jobseeker's Benefit claim.

### Jobseeker's Benefit – P45 issues

**P45 not issued:** If your former employer refuses to give you a P45 it can affect your application for Jobseeker's Benefit (JB). You should still apply for JB but the Department of Social Protection cannot pay JB to you until they verify your former employment. If you do not have a P45, the Department may informally contact your employer at the time of your application for JB and request him/her to send you a P45 to help process your claim for JB. If this hasn't resulted in your former employer giving you your P45, you can ask to fill-in form **IA49** at your local Social Welfare Office.

Form IA49 is a declaration stating that you believe your former employer did not comply with social insurance regulations. As a result of your declaration, there will be an investigation into your employer's payment of PRSI. Filling-in form IA49 may not result in your P45, however, it may help to determine if you qualify for Jobseeker's Benefit. While awaiting a decision on your entitlement to Jobseeker's Benefit you can apply for a means tested

Supplementary Welfare Allowance payment from the Department of Social Protection's Representative (formerly known as the Community Welfare Officer).

**Period of Notice:** You may be entitled to notice if you are being let go from your job. This means that you are given notice that your job will end, and a date in the near future when this will come into effect. The length of notice you are entitled to will depend in the first place on your contract of employment and your statutory entitlement under employment law. If you are not required to work your 'notice' period and you are paid for the notice period in advance of leaving your employment you can claim a Jobseeker's payment from the first day of unemployment – ie the day you leave work. If you continue to be paid by the employer you will not be 'officially' unemployed until the date your employment is terminated according to your P45. As such you would not be able to claim a Jobseeker's Payment, either Benefit or Allowance, until the date of termination of employment **as listed on your P45**. See Your Rights at Work in Chapter 4.

## Jobseeker's Benefit and Europe

### Living or Working in Northern Ireland

**Special rules also apply** to cross-border workers who work in one EU country, and who return to their home country at least once a week.

### Payment while Jobseeking Abroad

If you are receiving Jobseeker's Benefit in Ireland and wish to go to another EU country to seek employment, you can transfer your payment for a maximum 78 days to another EU country. You must be available for and genuinely seeking work in Ireland and receiving your JB payment in Ireland for a minimum of 4 weeks before you go. Ask your local Social Welfare office about transferring JB at least a month **before** you intend travelling.

### Social Insurance and Work in the European Union

If you worked in another EU country in the past your social insurance record from that country may help you qualify for Jobseeker's Benefit in Ireland. However, in order to use your record from another EU country to qualify for Jobseeker's Benefit in Ireland you must have paid at least one reckonable (class A, H or P) PRSI contribution in Ireland since **last** coming to Ireland.

## Jobseeker's Benefit and Self-Employment

Self-employed people would not normally qualify for a Jobseeker's Benefit payment. Paying class S PRSI as a self-employed person only covers a limited number of social insurance payments; Jobseeker's Benefit is not one of them. If, however, you were an employee before becoming self-employed you may have some entitlement to a Jobseeker's Benefit payment – contact the INOU on (01) 856 0088 for more information.



## **Deregistering as Self-employed**

If you have been self-employed and your business has had to close down or if the business has reduced so much that it no longer provides you with a sufficient income you may qualify for a Jobseeker's Allowance payment. You **do not** need to de-register as self-employed to get a social welfare payment.

## **Jobseeker's Benefit and Redundancy**

### **Genuinely Seeking Work**

Although being made redundant would normally mean that a person would have sufficient PRSI contributions to qualify for Jobseeker's Benefit, applicants must also satisfy the Genuinely Seeking Work conditions. You are reasonably expected to be Genuinely Seeking Work immediately after your redundancy, there is no facility to take 'time out' or 'time off' from job seeking following a redundancy.

### **Statutory Redundancy and Jobseeker's Benefit**

Where a person has been made statutorily redundant, i.e. where an employee's job no longer exists and they are not replaced having worked for the same employer for 2 years or more and receive an RP50 form, they would normally have enough PRSI contributions to qualify for a Jobseeker's Benefit payment. See chapter 2 for more information on Redundancy.

### **Voluntary Redundancy and Jobseeker's Benefit**

This arises when an employer requires fewer workers and asks for employees to volunteer for redundancy. An employee who takes voluntary redundancy from their job will not be disqualified from claiming Jobseeker's Benefit and will retain entitlement to their full term of Jobseeker's Benefit if they satisfy the conditions for the scheme. See chapter 2 for more information on Redundancy.

### **Re-qualifying for Jobseeker's Benefit**

If you have been made redundant, claimed Jobseeker's Benefit and exhausted your entitlement to JB, you may re-qualify for JB if you have paid 13 PRSI contributions at class A, H or P after you received at least 156 days on your JB claim and you satisfy the other conditions for Jobseeker's Benefit.

### **Disqualification from payment**

You can be disqualified from payment for a maximum of nine weeks at the beginning of your claim for the following reasons:

- If you leave your job, including employment schemes, without just cause or good reason.
- If you lose your job because of your own misconduct.
- If you are aged under 55 and accept a redundancy payment of over €50,000. The disqualification period can be from one week up to nine weeks, depending on the amount of redundancy you receive. Deductions may be allowed for any arrears that you have to pay on your mortgage or utilities.

If you intend to use some of the redundancy payment to clear or reduce debts, the Department may offset these debts against the amount received before deciding on any period of disqualification. Arrears of mortgage or rent, arrears of telephone/electricity/gas bills, debts to moneylenders and other essential expenditure can be considered. The Department will verify that such bills have been paid before offsetting them against the redundancy payment received.

### **Jobseeker's Benefit – Not Genuinely Seeking Work (GSW)**

Persons in receipt of Jobseeker's Benefit are required to satisfy the 'Genuinely Seeking Work' (GSW) conditions in order to continue to qualify for the payment. People in receipt of Jobseeker's Benefit can be called for interview by the Department of Social Protection to determine if they are meeting the GSW requirements in accordance with the Department's guidelines. If the Department forms the opinion that you are not Genuinely Seeking Work payment can be stopped. If this happens you can seek to have the decision reviewed by the Deciding Officer, if that review is not successful you can appeal the decision to the Social Welfare Appeals Office and seek a means tested Supplementary Welfare Allowance payment (SWA) while making your appeal.

### **Jobseekers Benefit – Failure to disclose information**

Persons in receipt of Jobseeker's Benefit are required to advise the Department of Social Protection of any change to their circumstances, particularly those in relation to their availability for work, education, training or work experience. Failure to disclose such information could result in a Jobseeker's Payment being suspended or disqualified. If this happens you may be able to appeal this decision, please contact the INOU on (01) 856 0088 for information.

### **Jobseeker's Benefit – Penalty Rates**

If you refuse an offer of training or work experience, without just cause or good reason, the Department of Social Protection may apply a penalty rate to your Jobseeker's Benefit/Jobseeker's Allowance payment.

The governing legislation **does not** provide for a suspension or complete withdrawal of a Jobseeker's payment following any refusal to participate in any work experience programme. Please see information on previous pages in this Chapter for more information on Penalty Rates.

## **Moving from Jobseeker's Benefit to Jobseeker's Allowance**

If you have exhausted your entitlement to a Jobseeker's Benefit payment you may be able to claim Jobseeker's Allowance. Moving from Jobseeker's Benefit to Jobseeker's Allowance **is not automatic**; you must make an application for Jobseeker's Allowance with the Department of Social Protection.

The main difference between the two payments is that Jobseeker's Benefit is a non-means tested payment, but Jobseeker's Allowance is means tested. This means that your rate of payment on Jobseeker's Allowance could be affected

by any savings, capital, investments or property in Ireland or abroad (other than your own home) held by you or your spouse, civil partner or cohabitant.

While your application for Jobseeker's Allowance is being processed you may be able to apply for a means tested Supplementary Welfare Allowance (SWA) payment for yourself and your family – see Chapter 2 for more on SWA payments.

## Jobseeker's Allowance (JA)

Jobseeker's Allowance is a payment available to unemployed jobseekers who are out of work, who do not have enough PRSI contributions to qualify for Jobseeker's Benefit and who satisfy the 'Genuinely Seeking Work' conditions. Jobseeker's Allowance is 'means tested', so any income you have from savings or investments or property other than your own home may affect your payment.

You may qualify to receive an additional payment for your spouse, civil partner or cohabitant (Qualified Adult) and any dependant children under the age of 18. If the Qualified Adult works, up to a maximum of €60 for 3 or more days work is disregarded and 60% of the balance is assessed as income and is deducted from the family rate of payment. See Chapter 4.

### Maximum Rates of Payment – Jobseeker's Allowance

Main Claimant:	€188.00
Qualified Adult:	€124.80
Each Qualified Child	€29.80

Jobseeker's Allowance may be affected by any additional income from employment, self-employment, savings, investments, pensions and property other than your own home.

### Jobseeker's Allowance – Duration of payment

Jobseeker's Allowance is paid up to the age of 66 as long as you continue to satisfy the qualifying criteria – that you are fully unemployed or unemployed at least 4 out of 7 days, that you are fit, able and available for work, that you are Genuinely Seeking Work, that you are willing to accept any reasonable offer of training, re-training, education or work experience and that you continue to satisfy the means test.

### Jobseeker's Allowance – under 26 years of age

There are differing rates of payments for persons claiming Jobseeker's Allowance who are under the age of 26.

### Persons not affected by reduced rate of Jobseeker's Allowance if under 26

The full-rate payment of Jobseeker's Allowance will be paid to claimants under 26 who are:

- Transferring directly to Jobseeker's Allowance from Disability Allowance.

Existing claimants before 15th January 2014: There are no reductions in rates for existing claimants aged between 18 and 25 who were getting a higher rate before the changes on 15th January 2014. (People aged 18-21

got €100, people aged 22-24 got €144 and at 25 the full personal JA rate was payable.) However their payments will increase in line with the new rates. A reduced standard rate of €160 will be paid on Jobseeker's Allowance to claimants under 26 who are participating on :

- a full-time Youthreach course for early school leavers
- a full-time SOLAS training course
- the Back to Education Allowance to pursue a full-time second level course or a Post Leaving Cert course.

**The full rate of Jobseeker's Allowance will be paid to those under 26 years of age in the following circumstances:**

- Those with dependent children (Qualified Child on JA payment);
- Those who sign off Jobseeker's Allowance (and the reduced rate did not apply to them) because they found work and, having lost their job, make a repeat claim within 12 months.
- Certain children in the care of the HSE during the 12 months before reaching 18 years of age are also be assessed using the JA rate for people aged 26 or over.
- People aged 22-25 who are taking part in the Work Placement Programme

#### Jobseeker's Allowance maximum weekly rates for people aged 26 or over

New and Existing Claimants	Personal Rate	Increase for a Qualified Adult	Increase for a Qualified Child
Maximum Rate	€188	€124.80	€29.80

#### Jobseeker's Allowance maximum weekly rates for people under 26 years

New and Existing Claimants (Maximum Rate)	Personal Rate	Increase for a Qualified Adult	Increase for a Qualified Child
18-24	€100	€100	—
25	€144	€124.80	—

## Issues that may affect your claim

### Processing times for Jobseeker's Allowance claims

Depending on a variety of circumstances, your application for Jobseeker's Allowance may take a number of weeks to be processed. While awaiting processing of your claim you may be able to make a claim for Supplementary Welfare Allowance (SWA) from the DSP Representative, formerly known as a Community Welfare Officer. This is a means tested payment and will take into consideration you and your spouse, civil partner or cohabitant's savings, investments, property other than your own home and any income from employment/self-employment you or your spouse, civil partner or cohabitant may have.

Any monies paid to you through an SWA payment will be recovered by the Department of Social Protection from any arrears accrued in the processing of your Jobseeker's Allowance claim.

## Jobseeker's Allowance and Europe

### Payment while Jobseeking Abroad

Unlike Jobseeker's Benefit, you cannot claim a Jobseeker's Allowance payment if you wish to go to another EU country to look for work. You must be resident in the Republic of Ireland to claim Jobseeker's Allowance.

### Habitual Residence Condition

As of 1st May 2004, a person, must satisfy Habitual Residence conditions in order to qualify for Jobseeker's Allowance and Supplementary Welfare Allowance payments, regardless of your nationality. Generally an applicant who has been present in Ireland for 2 years or more, works here and has a settled intention to remain in Ireland and make it his/her permanent home may satisfy the habitual residence condition. Persons who have lived in other parts of the Common Travel Area for two years or more and then move to Ireland with the intention of settling here may satisfy the habitual residence condition.

**PLEASE NOTE:** Section 246 of the Social Welfare Consolidation Act 2005 provides that: *"it shall be presumed, until the contrary is shown, that a person is not habitually resident in the State at the date of the making of the application concerned unless he/she has been present in the State or any other part of the Common Travel Area for a continuous period of 2 years ending on that date"*. The presumption in Section 246(1) does not mean that an applicant is automatically considered to be habitually resident in the State because he or she has been here (or in another part of the Common Travel Area) for 2 years or more.



The onus is always on applicants to provide sufficient evidence to support their claims for a social welfare payment. Please see the HRC criteria (Part 4 Habitual Residence – National Law) on the Department's website [www.welfare.ie](http://www.welfare.ie).

Refusal of a payment on Habitual Residence conditions can be appealed to the Social Welfare Appeals Office.

As of the 5th May 2005, EEA citizens and Swiss nationals who are employed or self-employed in Ireland, paying PRSI or who are claiming Jobseeker's Benefit at the time they make a claim for One Parent Family Payment will automatically satisfy the Habitual Residence condition (HRC).

### Disqualification from payment

#### – Not Genuinely Seeking Work (GSW)

Persons in receipt of Jobseeker's Allowance are required to satisfy the 'Genuinely Seeking Work' (GSW) conditions in order to continue to qualify for the payment. People in receipt of Jobseeker's Allowance can be called for

interview by the Department of Social Protection to determine if they are meeting the GSW requirements in accordance with the Department's guidelines. If the Department forms the opinion that you are not Genuinely Seeking Work your claim can be refused and payment can be stopped. If this happens you can appeal this decision and seek a Supplementary Welfare Allowance payment (SWA) while making your appeal.

#### – Jobseeker's Allowance – Failure to disclose information

Persons in receipt of Jobseeker's Allowance are required to advise the Department of Social Protection of any change to their circumstances, particularly those in relation to their availability for work or means i.e. savings, investments, property and partner's income. Failure to disclose such information could result in a Jobseeker's Payment being suspended or disqualified. If this happens you may be able to appeal this decision.

#### – Jobseeker's Allowance – Penalty Rates

If you refuse an offer of training or work experience, without just cause or good reason, the Department of Social Protection may apply a penalty rate to your Jobseeker's Benefit/Jobseeker's Allowance payment.

The governing legislation does not provide for a suspension or complete withdrawal of a Jobseeker's payment following any refusal to participate in any work experience programme, although penalty rates of payment may be applied. Please see information on previous pages in this Chapter for more information on Penalty Rates or contact the INOU on (01) 856 0088.

### How to apply for Jobseeker's Benefit or Jobseeker's Allowance

When applying for a Jobseeker's payment the following checklist will help you in making your claim:

1. Apply as soon as you can when you finish work, i.e. the first day you are unemployed. The first three days of every new claim are called waiting days and you do not receive payment for these days. If you are applying for a means-tested payment you will be asked for your own and your spouse, civil partner or cohabitants recent bank statements and/or payslips and any other documentation that relates to your means.
2. You will need to bring your passport or driver's licence or proof of your identity. You may also need proof of your address if the address the Department has on its system is different to your current address e.g. a household bill (gas, ESB etc.), bank statement or tax document.
3. Bring your P45 or a letter from your employer stating the last day you worked (See also P45 issues – Periods of Notice on the following pages. This applies to both Jobseeker's Benefit and Jobseeker's Allowance)
4. On the application form you will be asked about the type of work you are looking for, what times you are available for work and the efforts you

have made in seeking work. Be as accurate as possible in your answers and always think through the implications of what you are saying. You must show that you are looking for full-time work and that you are willing to accept any reasonable offer of employment based on your skills, qualifications and experience. You must also show that you are willing to look at different types of work (see Genuinely Seeking Work in this Chapter). If you are in payment, your claim will be reviewed by the office from time to time so you should keep details of any emails or letters from employers and jobs that you have applied for.

5. You may be asked about your willingness and availability to engage in training, re-training, education or work experience opportunities in support of your efforts to seek employment. Indicating that you are not willing or available to engage in such 'progression' options may affect your entitlement to a Jobseeker's payment.
6. While you are waiting for a decision on your Jobseeker's claim, and if your income is not enough to meet your needs, you can apply for a means tested Basic Weekly payment under the Supplementary Welfare Allowance payment (SWA) scheme. Applications for SWA payments should be made to the Department of Social Protection Representative, formerly known as a Community Welfare Officer (CWO).

If you are refused a Basic Weekly payment under the SWA scheme pending the processing of a Jobseeker's claim you should:

- Ask for the decision in writing, you are entitled to receive this.
- Submit a request, preferably in writing, to the DSP Representative asking for a review of their original decision based on all the relevant information and facts available.
- If your request for a review is refused or unsuccessful you can lodge an appeal against this decision to the Social Welfare Appeals Office.
- If you lodge an appeal to the Social Welfare Appeals Office you can make a request for a Basic Weekly payment under the SWA scheme pending the outcome of your appeal.
- If you are refused a payment, your spouse, civil partner or cohabitant may be able to make a claim for themselves and any dependent children in their own right.

If you are awaiting the processing of a Jobseeker's claim, Basic Weekly payment or waiting for an Appeal to be held with the Social Welfare Appeals Office and you have insufficient income to meet your needs you can apply for an SWA Exceptional or Urgent Needs payment from the DSP Representative.

An Exceptional Needs Payment (ENP) is a once-off payment to meet an unforeseen or special need that cannot be met from a person's basic

income. Assistance in the form of an Urgent Needs Payment (UNP) can also be made to persons who would not normally be entitled to SWA, to assist, for example in cases of flood damage with immediate needs such as food, clothing, fuel, household goods and perhaps shelter. Contact the INOU on (01) 856 0088 for information and assistance.

### **Jobseeker's Payment Stopped:**

Your jobseeker's payment can be stopped if:

- You fail to provide any information or documentation reasonably requested by the Department, only where such request pertains to material you could reasonably be expected to provide where it is relevant and appropriate to the processing or administration of your Jobseeker's claim.
- You fail to attend meetings or interviews with DSP officials without just cause or good reason.
- You fail to attend for interview at any training, education, re-training or work experience opportunity recommended or referred by the Department of Social Protection, this includes Community Employment, Gateway and TÚS, without just cause or good reason
- You refuse a suitable job offer, including Community Employment, Gateway and TÚS or a suitable offer of training, re-training, education or work experience without just cause or good reason.
- You are suspected or convicted of fraud in relation to a Social Welfare payment.

### **When receiving your JB/JA, there are three things to remember:**

1. You must be genuinely seeking and available for full-time work and be able to provide proof of your efforts to find work. You must also be willing to accept any reasonable offer of training, re-training, education or work experience as is appropriate and relevant to your skills, experience and work history. Always keep records of your job seeking efforts. You will be asked to show proof of your efforts to find work to the Department from time to time. You should keep a scrapbook, folder or copy where you can keep records of job seeking – for example job advertisements from newspapers, lists of telephone calls you made and copies of letters or e-mails you sent to employers.
2. You must inform the Department of any change in your circumstances. This includes details of any employment/self-employment or income your spouse, civil partner or cohabitant may have. The Department may ask questions to make sure you are in the same circumstances as when you first signed-on. Be aware of this and be able to answer any questions they may ask you. Always make sure that you tell the Department if you do any of the following:



- Take up paid employment of any sort.
- Take up voluntary work.
- Find employment on a government or approved employment programme/training scheme.
- Claim and receive any other benefit or assistance.
- Return to education.
- Leave the country.
- Have any changes in your family circumstances that may affect your payment, i.e. if a dependent child moves out of the family home or if your spouse, civil partner or cohabitant takes up employment.
- If you are, for whatever reason, unable to take up employment.

If your circumstances change for the worse you may be entitled to some additional assistance— always check it out and ask your local Social Welfare office to review your claim.

3. If the Department overpays you in error or because of a change in your circumstances, you will be asked to repay the monies you received. Where an overpayment has been established, the Department can automatically deduct 15% from your social welfare payment without your permission or approval. The Department may also seek to have you agree to make additional repayment on top of the 15% deduction, but you are not obliged to do so. A decision on a person's entitlement to a payment can result in an overpayment being assessed against them. If you appeal the decision, the overpayment may be affected by the outcome of the appeal (e.g. if the appeal is successful this may result in the overpayment being cancelled).

**Important:** The Department of Social Protection retain the right to seek to prosecute claimants for fraud **even where** a repayment arrangement has been agreed and where the claimant has repaid monies.

**Remember:** It is possible to work part-time, or go back to school/college for part-time short term basic courses and continue signing-on for Jobseeker's Benefit/Jobseeker's Allowance, see Chapter 4 and Chapter 6.

## Activation

In the Department of Social Protection's Intreo Offices income supports and employment services for unemployed people were brought together. These offices have been rolled out as a key part of the Government's Pathways to Work initiative.

- An integrated 'one-stop-shop' reception service that informs you of your entitlements in a prompt manner.
- Information and assistance to find work and where that is not available a relevant education, training or employment programme.

You will also be expected to sign A Record of Mutual Commitment which spells out what Intreo expects of you and what you can expect of them. Please note that the level of support you receive from an Intreo office will depend on your assessed level of need.

In areas where there is no Intreo Office, the National Employment Action Plan mechanism is still used which aims to assist unemployed people, after 3 months, to identify a personal path to help them re-enter the labour market.

At present a group interview process is the most likely form of initial engagement or activation. You will be contacted by the DSP advising you of a date and time for this interview. You may also be referred to the Local Employment Service for more intensive guidance (Please also see Chapter 3, in relation to Local Employment Service (LES) and activation).

Remember, if you do not turn up for interview and you cannot give a reasonable explanation for not turning up for it, your Jobseeker's payment may be affected.

Also if you go to the interview but do not take up the option proposed, without just cause or good reason, and drop out of the process the DSP may recall you for an interview.

If you experience any problems during any of these activation processes, please contact the INOU on (01) 856 0088 for assistance.

## Breaking your Claim

### JB and JA – Holidays

You can receive your Jobseeker's Benefit or Jobseeker's Allowance payment for 2 weeks holidays (i.e. 12 days excluding Sundays) in any calendar year. These holidays may be taken abroad. You are required to inform the Local Social Welfare Office 2 weeks in advance of your departure and you must complete the **UP30 form**. All holiday payments will be made retrospectively, upon confirmation of the position when the person signs on again (on the next normal signing day after his/her return). If you take holidays for more than 2 weeks, you will only be paid in respect of the first two weeks of your holiday, you will not be paid for any other additional period you are on holiday. If you are going on holidays for more than 2 weeks, you may be asked to close your claim and re-open it upon your return.

### JB and JA – FastTrack Signing off for up to 8 weeks

The Department of Social Protection operates a fast-tracking system for customers who sign-off to take up work for a short period of up to 8 weeks. If you have been offered full time employment, including work for 4 days or more per week, for up to 4 weeks you will not qualify for a Jobseeker's payment for this period but you may benefit from the Fast Track process.

The Fast Track system allows you to sign back on to your claim without the need to go through the process as a new claimant and ensure that your original Jobseeker's payment is re-instated without delay. To avail of the Fast

Track process you must inform the local Social Welfare Office/Intreo Centre in advance that you are taking up work. If you have any difficulty contacting your local Social Welfare Office/Intreo Centre directly to inform them of the work you are taking up please contact the INOU on (01) 856 0088.

### **JB – Training Courses / Education / Internship**

If you are in receipt of Jobseeker's Benefit and you take up an approved course of training, education or participate in JobBridge - National Internship Scheme, your 'claim' will be frozen at the point you enter the course. You will be able to claim the remaining period of entitlement to Jobseeker's Benefit, subject to satisfying the qualifying criteria, after the course is over. There are conditions/qualification on this if the course is longer than one year.

For example, if you were in receipt of Jobseeker's Benefit for 6 months and qualified for an approved course of training, education or Internship your claim for Jobseeker's Benefit would stop when you start the course. When you finish the course, you can continue your claim for Jobseeker's Benefit for the remaining 3 months of the maximum 9 months if you satisfy the conditions of the scheme.

## **Collecting your payment**

All Jobseeker's payments are paid through the Post Office. The payment is made using your Social Services Card. You will be required to sign a receipt acknowledging you have received the payment and that you still meet the terms and conditions of that payment.

You must bring valid photographic identification with you to collect your payment. Staff working in the Post Office may ask to see your photo ID before giving you your payment. Payment may be refused if you cannot produce requested identification.

The following is considered as valid photographic identification (photo ID): Driving licence, Passport, GNIB card (Garda National Immigration Bureau). EU/EEA nationals may use a National Identity Card.

### **Public Services Card**

A new Public Services Card is being introduced which is initially replacing the Social Services Card used to collect social welfare payments and the Free Travel Pass.

### **What to do if your payment is stopped**

On occasion Jobseeker's payments, or other Social Welfare payments, may be stopped at the point of payment in the post office, without receipt of prior notice. If this happens you should:

- Confirm with the person in the post office that the payment has been officially stopped. Please note, the post office staff will not be able to make any other payment to you or provide any additional information about why your claim was stopped.

- Contact the relevant section in the Department of Social Protection on 1890 66 22 44 to enquire why your payment has been stopped, ask if any letters informing you of the stoppage of payment were sent out to you and, if you did not receive such letter/notice, ask for a decision or reason in writing to be sent to you immediately. Depending on the reason given, you may need to seek to have a decision reviewed or to lodge an appeal to the Social Welfare Appeals Office – see Social Welfare Appeals at the end of this chapter.
- If there is a delay in resolving the issue you can apply to the Department of Social Protection's Representative, formerly known as a Community Welfare Officer (CWO), for an Exceptional or Urgent Needs payment (these are means tested) while you are attempting to resolve the issue. If it appears that the matter may take more than a week to resolve you may need to apply for a regular Basic Weekly Supplementary Welfare Allowance (SWA) payment from the DSP official.
- Contact the INOU on (01) 856 0088 for information and assistance if your payment has been stopped or if you are having difficulties accessing a Supplementary Welfare Allowance (SWA) payment.

## Overpayment and Appeals

### Overpayments

If you claim, or are paid, a social welfare payment that you were not entitled to, you will be asked to repay the money that you have received. You will be advised if an overpayment has been assessed against you and how the Department of Social Protection (DSP) propose to recover the money from you.

Where an overpayment has been established, the Department can automatically deduct 15% from your social welfare payment (not including any increase for your partner and any children) without your permission or approval. The Department may also seek to have you agree to make an additional repayment on top of the 15% deduction, but you are not obliged to do so.

You may wish to seek information and support from MABS (Money Advice and Budgeting Service) in relation to any negotiations with the DSP in repaying any monies. The Department will consider your representations before making a final decision.

The amount of any overpayment which is to be repaid by a person to the Department in relation to any Social Welfare claim may be reduced or cancelled where the overpayment arose because of:

- a failure by the Department to act within a reasonable period on information which was provided by or on behalf of the person concerned, or
- an error by the Department,

and the person concerned could not reasonably have been expected to be

aware that a failure or error had occurred. Reduction or cancellation of an overpayment because of a failure by the Department to act, or because of an error by the Department is provided for in SI 142 of 2007 (as amended). Legislation (SI 461 of 2011) also provides that an overpayment will not be offset by an alternative entitlement where the overpayment arose due to false or misleading statements or wilful concealment of facts.

A revised decision on a person's entitlement may result in an overpayment. If the revised decision is appealed, the resulting overpayment may be affected by the outcome of the appeal (e.g. if the appeal is successful this may result in the overpayment being cancelled). The overpayment itself is not separately appealable.

### **Offsetting Overpayments**

Normally, the amount of any overpayment assessed against you may be reduced, or offset, if you had an underlying entitlement to any other Social Welfare payment during the time the overpayment occurred.

This reduction, or offsetting, will not occur if the Department of Social Protection believe that the overpayment occurred because you deliberately provided false, inaccurate or misleading information in a deliberate attempt to make a fraudulent claim.

A revised decision on a person's entitlement may result in an overpayment. The revised decision may be appealed. Once the appeal has concluded, where the decision still stands, and where the overpayment arose due to false or misleading statements or wilful concealment of facts, a person may not appeal the Department's action in not offsetting the overpayment against any alternative entitlement.

### **Repayment and Prosecution**

Where a determination has been made, by the Department, that an overpayment has occurred because of fraud, the Department retains the right to pursue legal action against the claimant.

Even if an agreement has been made to repay any monies owed, and the person has adhered to this agreement without fault, the Department retains the right to pursue legal action independent of any repayment agreement, and to seek to prosecute a fraudulent claim as an offence through the courts where a conviction could result in a fine and/or custodial sentence.

If this occurs you may need to seek legal advice or representation. Please contact the INOU on (01) 856 0088 for more information.

## **The Appeals System**

The officials who make decisions about your claim at the Department of Social Protection (DSP) are known as 'Deciding Officers' (DO) or 'Designated Persons' (DP). If you are unhappy with a decision made on your claim, you have a number of options in seeking to address and resolve the problem or issue.

## Asking for a Review of a Decision

You have the right to ask the Deciding Officer/Designated Person to review their original decision, and receive a fair and unbiased review, if:

- You have new or additional information which was not available to you or the Deciding Officer/Designated Person at the time of the original decision, which if had been available at the time of the original decision you feel may have resulted in a different decision.
- The stated interpretation of the facts or information you provided which are contained in the Deciding Officers/Designated Person decision are 'subjectively' incorrect and need clarification
- The decision of the Deciding Officer/Designated Person is factually incorrect or inaccurate based on matter of fact.

The Deciding Officers must adhere to Departmental guidelines and to legislation when making a decision on your claim. They must also act in a manner which applies due process, natural justice and fair procedure in reviewing the original decision. Copies of the Department's guidelines are available on the Department's website ([www.welfare.ie](http://www.welfare.ie)) in the Freedom of Information section. Where appropriate, you should always ask the original Deciding Officer / Designated Person to review their decision before making an official appeal to the Appeals Office.

If the review process is unsuccessful you may wish to consider making a formal appeal.

**Note:** If your Social Welfare payment has been stopped or suspended by a Deciding Officer and you have requested a review of their original decision, you may be entitled to claim a Supplementary Welfare Allowance (SWA) payment from the Department of Social Protection's Designated Person (formerly known as a Community Welfare Officer, CWO).

The type of payment and amount you receive will depend on your individual circumstances. You may qualify for a weekly means tested payment to support you and your family and/or continued support of payment for Rent Supplement or Mortgage Interest Supplement.

If you are refused assistance by means of a weekly payment or payment towards your Rent or Mortgage Interest Supplement you may seek a review of the decision or appeal the decision to the Social Welfare Appeals Office. You should ask the DSP official for a copy of any decision, in writing, which sets out the grounds for the refusal of your payment under the SWA regulations.

## Social Welfare Appeals

The Social Welfare Appeals Office is an office of the Department which functions independently of the Minister and the Department in arriving at its decisions. It was established to provide an appeals service to persons who are unhappy with decisions of:

- Deciding Officers of the Department of Social Protection on questions

relating to entitlement to social welfare payments and insurability of employment under the Social Welfare Acts,

**and**

- Department of Social Protection Designated Persons, formerly known as a Community Welfare Officers (CWO), on questions relating to entitlement to certain Supplementary Welfare Allowance payments.

The Office is headed by a Chief Appeals Officer and has its own Appeals Officers. An Appeals Officer is independent of the Department and will look at your claim to make sure that the decision has been made in a reasonable way and in accordance with the legislation. Appeals Officers can determine if your application for a payment, or any decision received, is appropriate, adheres to and is in keeping with the Department's guidelines and legislation. Appeals Officers must decide cases in accordance with the social welfare legislation, as applied to the facts before them in each individual case.

### **Payment while Appealing a Decision**

If you have lodged an appeal and you are waiting on a hearing, or a decision, from the Social Welfare Appeals Office you may be entitled to claim a basic weekly payment under the Supplementary Welfare Allowance (SWA) scheme from the Department of Social Protection's Designated Person formerly known as a Community Welfare Officers (CWO).

The type of payment and amount you receive will depend on your individual circumstances. You may qualify for a weekly means tested payment to support you and your family and/or continued support of payment for Rent Supplement or Mortgage Interest Supplement.

If you are refused a Basic Weekly payment under the SWA scheme pending the processing or outcome of your appeal you should:

- Ask for the decision in writing, you are entitled to receive this.
- Submit a request, in writing, to the DSP Designated Person asking for a review of their original decision based on all the relevant information and facts available.
- If your request for a review is refused or if the review is unsuccessful you can lodge an appeal with the Social Welfare Appeals Office.
- If you lodge an appeal to the Social Welfare Appeals Office you can make a request for a Basic Weekly payment under the SWA scheme pending the outcome of your appeal.
- If you are refused a payment, your spouse, civil partner or cohabitant may be able to make a claim for themselves and any dependent children in their own right.

If you are awaiting the processing or outcome of an Appeal with the Social Welfare Appeals Office and you have insufficient income to meet your needs you can apply for an SWA Exceptional or Urgent Needs payment from the DSP

## Designated Person.

An Exceptional Needs Payment (ENP) is a once-off payment to meet an unforeseen or special need that cannot be met from a person's basic income. Assistance in the form of an Urgent Needs Payment (UNP) can also be made to persons who would not normally be entitled to SWA, to assist, for example in cases of flood damage with immediate needs such as food, clothing, fuel, household goods and perhaps shelter. Contact the INOU on (01) 856 0088 for information and assistance.

## How to make an Appeal

You should complete both sides of the appeal form and if you want an oral hearing of your appeal you should include this request on the appeal form stating why you consider your case requires/would benefit from an oral hearing. Although an oral hearing may be requested it is up to the Appeals Officer to decide whether to grant such a request as Appeals Officers may make a decision on your claim based on the documentary evidence on the file. Appeals forms are available from your local Social Welfare office or can be downloaded from the website of the Appeals Office, [www.socialwelfareappeals.ie](http://www.socialwelfareappeals.ie) and returned to:

Chief Appeals Officer, Social Welfare Appeals Office, D'Olier House, D'Olier Street, Dublin 2. Tel: (01) 671 8633 or Locall: 1890 747 434.

## Practical Steps in making your Appeal

If possible, contact the INOU for assistance **before** you lodge your appeal.

- Appeal within 21 days of receiving the Deciding Officer's/Designated Person's decision.
- You can ask for your appeal to be held as an oral hearing, this is done by simply writing 'I wish to have my appeal held as an oral hearing...' and stating why you consider your case either requires or would benefit from an oral hearing.
- When going to an oral hearing, you may be accompanied at the hearing by a member of your family, or, with the consent of the Appeals Officer, by any other person who will assist you with your appeal or represent you at the oral hearing. You are free to bring legal representation if you wish, but this is not a requirement and you may incur costs. The Social Welfare Appeals Office does not pay legal costs. Your local Resource Centre may be able to make the appeal on your behalf.
- Collect all evidence supporting your appeal and, where relevant, bring witnesses who can provide evidence.
- You should always keep copies of all the correspondence you have had with the Department and the Appeals Office – especially the original appeals form (both sides of it).
- You should request a copy of your Social Welfare file, and all the documentation relating to your case, from the Social Welfare Office that



dealt with your claim. Ask for this in writing under the Freedom of Information Act when making the request. You are legally entitled to any information the Department has used in deciding your case.

- You should meet with your representative/advisor regularly to review and update your case. Write down everything that appears relevant. Get as much supporting evidence or material as possible – the more prepared you are for the appeal the better chance you have of winning it.
- You should normally hear the result of your appeal within 6 weeks of the hearing, although this could take longer depending on the number of appeals being dealt with by the Appeals Office.
- If new evidence becomes available after the appeal, you can ask for the case to be reviewed.
- If you lose your appeal you can still apply for the same payment in the future if your circumstances have changed since the appeal decision.
- If the appeal is unsuccessful you may ask the Chief Appeals Officer to review the case if you feel the Appeals Officer has made an error with regard to the law or the facts. Any request for a review should be in writing and should specify in what way you feel the Appeals Officer has erred in law or fact.
- If your request for a review to the Chief Appeals Officers is unsuccessful, or if any review carried out by the Chief Appeals Officer is unsuccessful you may be able to write to the Ombudsman.

**Please Note:** You will not be able to take-up a place on a CE scheme, Community Services Programme, Back to Education Allowance or other schemes while your claim is under appeal.

## Complaints

### Making a Complaint

If you are unhappy with any aspect of the service provided to you as a customer of the Department of Social Protection, or the manner or fashion in which you have been dealt with or treated you have the right to make a complaint about this to the Department of Social Protection.

The complaints process cannot be used to address issues which would normally be dealt with by the Appeals Process (see previous pages) this includes rates of payment, qualification criteria, means testing or other similar issues not directly related to Customer Services.

### How to Complain

Firstly, make the complaint. You can do this in person at your local Social Welfare Office, by telephone Lo-Call 1890 662244, email [qcs@welfare.ie](mailto:qcs@welfare.ie) or through their website [www.welfare.ie](http://www.welfare.ie). It is, however, recommended that you seek assistance and support from your local Citizens Information Centre

[www.citizensinformation.ie](http://www.citizensinformation.ie) or the INOU [www.inou.ie](http://www.inou.ie) telephone (01) 856 0088 in making your complaint.

If you are submitting your complaint in writing you should keep copies of all documentation submitted to the Department and send your complaint by registered post, to ensure traceable delivery and receipt of your complaint.

Your complaint should be addressed to the manager or supervisor of the office/section concerned as the manager/supervisor is responsible for all issues concerning his/her office and they will be the person charged to investigate your complaint. The Department of Social Protection will seek to resolve your complaint as soon as possible.

If you are still not satisfied with the response, you can have your complaint referred to the Local Manager/Section Manager/Officer specifically designated to handle complaints.

### **Information You Should Provide When Making a Complaint**

The following will speed up the handling of your complaint:

- Your name, address, telephone number, email address and Personal Public Service Number (PPS No) - this used to be the old RSI Number
- State the nature of your Complaint i.e. what happened, when it happened, etc.
- State the Name of the Office and the Staff Members Names (if known) that you were dealing with.
- Your daytime/mobile telephone number (if you have one), if you would like to be contacted by phone – this could speed up dealing with your complaint.
- If the complaint is complicated, you might prefer to put it in writing - this will ensure that all details are given.

Your local Citizens Information Centre [www.citizensinformation.ie](http://www.citizensinformation.ie) or the INOU [www.inou.ie](http://www.inou.ie) can assist you in compiling your complaint.

### **Dealing with Your Complaint**

The Department of Social Protection will aim in all cases to resolve the complaint immediately. However, if this is not possible the Department will:

- record the details of the complaint and acknowledge that they have received it
- will issue you with a response to your complaint within 15 working days
- review your complaint at a higher level if you are dissatisfied with the response you receive
- where they are at fault, apologise and correct the error as soon as possible
- explain why, if your complaint cannot be resolved for any reason beyond their control

- review the complaint and consider whether they can learn from what has happened or try to ensure it does not happen again

### **If you are still not satisfied...**

If you feel that you have been unfairly treated or are not satisfied with a decision on your complaint, it is open to you to contact the Office of the Ombudsman. By law the Ombudsman can investigate complaints about any of Department of Social Protection administrative actions or procedures as well as delays or inaction in your dealings with the Department. The Ombudsman provides an impartial, independent and free dispute resolution service.

**Office of the Ombudsman**, 18 Lower Leeson Street, Dublin 2.  
Telephone (01) 639 5600 Lo-Call 1890 22 30 30 Fax: (01) 639 5674  
Website: [www.ombudsman.ie](http://www.ombudsman.ie) E-mail: [ombudsman@ombudsman.gov.ie](mailto:ombudsman@ombudsman.gov.ie)  
Your local Citizens Information Centre [www.citizensinformation.ie](http://www.citizensinformation.ie) or the INOU can assist you in preparing your case for the Ombudsmans Office.

## **Cohabitation**

### **What is Cohabitation**

The term 'cohabitant' is defined in the social welfare code in accordance with Section 172 (1) of the Civil Partnership and Certain Rights and Obligations of Cohabitants Act, 2010

*"For the purposes of this Part, a cohabitant is one of 2 adults (whether of the same or the opposite sex) who live together as a couple in an intimate and committed relationship and who are not related to each other within the prohibited degrees of relationship or married to each other or civil partners of each other."*

If you are assessed as being a member of a cohabiting couple your Social Welfare payment may be affected.

- Your payment could be suspended pending further investigation
- Your payment/claim could be stopped/refused
- The Department of Social Protection could assess an overpayment against you and seek repayment of any monies they believe were paid to you incorrectly while you were cohabiting.

If your payment/claim is stopped or refused on the grounds of cohabitation, or if an overpayment has been assessed against you, you have the right to Appeal to the Social Welfare Appeals Office. Contact the INOU on (01) 856 0088.

## **Civil Partnerships**

For the purposes of most social welfare claims (for example, Jobseeker's Allowance and Supplementary Welfare Allowance claims) cohabiting couples, people in civil partnerships and married couples are treated the same. For more information contact the INOU on (01) 856 0088.



Twenty First Edition

## CHAPTER 2

### Coping with Poverty

<b>Supplementary Welfare Allowance Scheme (SWA)</b>	<b>46</b>
• Types of Payment	47
• Who is eligible for a payment	47
• Decisions on Payment	49
• Refusal of Payment	49
• Basic Weekly Payment	49
• Over-payments and Re-payments	50
• Rent Supplement	51
• Mortgage Interest Supplement	58
– House for Sale	59
– Means Test	58
• Exceptional Needs Payments (ENPs)	60
• Urgent Needs Payments (UNPs)	61
• Back to School Clothing and Footwear Scheme	61
<b>Applying for Supplementary Welfare Allowance</b>	<b>62</b>
<b>SWA Appeals</b>	<b>64</b>
• Payment Pending Appeal	65
<b>Medical Cards</b>	<b>66</b>
<b>Managing Your Money</b>	<b>68</b>
<b>Debt Management</b>	<b>67</b>
<b>Losing your Job</b>	<b>68</b>
• Changes to Working Conditions	68
• Reduced Hours or Pay	68
• Short-time and Layoff	69
<b>Redundancy</b>	<b>70</b>
• Redundancy and Tax	72
• Employer unable to pay Redundancy	73
• Voluntary Redundancy	74
• Insolvency Payments Scheme	76

## Coping with Poverty

The INOU is constantly campaigning for much needed improvements in the social welfare system and for real 'cost of living' payments for all welfare recipients. In the meantime, we realise that it is important for people to get as much help, information and support as possible.

In this chapter we explain a range of supports available, how to access them and how to get the most benefit from them.

## Supplementary Welfare Allowance Scheme (SWA)

**Please Note:** If your Jobseeker's payment has been reduced to a 'penalty' rate of payment because the Department determined that you:

- Refused an appropriate offer of training by an Officer of the Department of Social Protection or SOLAS, or
- Declined an intervention under the Employment Action Plan (EAP), do not attend EAP meetings with a SOLAS Officer under the EAP or drop out of the EAP process – which can include Community Employment (CE) and Tús.

You will not qualify for a Basic Weekly payment under the Supplementary Welfare Allowance (SWA) scheme to increase your weekly income. In addition, you will not qualify for any Basic Weekly payment under SWA while appealing a 'penalty' rate of Jobseeker's payment to the Social Welfare Appeals Office.

The Supplementary Welfare Allowance (SWA) scheme provides a basic income support payment to eligible people who are habitually resident in the State and whose means are insufficient to meet their needs and those of their dependants.

The main purpose of the basic supplementary welfare allowance scheme is to provide immediate and flexible assistance for those in need. The scheme is subject to certain terms and conditions.

A typical example of this is where:

- an application for a Social Welfare payment has been made and is being processed and the claimant has no other income.
- a request for a Review of a negative decision has been made and pending the outcome of the review the claimant has no other income.
- an official Appeal against a decision or refusal of payment has been lodged with the Social Welfare Appeals Office and the claimant has no other income.
- a single/once-off payment is required to help meet an exceptional and unforeseen need which a person could not reasonably be expected to meet out of their weekly income.

Payments under this scheme are administered by the Department of Social Protection's Representative (formerly known as the Community Welfare

Officer). This official makes a decision based on the circumstances of each individual case, using guidelines that interpret the legislation.

## **SWA – Types of Payment**

- Basic Supplementary Welfare Allowance (SWA)
- Rent Supplement
- Humanitarian Assistance
- Supplements (Heating, Diet)
- Back to School Clothing and Footwear Allowance
- Mortgage Interest Supplement
- Exceptional Needs Payment (ENP)
- Urgent Needs Payment (UNP)

## **SWA – Who is eligible for a payment?**

Any person resident in the state whose means do not meet her/his needs, and the needs of any child dependant or qualified adult, is entitled to apply for a Supplementary Welfare Allowance payment.

### **In order to get a payment you must:**

- Satisfy a means test
- Satisfy the Habitual Residence Condition (HRC)
- Have applied for all possible benefits or assistance from either the Department of Social Protection or other appropriate state agency
- Have provided all information or documentation reasonably requested by the Department, where such request pertains to material you could reasonably be expected to provide where it is relevant and appropriate to the processing or administration of your application
- Have registered with Department of Social Protection / Intreo if you are of working age
- Have positively engaged with the Department in pursuing any offers of training, education or work experience as recommended by an official of the Department
- Satisfy the DSP Representative that you need the particular payment

The following groups are **not normally** entitled to a basic weekly payment:

- Full-time students (but students studying under an approved educational scheme can apply) see Chapter 6.
- Full-time workers, unless employment is under 30 hours per week.\*
- People involved in trade disputes, however they may claim Supplementary Welfare Allowance for their dependents.

- People who do not satisfy the Habitual Residence Condition (HRC).
- People in prison.
- Persons receiving 'penalty' rates of Jobseekers payments, even where the claim is subject to a Social Welfare Appeal.
- \* This condition does not apply to your spouse, civil partner or cohabitant. However any income they have from work is taken into account in the means test.

If you are excluded from applying for an SWA payment based on the list above, you may still apply for Exceptional Needs Payments (ENP's) and in some instances may also apply for Urgent Needs Payments (UNP's) where the need is exceptional and unforeseen.

### SWA – Assessment of Savings/Capital

The value of your savings, investment and capital will be assessed to determine the amount of SWA you may be entitled to receive. The method of assessing capital for entitlement to SWA payments is as follows:

Capital	Weekly Means Assessed	Value
First €5,000	Disregarded/Not Counted	€0
Next €10,000	valued at €1 per €1,000	up to €10
Next €25,000	valued at €2 per €1,000	up to €20
Balance	valued at €4 per €1,000	subject to amount

#### Example:

Savings of €30,000; the first €5,000 is disregarded = €0, the next €10,000 is valued at €1 per '000 = €10, the next €15,000 is valued at €2 per '000 = €30. This means that savings of €30,000 would have an assessable value of €40 per week (€0 + €10 + €30).

### SWA – Decisions on Payment

- Each application for assistance under Supplementary Welfare Allowance is subject to certain terms and conditions which are governed by legislation. Each decision by DSP officials is subject to legislation.
- Each application for an SWA payment must be treated as an individual application in its own right. DSP officials cannot seek to rely solely or exclusively on any other decision made by the Department in justifying a refusal of an SWA payment. While information on means, family size and other details related to your 'status' may be shared internally by the Department of Social Protection, each application must be assessed on its own merits and a decision must be reached using due process, natural justice and fair procedure reliant on the facts and evidence of the application and the governing legislation.

- If you are refused a Basic Weekly payment you may appeal this to the Social Welfare Appeals Office, and seek a Basic Weekly payment pending the outcome of your appeal.\*
- If you are refused a Basic Weekly payment your dependant spouse / civil partner / cohabitant may be able to make an application for an SWA payment in their own right for themselves and any dependent children.

\* excluding Jobseeker's payments subject to 'penalty' rates of payment

## SWA – Refusal of Payment

- You may be refused an SWA payment, if you did not qualify for a Social Welfare payment because you have failed to provide information or material requested by the Department, without just cause or good reason.
- If you are refused an SWA payment you are entitled to receive the decision for the refusal in writing on the grounds that you may wish to seek to request a review of that decision, or that you may wish to lodge a Formal Appeal with the Social Welfare Appeals Office – see SWA Appeals later in this chapter.

### EU workers may be able to claim a basic SWA payment, and access Rent Supplement and other SWA payments, if they

- Have been genuinely employed in Ireland, and have lost their job, **and**
- Meet the other relevant qualifying conditions for SWA
- For more information see HRC and EEA/EU workers on [www.welfare.ie](http://www.welfare.ie)

## Types of Payments

### SWA – Basic Weekly Payment

You can apply for this payment if your income is less than the SWA rate appropriate for your family size, and can satisfy the means test. You can receive a Basic SWA payment if you:

- Have applied for a Social Welfare payment appropriate to your circumstances and are awaiting processing/a decision on your claim and have insufficient means to meet your needs. You will only be paid the difference between your current level of income and the appropriate rate of SWA for your family size
- Are seeking a Review of decision by a Deciding Officer in relation to your SWA/Social Welfare payment
- Are Appealing a decision/refusal of payment to the Social Welfare Appeals Office
- There is no automatic entitlement to a basic weekly SWA payment while awaiting the outcome of an appeal/review decision.



## SWA – Basic Weekly Payment – Full Rate

### Basic Supplementary Welfare Allowance\*

Personal rate	Qualified Adult	Qualified Child
€186	€124.80	€29.80

\*This applies to claimants aged 26 and over or under 26 with dependent children.

\*\*A child dependant is a person under the age of 18 who lives with you and depends on you for financial support. If you have been getting SWA for at least 27 weeks, the age limit is 22 for a child dependant in full-time education or up to the end of the academic year after their 22nd birthday.

## SWA – Basic Weekly Payment – Reduced Rate

### Basic Supplementary Welfare Allowance for people under 26 years of age with no dependent children

Age	Personal rate	Qualified Adult	Qualified Child
18-24	€100	€100	_____
25+	€144	€124.80	_____

Reduced rates of Supplementary Welfare Allowance for claimants under 26 years of age do not apply to:

- People with dependent children
- People aged 22-25 who were getting a higher rate before 9th January 2014
- Certain children leaving HSE care aged 18 or who were in the care of the HSE during the 12 months before reaching 18 years of age

There are no reductions in rates for existing claimants aged between 18 and 25 who were getting a higher rate before the changes on 9th January 2014. (People aged 18-21 got €100, people aged 22-24 got €144 and at 25 the full personal SWA rate was payable.) However their payments will increase in line with the new rates.

## SWA – Benefit and Privilege

If you are under 24 years or under, and living with your parents, their income may also be assessed as means against you when processing your application (evidence of parents' income may be required).

## SWA – Overpayments and Repayments

If you have an outstanding overpayment with the Department of Social Protection in relation to any previous/other social welfare claims i.e. you owe

them any monies, up to 15% of an SWA payment can be deducted automatically, without your permission or approval, to recover the monies owed to the Department. For a single person this deduction will be €27.90 (15%) from the €186 weekly payment.

This deduction can only be made from your personal rate of payment i.e. €186, and not from any payment for your spouse/cohabitant/civil partner or child dependant.

## Rent Supplement

### Housing Assistance Payment (HAP)

A new Housing Assistance Payment (HAP) has been announced to replace the existing Rent Supplement scheme. Recipients of rent supplement with an established housing need from the Department of Social Protection (DSP) under the existing Rent Supplement scheme will be transferred to local authorities under the HAP scheme.

During the test phase, it is envisaged that the authorities will initially focus on new applicants before moving on a progressive basis to those already in receipt of Rent Supplement. It is also intended that the test phase will prioritise, as much as possible, the transfer of long-term unemployed rent supplement recipients to HAP.

The HAP will be implemented on a pilot basis in 2014 in the following Limerick, South Dublin, Louth, Kilkenny, Waterford, Cork and Monaghan.

Under this new scheme the Department of Social Protection will provide for the implementation of the mandatory direct deduction of rental contributions from the welfare payments of HAP recipients and local authority tenants. Please visit the INOU website [www.inou.ie](http://www.inou.ie) for updates on the implementation of the HAP scheme.

Rent Supplement is paid to people living in private rented accommodation who cannot provide for the cost of their accommodation from their own resources. In general, you will qualify for a Rent Supplement, if your only income is a social welfare payment and you satisfy the other conditions.

Rent Supplement is normally calculated to ensure that a person, after the payment of rent, has an income equal to the rate of SWA appropriate to their family circumstances less a minimum contribution. This minimum contribution is currently €30 for single people or €40 for couples. Rent supplement recipients are required to pay this contribution from their own income.

**NB: Because the personal rate of SWA is €186 and Jobseeker's Benefit and Allowance, OPFP etc is €188, recipients of these payments will have their rent supplements reduced by a further €2.**

Many recipients pay more than €30 or €40 minimum contribution because they have been assessed as having access to additional means (income) above the basic SWA rate. As such, they are expected to make a greater contribution to the payment of their rent.

- The minimum contribution that individuals and families make towards their rent is €30 for a single person and €40 for a couple.
- Before you apply for rent supplement you need to have been assessed by your local authority as having a housing need, unless one of the following exceptions applies:
  - You do not require an assessment if you have been in private rented accommodation for 6 out of the last 12 months, provided that you were able to afford your rent from your own funds at the start of your tenancy.
  - You do not require an assessment if you have been in homeless accommodation, in prison or in hospital for 6 out of the last 12 months.
- Rent Supplement will not be paid where an applicant has, unreasonably and without just cause, refused a second offer of local authority housing, or has left such housing without reasonable cause.

### Rent Supplement – Central Rent Units

If you are applying for a Rent Supplement your area may be covered by one of the new Central Rent Units – visit the [www.welfare.ie](http://www.welfare.ie) website for details of these units. If you are not covered by one of these units, you should contact the Department of Social Protection's representative, (formerly known as the Community Welfare Officer).

If you live in one of the areas covered by the new Central Rent Units you can get a 'rent pack'. This pack contains detailed information (including a list of documentation you will need) and all the relevant application forms. You should read the information in the pack carefully.

If you are satisfied that you have all the necessary documents ready you can forward your application to the relevant Rent Unit. The processing of your application may be delayed if you do not supply all the information requested in the pack.

The Unit will contact you if they need any further information. If they do not need any more information they will tell you when your application will be processed. If you require assistance in making an application, contact the INOU on (01) 856 0088 or by e-mail: [welfare@inou.ie](mailto:welfare@inou.ie)

### Rent Supplement – Landlord Registered for Tax

Rent Supplement is not payable in respect of a tenancy where the landlord:

- has not provided the Department's Representative with a Tax Reference Number (normally their PPS number), or
- has not advised the Department's Representative that she/he has no Tax Reference Number and has not notified the Department's Representative the reasons why she/he has no Tax Reference Number

## Rent and Mortgage Interest Supplement Means

Taking up part-time employment can effect your Rent/Mortgage supplement. Income is assessed in the following way:

- The first €75 of 'additional household income' is disregarded.
- Additional household income over €75 is disregarded at 25% of its value
- There is no *upper limit* on the amount that can be disregarded

## Rent Supplement – Additional Household Income

When calculating entitlement to a Rent Supplement and Mortgage Interest Supplement 'additional household income' is money that comes from:

- Part-time employment or self-employment (under 30 hours per week)
- Full-time employment or full-time self-employment (30 hours or over per week – if one of a couple is in full time employment, both are excluded from claiming Rent Supplement) only where a person is accepted as in need of accommodation by a Local Authority under the Rental Accommodation Scheme. This only applies to Rent Supplement claims, it does not apply to Mortgage Interest Supplement.

**PLEASE NOTE:** Different rules apply where a person is **officially on** the Rental Accommodation Scheme (RAS) with a Local Authority and paying differential rent.

- Any employment or scheme i.e. CE, BTWA, BTWEA or SOLAS course
- Family Income Supplement (FIS)
- The value of all property of which the Department determine the person deprived themselves of in order to qualify for SWA. (If you disagree with any decision of the Department in relation to the disposal of any property you may have the right of appeal).
- Maintenance Payments of over €95.23. Payments in excess of €170.23 (€95.23 max maintenance limit + €75 'additional household income') are assessed as 'additional household income', with the amount over €170.23 disregarded at 25% of its value.

Where assessable 'additional household income' is over €75, the amount over the €75 will be disregarded at 25% of its value:

**Example:** Additional Household Income = €125

**Step 1:** First €75 disregarded = balance €50  
(€125 minus €75 = €50)

**Step 2:** Amount over €75 disregarded at 25% of its value  
(€50 x 25%) = €12.50. Total disregard: €87.50

**Step 3:** Add Household Income €125 – Total Disregard €87.50  
Rent Supplement reduced by €37.50 (€125-€87.50)

**Note:** Remember that certain types of 'additional income' can affect your basic Social Welfare payment.

**Example 1:**
**Single person on Jobseeker's Allowance (€188.00) with no other income**

Single Rate Jobseeker's Allowance	€188.00
Basic SWA rate for a single person	- €186.00
Additional income above Basic SWA rate	€2.00
Private Rented Accommodation per week	€105.00
Minus minimum personal contribution (person pays)	- €30.00
Maximum Rent Supplement payable per week (DSP)	€75.00
Minus additional income above Basic SWA rate	- €2.00
Rent Supplement payable (DSP)	€73.00

**Example 2: Single person on Jobseeker's Allowance working part-time (under 30 hours) with €150 additional household income**

Private Rented Accommodation per week	€105.00
Minus minimum personal contribution (person pays)	- €30.00
Maximum Rent Supplement payable per week (DSP)	€75.00
Standard Jobseeker's Payment	€188.00
Earnings from Employment over 3 days	€150.00
Revised Jobseeker's payment based on assessment of earnings*	€134.00
*(see Chapter 4 for Jobseeker's Allowance and assessment of additional income)	
New total income (revised Jobseeker's Allowance and income from work)	€284.00
Additional Household Income above SWA rate (SWA rate €186.00)	€98.00
Automatic €75 disregard on additional income	- €75.00
Disregard of 25% the remaining amount (€21 - 25%)	- €5.25
Total Disregard (€75 + €5.25)	€80.25
Amount Assessed against Rent Supplement (€98.00 - €80.25)	€17.75
<b>Rent Supplement payable (€75.00 - €17.75)</b>	<b>€57.25</b>

## Rent Supplement – Allowed Expenses

When calculating a person's additional household income, PRSI and reasonable travelling expenses can be disregarded. In addition, certain lunch, travel allowances or childcare allowances paid to participants may also be disregarded. Income Tax **will not** be disregarded.

## Rent Supplement – Non-dependent household members

Non-dependent household members, i.e. children or other family members, receiving a social welfare payment in their own right, must contribute a minimum of €30 for a single person, €40 for a couple, towards the rent or mortgage interest supplement (Unless they have already been subjected to the Benefit and Privilege assessment).

Where non-dependent household members are working, their assessable income (i.e. gross, less PRSI and travel to work expenses) is divided by the appropriate rate of SWA (€186 for a single person) which is then multiplied by €30 to establish their liability. This applies to both Rent Supplement and Mortgage Interest Supplement.

**Example:**

John is living in the family home and his parents receive a Rent Supplement/Mortgage Interest Supplement. John earns €600 a week. He has a monthly bus pass, costing €100.

**Income:** €600

**Deductions:** Travel = €25

PRSI = €19

**Assessable Income:** €556

**Assessable Income Valuation:**  $€556 \div €186 = €2.99$

$€2.99 \times €30 = €89.70$

**Final Deduction:** €89.70\*

\*This is in addition to any contribution which his parents must pay due to their own circumstances

## Rent Supplement – Maintenance Payments

If your only additional income is a maintenance payment, the first €95.23 per week of that maintenance payment is counted in full as means when calculating entitlement to Rent Supplement. Any maintenance payments in excess of €170.23 (€95.23 max maintenance limit + €75 'additional household income') will be assessed as 'additional household income', with the amount over €170.23 disregarded at 25% of its value.

## Rent Supplement – Rehabilitative Earnings Disregards

If you are in receipt of a Disability Allowance payment and have permission to engage in rehabilitative employment, up to €120 of earnings from that rehabilitative employment can be disregarded when assessing income which could affect payment of Rent Supplement or Mortgage Interest Supplement. This disregard cannot be applied with 'the additional income disregard' as described on previous pages. Only one such disregard can be applied, whichever is most beneficial.

## Rent Supplement – Partial Capacity Benefit

If you are in receipt of Illness Benefit (IB) or Invalidity Pension (IP) you can take up employment under the new Partial Capacity Benefit (PCB). The PCB allows you to return to work and retain some of your Illness Benefit/Invalidity Pension based on a medical assessment, see Chapter 4 for more information.

**Important:** Rent Supplement and Mortgage Interest Supplement recipients who avail of the Partial Capacity Benefit may retain entitlement while engaged in part-time employment. Rent Supplement recipients who engage in full-time employment may retain entitlement only where a Local Authority accepts the person as in need of accommodation under the Rental Accommodation Scheme.

The following example illustrates how Rent Supplement is affected by income from employment while in receipt of a Partial Capacity Benefit.

### Example 1: Single person on IP/IB (€188.00) with no other income

#### Calculate Income

Partial Capacity Benefit (Moderate 50%)	€ 94.00
Income from Employment (24 hours @ week €8.65 per hour)	+ € 207.60
New Total Income	€301.60

#### Calculate Extra Income

New Total Income	€301.60
Basic Supplementary Welfare Allowance (SWA) rate	- €186.00
Extra Income	€115.60

#### Calculate Rent Supplement payable

Private Rented Accommodation per week	€105.00
Minus minimum personal contribution (person pays)	- €30.00
Maximum Rent Supplement payable per week	€75.00*

(\*before disregards applied see step 1 and step 2 below)

#### Disregard – Step 1 (first €75)

Extra Income	€115.60
(minus) €75 disregard	- €75.00
Remainder	€40.60

#### Disregard – Step 2 (25% of balance)

Remainder	€40.60
(minus) 25% of Remainder =	- €10.15
Final additional assessable income	€30.45

#### Calculate Rent Supplement payable

Maximum Rent Supplement payable per week	€75.00
(minus) Final Assessable Income	- €30.45
Final Rent Supplement payable	€44.55

## Rent Supplement – Returning to Full-Time employment

Persons accepted as being in need of accommodation under the Rental Accommodation Scheme (RAS) may continue to receive a Rent Supplement and return to full-time employment subject to satisfying a means test. To qualify the person must not have been in full-time employment (i.e. 30 hours or more per week) in the previous 12-month period immediately before seeking to retain their Rent Supplement.

Where a person has participated in Community Employment (CE) or the Back To Work Enterprise Allowance Scheme (BTWEA) they will be eligible to retain their Rent Supplement if returning to full-time work – subject to qualifying for the Rental Accommodation Scheme (RAS).

A person who is not entitled to retain Rent Supplement on taking up full-employment may continue to receive payment of Rent Supplement for a period of up to 30 days after starting work or until such time as he or she first receives remuneration, whichever is the earlier – (section 5 SWA Rent Supplement Operational Guidelines on [www.welfare.ie](http://www.welfare.ie).)

### **Rent Supplement – will not be paid when:**

One member of a household is working full-time (i.e. if one of a couple is working 30 hours or more). In such case both partners will be excluded from receiving a rent supplement. This does not apply where the claimant has been accepted as 'in need of accommodation' by a Local Authority under the Rental Accommodation Scheme (RAS) and their spouse, civil partner or cohabitant is not in full-time employment.

### **Rent Supplement – Renting from a parent**

You can not qualify for Rent Supplement to help you pay rent to your parent if you are living in the family home. If your parent owns a second property, you will generally not get Rent Supplement to rent this property from them unless it is a *bona fide* tenancy **and** you are assessed as having a housing need. Your parent/s must also be able to prove that they have a history of renting this property.

### **Rent Supplement – Levels of Acceptable Rent**

When assessing applications for Rent Supplement, a DSP Representative will use guidelines on what is considered reasonable accommodation for individual or household needs. Rent supplements are subject to a limit on the amount of rent that an applicant for rent supplement may incur. The limits vary according to geographic location and family size.

The rent supplement will only cover rent up to the amount set out in the regulations. If your rent is above the maximum 'cap' or limit for your family size the DSP can refuse to pay any rent supplement.

A DSP Representative can ask you to move to cheaper rented accommodation if they think your accommodation is too expensive. It is essential that you keep the DSP Representative informed of any change in your circumstances. Contact the INOU on (01) 856 0088 or by e-mail: [welfare@inou.ie](mailto:welfare@inou.ie) for details of maximum rent limits in your area.

### **Rent Supplement – Reduction in Rents**

If your rent is above the maximum limits, you will be asked to approach your landlord to have your rent reduced. If the landlord will not reduce your rent you should contact your local rents unit to discuss your options. You may be asked to move to cheaper accommodation. If you believe your rent is above market rates you can submit a complaint to the Private Residential Tenancies Board (PRTB) who have the power to order your landlord to reduce the rent. Please contact the INOU on (01) 856 0088 or by e-mail: [welfare@inou.ie](mailto:welfare@inou.ie) for further information or assistance.



## Mortgage Interest Supplement

The purpose of Mortgage Interest Supplement is to provide short-term support to eligible people who are unable to meet their mortgage interest repayments in respect of a house, which is their sole place of residence. The supplement assists with the interest portion of the mortgage repayments only and is payable if the loan agreement was entered into at a time when, in the opinion of the Department of Social Protection (DSP), the person was in a position to meet the repayments.

### Mortgage Interest Supplement Scheme – Closed to new applicants

From 1st January 2014, the Mortgage Interest Supplement scheme is closed to new entrants and no new applications will be accepted from this date. This measure does not affect current claimants immediately (people who were getting Mortgage Interest Supplement before 1st January 2014). The scheme will be wound down for these claimants over a 4-year period. The Mortgage Interest Supplement Scheme will be phased out by 2018.

### Mortgage Interest Supplement – Existing Recipients

To continue to qualify for an existing Mortgage Interest Supplement (MIS) payment, or to qualify for a MIS payment having complied with alternative repayment arrangements with your mortgage provider under the Mortgage Arrears Resolution Process (MARP), you must also meet the following conditions:

- You must satisfy the means test
- You must have been able to afford the repayments when your loan agreement was first agreed
- The amount of your mortgage interest payable is not more than what the Department considers reasonable to meet your residential and other needs
- Only the portion of your loan that relates to the essential purchase, repair or maintenance of your home is taken into account
- The size of the arrears are not greater than what the Department considers reasonable
- You are habitually resident in this State

### Mortgage Interest Supplement – Means Test

When you apply for Mortgage Interest Supplement your means will be assessed. This will show how much of the mortgage interest you are able to pay. A means test examines all your sources of income. However, some income is not taken into account in the calculation of your means. You may qualify for Mortgage Interest Supplement if your income is below a certain amount and you meet the other conditions.

Where a person has additional income in excess of the standard weekly rate of

Supplementary Welfare Allowance (SWA), the first €75 of such additional income, together with 25% of any additional income over €75, is disregarded for means assessment purposes.

Please contact the INOU on (01) 856 0088 or by e-mail: [welfare@inou.ie](mailto:welfare@inou.ie) for further information on the means test.

### **Mortgage Interest Supplement – Household Contribution**

You are required to make a minimum contribution from your own income towards the cost of your mortgage interest. This minimum Household Contribution is currently €30 for single people or €40 for couples.

Many recipients pay more than €30 or €40 minimum household contribution because they have been assessed as having access to additional means (income) above the basic SWA rate. As such, they are expected to make a greater contribution to the payment of their rent.

### **Mortgage Interest Supplement – Education**

You will not qualify for Mortgage Interest Supplement if you are attending full-time education. However, if you are receiving Mortgage Interest Supplement and qualify for the Back to Education Allowance (BTEA), you will keep an entitlement to Mortgage Interest Supplement.

### **Mortgage Interest Supplement – House for Sale**

Up to the 1st January 2014 you could qualify for MIS if your house was for sale. This means that you could engage in the process of attempting to sell your home and continue to be eligible for MIS, subject to the other conditions of the MIS scheme.

In order for your property to be assessed as 'for sale' the asking price must have been realistic and based on current market value. If you have overvalued the property, resulting in an uncompetitive price when compared to other similar properties – in effect preventing sale, the Department may not accept that the property was genuinely for sale and you may not qualify for MIS.

### **Mortgage Interest Supplement – Property Tax**

People in receipt of the Mortgage Interest Supplement may qualify for a waiver from the Household Property Tax. To be eligible for the waiver you must be in receipt of MIS on the liability date, which is January 1st of each year.

### **SWA – Heating Supplement and Diet Supplement**

Heating Supplement may be paid to people who, due to ill health or a particular medical condition, require a well-heated house. Again you will have to show that your income does not allow you to meet this special need. The DSP Representatives have guidelines to decide how much the extra heating will cost and how much help/assistance you should get.

Diet supplement was payable to people who have been prescribed a special diet as a result of a specified medical condition and whose income did not allow them to meet this special need. The scheme is now closed to new applicants from 1st February 2014. However, people who were getting Diet

Supplement before 1st February 2014 can continue to keep the payment (for as long as they continue to be entitled to the payment).

### SWA – Exceptional Needs Payments (ENPs)

The Department of Social Protection's Representatives (formerly known as the Community Welfare Officers) have the power to make once-off payments to meet exceptional and unforeseen needs. Examples would be assistance towards the cost of funerals, maternity items or buying/repairing essential household items such as a cooker or washing machine. If you have a once-off expense, which you are unable to pay, you should apply for this payment. ENPs are payable at the discretion of the officers administering the scheme taking into account the requirements of the legislation and all the relevant circumstances of the case in order to ensure that the payments target those most in need of assistance. Give the DSP Representative as much information as you can in order to see if the payment can be made. If you require assistance in making an application, contact the INOU on (01) 856 0088 or by e-mail: [welfare@inou.ie](mailto:welfare@inou.ie).

### ENP's Exceptional Needs Payments

New guidelines governing the payment of ENPs were introduced in 2013. Under these provisions, a single payment may be made to help meet essential, once-off, unforeseen, exceptional expenditure, which a person could not reasonably be expected to meet out of their weekly income. The principal consideration in making a single payment to address a particular need is that the need to be met must be exceptional and unforeseen.

These payments are not intended to cater for expenses which are of a predictable and recurring nature which should be budgeted for out of regular weekly income and should not be used as a regular supplement to primary social welfare payments or as a substitute for another social welfare payment. Payments should arise only under exceptional conditions and should not become a regular or standard practice.

- **Religious ceremonies:** Mainly communion and confirmation, payments will no longer be made.
- **Prams, Buggies and Cots:** A maximum payment of €100 can be made toward assisting in the purchase of a pram or buggy or cot, with a maximum of €150 payable in respect of a double buggy.
- **Adult and Child clothing:** a maximum payment of €100 is recommended for adult clothing and €50 in respect of child clothing.
- **Household appliances and Furniture:** recommended maximum amounts payable will apply for major household appliance items and furnishings.

This list is not exhaustive and these guidelines **do not** affect the general discretion available to DSP Representatives to issue an exceptional needs payment to assist an individual or household in any particular hardship situation, which might arise. If you require assistance in making an application,

contact the INOU on (01) 856 0088 or by e-mail: [welfare@inou.ie](mailto:welfare@inou.ie).

### ENPs – Clothing Grant

In previous years ENP payments were made around the end of December, and became known as a 'Clothing Grant'. This was not an official payment or an automatic payment based on any underlying entitlement to a specified amount. All future payments towards the cost of clothing will be covered by the new ENP guidelines.

### ENPs – Electricity and Fuel Arrears

If you have electricity or fuel arrears and have not been able to come to an affordable arrangement with your provider, you may apply under the ENP scheme to help pay some or all of the arrears.

### Urgent Needs Payments (UNPs)

Anyone may qualify for a special payment to meet an urgent need, for example, arising from a fire or flood. However, there is no automatic entitlement to such payments. UNPs are payable at the discretion of the Department of Social Protection's Representative (formerly known as the Community Welfare Officer) taking into account the requirements of the legislation and all the relevant circumstances of the case.

### Back to School Clothing and Footwear Allowance Scheme

This payment is designed to help meet the costs of school uniforms. Applications can be made from **1st June to 30th September**. You may qualify for the Back to School Clothing and Footwear Allowance if you are:

- In receipt of a social welfare payment (including Family Income Supplement or Supplementary Welfare Allowance), or
- Taking part in an approved employment scheme (back to work scheme) including JobBridge, or
- Taking part in a recognised education or training course, or
- Involved in an Area Partnership Scheme, or
- Attending a SOLAS, Fáilte Ireland or Local Employment Services (LES) training scheme.

The payment is means tested based on gross income, less PRSI and reasonable travel expenses, and is as follows:

#### Back to School Clothing and Footwear Allowance Income Limits

Children	1 Child	2 Children	3 Children	4 Children
Couple*	€563.60	€593.40	€623.20	€653.00*
	*Each extra child €29.80			
Lone Parent**	€410.10	€439.90	€469.70	€499.50**
	**Each extra child €29.80			

The allowance paid for each eligible child aged 4-11 on or before 30th September 2014 is €100.  
 The allowance paid for each eligible child aged 12-22 on or before 30th September 2014 is €200.  
 The allowance will only be paid for eligible children aged 18-22 who are in second-level education.

## Applying for Supplementary Welfare Allowance

### SWA Payments – How to apply

You can make an application for any of the above Supplementary Welfare Allowance (SWA) payments through the Department of Social Protection's Representative (formerly known as the Community Welfare Officer).

**Rent Supplement:** To apply contact the Department of Social Protection's Representative (formerly known as the Community Welfare Officer). In some areas Rent Supplement applications are being taken by centralised Rent Units. See previous pages for more information.

**Mortgage Interest Supplement:** From 1st January 2014, the Mortgage Interest Supplement scheme is closed to new entrants and no new applications will be accepted from this date.

Your local Department of Social Protection (DSP)/Intreo office can provide official application forms to make applications for Basic Weekly SWA payments and Rent Supplement. Remember to keep a copy of your original application if possible. You can also download the forms from the Department's website [www.welfare.ie](http://www.welfare.ie)

This application will give you the opportunity to explain all the reasons why you need help at that particular time; it will help you to explain your case to the DSP Representative.

You will need to bring the following items when making your application:

- Proof of where you live and proof of identity.
- Relevant letters from doctors, community workers, social workers, etc. as appropriate.
- If you are looking for Rent Supplement bring your rent book or rent receipts.
- Official written quotes from shops or repair-shops if seeking help with essential household goods.

Your application will be means-tested based on your income and decisions normally take about a week. The quicker you can give the DSP Representative the information needed to make the means test, the quicker s/he can process your claim. You should not purchase any items before the payment has been authorised as your application may not be successful.

If you are refused payment, you are entitled to be told the reason for refusal in writing. Always keep a copy of this document in case you want to appeal the DSP Representatives decision. Contact the INOU on (01) 856 0088 or by e-mail: [welfare@inou.ie](mailto:welfare@inou.ie) for more information.

## SWA Payments – Other Qualifying Conditions

### Genuinely Seeking Work (GSW) – Jobseeker's

If you have applied for a Jobseeker's payment, are seeking a review of a decision refusing a Jobseekers Payment or appealing a refusal/disqualification of a Jobseeker's payment, DSP Representatives have the authority to seek proof of your efforts in 'Genuinely Seeking Work' (see chapter 1) when assessing your entitlement to a basic weekly SWA payment.

The Social Welfare Consolidation Act 2005 allows DSP Representatives to decide if a person is Genuinely Seeking Work, where that person would normally be expected to apply for/qualify for a Jobseeker's payment. If they decide that you are not Genuinely Seeking Work they could refuse your application for an SWA payment. If this occurs you should:

- Ask for the decision in writing
- Inform the DSP Representative that you may consider requesting a formal review of their decision
- Inform the DSP Representative that you may consider appealing the decision to the Social Welfare Appeals Office if the review is unsuccessful.

See the following pages for more information on Supplementary Welfare Allowance Appeals. Contact the INOU on (01) 856 0088 or by e-mail: [welfare@inou.ie](mailto:welfare@inou.ie) for more information.

### Refusal of Training/Work Experience – Jobseeker's

If you have applied for a Jobseeker's payment or are appealing a refusal / disqualification of a Jobseeker's payment, DSP Representatives have the authority to investigate any claims that you have refused or failed to avail of training or programmes offered to you.

The Social Welfare Act 2010 allows DSP Representatives to reduce the rate of a basic weekly SWA payment if they form the opinion that you have, without just cause or good reason, refused or failed to avail yourself of any reasonable offer of training or programmes recommended by an official of the Department of Social Protection/Intreo.

This provision does not allow the DSP Representative to suspend or disqualify your application for a basic weekly SWA payment completely.

If this occurs you should

- Ask for the decision in writing
- Inform the DSP Representative that you may consider requesting a formal review of their decision
- Inform the DSP Representative that you may consider appealing the decision to the Social Welfare Appeals Office if the review is unsuccessful.

See the following pages for more information on Supplementary Welfare Allowance Appeals. Contact the INOU on (01) 856 0088 or by e-mail: [welfare@inou.ie](mailto:welfare@inou.ie) for more information

## SWA Appeals

The INOU provides an Information and Advocacy service which supports people, and information workers assisting clients, who are experiencing difficulties or issues in applying for SWA payments.

If you require any assistance in requesting a review of a refusal or in making a formal appeal to the Social Welfare Appeals Office, please contact the INOU on (01) 856 0088 or by e-mail: [welfare@inou.ie](mailto:welfare@inou.ie)

If an SWA payment has been refused you have the right to appeal that decision. Before making a formal appeal to the Social Welfare Appeals Office, you can make a request for a 'review' to the DSP Representative who made the original decision asking for it to be reviewed. If this is not successful, you can make a further request for a review to their superior, usually at Assistant Principal (AP) level in the Department of Social Protection.

If this is not successful you can make a formal appeal to the Social Welfare Appeals Office. At each stage you should appeal a decision/request a review within 21 days of the date that the initial decision has been made. If you require any assistance or support in contesting any decision or in making an appeal to the Social Welfare Appeals Office please contact the INOU on (01) 856 0088 or by e-mail: [welfare@inou.ie](mailto:welfare@inou.ie).



You **cannot** take a further appeal to Social Welfare Appeals for Exceptional Needs Payments or Urgent Needs Payments.

## SWA Appeals – Decisions

Each application for an SWA payment must be treated as an individual application in its own right. DSP Representatives cannot seek to refuse a payment where they rely solely or exclusively on any other decision made by another official of the Department in justifying a refusal of an SWA payment.

While information on qualification, means, family size and other details related to your 'status' may be shared internally by the Department of Social Protection, each application for SWA must be assessed on its own merits and a decision must be reached by the DSP Representative using due process, natural justice and fair procedure. Any decision rendered by the DSP Representative must rely on the facts and evidence set before them in the application, mindful of the governing legislation.

## SWA Appeals – Seeking a Review

If you are unhappy with a decision you can seek a Review as follows:

## Review – DSP Representative

- Ask the DSP Representative exactly why any payment is being refused / reduced and request the decision in writing on the grounds that you may wish to appeal. Ask them to make specific reference to the relevant legislation they are seeking to rely upon in support of their decision. The letter should be clearly written in 'plain' English and signed by the named DSP Representative who made the decision. If the DSP Representative refuses or fails to provide such decision contact the INOU on 01 – 856 0088 or by e-mail: [welfare@inou.ie](mailto:welfare@inou.ie).
- Review the information you provided as part of your application. Check to make sure the DSP Representative had all the relevant information available to them at the time they made their decision. Provide any new information as may be relevant.
- Contact the DSP Representative directly and ask if they would review the existing information in light of any further clarification or any new information or evidence. You should also forward your request for a review in writing. You should clearly ask the DSP Representative to reverse the original decision.

## Review – Assistant Principal (AP)

- Contact the Assistant Principal (AP) explaining your case and ask them to review the original decision of the DSP Representative
- Provide any additional supporting information as may be appropriate.

## SWA Appeals – Social Welfare Appeals Office

If you are unhappy with the result of this process, you may then make an appeal to the Social Welfare Appeals Office. Detailed information on making an appeal to the Social Welfare Appeals Office is contained in Chapter 1. If you require any assistance or support in making an appeal to the Social Welfare Appeals Office please contact the INOU on (01) 856 0088 or by e-mail: [welfare@inou.ie](mailto:welfare@inou.ie).

## SWA Appeals – Social Welfare Appeals Processing Times

Processing times for appeals can vary depending on the nature and detail of the issue under appeal. Standard Social Welfare Appeals, without an oral hearing, can be completed in a number of weeks. Where an oral hearing is granted, this can take several weeks.

If your appeal relates to an application for Supplementary Welfare Allowance and you have no alternative source of income, you can ask the Appeals Office to prioritise your appeal.

## SWA Appeals – Payment Pending Appeal

**ENP or UNP:** If you are appealing the refusal of a basic weekly SWA payment, and have no immediate income or means of support, you can apply for a once off Exceptional Needs payment (ENP) or Urgent Needs payment (UNP) from the DSP Representative (formerly known as the Community Welfare Officer).



There is no automatic entitlement to an ENP or UNP payment while awaiting the outcome of an appeal decision.

**Basic Weekly Payment:** If you are appealing the refusal of a basic weekly SWA payment and have no on-going income or means of support, pending the outcome of the original appeal, you can apply for a basic weekly SWA payment from the DSP Representative (formerly known as the Community Welfare Officer). There is no automatic entitlement to a basic weekly SWA payment while awaiting the outcome of an appeal decision.

**Rent/Mortgage Interest Supplement:** Any ENP/UNP or basic weekly SWA payment in such circumstances may also include the continued payment of any Rent Supplement or Mortgage Interest Supplement. If Mortgage Interest Supplement Application was made before January 2014.

If you require any assistance or support in making an application for an SWA payment please contact the INOU on (01) 856 0088 or by e-mail: [welfare@inou.ie](mailto:welfare@inou.ie).

## Medical Cards

Medical Cards entitle people on low incomes to free medical care and a range of medical services. They are issued by the local Health Services Executive (HSE) office. You will qualify for a medical card if you pass a means test.

A medical card entitles you to:

- Free GP (family doctor) services
- Prescribed drugs and medicines\*
- In-patient public hospital services and out-patient services
- Certain medical appliances
- Dental, optical and aural services
- Maternity and infant care services

\*All medical card holders have to pay a charge of €2.50 per item dispensed by pharmacists. There are no exceptions to this charge.

If you are solely dependent on social welfare payments, and have no other assessable means, you will usually pass the means test for the medical card. Medical Cards can be issued on hardship grounds even if a person's income exceeds the income guidelines.

Each application is considered on its own merits, so if your income is more than the guidelines and you have specific hardship circumstances, you should still apply giving as much detail and evidence of your circumstances as possible. The means test guidelines, still under review, based on gross income less PRSI, are as follows:

### Medical Card Income Guidelines:

Single person under 66 living alone	€184.00
Single person under 66 living with family	€164.00
Couple under 66 (+ Lone Parent)	€266.50
Couple 66 - 69*	€298.00
+ each child under 16	€38.00 (1st and 2nd) €41.00 (3rd +)
+ each dependant child over 16	€39.00 (1st and 2nd) €42.50 (3rd +)
+ over 16 in full-time third level (not grant aided)	€78.00

Reasonable expenses incurred in respect of childcare costs and rent / mortgage payments will also be allowed. Weekly travel to work costs are also allowed.

\*All persons over 70 are entitled to a medical card **subject to** a means test. This does not cover their dependants.

- If you are unemployed for 12 months or more you may keep your Medical Card for up to 3 years, in certain circumstances, when you get a job (see Chapter 4).
- Income from Family Income Supplement (FIS) is not counted when working out if you are within the Medical Card income guidelines.
- If you live in the Republic of Ireland and work in Northern Ireland, you are entitled to a medical card regardless of your income.
- If you are under 25 and living at home with your parents, you will normally not receive a medical card unless your parents have one.
- People aged over 70 years with an income of €500 per week (single) or €900 per week couples will no longer be entitled to a medical card but may qualify for a GP Visit Medical Card (see below).

### GP Visit Medical Cards

In extending the provision of the medical card scheme a 'Doctor Visit only' medical card was introduced. This card entitles you to free visits to your doctor, but you may still have to pay for medication.

### GP Visit Cards Income guidelines:

Single person under 66 living alone	€276.00
Single person under 66 living with family	€246.00
Couple under 66 (+ Lone Parent)	€400.00
Couple 66-69 (+ Lone Parent)	€447.00
+ each child under 16	€57.00 (1st & 2nd) €61.50 (3rd +)
+ each dependant child over 16	€58.50 (1st & 2nd) €64.00 (3rd +)
+ over 16 in full time third level (not grant aided)	€117.00

Reasonable expenses incurred in respect of childcare costs and rent/mortgage payments will also be allowed.

- People aged over 70 years with an income of €500 - €700 per week (single) or €900 - €1,400 per week (couples) who no longer qualify for a medical card may qualify for the GP Visit Card.

## Managing Your Money

When you have a limited income it is important that you know how to check on where your money is going and what to do if you are having trouble paying back debts. Debt only becomes a problem when you can no longer continue to repay a loan or pay the bills - when you are no longer in control. There are ways out of debt.

### Getting Help

The Money Advice and Budgeting Service (MABS) is a free and confidential service for people with debt and money management problems. There are 53 MABS services in Ireland, staffed by trained Money Advisers. Money Advisers will:

- Help you deal with your debts and make out a budget.
- Examine your income to ensure you are not missing out on your entitlements
- Contact/liaise with your creditors with offers of payment on your behalf.
- Help you decide on the best way to make the payments.

You can contact the MABS Helpline, on **076 107 2000** Monday to Friday, 9.00 am – 8.00 pm. Visit their website [www.mabs.ie](http://www.mabs.ie) for more information.

## Losing your Job

The shock of losing a job, or the prospect of reduced hours/pay, can be acute and traumatic for people. It is very important that they understand options that may be offered and how those options will affect them.

### Losing your job – Changes to Working Conditions

If your employer is proposing any change to your terms and conditions of employment, such as Reduced Hours or Pay, Short-time or Lay off, you should ask your employer to give you written details of this proposed change and ask for a review date. If you accept the change, you should reply in writing, confirming that your acceptance is on the basis that this is a temporary situation and that you will be returning to your original hours/pay in the future.

### Losing your job – Reduced Hours or Pay

A reduced working hours situation occurs where your employer proposes a reduction to your pay or hours, but that reduction is not less than half the normal weekly amount of your normal pay/hours. This is a change to your terms and conditions of employment and **must be agreed with you**.

If you do not agree, and say you wish to continue working as before your employer could decide to make you redundant. If this happens you may bring a claim for Unfair Dismissal depending on your circumstances.

## Losing your job – Short-time

A short-time situation occurs when there is a reduction in the amount of work available, and applies where the reduction to your pay or hours is less than half the normal weekly amount of your normal pay/hours. Short-time is a change to your terms and conditions of employment and **must be agreed with you**. This must be a temporary situation and your employer must notify you before the reduction in hours/pay starts.

## Losing your job – Lay off

A lay-off situation arises where your employer is temporarily unable to provide work for you. Your employer can lay you off if it is in your contract of employment or it is custom and practice in your workplace. Lay-off is a change to your terms and conditions of employment and **must be agreed with you**, unless it is a term of the contract or if it is custom and practice in the industry. This must be a temporary situation and your employer must notify you before the reduction in hours/pay starts.

## Losing your Job – Redundancy (Short-Time and Lay-off)

If you do not agree to Short-time or Lay-off your employer could seek to make you redundant.

If a short-time or lay-off situation exists and has continued for 4 weeks or more, or for 6 weeks in the last 13 weeks, and your employer cannot guarantee you at least 13 weeks employment, at your full hours and rate of pay, you may be able to claim redundancy. This is considered voluntary redundancy and you are not entitled to notice or pay in lieu of notice. It is the responsibility of the employer to pay statutory redundancy to all its eligible employees.

Where an employer can prove to the satisfaction of the Department that he/she is unable to pay the statutory redundancy to his/her employees the Department will make lump sum payments directly to the employees and will seek to recover the debt from the employer. If claiming a redundancy lump sum payment from the Department of Social Protection you will need to complete the RP50 application form which must be signed by the employee and employer.

There is no limit on the number of times an employer may put an employee on short-time or lay-off, as long as the employer can guarantee at least 13 weeks employment. However, if it becomes apparent that the short-time or lay-off is no longer temporary then the situation could be considered a redundancy. For more information on this subject contact the INOU by telephone on (01) 856 0088 or by e-mail: [welfare@inou.ie](mailto:welfare@inou.ie).

## Losing your Job – Entitlement to Jobseekers payment

If your hours of work are reduced so that you are unemployed for at least 4 out of 7 consecutive days you may be entitled to a Jobseeker's payment from the Department of Social Protection.

## Working on a Sunday

- **Jobseeker's Allowance:** Sunday is treated as a day of employment and taken into account when calculating the amount of Jobseeker's Allowance you will qualify for. Income from employment on a Sunday will be assessed as means when calculating entitlement to Jobseekers Allowance.
- **Jobseeker's Benefit:** Sunday is treated as a day of employment and taken into account when calculating the amount of Jobseeker's Benefit you will qualify for.
- **Jobseeker's Benefit:** Where a person in receipt of Jobseeker's Benefit is working for part of a week, the payment entitlement will be based on a 5-day week rather than a 6-day week, this means that you will lose 1/5 of your weekly payment for each day that you work – see Chapter 4 for more information

To qualify for Jobseeker's Benefit you must have enough PRSI contributions and must have suffered a substantial loss of employment in any period of 7 consecutive days. This means, you must have lost at least one day's employment and as a result of this loss be unemployed for at least 4 days out of 7 days. Your earnings must also have been reduced because of the loss of employment.

If your employer reduces your days at work to 3 days a week or less, and you do not qualify for Jobseeker's Benefit, you may get Jobseeker's Allowance for the other days. You must meet the other conditions that apply to Jobseeker's Allowance, for example, you must satisfy a means test.

It may be possible to get Family Income Supplement if you have dependant children and your pay or hours are reduced. You cannot receive Family Income Supplement (FIS) and a Jobseeker's payment for the same period.

## Losing your Job – Entitlement to Redundancy

- **Employed – for 104 weeks continuously.** Employees who have more than 104 week's continuous service in insurable employment for all benefits under the Social Welfare Acts and are made redundant as a result of a genuine redundancy situation are entitled to a Statutory Redundancy payment by law.
- **Employed – for less than 104 weeks continuously**
  - Employees who have less than 104 weeks continuous service are not entitled to a Statutory Redundancy payment.

## Redundancy

The purpose of the Redundancy Payments Scheme is to compensate workers, under the Redundancy Payments Acts 1967 to 2013, for the loss of their jobs by reason of redundancy – subject to a gross earnings ceiling of €600 per week.

It is the responsibility of the employer to pay statutory redundancy to all its eligible employees. Where an employer can prove to the satisfaction of the Department of Social Protection that it is unable to pay statutory redundancy the Department will make lump sum payments directly to those employees and will seek to recover the debt from the employer.

### **Redundancy Applies when:**

- An employer ceases to carry on business.
- An employer's requirements for employees has ceased or diminished.
- An employer has decided to carry on the business with fewer or no staff. In this case, close members of the employer's family are not taken into account.
- An employer has decided the work is to be done in a different manner in future and the employee is not sufficiently qualified or trained to do the work in the required manner.

### **Redundancy – Qualifying for a Redundancy Payment**

Not all employees are entitled to the statutory redundancy payment, even where a redundancy situation exists. In order to qualify for a redundancy payment, an employee must:

- have at least two years continuous service;
- be in employment which is insurable under the Social Welfare Acts;
- be over the age of 16 and
- must have been made redundant as a result of a genuine redundancy situation meaning that the job no longer exists and he/she is not replaced.

An apprentice can also qualify for redundancy during the period of his/her apprenticeship or if dismissed beyond one month of completing the apprenticeship.

Employers must give written notice of dismissal of at least two weeks, the minimum period, to the employee. During this period, an employee should be given reasonable time-off to look for other work or to make arrangements for training for future employment.

### **Redundancy – How are Redundancy payments calculated?**

Under the Redundancy Payments Act 1967 to 2013, an eligible employee is entitled to:

- Two weeks pay for each year of service (up to a maximum of €600 per week irrespective of any weekly wage above €600)
- A bonus week's pay.
- The payment is normally calculated on earnings at the time of the redundancy\*

The basic formula for calculating gross weekly earnings is:

- Gross Weekly Wage plus Average Regular Overtime plus Benefits-in-Kind.

### Example:

You are aged 45 and are being made redundant. You have worked for your employer for ten complete years. Your statutory redundancy payment will be calculated as follows:

— Two week's pay x 10	20 weeks
— Plus one week's bonus pay	<u>+ 1 week</u>
Total Statutory Entitlement	21 weeks pay

\* If you were made redundant within a year of being put on reduced hours or pay, your redundancy payment would be based on your earnings for a full week. If you are made redundant after working reduced hours for more than a year, how your payment will be calculated depends on whether you accepted being on reduced hours or not. If you fully accepted the reduced working hours as your normal week and never asked to return to full-time work, then your redundancy payment will be based on your gross pay for the reduced working hours. If, on the other hand, you never accepted the reduced working hours as your normal hours and continually asked to be put back on full-time working, your payment would be based on your normal weekly earnings.

## Redundancy – Redundancy Payments and Tax

The basic statutory redundancy payment is not subject to tax. Any amount over the basic statutory redundancy payment may be subject to tax (subject to the following exemptions)

### Basic Exemption

There is a basic exemption of €10,160, plus €765 for each complete year of service.

### Example:

Joe is 45 and is being made redundant. He has worked for the employer for 12 years. His redundancy payment is €27,000:

<b>Total Redundancy Payment:</b>	<b>€27,000</b>
Statutory Entitlement	
— Two week's pay X 12 years	24 weeks
— Plus one week's bonus pay	+ 1 week
Total Statutory Entitlement	25 weeks pay
Total Statutory Amount (25 weeks x €600) Tax Free	€15,000

### Additional Payment

Ex-gratia/extra payment	€22,000
— Basic Exemption	€10,160
— Basic Exemption (at €765 for each years service x 12)	<u>+€9,180</u>

Total Basic Exemption	€19,340
<b>*Amount liable for tax (€22,000 - €19,340)</b>	<b>€2,660</b>

\*As Joe has been working for 12 years, he will probably also qualify for the Increased Exemption – as explained below. So more than likely Joe will not pay any tax on his total Redundancy payment.

## Basic Exemption plus Increased Exemption

An additional €10,000, called the Increased Exemption, is also available in the following certain circumstances:

- If you have not received a tax-free lump sum in the last 10 years
- If you have never received a tax-free lump sum and you are not getting a lump sum pension payment

For further information in relation to taxation of Redundancy Payments please contact the Central Telephone Information Office of the Revenue at 1890 60 50 90 or the INOU on (01) 856 0088.

## Redundancy – Employer Unable to pay Redundancy

It is the responsibility of an employer to pay statutory redundancy payments to all eligible employees. If your employer claims an inability to pay it, you can apply to the Department of Social Protection for direct payment from the Social Insurance Fund. You apply online [www.welfare.ie](http://www.welfare.ie) using form **RP50**. Once you have submitted your claim online you must print off the **RP50** form. This form must be signed by both employee and employer or employer representative. The original signed form should be submitted to the Redundancy Payments Section; Department of Social Protection, Block C, Earlsfort Centre, Lower Hatch Street, Dublin 2.

- If your employer is unable to pay your redundancy lump sum, they should sign the **RP50** and submit a letter from an accountant or solicitor stating they are unable to pay and accepting liability owing to the Social Insurance Fund together with documentary evidence such as audited accounts.
- If your employer refuses to pay your redundancy lump sum or if there is a dispute about redundancy you can bring a claim to the Employment Appeals Tribunal using the new single complaint form available from the new WorkPlace Relations Service – [www.workplacerelations.ie](http://www.workplacerelations.ie). This must be done within one year of your dismissal. To apply for your lump sum you should send a completed form **RP50** together with a favourable decision from the Employment Appeals Tribunal to the Redundancy Payments Section at the address above.

The time-limit for submitting an application for a redundancy lump sum payment is 52 weeks from the date of termination of employment. The Employment Appeals Tribunal (EAT) has discretion to extend the 52 week time-limit to 104 weeks in certain circumstances.



## Redundancy – Voluntary Redundancy

Voluntary Redundancy occurs when an employer, faced with a situation where s/he requires a smaller workforce, asks for volunteers for redundancy. The people who then volunteer for redundancy are, if they fulfil the normal conditions, eligible for statutory redundancy. There must be a genuine redundancy situation in the first place. Persons who take a voluntary redundancy are entitled to claim Jobseekers Benefit, and cannot be disqualified from seeking to claim Jobseekers Benefit because they volunteered for redundancy. If you are under 55 and get a redundancy payment of more than €50,000 you can be disqualified from claiming Jobseeker's Benefit for up to 9 weeks – contact the INOU on (01) 856 0088 for more information.

Very often voluntary redundancy offers can include an additional, or ex-gratia, payment on top of your statutory redundancy payment. If you have been offered voluntary redundancy and refuse to accept it, you may be made compulsory redundant at a later stage. If this occurs you may only have entitlement to receive the statutory redundancy payment, without any additional or ex-gratia payment that may have been paid to those who accepted voluntary redundancy.

## Redundancy – Voluntary Severance

Voluntary Severance occurs when an employer asks for staff to voluntarily depart from or leave the employment of a company. It can be a financial incentive offered by an employer to employees where a business is downsizing or restructuring.

A voluntary severance does not constitute a redundancy. This is because that job may continue to exist even after the person who accepted the voluntary severance has left the company.

Accepting a voluntary severance does not prevent the employee from being re-hired to do the same job under different working conditions, terms or rates of pay. However, forcing an employee to accept a voluntary severance in order to re-hire them under less favourable circumstances could constitute Constructive Dismissal and could be the subject of a complaint to the Employment Appeals Tribunal – [www.workplacerelations.ie](http://www.workplacerelations.ie).

**Tax:** Voluntary severance payments are not tax-free payments and are subject to normal tax assessment.

**Jobseeker's payments:** You will not automatically qualify for a Jobseeker's Benefit / Jobseeker's Allowance payment if you accept voluntary severance. This is because you will have in effect 'voluntarily' made yourself unemployed. This could result in disqualification of a Jobseekers payment for up to 9 weeks.

If applied, this disqualification period will be deducted from your overall 6 or 9 months period of entitlement to receive Jobseeker's Benefit.

Any monies received from a voluntary severance will be assessed as a 'means' for the purpose of the means test for qualification for Jobseeker's Allowance and Supplementary Welfare Allowance (SWA).

**Other Supports:** If you qualify for Jobseekers Benefit or Jobseekers Allowance after a voluntary severance you may be able to access the Back to Work Enterprise Allowance or the Back To Education Allowance under the standard qualifying conditions.

### Redundancy – Employers Rebate

There is no statutory redundancy employer rebate where the date of dismissal due to redundancy is on or after 1st January 2013.

**NOTE:** An employee's legal entitlement to receive a statutory redundancy payment is not affected by any change to the Employers Rebate.

## Redundancy Forms

### RP50 Form

In a redundancy situation, and where the employer is paying the employee his/her statutory redundancy lump sum payment, the employer should provide the employee with written documentation showing the basis of how the redundancy entitlement was calculated.

When calculating any entitlement to a redundancy payment your continuity of employment is an important consideration. As previously stated, an employee must have worked continuously for an employer for at least 2 years in order to be eligible for a statutory redundancy payment.

If you have been absent from employment, within the three year period preceding the date of termination of employment, it will not be considered a break in the continuity of your employment if the absence was due to the following;

- Sick leave due to ordinary illness for 26 weeks or less, occupational injury for 52 weeks or less, maternity leave for 26 weeks or less and career breaks.
- Maternity/adoptive/parental or carer's leave.
- Dismissed due to redundancy before reaching 104 weeks service then taken back by employer within 26 weeks of that dismissal.
- Re-employed within four weeks of dismissal by an associate company of previous employer.
- Voluntarily transferred to another employer and it is agreed that the continuity of service will not be broken.
- Placed back in employment under the Unfair Dismissal legislation.
- Lay-offs, strikes or lock out of your employment.
- A transfer of the business to a new owner.
- Any other period of leave agreed by the employer

When the actual dismissal takes place the employee must be given the RP50 form. In the event that an employer refuses or fails to pay an entitled

employee the statutory redundancy payment and all reasonable courses of action have been exhausted, he/she can apply to the Department of Social Protection for payment. The Department pays the full amount direct to the employee from the Social Insurance Fund (S.I.F.). This raises a debt against the employer which the Department of Social Protection will seek to recover.

### **Lay-off or Short-time**

Where an employer wishes to put an employee on lay-off or short-time the employer must give notice to the employee in writing that the lay-off or short-time working is temporary in nature.

### **Insolvency Payments Scheme**

The Insolvency Payments Scheme provides for the payment of certain outstanding entitlements relating to the pay of an eligible employee where employment has been terminated because of the employer being insolvent as defined by the rules of the scheme (for example, liquidation or receivership).

Insolvency occurs when a business is in liquidation, receivership, where the employer is legally bankrupt, where the employer has died and the estate is being administered under the relevant legislation or where the employer is insolvent under the legislation of another EU Member State.

Under the Scheme, employees may claim arrears of pay, holiday pay, pay in lieu of statutory notice and various other entitlements that may be owed to them by their employer subject to certain conditions. Various other statutory awards made by the Employment Appeals Tribunal (EAT), Rights Commissioners, etc., are also covered by the scheme.

Payments are calculated by reference to an employee's wages and are subject to a limit of €600 per week. A limit of eight weeks applies in respect of arrears of wages, holiday pay and minimum notice. The scheme covers wage related entitlements relating to the period not exceeding 18 months immediately prior to the date of insolvency. Arrears of pension are restricted to a 12 month period immediately prior to the date of insolvency.

All applications for entitlements under the insolvency payments scheme must be made by the employer representative on-line at [www.welfare.ie](http://www.welfare.ie)

The employer representative should examine the claim(s) and certify the amount owed to the employee in accordance with the company records. Once submitted, the form should be printed, signed (original signatures only) and forwarded to the Insolvency Payments Section, Floor 3, Department of Social Protection, Block C, The Earlsfort Centre, Lower Hatch Street, Dublin 2.

### **Employment Rights – Workplace Relations**

The WorkPlace Relations Service will provide information on employment rights and employers obligations under employment, equality, equal status and industrial relations legislation and sets out the resolution and redress options available where disputes or potential contraventions arise. The Workplace Relation Service can be contacted on LoCall – 1890 80 80 90 or through their website at [www.workplacelrelations.ie](http://www.workplacelrelations.ie).



Twenty First Edition

## CHAPTER 3 Looking for Work

<b>Intreo/Department of Social Protection</b>	<b>78</b>
<b>SOLAS</b>	<b>79</b>
<b>Help with Getting a Job</b>	<b>79</b>
• Find your Local Services	79
• Employment Support Services	80
– Jobs Ireland	80
– Local Resource Centres	81
– Career Directions	81
• Job Clubs	81
• Local Employment Service (LES)	82
• Local Development Companies	82
<b>Other Sources of Information on Jobs</b>	<b>83</b>
<b>Applying for Jobs</b>	<b>83</b>
• Jobseeker's Pack	84
• Identifying your Skills	84
• The Covering Letter	84
• Application Forms	85
• Your Curriculum Vitae (CV)	85
• Interviews	85

## Introduction

In this chapter we explore the range of services and supports available to help you find a job and assist you in your move from Welfare to Work.

Very often unemployed people find that knowing how to look for work is as important as the act of looking for work itself. Knowing where to source information on employment opportunities and how to follow up on them is equally important.

You will find that as you begin to understand how to use the range of 'job-seeking' tools and services available you will greatly increase your chances of finding and getting the job you want.

## Intreo – Department of Social Protection

Intreo is a new service from the Department of Social Protection. It is a single point of contact for all employment services and in the provision of income supports. Intreo provides individualised supports to jobseekers, to assist them in getting back to work and increasing their employability, and to employers. The Intreo service is being progressively extended across the Department's network of offices.

### Intreo – Services and Supports to Jobseeker's

Intreo provides practical, tailored supports and services to assist jobseekers with their jobseeking needs. It is designed to make sure that jobseeker's have access to a wide range of employment and work experience opportunities.

The range of services include:

- Employment services and income supports, available in one place.
- Expert assistance and advice on employment, training, work experience and personal development opportunities.
- A focus on individual needs to assist a jobseeker to enter the workforce.
- Self-service facilities to provide Jobseeker's with information and guidance on employment and training opportunities.
- Access to information on job vacancies through [www.jobsireland.ie](http://www.jobsireland.ie)
- Information on the full range of income supports provided by the Department of Social Protection, for example, jobseeker's payments, back to work and back to education payments, one-parent family payments, pensions and others.
- On-going support with any queries in relation to Jobseeker's or one-parent family payment claims will continue to be dealt with by the team in your local Intreo Centre.

If you require further information on Intreo or assistance in dealing with Intreo, please contact the INOU on (01) 856 0088 or by e-mail: [welfare@inou.ie](mailto:welfare@inou.ie).

## SOLAS

(Seirbhísí Oideachais Leanúnaigh agus Scileanna) is the new Further Education and Training Authority, which has replaced FÁS. It manages, co-ordinates and supports the delivery of integrated Further Education and Training by Education and Training Boards (ETB's).

Vocational Educational Committees (VECs) have been replaced with Education and Training Boards (ETB's). The Education and Training Boards consist of the revamped Vocation and Educational Committees and FÁS Training Centres. These new statutory education authorities, formed from the aggregation of Ireland's 33 VECs and the integration of the 16 FÁS Training Centres (on-going in 2014), are the vehicles for the delivery of co-ordinated education and training programmes across Ireland.

SOLAS works closely with the Department of Social Protection's Intreo service in placing unemployed people in education and training courses, in particular those with closer links to the labour market. For more information visit the SOLAS website – [www.solas.ie](http://www.solas.ie)

## Help with getting a job

### Find your local Services

In response to the need for information and supports by jobseekers the INOU has developed a new '**Find Your Local Services**' facility on its website.

This easy to use interactive services map allows users to locate a wide range of key services available both locally and nationally.

The directory helps jobseekers by showing the exact location of hundreds of services along with contact details, opening hours and information on the services provided by the organisation or agency.

The service providers included in the directory are:

- DSP Local Offices / Employment Offices / Intreo Centres
- SOLAS offices
- Local Employment Services
- Jobs Clubs
- Citizens Information Centres (CIC's)
- Money Advice and Budgeting Services (MABS)
- Free Legal Aid Advice Centres (FLAC)
- Local Development Companies,
- Family Resource Centres
- Congress Network Centres
- County / City Enterprise Boards

If you require further assistance in finding your local services, please contact the INOU on (01) 856 0088 or by e-mail: [welfare@inou.ie](mailto:welfare@inou.ie)

Visit the **'Find Your Local Services'** map on the INOU website – [www.inou.ie](http://www.inou.ie)

## Employment Support Services

The Department of Social Protection's Employment Support Services supports access to the labour market for jobseekers at local, regional and national level and assists employers who are seeking to fill job vacancies.

The service is delivered through DSP Employment Service offices and Local Employment Service offices (LES). The existing Employment Service offices are being progressively incorporated into the Department's new Intreo service.

The services and supports available for jobseekers include:

- Guidance interviews to discuss employment opportunities, training courses, financial supports and other options which may lead to employment.
- Information provision on the complete range of training programmes available for jobseeker's and advice on labour market opportunities and services available.
- Help with identifying transferable skills which may be used in various occupational settings.
- A Jobseeker Pack which provides information on using the job search facility on the Jobs Ireland web site, information on how to: fill out an application form, prepare a CV and covering letter, prepare for job interviews and a list of useful websites.
- There are a number of programmes such as the Wage Subsidy Scheme (WSS) which assists jobseekers who have difficulty obtaining / maintaining employment.

## Jobs Ireland – [www.jobsireland.ie](http://www.jobsireland.ie)

Jobs Ireland [www.jobsireland.ie](http://www.jobsireland.ie) is an online resource for Jobseekers where they can find information about prospective employment and work experience opportunities and Employers can post vacancies. This includes:

- Employment Opportunities: full-time, part-time and self-employment
- Work experience under the JobBridge - National Internship Scheme
- Work experience under the Work Placement Programme (WPP)
- Employment opportunities for Apprentices.
- Vacancies for Community Employment (CE) schemes.

Jobs Ireland can be accessed easily and in a number of ways –

- Through the internet at [www.jobsireland.ie](http://www.jobsireland.ie)
- Using the free downloadable 'smartphone' jobseekers app, available on the Apple app store and Google play store
- Through the JobsIreland.ie free phone service – tel: **1800 611 116**

Visit the Jobs Ireland website: [www.jobsireland.ie](http://www.jobsireland.ie) for more information.

## Help with Getting a Job

### Local Resource Centres

Local Resource Centres are independent organisations offering a range of services and supports to help unemployed people find work.

These centres can help you by providing free and confidential 'Welfare to Work' and welfare rights information. They can provide assistance in preparing your C.V. and cover letters, as well as filling in application forms. In addition they may be able to provide information on local job vacancies, access to the JobsIreland.ie, welfare.ie and JobBridge.ie websites and daily newspapers.

A number of Centres run Jobs Clubs which provide a range of tailored resources and supports designed to help people find work. For more information see details on Jobs Clubs in this chapter.

### Career Directions

Career Directions is an integrated and interactive web-based application incorporating a career interest assessment tool together with a careers database of 700+ career profiles. The career assessment tool allows users to match their own interests and qualifications to suitable careers, it assists users in identifying career preferences based on likes and dislikes and presents them with a range of suitable potential careers (on a best matched basis). Visit the Career Directions website: [www.careerdirections.ie](http://www.careerdirections.ie)

## Job Clubs

The Department of Social Protection contracts for the provision of Jobs Clubs with a number of organisations. Jobs Clubs are available as a support to the jobseekers who require some assistance in preparing their CV's, improving their interview skills or in identifying possible job opportunities.

Jobs clubs have 2 areas of operation:

### 1. Jobseekers

Jobs Clubs focus on the provision and delivery of job search supports for jobseekers to enable them to enter/re-enter employment by:

- Delivering employment focused workshops – to facilitate jobseekers to gain employment by supporting them with CV preparation, interview



skills etc. Workshops can vary from 1 to 4 weeks depending on the needs of the jobseeker. To participate in a workshop you must be referred by an employment service office or LES office (see chapter 7 for details of your nearest office) and a calendar of planned workshops is available in these offices. While participating in a workshop you will receive €20 for each full week of attendance to help in managing any additional costs.

- Providing tailored individual support sessions – whereby jobseekers can get support on a ‘one to one’ basis, to help them pursue employment opportunities e.g. interview preparation.
- The provision of a ‘drop-in’ service – whereby jobseekers can access the facilities and resources of the centre (such as computers, the internet, photocopying etc) to help them in pursuing employment opportunities.

## 2. Employers

Jobs Clubs aim to meet the labour market requirements of employers by:

- Maintaining a database of local employers and actively engaging with employers in relation to the identification of potential job opportunities and in supporting jobseekers in accessing such vacancies.
- Providing follow up support to jobseekers as necessary after placement to maximise job retention.

## The Local Employment Service (LES)

The Department of Social Protection contracts for the delivery of the Local Employment Service with a number of organisations. Please see Employment Support Services on previous pages for details of the services available.

You may be referred to the LES through the Department of Social Protection’s activation measures (please see ‘activation’ section, chapter 1) or you may engage directly with the service yourself. See chapter 7 for details of your nearest LES.

## Local Development Companies

Local Development companies combat unemployment and the causes of unemployment in their area by developing and supporting services to unemployed people and through involvement in special programmes.

The two core programmes delivered by local development companies are the local community development programme (LCDP) and the Rural Development programme (LEADER).

LDC’s also deliver a number of services on behalf of the Department of Social Protection such as the Rural Social Scheme, TÚS, the local employment services and jobs clubs.

## Other Sources of Information on Jobs

### The INOU website [www.inou.ie](http://www.inou.ie)

The INOU website is a useful source of current and archive material on unemployment issues and contains research conducted by the INOU into the barriers faced by long-term unemployed people in making the transition from welfare to work.

### Newspapers

Local and National newspapers are all useful sources of jobs. Some newspapers are also available on the internet for free. Call into your local Centre for the Unemployed or Library where copies of the papers may be available to read.

### Recruitment Agencies

You will find lists of Recruitment Agencies on the internet using search engines such as Google, Yahoo and Bing. You can usually submit your C.V. online through their website or by e-mail. Ask at your local Jobs Club or Local Employment Service (LES) for assistance in e-mailing your C.V.

### Voluntary Work

If you are unemployed you can take up voluntary work while signing-on. This can be a very satisfying and rewarding way of using your time and skills to help others. Voluntary work can help you gain new skills and can in turn greatly increase your chances of getting a job. Contact Volunteer Ireland on (01) 636 9446 or visit their website [www.volunteer.ie](http://www.volunteer.ie) for more information on the range of volunteering options available.

Under the Voluntary Work Option you can take up voluntary work in a community organisation and keep your Jobseeker's Allowance or Jobseeker's Benefit payment. Once you find an organisation interested in your services, you and the organisation must fill out the **VW1 form** available from your local Social Welfare Office/Intreo Centre.

To use this option, you must still be genuinely seeking work and remain available to take up work. This is important as being a volunteer should not be seen as a long term replacement for a full time adequately paid job.

## Applying for Jobs

Once you have spotted the job you want you will need to spend some time preparing your application. Contact your local Jobs Club or LES for help with writing covering letters, filling out application forms, updating your C.V. and preparing for interviews.

Remember employers spend time trying to find the best person for the job, so you will need to spend time telling them, as clearly as possible, that you are that person.

Read the advert a few times before you write your covering letter or decide on what to include in your C.V. It is important to contact the employer and ask for details of the job advertised (a job description if they have one) and background information on the company or organisation. Talk to people who work for the company or who do a similar job elsewhere. This will help you to focus on the details you need to stress in your C.V. and at an interview.

## **Jobseeker Pack**

As part of the ongoing development of self-service aids and facilities, an updated Jobseeker Pack is now available online through the Department of Social Protection (DSP) website [www.welfare.ie](http://www.welfare.ie). This online pack gives advice on topics such as:

- **General information for Jobseekers**
- **Guide on how to use the job search facility on Jobs Ireland**
- **How to fill out an application form**
- **Preparing a CV**
- **Tips on a covering letter**
- **Tips on how to prepare for a job interview**
- **Useful websites**
- **Information on the range of supports available to Jobseeker's**

## **Identifying Your Skills**

You should point out your skills that are relevant to the job and mention anything that you have done to improve or up-date them. Any education or training you have done while you were unemployed or 'between jobs' will show that you are interested and motivated in improving your abilities.

Point out any work experience you have had during your period of unemployment. Include details of any voluntary work, part-time work, special responsibilities and duties, etc. - even if it was unpaid an employer may still be interested.

Highlight your key skills, achievements or qualifications, including those gained through education or training. You might like to add positive ways in which you have changed - increased maturity, improved self-confidence, etc.

## **The Covering Letter**

This is the letter you send with your C.V. or Application Form. Remember the cover letter is the first thing that the employer will read. It should be short (one A4 size page) and to the point. It should say where you saw the job advert, why you are applying and stressing why you are suited to the job. The covering letter should not be more than 200 words and can be typed or written. Some employers may want a hand-written cover letter so be sure to read the details of the advertisement carefully.

## Application Forms

Some employers may ask you to fill out an application form instead of sending in a C.V., in other cases you may be asked to do both. These application forms allow employers to ask you very precise and specific questions to determine if you are the right person for the job. You should always ensure that you fully complete the form as instructed.

### If you are filling out an Application Form

- Read through the form carefully before you write anything.
- Photocopy, or copy down questions and answer them in rough before you fill in the form.
- Follow any instructions, e.g. if you are asked to use black ink then make sure you do.
- Make sure you answer all parts of every question. If the question does not apply to you, then mark it "Not Applicable" or "NA". Otherwise the employer may think you simply forgot to fill in the answer.
- If you are asked to outline facts, e.g. "Give details of your work history to date", you can attach a separate sheet of paper if you run out of space on the application form.
- If you are asked to give an opinion, e.g. "List the qualities which make you the most suitable person for the job", try to keep within the space provided on the form.

## Your Curriculum Vitae (C.V.)

The purpose of your C.V. is to show an employer that you have the necessary experience, qualities and qualifications to do the job you are applying for. Your local Jobs Club, LES or local Resource Centre will be able to help you prepare or update your C.V. and assist you in photocopying, faxing or e-mailing it to an employer. The aim of your C.V. is to get you an interview with an employer, so it needs to clearly show that you have:

- The skills and experience needed for the job
- The personal qualities for the position
- An understanding of the requirements of the job.

### The best way to make sure your C.V. gets read is to:

- Keep it short. Not more than two A4 pages. -
- Keep it clear. Make it easy to read. Your C.V. should always be typewritten and well laid out with wide margins. It should have clear section headings and the information should be organised in a logical and easy to follow manner.
- Keep it relevant. The employer usually has two main questions in mind when looking for an employee: Is this person able to do the job? Will this person fit in with the rest of us?

## Interviews

Your C.V. may get you an interview, but it is your interview that will get you a

job. When it comes to your interview it is important to be prepared. You should contact your local Jobs Club or LES for assistance in developing your interview skills and techniques.

### Remember

- You will be asked questions about your C.V., so know the contents of your C.V. Be prepared and able to answer questions on every item.
- Answering questions about your C.V. can be an opportunity for you to steer questions, and their answers, in your favour.
- Research the company/organisation you will be interviewed by.
- Find out as much as possible about the job you have applied for.
- Prepare your own answers based on the particulars of the job.
- Practice your answers, either alone or with a partner playing the role of interviewer. Your local Jobs Club or LES may be able to run a 'mock' interview for you.
- You should look neat and tidy, wearing something that allows you to feel comfortable and confident.
- Arrive at least 15 minutes early. This allows you a few minutes to compose yourself before the interview.
- Make eye contact.
- Be positive, be confident and smile!

### Questions that you might ask

Interviewers expect the applicants to ask questions about the job. You should ask questions which;

- show your interest and understanding of the job
- clarify any areas of confusion about the job
- highlight your knowledge of the employer and the job

### For example you could ask about;

- the prospects for promotion or advancement in the job
- what they expect of the successful applicant
- general employment conditions
- staff training and development opportunities
- job security, health benefits and company pension plans
- when you will know the outcome of the interview.

### Follow up after the interview

After a certain amount of time has passed, you may wish to follow up your interview by contacting the interviewer to enquire about the position. This is particularly acceptable if it is past the agreed date for notifying candidates. You can use this opportunity to express your continued interest in the job.



Twenty First Edition

## CHAPTER 4 Welfare to Work

Intreo – Department of Social Protection	89
Skills to Work	89
Benefit of Work – Ready Reckoner	89
<b>Working and Claiming a Social Welfare Payment</b>	<b>90</b>
<b>Self-Employment and Jobseeker's Payments</b>	<b>90</b>
• Jobseeker's payments and Self-Employment	90
• Jobseeker's Benefit (JB)	91
• Jobseeker's Allowance (JA)	91
<b>Working and Jobseeker's Payments</b>	<b>91</b>
• Jobseeker's payments and Part-time work	91
• Part-time work and moving from JA to JB	92
<b>Part-time work and Jobseeker's Benefit (JB)</b>	<b>93</b>
• Additional information on Jobseeker's Benefit	94
<b>Part-time work and Jobseeker's Allowance (JA)</b>	<b>96</b>
• Additional information on Jobseeker's Allowance (JA)	97
<b>Jobseeker's payments: Qualified Adult working</b>	<b>99</b>
• Jobseeker's Benefit and Qualified Adult Working	99
• Jobseeker's Allowance and Qualified Adult Working	100
<b>Jobseeker's and Work – a useful checklist</b>	<b>103</b>
<b>One-Parent Family Payment (OPFP) and Work</b>	<b>104</b>
• Jobseeker's Allowance Transition payment	104
• Changes to the One Parent Family Payment (OPFP)	106
• Additional information on One Parent Family Payment	110
• One Parent Family Payment – Losing your Payment	112
<b>Working and Claiming a Disability Payment</b>	<b>112</b>
• Disability Allowance (DA) and Work	114
• Disability Allowance (DA) and Returning to Employment	114
• Additional Information on Disability Allowance	114
• Moving from Illness Benefit to Disability Allowance	116

• Moving from Illness Benefit to Invalidity Pension	117
<b>Illness Benefit (IB) and Work</b>	<b>117</b>
• Illness Benefit	117
• Illness Benefit – Returning to Employment	120
• Additional information on Illness Benefit	121
<b>Invalidity Pension (IP) and Work</b>	<b>121</b>
• Invalidity Pension – Returning to Employment	123
• Additional Information on Invalidity Pension	123
<b>Partial Capacity Benefit (PCB)</b>	<b>124</b>
• Employment Supports for Persons with Disability	128
• Supported Employment Programme (SEP)	129
<b>Carer's Allowance (CA)</b>	<b>130</b>
<b>Carer's Benefit (CB)</b>	<b>132</b>
<b>Carer's Payments – Part-time Work/Self Employment</b>	<b>134</b>
<b>Family Income Supplement (FIS)</b>	<b>135</b>
<b>Work Experience</b>	<b>138</b>
• Community Employment	138
— CE – Progression	141
— CE – Part-Time Integration Option	142
— CE – Part-Time Job Option	143
— CE – What about my Secondary Benefits?	145
— CE – Employment Rights	147
• JobBridge – National Internship	148
• Work Placement Programme (WPP)	152
• TÚS – Community Placement Initiative	154
• Gateway – Local Authority Labour Activation Scheme	157
• Community Services Programme (CSP)	159
• Job Initiative (JI)	161
<b>Employment and Self-Employment Supports</b>	<b>161</b>
• JobsPlus	161
• Fast Track – Jobseekers signing off for up to 8 weeks	162
• Revenue Job Assist	162
• Part-time Job Incentive Scheme (PTJI)	162
• Back to Work Enterprise Allowance (BTWEA)	164
• Short-term Enterprise Allowance (STEA)	168
<b>Employer Incentives to Recruit Unemployed People</b>	
• JobsPlus	172
<b>Your Rights at Work</b>	<b>172</b>
• Minimum Wage	172
• Minimum Notice	173
• Holidays	173
<b>WorkPlace Relations Service – Employment Rights</b>	<b>174</b>

## Intreo – Department of Social Protection

Intreo is a new service from the Department of Social Protection which will help jobseekers with their employment and income support services needs. Intreo will provide a personalised service, based on your individual needs including; advice on education, training and personal development opportunities, job search assistance as well as information on and access to our range of income supports.

## Skills to Work – [www.skillstowork.ie](http://www.skillstowork.ie)

Skills to Work is a new Irish Government jobs campaign, aimed at making it easier for jobseekers and employers to know what Government skills initiatives are available.

If you are interested in training or reskilling, just complete the confidential quick and easy online guide on the website [www.skillstowork.ie](http://www.skillstowork.ie) to find out which of five Government skills initiatives best suits you.

Through a series of simple questions the website:

- Directs jobseekers to information on what education, re-skilling or work experience options are available to them in areas of new and emerging employment opportunities.
- Directs employers to information on incentives available to hire a new employee who is currently on the Live Register, offer a work placement or access skills training.
- Provides information on additional opportunities and government supports available to help people get back to work and to help businesses grow.

The Skills to Work campaign promotes in particular five initiatives run by the Department of Education and Skills and Department of Social Protection: Springboard, Momentum, Skillnets, JobBridge and JobsPlus. For more information visit the [www.skillstowork.ie](http://www.skillstowork.ie) website.

## Benefit of Work – Ready Reckoner

The Department of Social Protection have also developed a new 'tool' to support Jobseekers returning to work. The Benefit of Work Ready Reckoner is a user friendly tool for those in receipt of a Jobseeker's Payment. It gives an indication of the difference between your potential in-work and your current out-of-work payments based on information provided by you. The tool is anonymous and you are not required to enter any personal details. The tool is designed for those who are currently not in any type of employment, are in receipt of a Jobseeker's Payment and are considering taking up full-time sustainable employment. Visit the [www.welfare.ie](http://www.welfare.ie) website to use the Ready Reckoner.



## Working and claiming a Social Welfare payment

Many Social Welfare payments allow you to work part-time and continue to receive some of your Social Welfare payment, in order to support your access to employment opportunities and your progression into full-time employment.

Given the changing nature of the traditional workplace, opportunities to engage in part-time employment may arise more frequently than full-time employment. As such, part-time employment can prove a valuable source of income, provide practical and beneficial work experience and training, and can lead to full-time employment opportunities

The key welfare payments which allow you to do this are:

- **Jobseeker's Benefit (JB)**
- **Jobseeker's Allowance (JA)**
- **One Parent Family Payment**
- **Disability Allowance (DA)**
- **Carers Benefit and Allowance**
- **Partial Capacity Benefit (PCB)**

The amount you earn from employment may affect your continued entitlement to receive your family's Social Welfare payment. In addition, your total income from employment and any Social Welfare payment may affect your entitlement to any existing secondary benefits you receive. This includes Rent Supplement and Mortgage Interest Supplement (MIS), differential rent, if you are a local authority tenant, or the amount of rent you may pay under Rental Accommodation Scheme (RAS). Income from employment may also affect your entitlement to keep your existing Medical Card or GP Visit Card.

## Self-employment and Jobseeker's Payments

### Jobseeker's payments and Self-Employment

If you are unemployed and in receipt of either Jobseeker's Benefit or Jobseeker's Allowance *and* you engage in self-employment you may be able to claim some of your Jobseeker's Benefit or Jobseeker's Allowance payment.

### Jobseeker's Benefit (JB)

If you are self-employed and find that you are not getting enough work to provide a sufficient income you may seek to claim a Jobseeker's Benefit payment. This only applies if you satisfy the PRSI Contribution requirements for Jobseeker's Benefit and if you satisfy the 'Genuinely Seeking Work' conditions for all Jobseeker's payments (see Chapter 1 for more information on Jobseeker's Benefit and Genuinely Seeking Work). If you do not satisfy the PRSI requirements for Jobseeker's Benefit, you may qualify for a Jobseeker's Allowance payment subject to a means test, Genuinely Seeking Work conditions and Habitual Residence Condition (HRC).

Jobseeker's Benefit is a non-means tested payment. This means that your income from self-employment will not affect your rate of payment, but the number of days you are engaged in self-employment (up to a maximum of 3 days per week – including Sunday) will affect your Jobseeker's Benefit payment.

You do not need to de-register as self-employed, close your business premises or sell your equipment/materials or tools in order to qualify for a Jobseeker's Benefit payment. You will not receive any Jobseeker's Benefit payment for the days you are engaged in self-employment, but you may receive payment for the other days you are not engaged in self-employment.

**You should not** seek to claim a Jobseeker's Benefit payment while engaged in self-employment without fully informing, and discussing the matter with, the Department of Social Protection. Failure to do so may result in loss of payment, loss of secondary benefits and result in an assessment of overpayment being made against you. Contact the INOU for more information on (01) 856 0088.

### **Jobseeker's Allowance (JA)**

If you are self-employed and find that you are not getting enough work to provide a sufficient income for your family you may be able to make a claim for a Jobseeker's Allowance payment.

Jobseekers Allowance is a means tested payment (see Chapter 1). Your income from self-employment will be assessed as means against any entitlement you might have to a Jobseekers Allowance payment.

You do not need to de-register as self-employed, close your business premises or sell your equipment/materials or tools in order to qualify for a Jobseekers Allowance payment. You can continue to operate your business while you are getting Jobseeker's Allowance provided you do not exceed the income limits.

You may continue to be self-employed and receive a Jobseeker's Allowance payment if you meet the means test and provided you can show that you are also available for and 'Genuinely Seeking' full-time employment – see Genuinely Seeking work in Chapter 1.

You may be engaged in self-employment and still qualify for a Jobseeker's Allowance payment – provided your overall income stays below a certain amount. In such instances, the number of days you are engaged in self-employment is not relevant. You could qualify for Jobseeker's Allowance even if you are engaged in self-employment every day.

**You should not** seek to claim a Jobseeker's Allowance payment while engaged in self-employment without fully informing, and discussing the matter with, the Department of Social Protection. Failure to do so may result in loss of payment, loss of secondary benefits and result in an assessment of overpayment being made against you.

## **Working and Jobseeker's Payments**

### **Jobseeker's payments and Part-time work**

If you are unemployed and in receipt of either Jobseeker's Benefit or Jobseeker's Allowance you can accept an offer of part-time work and may be able to qualify for a Jobseeker's Benefit or Jobseeker's Allowance payment for the days that you are unemployed.

Working part-time is allowed, provided that you are:

- unemployed for at least 4 days in any 7 consecutive days (including Sunday)
- Genuinely Seeking full-time employment
- available for work in respect of the remaining days of unemployment

Working for any part of a day, even only for one hour, is counted as a day of employment by the Department of Social Protection. You must advise the Department of any work you intend to undertake while receiving either Jobseeker's Benefit or Jobseeker's Allowance.

If you are engaged in part-time employment you must be available for and **Genuinely Seeking** full-time employment (see Chapter 1) to qualify for Jobseeker's Benefit or Jobseeker's Allowance.

If you accept part-time work and do not continue to genuinely seek full-time employment, or cannot provide evidence of your efforts to seek full-time employment, your claim for Jobseeker's Benefit or Jobseeker's Allowance may be disallowed. See Chapter 1 for more information about claiming Jobseeker's Benefit/Jobseeker's Allowance.

## Part-time Work and moving from JA to JB

You can engage in part-time employment while in receipt of a Jobseeker's payment. If you are about to exhaust your claim for Jobseeker's Benefit and intend to apply for Jobseeker's Allowance it is very important that you check out if your entitlement to a Jobseeker's Allowance payment will be affected by:

- any part-time employment/self-employment you are engaged in
- employment/self-employment your partner or spouse is engaged in.

Jobseeker's Benefit is a non-means tested payment and will not be affected by any savings, investments, etc. but any income from employment or self-employment that your spouse/civil partner/cohabitant has may affect the family's rate of payment. Jobseeker's Allowance is means tested and the value of any other income will be counted – including savings, redundancy payments over €20,000, capital, investments or property other than your own home and your spouse/civil partner/cohabitant's income from employment - and may affect your entitlement to receive a Jobseeker's Allowance payment. The first €20,000 of capital is disregarded for means purposes.

If you have sufficient PRSI contributions and you have lost a further day's work over the past year, you may re-qualify for Jobseekers Benefit.

If you exhaust your Jobseeker's Benefit claim and apply for Jobseeker's Allowance you may find it necessary to apply for a means tested Supplementary Welfare Allowance (SWA) payment while your application is being processed – see Chapter 2 for more information on SWA payments. You will not normally qualify for an SWA payment if you or your spouse / partner / civil partner are working more than 30 hours per week.

## Part-time work and Jobseeker's Benefit (JB)

If you are claiming Jobseeker's Benefit (JB) you can work part-time and continue to receive payment for the days you are unemployed, provided you continue to satisfy the qualifying conditions for Jobseeker's Benefit (See Chapter 1 for more information on Jobseeker's Benefit).

You will not be paid Jobseeker's Benefit for the days you are employed, but your earnings from employment will not affect your remaining Jobseeker's Benefit payment. A number of changes have been announced which affect working on Sunday and the benefit or payment week. These changes are as follows:

- **Payment based on 5 days instead of 6:** If you are in receipt of Jobseeker's Benefit and take up part-time employment the payment entitlement will be based on a 5-day week rather than a 6-day week. This means that for each day that a person is unemployed, one-fifth of the normal rate of Jobseeker's Benefit is payable. So for example, if you get part-time work for 2 days, you will get three-fifths of the normal Jobseeker's Benefit for that week. You will no longer be paid Jobseeker's Benefit in situations where you used to receive payment for one day. You must have an underlying entitlement to a minimum of 2 days Jobseeker's Benefit to receive any Jobseeker's Benefit payment at all.

This change only affects people who work part-time or are in casual employment and who also claim Jobseeker's Benefit for the days they are not working. Part-time workers, casual workers and people who work week on/week off, and who get Jobseeker's Benefit for the days they are not working will be affected by this change.

**Working on Sunday:** Sunday is treated as a day of employment and will be taken into account when calculating the amount of Jobseeker's Benefit you are entitled to be paid.

- **Optional Jobseeker's Allowance:** In some circumstances it may be better for you to claim a means-tested Jobseekers Allowance payment instead of reduced rate of non-means tested Jobseekers Benefit, where you qualify for less than €188 on the personal rate of payment. The full-rate of Jobseekers Allowance (JA) is €188 for the main claimant. Making a change to Optional Jobseeker's Allowance can be arranged at any time during your Jobseeker's Benefit entitlement and you can change between Jobseeker's Benefit and Optional Jobseeker's Allowance as many times as you need to. If you opt for Optional Jobseekers Allowance, you will still be using up your PRSI contributions.

### Part-time work and Jobseeker's Benefit

Mary is a single person on Jobseeker's Benefit, normally entitled to a personal payment of €188.00 based on a 6-day Jobseekers Benefit. Mary takes up 2 days part-time employment so her Jobseeker's Benefit will be based on the new 5-day Jobseeker's Benefit rule. She is entitled to payment of Jobseeker's Benefit for 3 days while she is working 2 days. Her new rate of Jobseeker's Benefit is calculated as follows:

New JB daily rate of payment (€188 divided by 5 days)	€37.60
Mary's new rate of Jobseeker's Benefit (€37.60 x 3)	€112.80

### Working on Sunday and Jobseeker's Benefit

Mary is a single person on Jobseeker's Benefit, normally entitled to a personal payment of €188.00 based on a 6-day Jobseekers Benefit. Mary takes up 1 day's part-time employment on Sunday. She is entitled to payment of Jobseeker's Benefit for 4 days based on the new 5-day Jobseeker's Benefit rule. Her new rate of Jobseeker's Benefit is calculated as follows:

New JB daily rate of payment (€188 divided by 5 days)	€37.60
Mary's new rate of Jobseeker's Benefit (€37.60 x4)	€150.40

### ADDITIONAL INFORMATION ON JOBSEEKER'S BENEFIT

**Spouse Working:** If your spouse/civil partner/cohabitant works while you are in receipt of Jobseeker's Benefit their earnings from employment will not directly affect your personal rate of Jobseeker's Benefit. However, their earnings from employment, self-employment and any capital/savings or any other income, may affect the family rate of payment and will be taken into account to determine if you qualify for a payment for them as a Qualified Adult and for any Child dependents.

**Continued Child Payment:** If you have been in receipt of a Jobseeker's Benefit payment for 12 months and you subsequently enter into full-time paid employment which is likely to last 4 weeks, you can keep the child portion of your payment for 13 weeks. This is known as the Continued Child Payment.

Payment is only made for children paid at the full rate. Claims for a half-rate payment for a child will not continue. The payment is made in three instalments on the first, fourth and ninth week after you start work.

You cannot receive the Continued Child Payment at the same time as Family Income Supplement (FIS). If you qualify for both of these payments, you should receive the one which gives you more money. When you close your Jobseeker's Benefit claim, you should ask the DSP Official about making a claim for Continued Child Payment and for the form CCP1.

**Self Employment:** You can engage in part-time self-employment while in receipt of Jobseeker's Benefit. You **cannot** pursue self-employment as a full-time option while in receipt of Jobseeker's Benefit, and must continue to satisfy the 'Genuinely Seeking Work' requirements of payment. If you fail to 'Genuinely Seek Work' or fail to provide evidence, to the satisfaction of the Department, of your efforts to seek employment your payment can be disallowed. If you wish to pursue self-employment as a full-time option you can apply for the **Back to Work Enterprise Allowance** or the **Short-Term Enterprise Allowance** through the Department of Social Protection.

**Education Options:** You cannot attend full-time education while in receipt of Jobseeker's Benefit, unless you participate in the Back to Education Allowance scheme or other approved scheme. You can engage in part-time education, as long as you continue to satisfy the 'Genuinely Seeking Working' requirements (see Chapter 1).

**Family Income Supplement:** Persons in receipt of Jobseeker's Benefit (JB) cannot qualify for a Family Income Supplement Payment (FIS), although if you are in receipt of Jobseekers Benefit, your spouse/civil partner/cohabitant may apply for FIS if they are employed for at least 38 hours each fortnight (19 hours each week) and your family income is below the appropriate FIS level for your family size (and provided that you are not claiming an Increase for a Qualified Adult in respect of them).

**JobsPlus:** provides a simple, easily understood and attractive scheme to encourage employers to recruit long-term unemployed people. It provides cash payments to employers – €7,500 for recruits unemployed for more than 12 but less than 24 months and €10,000 for recruits unemployed for more than 24 months.

**FastTrack:** The Department of Social Protection operates a fast-tracking system for customers in receipt of Jobseekers Benefit and Allowance who sign-off to take up full-time work for a short period of up to 8 weeks.

If you have been offered full-time employment, including work for 4 days or more per week, for up to 8 weeks you will not qualify for a Jobseeker's payment for this period but you may benefit from the Fast Track process.

The Fast Track system allows you to sign back on to your claim without the need to go through the process as a new claimant and ensure that your original Jobseeker's payment is re-instated without delay. To avail of the FastTrack process you must inform the local Social Welfare Office/Intreo Centre in advance that you are taking up work. If you have any difficulty contacting your local Social Welfare Office/Intreo Centre please contact the INOU.

**Part-time Job Incentive Scheme:** This scheme only applies to persons in receipt of Jobseeker's Allowance for 15 months or more. Persons on Jobseeker's Benefit do not qualify.

**Work Placement Programme (WPP):** The Work Placement Programme (WPP) provides 9 months' work experience in the private, public, community and voluntary sectors for graduates and other unemployed people. The placements are for a minimum of 25 hours per week. More information is available on the Work Placement Programme at the end of this chapter.

**Secondary Benefits:** Additional income from employment may affect entitlement to Secondary Benefits such as Rent Supplement, Mortgage Interest Supplement and Medical Card. It may also result in an increase in Local Authority rent or rent paid under the Rental Accommodation Scheme (RAS).

## Re-qualifying for Jobseeker's Benefit

If you engage in part-time work while in receipt of Jobseeker's Benefit you may re-qualify for Jobseeker's Benefit when your current claim is exhausted. See Chapter 1 for more information or contact the INOU on (01) 856 0088.

## Part-time work and Jobseeker's Allowance (JA)

If you are claiming Jobseeker's Allowance (JA) you can work for up to three days a week and continue to receive payment for the days you are unemployed, provided you continue to satisfy the means test and the normal qualifying conditions for Jobseekers Allowance (See Chapter 1 for more information on Jobseekers Allowance).

### Working on Sunday

- Sunday will be treated as a day of employment and taken into account when calculating the amount of Jobseeker's Allowance you are entitled to be paid.

### Assessment of Earnings

Your earnings from employment are assessed by taking your gross weekly earnings and deducting payments\* for:

- PRSI (Pay Related Social Insurance)
- Pensions (including the pension levy)
- Trade Union subscriptions

\*The Universal Social Charge – USC – is not deducted.

A daily disregard of €20.00 a day is applied for each day worked up to a maximum of 3 days (€60.00). This daily disregard is combined for the number of days worked and deducted before your income is assessed.

After subtracting the allowable deductions and applicable daily disregards the value of the remaining balance is assessed at 60% and taken as the weekly means from insurable employment. Please see the following example.

### Example: Part-time work and Jobseeker's Allowance

Mary is a single person on Jobseeker's Allowance, normally entitled to a payment of €188.00 a week. When she finds two days full-time (8 hrs. per day) work, her assessable earnings, after the allowable deductions, is €200. Her new rate of Jobseeker's Allowance (JA) is calculated as follows:

Earnings for two days (€100 per day x 2 days)	€200.00
Earnings disregard for two days (€20 per day x 2 days)	€40.00
Assessable income from employment (earnings €200 – disregard €40)	€160.00
Income assessed at 60% (€160 @ 60%)	€96.00
Mary's weekly means is	€96.00
Mary's new rate of Jobseeker's Allowance (€188 - €96 means)	€92.00
<b>Two days assessable earnings</b>	<b>€200.00</b>
<b>Plus JA payment</b>	<b>+€92.00</b>
<b>New Total household income</b>	<b>€292.00</b>

## ADDITIONAL INFORMATION ON JOBSEEKER'S ALLOWANCE

**Habitual Residence Condition:** Persons applying for Jobseeker's Allowance must satisfy the Habitual Residence Condition.

**Continued Child Payment:** If you have been in receipt of a Jobseeker's Allowance payment for 12 months or more and you subsequently enter into full-time paid employment which is likely to last 4 weeks, you can keep the child portion of your payment for 13 weeks. This is known as the Continued Child Payment.

Payment is only made for children paid at the full rate. Claims for a half-rate payment for a child will not continue. The payment is made in three instalments on the first, fourth and ninth week after you start work.

You cannot receive the Continued Child Payment (CCP) at the same time as Family Income Supplement (FIS). If you qualify for both of these payments, you should receive the one which gives you more money. When you close your Jobseeker's Allowance claim, you should ask the deciding officer about making a claim for Continued Child Payment and for the form **CCP1**.

**JobsPlus:** provides a simple, easily understood and attractive scheme to encourage employers to recruit long-term unemployed people. It provides cash payments to employers - €7,500 for recruits unemployed for more than 12 but less than 24 months and €10,000 for recruits unemployed for more than 24 months. More information is available on JobsPlus at the end of this chapter.

**Fast Track:** The Department of Social Protection operates a fast-tracking system for customers in receipt of Jobseekers Benefit and Allowance who sign-off to take up full-time work for a short period of up to 8 weeks.

If you have been offered full-time employment, including work for 4 days or more per week, for up to 8 weeks you will not qualify for a Jobseeker's payment for this period but you may benefit from the Fast Track process.

The Fast Track system allows you to sign back on to your claim without the need to go through the process as a new claimant and ensure that your original Jobseeker's payment is re-instated without delay. To avail of the FastTrack process you must inform the local Social Welfare Office/Intreo Centre in advance that you are taking up work. If you have any difficulty contacting your local Social Welfare Office/Intreo Centre please contact the INOU for further information.

**Part-time Job Incentive Scheme:** This scheme allows people who have been getting Jobseeker's Allowance for 15 months or more to take up part-time work and get a Part-time Job Allowance instead of the Jobseeker's Allowance. A person must be fully unemployed prior to taking the PTJI option. It is not possible for a person in a part-time job to convert their employment into a PTJI job. If your Jobseekers Allowance payment is equal to or more than €119.00 if you are single or €193.90 if you are being paid for your spouse/civil partner/cohabitant, you may be eligible for the Part-Time Job Incentive Scheme. You must also undertake to remain on the scheme for 2 months. You



can do more than one part-time job but the total hours worked must be less than 24 in total. The Allowance is payable regardless of the money you earn in your job and you may qualify for Family Income Supplement. Unlike Jobseekers payments, you can spread your working hours over more than 3 days per week. Please see the Part-Time Job Incentive Scheme under Employment and Self Employment Supports in this chapter.

**Spouse Working:** If your spouse/civil partner/cohabitant works, or is engaged in self-employment or has any capital/savings or other assessable income, while you are in receipt of Jobseekers Allowance their earnings from employment or assessable means can affect the amount of Jobseekers Allowance the family unit receives

**Education Options:** You cannot attend full-time education while in receipt of Jobseeker's Allowance, unless you participate in the Back to Education Allowance scheme or other approved scheme. You can engage in part-time education, as long as you continue to satisfy the 'Genuinely Seeking Working' requirements (see Chapter 1).

**Family Income Supplement:** Persons in receipt of Jobseeker's Allowance (JA) cannot qualify for a Family Income Supplement payment (FIS).

**Self Employment:** You can engage in self-employment while in receipt of Jobseekers Allowance. You must continue to satisfy the 'Genuinely Seeking Work' conditions to retain any Jobseeker's Allowance payment. There is no €20 daily disregard for self-employment, as is available to those engaged in 'insurable' employment under Jobseekers Allowance rules. If you have been self-employed, paying a Class S PRSI contribution, you do not have to de-register, wind up or close your business in order to receive Jobseekers Allowance while self-employed part-time. If you wish to pursue self-employment as a full-time option you may qualify for the Back to Work Enterprise Allowance, see Employment and Self Employment Supports in this chapter. For more information, contact the INOU on (01) 856 0088.

**Secondary Benefits:** Additional income from employment or self-employment may affect entitlement to Secondary Benefits such as Rent Supplement, Mortgage Interest Supplement and Medical Card. It may also result in an increase in Local Authority rent or rent paid under the Rental Accommodation Scheme (RAS).

## Other Working and Claiming situations

**Reduced Hours or Pay:** If you have been working full-time and your employer reduces the number of days you work because of a downturn in business, you may be able to make a claim for a Jobseeker's payment for the days that you are unemployed provided you meet the other conditions that apply to Jobseeker's payments. See Reduced Hours or Pay (Short-time and Lay off) in Chapter 2.

**Job Sharing:** You will not be eligible for Jobseeker's Benefit if you voluntarily take up a job-sharing arrangement, if you have been working full-time. If however, the change was not voluntary you can pursue a Jobseeker's payment.

**Week on/Week off:** If you are working week on/week off your entitlement to

Jobseeker's Benefit will depend on a number of conditions including your availability for work and whether you satisfy the 'Genuinely Seeking Work' requirements of the payment.

## Jobseeker's payments: Qualified Adult working

The spouse/civil partner/cohabitant of a person in receipt of a Jobseeker's payment is referred to as a Qualified Adult. A Qualified Adult may take up either full-time or part-time employment while their partner is in receipt of a Jobseeker's payment. A Qualified Adult is not subject to the Genuinely Seeking Work condition that applies to the main claimant. There is no restriction on the number of hours or days that a Qualified Adult may work, although working 30 hours or more per week may affect any entitlement to secondary benefits such as Rent Supplement or Mortgage Interest Supplement (MIS).

The amount of hours/days the Qualified Adult works will not affect the Jobseeker's payment, but the amount of money the Qualified Adult earns may affect the family's rate of payment.

- Married couples, persons who have entered into a civil partnership and co-habiting couples are all assessed in the same way by the Department of Social Protection. The Revenue Commissioners do not assess co-habiting couples for tax purpose in the same way as married couples and persons who have entered into a civil partnership.

## Jobseeker's Benefit and Qualified Adult Working

The rates of payment for Jobseekers Benefit are linked to the claimant's average weekly earnings in employment in the governing contribution year (GCY) of their claim. The average weekly earnings of the claimant in the GCY determines the rate for a qualified adult.

- Less than €300 per week the Qualified Adult payment is €80.90 per week
- €300 or more per week the Qualified Adult payment is €124.80 per week

## Qualified Adult in Employment – (PRSI Class A employee)

If you are claiming Jobseeker's Benefit and your spouse/civil partner/cohabitant (Qualified Adult) works, their gross earnings will be counted as follows (please note PRSI, pension payments and union subscriptions are **not** deducted from the gross):

- Spouse/partner earns **up to and including €100.00** a week - Jobseeker's Benefit Claimant will receive a full Qualified Adult payment
- Spouse/partner earns **between €100.01 and €310.00** per week - Jobseeker's Benefit Claimant will receive a tapered\* Qualified Adult rate .
- Spouse/partner earns gross earnings **over €310**. A Qualified Adult payment is no longer payable to the Jobseeker's Benefit Claimant.

\*Tapered rates of payment are a reducing scale of payments for Qualified Adults based on the level of their assessable income. The rates are listed on the Social Protection Website at [www.welfare.ie](http://www.welfare.ie).

## Family Income Supplement

If your spouse/civil partner/cohabitant is working and you are claiming a Qualified Adult increase on your Jobseeker's payment for him/her your spouse/civil partner/cohabitant can opt to apply for FIS instead if the FIS payment is more than the Qualified Adult increase. However, people receiving Jobseeker's Payments, as the main claimant, who are working cannot claim FIS. If your spouse/civil partner/cohabitant applies for FIS while being claimed by you as a Qualified Adult, FIS Section will make a general assessment as to which payment is more beneficial. They will then contact your spouse/civil partner/cohabitant and the decision will be up to both of you as to how you want to proceed. Please contact the INOU for more information on (01) 856 0088.

## Qualified Adult Self-Employed – (PRSI Class S)

If you are claiming Jobseeker's Benefit and your spouse/civil partner/cohabitant (Qualified Adult) is engaged in self-employment their earnings will be assessed as follows:

- Earnings are assessed as gross income less work related expenses over 12 months.
- Expected annual earnings from self-employment are divided by 52 to find your spouse/civil partner/cohabitants weekly means from self-employment.
- 'Drawings' taken from the business is not an allowable expense.
- If the 'drawings' from the business are greater than the net profit calculated, the 'drawings' are assessed as income.

There is no exhaustive list of all expenses allowed because expenses vary with the nature and extent of the self-employment. However a full list is available from the Department of Social Protection [www.welfare.ie](http://www.welfare.ie)

The Department of Social Protection may request copies of your partner's audited business accounts for the most recent trading year in addition to other documentation. If you fail to provide this information your application for Jobseekers Allowance cannot be processed. If the most recent trading year does not accurately reflect your current circumstances you can ask the Department to use a different period to make the calculation.

**Secondary Benefits:** Additional income from employment and self-employment may affect entitlement to Secondary Benefits such as Rent Supplement, Mortgage Interest Supplement and Medical Card. It may also result in an increase in Local Authority rent or rent paid under the Rental Accommodation Scheme (RAS). Please contact the INOU for more information on (01) 856 0088.

## Jobseeker's Allowance and Qualified Adult Working

The Qualified Adult of a person in receipt of a Jobseeker's Allowance claim can take up either full-time or part-time employment. The Qualified Adult is not subject to the Genuinely Seeking Work condition and there is no restriction on the number of hours or days which may be worked by the Qualified Adult.

The amount of money the Qualified Adult earns may affect the family's rate of Jobseeker's Allowance payment.

### Qualified Adult in Employment – (PRSI Class A employee)

If you are claiming Jobseeker's Allowance and your spouse / civil partner / cohabitant (Qualified Adult) works, their gross earnings will be counted as follows (please note PRSI, pension payments and union subscriptions are deducted from the gross).

- Income of €20 per day is disregarded for up to 3 days (max. €60)
- All other income above the daily disregard is assessed at 60%

#### Qualified Adult (Jobseeker's Allowance) – Working 3 days

Liz, a mother of two children, is a qualified adult on her partner Tom's Jobseeker's Allowance (JA) claim. Tom receives €372.40 Jobseeker's Allowance on behalf of the family. Liz finds three days part-time insurable work. Her assessable earnings after the allowable deductions are €120. The family's new rate of JA is calculated as follows:-

Current Jobseeker's Allowance (JA) Family rate:	€372.40
Liz's earnings (3 days at €40 per day):	€120.00
3 day disregard (€20 per day x 3 days):	€60.00
Liz's Assessable income after disregard: (€120 - €60)	€60.00
Assess 60% of net remainder (€60 assessed at 60%)	€36.00
New JA rate (€372.40 - €36 assessable earnings):	€336.40
Plus Liz's earnings	€120.00
<b>New Household Income: (reduced JA + net Wages)</b>	<b>€456.40</b>

#### Qualified Adult (Jobseeker's Allowance) – Working 5 days

John and Mary have two children and have a family Jobseeker's Allowance rate of €372.40. Mary finds work over five days. Her assessable earnings, after allowable deductions, are €200. Their new Jobseeker's Allowance rate is calculated as follows.

- Current Jobseeker's Allowance (JA) Family rate:	€372.40
- Mary's earnings (5 days at €40 per day):	€200.00
- Less disregard (only allowed for 3 days at €20 per day)	€60.00
- Mary's Assessable income after disregard (€200 - €60):	€140.00
- Assess 60% of remainder (€140 assessed at 60%)	€84.00
- New JA rate (€372.40 - €84.00 assessable earnings)	€288.40
- Plus Mary's earnings	€200.00
<b>New household income (reduced JA + net Wages)</b>	<b>€488.40</b>

## Qualified Adult Self-employed – (PRSI Class S)

If you are claiming Jobseeker's Allowance and your spouse / civil partner / cohabitant (Qualified Adult) is engaged in self-employment their earnings will be assessed as follows:

- Earnings are assessed as gross income less work related expenses over 12 months.
- Expected annual earnings from self-employment are divided by 52 to find your spouse/civil partner/cohabitants weekly means from selfemployment.
- 'Drawings' taken from the business is not an allowable expense.
- If the 'drawings' from the business are greater than the net profit calculated, the 'drawings' are assessed as income.

There is no exhaustive list of all expenses allowed because expenses vary with the nature and extent of the self-employment. However a full list is available from the Department of Social Protection [www.welfare.ie](http://www.welfare.ie)

The Department of Social Protection may request copies of your partner's audited business accounts for the most recent trading year in addition to other documentation. If you fail to provide this information your application for Jobseekers Allowance cannot be processed. If the most recent trading year does not accurately reflect your current circumstances you can ask the Department to use a different period to make the calculation.

## Other options for Qualified Adults

**Back to Work Enterprise Allowance:** Where a person is engaged on the BTWEA scheme and they cease self-employment before exhausting entitlement to the BTWEA, their qualified adult may avail of entitlement to take up the BTWEA under the scheme for the duration remaining on the original BTWEA claim. This requires that the person who is eligible for the BTWEA transfers his or her entitlements to participate in the scheme to their spouse, civil partner or cohabitant under what is known as a 'spousal swap'.

**Community Employment:** The spousal swap option is no longer open to new CE participants since the 16th of September 2013. People currently availing of a swap with a qualified adult are not affected.

### Schemes not available to Qualified Adults:

The following schemes are not available to the Qualified Adults of eligible claimants and there is no 'spousal swap' facility attached to these schemes. The partners of those on Disability payments are not eligible to avail of spousal swaps.

- |                                   |   |
|-----------------------------------|---|
| – Short-Term Enterprise Allowance | – JobBridge (National Internship Scheme)    |
| – Gateway                         | – Momentum                                  |
| – Part-time Job Incentive Scheme  | – Tús - Community work placement initiative |

**Family Income Supplement:** If your spouse/civil partner/cohabitant is working and you are claiming a Qualified Adult increase on your Jobseeker's payment

for him/her your spouse/civil partner/cohabitant can opt to apply for FIS instead if the FIS payment is more than the Qualified Adult increase. However, people receiving Jobseeker's Allowance and working cannot claim FIS.

## JOBSEEKER'S AND WORK – A USEFUL CHECKLIST

### Genuinely Seeking Work:

- ✓ If you take up part-time employment while the main claimant on Jobseeker's Allowance or Jobseeker's Benefit you must be able to show that you are Genuinely Seeking Work and continue to seek full-time employment while working part-time.
- ✓ You must use your local DSP Employment Service office/Intreo Centre, LES or Jobs Club to look for employment or training opportunities. Evidence of this might be required if your claim for a Jobseeker's payment is being reviewed by the Department under Genuinely Seeking Work conditions.

### Part-time Work:

- ✓ Would you be better off claiming a Family Income Supplement (FIS) instead of a Qualified Adult payment if you are working?
- ✓ Would you be better off claiming a Family Income Supplement instead of a Qualified Adult payment if your spouse / civil partner / cohabitant is working?
- ✓ Would you be better off financially on the Part-time Job Incentive Scheme?
- ✓ If you are offered up to 8 weeks full-time work, you should consider availing of the Department's FastTrack system for Jobseeker's – see FastTrack on previous pages – under Additional Information.

### Full-time Work:

- ✓ Do you qualify for JobsPlus?
- ✓ If you are offered up to 8 weeks full-time work, you should consider availing of the Department's FastTrack system for Jobseeker's – see FastTrack on previous pages – under Additional Information.

### Benefit of Work – Ready Reckoner

The Department of Social Protection have developed a new 'tool' to support Jobseekers returning to work. The Ready Reckoner is a user friendly tool for those in receipt of a Jobseeker's Payment. It gives an indication of the difference between your potential in-work and your current out-of-work payments based on information provided by you. The tool is anonymous and you are not required to enter any personal details. The tool is designed for those who are currently not in any type of employment, are in receipt of a Jobseeker's Payment and are considering taking up full-time sustainable employment. Visit the [www.welfare.ie](http://www.welfare.ie) website to use the Ready Reckoner.

### Secondary Benefits:

- ✓ While there is no limit on the number of hours your Qualified Adult can work while you are on Jobseeker's Benefit or Allowance, if your Qualified Adult works for 30 hours or more you may not qualify for a Rent Supplement.
- ✓ How will income from employment or self-employment affect your entitlement to Rent Supplement or Mortgage Interest Supplement?

- ✓ How will income your spouse / civil partner / cohabitant, has from employment or self-employment affect your entitlement to Rent Supplement or Mortgage Interest Supplement?
- ✓ How will any additional income from employment affect your Local Authority Rent or rent paid under the Rental Accommodation Scheme (RAS)?

### **Return to Work Supports:**

- ✓ Remember to check if you can avail of the JobsPlus, Part-time Job Incentive scheme or Continued Child Payment if you are returning to work.

## **One-Parent Family Payment (OPFP) and Work**

### **Jobseeker's Allowance Transition payment:**

Some people will no longer qualify for the One-Parent Family Payment from 3rd July 2014 because their youngest child has reached the relevant age limit. They may qualify for the Jobseeker's Allowance Transition (JST) payment instead – see the following pages for more information.

The One-Parent Family Payment (OPFP) is a payment for both men and women who, for a variety of reasons, are bringing up a child, or children, without the support of a spouse or partner. To be eligible for this payment a person must be either –

- widowed (includes a person divorced from spouse prior to spouse's death and not remarried or person whose civil partnership has been dissolved prior to civil partner's death and who has not registered in a new civil partnership)
- separated (or divorced)
- unmarried (including one whose marriage has been annulled or civil partnership has been dissolved) or
- a prisoner's spouse/civil partner

The One-Parent Family Payment is a means tested payment (see Chapter 1 for details of the means test) made up of a personal rate and payment for qualified children. Unlike Jobseeker's Allowance and Jobseeker's Benefit, persons on the One Parent Family Payment do not have to satisfy the Genuinely Seeking Work condition to qualify for the payment.

### **You cannot claim the One Parent Family Payment if:**

- You do not have any dependant children of qualifying age
- You have not been living apart from your spouse/civil partner for at least 3 months
- You are cohabiting. Cohabiting means in a relationship and living with another person of the same or opposite sex
- You do not satisfy the Habitual Residence Condition (see Habitual Residence Condition). EU migrant workers are exempt from habitual residence for the purposes of OPFP

- You are residing outside of Ireland,
- You do not satisfy the means test. This is where the value of any income, savings or investments or value of property other than your own home is more than is allowed for under the means test.

**Rates of payment:** The current personal payment rate on the One Parent Family Payment is €188.00. The current rate of payment for each qualified child is €29.80.

### Seeking Maintenance:

If you are separated, divorced or your civil partnership is dissolved you must:

- Have made efforts to get maintenance from your spouse or civil partner (if your civil partner is the parent of the child/ren)
- Be inadequately maintained by your spouse or civil partner (if your civil partner is the parent of the child/ren).

If you were not married to the parent of your child/children you do not need to seek maintenance from the other parent when you first claim One Parent Family Payment. However you must make efforts to seek maintenance from the other parent to continue to be eligible for the One Parent Family Payment.

**Assessment of Maintenance:** All income from maintenance is assessed as means. This includes both maintenance for you, and maintenance to you for any of your children. Your rent or mortgage payments, up to a maximum of €95.23 per week, can be offset against maintenance payments you receive from your spouse/civil partner. Half the balance of maintenance is then assessed as means. You must provide proof of rent or mortgage payments. Your rate of payment is calculated by using the sliding payment scale as listed in the Department of Social Protection rates of payment book (SW19) – see the [www.welfare.ie](http://www.welfare.ie) website.

### Key Points:

- From January 2014 the first €90 of your gross weekly earnings is not taken into account (or disregarded). This means that you can earn up to €90 per week and qualify for the full One-Parent Family Payment. (This disregard will reduce to €75 from January 2015 and to €60 from January 2016). You must inform the Department of Social Protection of a change in your circumstances, i.e. that you are working.
- If you earn between €90 and €425, you may qualify for a reduced payment.
- If you earn more than €425 you will not qualify for any One Parent Family Payment
- A disregard will apply for PRSI, Superannuation, Personal Retirement Savings Accounts (PRSA) together with additional voluntary contributions (AVCs) to PRSA, and trade union subscriptions
- The first €75 from employment is not counted against your Rent Supplement or Mortgage Interest Supplement. 25% of the balance is not



counted. The remainder is counted euro for euro. If you take up full-time work (over 30 hours per week) you may lose your Rent Supplement or Mortgage Interest Supplement.

- There is **no** disregard in respect of the Universal Social Charge.
- Income from employment/self-employment may affect your Local Authority Rent or rent paid under the Rental Accommodation Scheme (RAS).and will continue for 6 months in total.
- Claimants can receive the Single Person Child Carer Credit (SPCCC), which replaced the One-Parent Family Credit (OPFTC), which is double the single person's tax credit.
- If you take up full-time work (over 30 hours per week) you may be able to retain your Medical Card for up to 3 years.
- Your Rent Supplement/Mortgage Interest Supplement/Local Authority Rent/Rental Accommodation Scheme (RAS) rent could also be affected
- If you are employed for 19 or more hours per week (or 38 or more hours per fortnight), and your income is below a certain limit for your family size you can apply for the Family Income Supplement (FIS)

## Changes to the One Parent Family Payment (OPFP)

One Parent Family Payment customers will be paid until the youngest child in their family reaches the age specified in the table below. The date on which the claim will stop is determined by the date on which the claim was made and the age of the youngest child.

Where the person no longer qualifies for a One Parent Family Payment they may be able to seek an alternative Social Welfare payment, subject to satisfying

Date of claim	3 July 2014	2 July 2015
1. If your claim started before 27 April 2011 payment will continue until your youngest child reaches:	16 years	7 years
2. If your claim started between 27th April 2011 and 2nd May 2012 payment will continue until your youngest child reaches:	10 years	7 years
3. If your claim starts on or after 3rd May 2012 payment will continue until your youngest child reaches:	7 years	

the qualifying conditions of the particular payment/scheme. The payments they may qualify for include Jobseeker's Allowance Transition payment (JST), Jobseeker's Allowance, Disability Allowance or Carers Allowance or Family Income Supplement if they are employed.

### Special Arrangements

- Special arrangements apply to those in receipt of Domiciliary Care Allowance and to parents who have been recently bereaved.
- An existing customer, who stops claiming OPFP before 3rd July 2015:
- To participate in the Back to Education Scheme; **or**  
Because his/her earnings exceed the qualifying earnings limit for the scheme can reapply for OPFP based on the youngest child age criteria, that currently applies to the date on which their original application was made.

**Earnings Disregard (Employment):** The first €90 of 'gross' weekly income from employment is disregarded. If your gross weekly earnings are less than €425 you can make a claim/continue to receive the One Parent Family Payment. Deductions are allowed for PRSI, pension payments, and trade union subscriptions. After disregarding the first €90 of 'gross' income, the balance, up to €425, is divided by two to determine the actual means that are assessed. The Deciding Officer will then compare this figure to a means band chart to determine the actual means that will be assessed. The new rate of payment is calculated by using the sliding payment scale as listed in the Department of Social Protection rates of payment book (SW19) – see the [www.welfare.ie](http://www.welfare.ie) website. Means from all sources including insurable employment are assessed.

**Earnings Disregard (Self-Employment):** Income from Self-Employment is assessed in the following manner:

- Earnings are assessed as 'gross' income, less work related expenses, over 12 months.
- Expected annual earnings from self-employment are divided by 52 to find your weekly means from self-employment.
- 'Drawings' taken from the business are not an allowable expense.
- If the 'drawings' from the business are greater than the net profit calculated, the 'drawings' are assessed as net income.
- The Department of Social Protection may request copies of your audited business accounts for the most recent trading year in addition to other documentation. If you fail to provide this information your application for continued payment of the One Parent Family Payment may be stopped.
- The first €90 of your net weekly earnings is disregarded. The net weekly earnings is determined by the gross annual income less any expenses from the business. Your One Parent Family Payment is adjusted according to the sliding scale payment – see SW 19 rates of payment on [www.welfare.ie](http://www.welfare.ie).
- If you have income over €425 per week you will not qualify for any payment on the One Parent Family Payment.

**OPFP – Reduced Hours or Pay:** If you have been working full-time and your employer reduces the number of days you work because of a downturn in business, you may be entitled to an increase in the rate of payment on your One Parent Family Payment. To get an increase in your One-Parent Family Payment send a current payslip (showing your reduced pay) with a letter from your employer, confirming your new work situation, to the Social Welfare Local Office/Intreo Centre dealing with your claim.

**OPFP – JobsPlus:** Persons in receipt of the One Parent Family Payment do not qualify to participate on JobsPlus

**OPFP – Self Employment:** You can engage in self-employment while in receipt of the One Parent Family Payment. However, this income may cause your rate of payment to be reduced. If you have been self-employed, paying a Class S PRSI contribution, you do not have to de-register, wind up or close your business in order to receive the One Parent Family Payment while self-employed. For more information, contact the INOU on (01) 856 0088.

## Jobseeker's Allowance Transition Payment (JST)

Some people will no longer qualify for the One-Parent Family Payment from 3rd July 2014 because their youngest child has reached the relevant age limit. They may qualify for the Jobseeker's Allowance Transition Payment (JST) instead.

The Jobseeker's Allowance Transition Payment (JST) aims to support lone parents into the workforce. This payment is only available to people who meet very specific criteria.

You must have been getting a One-Parent Family Payment:

- within the 3 years before you make your claim for Jobseeker's Allowance Transition, and
- your payment must have stopped because your youngest child reached the relevant age limit. You do not qualify if your OPFP stopped for another reason, for example if you started cohabiting or if your income went over the income limits.

You can also requalify for Jobseeker's Allowance Transition if you were getting the payment and stopped for some reason.

To qualify for Jobseekers Allowance Transition Payment you must be:

- habitually resident in Ireland, *and*
- capable of work, *and*
- your youngest qualified dependent must be between 7 and under 14\*.

\*When your youngest child reaches 14 the normal JA conditions will apply to you.

The means test is exactly the same as the means test for Jobseekers Allowance (see Chapter 1) and the maximum weekly rate of payment is the same.

## JST – Income from Employment

Income from work is assessed in the same way as Jobseekers Allowance – see the beginning of this chapter.

A daily disregard of €20.00 a day is applied for each day worked up to a maximum of 3 days (€60.00). This daily disregard is combined for the number of days worked and deducted before your income is assessed.

On the Jobseeker's Allowance Transition Payment (JST) you can work more than 3 days per week, but the daily disregard will only apply to a maximum of 3 days in total. Any part of a day is considered a day's work – even one hour!

After subtracting the allowable deductions and applicable daily disregards the value of the remaining balance is assessed at 60% and taken as the weekly means from insurable employment.

### Example: Part-time work Jobseeker's Allowance Transition Payment (JST)

Mary is in receipt of the Jobseeker's Allowance Transition Payment (JST) for herself and 2 children (both under the age of 14). She would normally be entitled to a payment of €188.00 (personal rate) and €29.80 per child = total of €247.60. When she finds two days work, her assessable earnings, after the allowable deductions, is €100. Her new rate of Jobseeker's Allowance Transition Payment (JST) is calculated as follows:

Earnings for two days (€50 per day x 2 days)	€100.00
Earnings disregard for two days (€20 per day x 2 days)	€40.00
Assessable income from employment (earnings €100 – disregard €40)	€60.00
Income assessed at 60% (€60 @ 60%) €36.00 Mary's weekly means is	€36.00
Mary's new rate of JST (€247.60 - €36 means)	€211.60

## JST – Genuinely Seeking Work

- If you are unemployed you do not have to be available for full-time work or genuinely seeking work.
- You must participate in employment activation measures and you must participate in any recommended course of education, training or employment programme. If you don't participate you may be paid a lower amount of JST (a penalty rate).
- The 4-in-7 rule does not apply (you do not have to be fully unemployed for 4 out of 7 days). This means that you could work part-time for 5 days, for example.
- Family Income Supplement is **not** payable with Jobseeker's Transition.

## JST – Other Conditions

- You cannot cohabit with another person while you are getting JST.
- To get JST you must sign a quarterly declaration to confirm that you are still entitled to JST.

- You must always declare any change in your circumstances including a change in living arrangement or means which might affect your entitlement to JTS.

## Youngest Child reaches 14

If you are in receipt of the Jobseeker's Allowance Transition payment (JST) when your youngest child reaches 14 the normal JA conditions will apply to you – see Chapter 1 and the beginning of Chapter 4.

This will mean that:

- If you are unemployed you must be available for full-time work and genuinely seeking work.
- You **cannot** work more than 3 days per week, including Sunday
- The 4-in-7 rule **does** apply (you have to be fully unemployed for 4 out of 7 days).

If you are unfit for work you can apply for Disability Allowance, Illness Benefit or Invalidity Pension. If providing care you can apply for Carer's Allowance or Carer's Benefit.

### ADDITIONAL INFORMATION on ONE PARENT FAMILY PAYMENT

**OPFP – Community Employment:** The way participation on Community Employment affects your entitlement to the One Parent Family Payment has changed. New participants on Community Employment Schemes cannot claim a social welfare payment at the same time. In these cases, an additional €20 per week that is paid to all CE participants will apply.

**OPFP – Half-Rate Social Welfare Payments:** Half-rate payment of Jobseeker's Benefit, Illness Benefit and Incapacity Supplement for recipients of the One Parent Family Payment no longer applies.

You can continue to get half-rate Maternity Benefit, Carer's Allowance, Adoptive Benefit and Health and Safety Benefit with One Parent Family Payment.

#### OPFP – Schemes not available to the One Parent Family Payment

The following schemes are not available to persons in receipt of the One Parent Family Payment:

- Part-time Job Incentive Scheme
- Tús - Community work placement initiative

**OPFP – JobBridge – National Internship:** One Parent Family recipients are eligible to apply for JobBridge. This is a National Internship Scheme that provides work experience placements for interns for a 6 or 9 month period. Interns receive an additional allowance of €50 per week on top of their existing social welfare payment which is payable from the Department of Social Protection for the period of the internship. During your internship you

continue to receive OPFP and will not have to make a new claim upon its completion.

**OPFP – Family Income Supplement (FIS):** If you are employed for 19 or more hours per week (or 38 or more hours per fortnight), and your income is below a certain limit for your family size you can apply for the Family Income Supplement (FIS). Your wages and One Parent Family Payment and any other income you have will be treated as income in deciding if you have any entitlement to FIS.

**OPFP – Medical Card:** You may be able to retain your medical card for up to 3 years if you return to full-time or part-time work if you have been in receipt of the One Parent Family Payment for 12 months or more.

**OPFP – Redundancy Payments:** The One Parent Family Payment is a means tested payment. If you are employed, are made redundant and receive a redundancy payment this may affect the rate of payment on your One Parent Family Payment. Although you may have paid enough PRSI contributions while working to qualify for a Jobseeker's Benefit payment, you will not be able to claim the One Parent Family Payment and Jobseeker's Benefit together if you are made redundant.

**OPFP – Habitual Residence Condition:** Persons applying for the One Parent Family Payment must satisfy the Habitual Residence Condition. From May 2005, EU citizens, EEA citizens and Swiss nationals who are employed or self-employed in Ireland and paying into the Irish Social Insurance System - or who are claiming Jobseeker's Benefit at the time of making their OPFP claim - will automatically satisfy the habitual residence condition.

### One Parent Family Payment and Working

Jane is a lone parent with one child receiving a One Parent Family Payment of €217.80, who finds work paying €220 per week. Her new rate of One Parent Family Payment is calculated as follows:

Jane's gross earnings	€220.00
Less disregarded	- €90.00
Total	€130.00
Divided by 2	€65.00
Jane's weekly One Parent Family Payment rate	€217.80*
Less Means deducted for €55.00 (valued at €47.50) =	€57.50
New weekly rate	€160.30
Jane's gross earnings	€220.00
Plus revised One Parent Family Payment rate	+ €160.30
<b>Total household income</b>	<b>€380.30</b>

\*See SW19 on [www.welfare.ie](http://www.welfare.ie) for the sliding scale of payments based on assessable income

## One Parent Family Payment – Losing your Payment

**OPFP – Employment:** One Parent Family Payment recipients will no longer qualify for the payment if their gross earnings are more than €425 per week.

**OPFP – No Qualified Children:** If you do not have at least one qualified child below the relevant age limit you will no longer qualify for a One Parent Family Payment. There is no ‘replacement’ payment for the One Parent Family Payment. If you are unemployed you may apply for a Jobseekers Allowance payment, if you are ill or incapable of work you may apply for Disability Allowance, Illness Benefit or Invalidity Pension subject to meeting other qualifying conditions.

**OPFP – Married or Co-habiting:** You will not qualify for payment of the One Parent Family Payment if you are co-habiting or living as part of a couple of the same or opposite sex. Your entitlement to the payment will stop as and from the date of marriage/remarriage, or date registered in a civil partnership or date registered of a new civil partnership following dissolution of a civil partnership or from the date you begin co-habiting.

**OPFP – Failing to provide information or disclose means:** The Department of Social Protection reserve the right to review claims for the One Parent Family Payment. This may mean that you receive a visit from a Social Welfare Inspector or are asked to attend an interview with a Social Welfare Inspector to review your claim. Failure to supply within a reasonable time any information requested by the Inspector, could result in your payment being stopped by the decision of a Deciding Officer.

### OPFP – Right of Appeal:

If you are unhappy with the Department’s decision in relation to the withdrawal or reduction of your One Parent Family Payment or if wish to appeal a disallowance you may appeal that decision. Please see Social Welfare Appeals in Chapter 1 for more information.

## Working and Claiming a Disability Payment

There are three main types of Disability/Illness payments available from the Department of Social Protection. Each payment type has its own qualification requirements.

- **Disability Allowance (DA):** A weekly allowance paid to people with a disability. The disability must be expected to last for at least one year. It is subject to a medical assessment and a means test (this means test does not count the first €50,000 of capital/savings or your own home) and the person must be deemed to be habitually resident in the State. The payment is made for the duration of time the person continues to satisfy the conditions and the claim may be subject to review.
- **Illness Benefit (IB):** A weekly benefit paid to people who are/have been in insured employment and who cannot work due to illness. It is based on PRSI contributions and is payable for a maximum of 2 years. It is not means tested – but is subject to the provision of medical evidence. You cannot engage in work while in receipt of Illness Benefit. However if you wish to

engage in employment you must apply for the **Partial Capacity Benefit (PCB)** payment – see following pages.

- **Invalidity Pension (IP):** A weekly benefit paid to people who are permanently incapable of work because of an illness or incapacity. It is based on PRSI contributions, it is not means tested – but is subject to a medical assessment. In the event of a permanent illness / incapacity qualified persons may progress from Illness Benefit to this payment. You cannot engage in work while in receipt of Invalidity Pension. However if you wish to engage in paid employment you must apply for the **Partial Capacity Benefit (PCB)** payment – see following pages.

### Not Capable of Work

All disability payments are made on the understanding that the claimant is not capable of work; however, claimants may apply for an exemption to undertake rehabilitative work, while persons in receipt of Illness Benefit (for 6 months) and Invalidity Pension can apply for the Partial Capacity Benefit (PCB). Contact the INOU on (01) 856 0088 for more information.

## Disability Allowance (DA) and Work

To qualify for Disability Allowance (DA) you must:

- Have an injury, disease or physical or mental disability that has continued or may be expected to continue for at least one year
- As a result of this disability you must be substantially restricted in undertaking work that would otherwise be suitable for a person of your age, experience and qualifications.
- Be aged between 16 and 66.      ● Satisfy a means test (See Chapter 1).
- Satisfy the Habitual Residence Condition (See Chapter 1).

#### Rates of Payment:

Personal Allowance	=	€188.00 (maximum rate)
Qualified Adult	=	€124.80
Each Qualified Child	=	€29.80 (full rate)
Living Alone Increase	=	€ 7.70

### Disability Allowance – Duration of payment

You will continue to receive a Disability Allowance payment if you satisfy the medical conditions and the means test. There is no cap or limit on the amount of time that you can receive a Disability Allowance payment provided you satisfy the conditions and are aged 16 or over and under 66.

### Disability Allowance – Rehabilitative Work

If you are in receipt of Disability Allowance (DA) you are allowed to participate in approved 'rehabilitative' work (employment or self-employment) and retain some or all of your Disability Allowance (DA) payment. You must notify Disability Allowance Section in the Department of Social Protection before



taking-up any work. You must submit a letter from your doctor confirming that the work you propose to undertake is rehabilitative in nature. Failure to notify the Department before taking up rehabilitative employment/self-employment could result in a suspension/withdrawal of your payment and an assessment of overpayment against you. Secondary benefits, such as Rent or Mortgage Supplement, and Local Authority Rents or rent payable under the Rental Accommodation Scheme (RAS) may be affected by income.

### Disability Allowance – Rehabilitative Work – Assessment of Earnings

Income from rehabilitative work is assessed as follows. The first €120 per week will not affect the Disability Allowance payment. Earnings between €120 and €350 are assessed at 50%. Income over €350 is fully assessed euro for euro – for example:

Income from rehabilitative work	=	€200
Rehabilitative earnings disregard	=	€120
Balance	=	€80
Actual assessable income from employment	=	€ 40
Result - DA payment will be reduced by	=	€ 40 per week

## Disability Allowance – Returning to Employment

**Disability Allowance – JobBridge – National Internship:** JobBridge is a National Internship Scheme that provides work experience placements for interns for a 6 or 9 month period. Interns receive an additional allowance of €50 per week on top of their existing social welfare payment which is payable from the Department of Social Protection for the period of the internship.

**Disability Allowance – Back to Work Enterprise Allowance:** If you wish to pursue self-employment as a full-time option you can apply for the Back to Work Enterprise Allowance through the Department of Social Protection.

**Disability Allowance – Community Employment:** Since 16th January 2012 new participants on Community Employment (CE) schemes cannot claim another social welfare payment at the same time. New participants are people who have not been employed on a CE scheme in the previous 12 months.

**Disability Allowance – JobsPlus:** Persons in receipt of Disability Allowance do not qualify to participate on JobsPlus.

### Schemes not available:

The following schemes are not available to persons in receipt of Disability Allowance.

- Short-Term Enterprise Allowance
- Gateway Scheme
- Part-time Job Incentive Scheme
- Tús – Community work placement initiative

## ADDITIONAL INFORMATION ON DISABILITY ALLOWANCE

### Disability Allowance – SOLAS Training Courses (not CE)

Persons on Disability Allowance are allowed to participate on SOLAS Training

Courses. The Disability Allowance payment is suspended for the duration of the course and a SOLAS Training Allowance will be paid instead. Participants will receive a weekly training bonus. When the course is over the person will go back on their Disability Allowance, subject to their continuing to meet the medical criteria.

### **Disability Allowance – Secondary Benefits**

Entitlement to retain part or all of your secondary benefits (i.e. medical card, Rent Supplement, Mortgage Interest Supplement) may be affected by the source of the additional income.

### **Disability Allowance – Means Test**

The means test to qualify for Disability Allowance is the same as Jobseeker's Allowance (see Chapter 1), with the exception that the capital disregard for Disability Allowance is €50,000 (i.e. the €50,000 of savings or investments will not affect your payment).

### **Disability Allowance – Spouse/Civil Partner/Cohabitant Working**

If your spouse, civil partner or cohabitant works, is engaged in self-employment or has an income from a course of training or education, their income could affect your Disability Allowance payment - even if you are not claiming for them as a Qualified Adult on your Disability Allowance payment. Their weekly earnings are gross earnings less PRSI, superannuation and union dues.

€20 per day (up to a maximum of €60) from work is deducted from your spouse/civil partner/cohabitant's average weekly earnings if they are working for 3 days or more and then 60% of the balance is assessed as weekly means. The weekly means is then deducted from the combined total of your personal rate of Disability Allowance and the maximum payment for a Qualified Adult. Income from self-employment is treated differently.

### **Disability Allowance – Maintenance**

Persons receiving maintenance while on Disability Allowance may count up to €95.23 of maintenance against rent or mortgage costs, with half the remaining amount assessed as means on a euro-for-euro basis. Proof of rent/mortgage payments is required.

### **Disability Allowance – SWA Payments**

The Department of Social Protection's representative (formerly known as the Community Welfare Officer) may have the discretion to allow a person to access certain Supplementary Welfare Allowance (SWA) payments, if a case can be made to show that an unforeseen and exceptional need exists. This includes the Exceptional Needs Payments and Urgent Needs Payments. Persons on Disability Allowance can apply for the Back to School Clothing and Footwear Allowance.

### **Disability Allowance – Family Income Supplement (FIS)**

If a person on Disability Allowance engages in approved rehabilitative paid work as an employee at least 19 hours per week (38 hours each fortnight), s/he may apply for the weekly tax free Family Income Supplement (see FIS in this Chapter).

## Disability Allowance – Residential Care

If you are getting Disability Allowance and go into hospital or residential care you will continue to get your payment as long as you meet the qualifying conditions.

## Moving from Illness Benefit to Disability Allowance

If you are advised by the Department of Social Protection that you are about to exhaust your entitlement to an Illness Benefit payment, and if you do not qualify for an Invalidity Pension payment, you may be able to apply for Disability Allowance. As this is a means tested payment you will need to check out if your payment will be affected by:

- any rehabilitative employment you are engaged in, *or*
- employment/self-employment your spouse/civil partner/cohabitant is engaged in, *or*
- any means (savings, investments, property etc.) you or your partner may have.

Illness Benefit is a non-means tested payment, whereas Disability Allowance is means tested. As such you will also need to be aware that the value of any other income, savings, capital, investments or property other than your own home could affect your entitlement to Disability Allowance. The capital disregard, i.e. money in the bank/building society/post office/credit union, for Disability Allowance is €50,000.

### Disability Allowance – moving from Illness Benefit

Moving from Illness Benefit to Disability Allowance is not an automatic process – you must make an application for Disability Allowance to the Department of Social Protection which will be subject to a medical assessment to determine if you satisfy the medical requirements. Pending the processing/decision on your application for Disability Allowance you may be able to apply for a weekly Supplementary Welfare Allowance (SWA) payment from the Department of Social Protection's representative (formerly known as the Community Welfare Officer). Disability Allowance is a means tested payment and claimants have also to be habitually resident in the State.

### Disability Allowance – Appealing a Decision

If your application for Disability Allowance is refused, and if you feel this decision is incorrect, you have the right to appeal the decision to the Social Welfare Appeals Office. You have the right to ask for an oral hearing, which you can attend with the support of an advocate or support worker. It can take several months to secure a date for an oral hearing. For more information on Social Welfare appeals please contact us on (01) 856 0088 or [www.inou.ie](http://www.inou.ie)

**Payment pending Appeal:** If you are appealing a decision in relation to your application for Disability Allowance you may be able to apply for a weekly Supplementary Welfare Allowance (SWA) payment from the Department of Social Protection's representative (formerly known as the Community Welfare Officer), pending the outcome of your appeal. This is a means tested payment.

## Moving from Illness Benefit to Invalidity Pension

If you are advised by the Department of Social Protection that you are about to exhaust your entitlement to an Illness Benefit payment you may be able to apply for an Invalidity Pension. This will require you to be medically assessed by a doctor employed by the Department of Social Protection. This doctor will decide whether you are medically unfit for work and qualify on medical grounds for Invalidity Pension.

To receive Invalidity Pension you must have at least:

- 260 (5 years) paid PRSI contributions since entering social insurance, *and*
- 48 contributions paid or credited in the last complete tax year before the date of your claim

\* Note that only PRSI paid in classes A, E and H count. The last complete tax year is the year before your claim. For example, if you claim Invalidity Pension in 2014, the last complete tax year is 2013.

As well as being assessed for required social insurance, you will be medically assessed.

To qualify you must:

- Have been incapable of work for at least 12 months and be likely to be incapable of work for at least another 12 months (you will probably have been getting Illness Benefit or Disability Allowance during that time), *or*
- Be permanently incapable of work (in certain cases of very serious illness or disability, you can transfer directly from another social welfare payment or from your job to Invalidity Pension)..

### Invalidity Pension – Appealing a Decision

If your application for Invalidity Pension is refused, and if you feel this decision is incorrect, you have the right to appeal the decision to the Social Welfare Appeals Office. You have the right to ask for an oral hearing, which you can attend with the support of an advocate or support worker. It can take several months to secure a date for an oral hearing. Contact the INOU for more information on Social Welfare Appeals on (01) 856 0088 or visit our website [www.inou.ie](http://www.inou.ie).

**Payment pending Appeal:** If you are appealing a decision in relation to your application for Invalidity Pension you may be able to apply for a weekly Supplementary Welfare Allowance (SWA) payment from the Department of Social Protection's representative (formerly known as the Community Welfare Officer), pending the outcome of your appeal. This is a means tested payment.

## Illness Benefit (IB) and Work

### Illness Benefit

Illness Benefit is a short-term payment for employees insured under Pay Related Social Insurance (PRSI) who cannot work due to illness. You are entitled to the

payment if you are certified as unfit for work due to illness, you satisfy the Pay Related Social Insurance (PRSI) conditions and are under age 66.

From 6th January 2014 no Illness Benefit payment is made for the first 6 days of illness (up from 3 days). This means that a person will not be entitled to Illness Benefit for the first 6 days of their claim (unless the person was receiving Illness Benefit, Injury Benefit or a jobseekers' payment immediately before their claim). Claims with a commencement date before 6th January 2014 and those coming from Maternity Benefit will not be paid for the first 3 days of illness.

To qualify for payment of Illness Benefit, you must satisfy **two** conditions:

- (1)** you must have at least 104 weeks of PRSI contributions paid since you first started work

**AND EITHER (2a) or (2b)**

- (2a)** 39 weeks of PRSI contributions paid or credited in the relevant tax year of which 13 must be **paid contributions**. If you do not have 13 paid contributions in the relevant tax year, then 13 paid in **one** of the following tax years can be used instead:

- either of the two tax years before the relevant tax year
- or the last complete tax year (before the year in which your claim for Illness Benefit begins)
- or the current tax year. **or**

- (2b)** 26 weeks of PRSI contributions paid in the relevant tax year  
**and**

26 weeks of PRSI contributions paid in the tax year immediately before the relevant tax year.

- The **relevant tax year** is the second last complete tax year before the year in which your claim for Illness Benefit begins. For example:

If your claim begins in:	The relevant tax year is:
2014	2012
2015	2013
2016	2014

- Only PRSI contributions paid at class A, E, H and P count towards Illness Benefit.
- If you are getting long-term Jobseeker's Allowance, Pre-Retirement Allowance, Invalidity Pension, Carer's Allowance or Carer's Benefit, immediately before applying for Illness Benefit, you do not need to have the 13 paid contributions referred to in part **(2a)** above.
- If you were getting Occupational Injury Benefit immediately before applying for Illness Benefit you may use the tax year that applied to your OIB claim or the tax year that applies to your Illness Benefit claim,

whichever is more beneficial.

- If you have been discharged from the Defence Forces you may claim Illness Benefit. You must send in your discharge papers with your claim.

#### Current Rates of Payment:

Personal Allowance	=	€188.00 (maximum rate)
Qualified Adult	=	€124.80 (maximum rate)
Each Qualified Child	=	€29.80 (full rate)

#### Reduced rates of Payment

If your average earnings in the relevant year are below €300 you will qualify for a reduced rate of payment. If you only have credited contributions in the relevant year, you will receive the minimum rate of payment of €84.50. There are some exceptions to this rule - contact the INOU on (01) 856 0088 for more information. If you receive a reduced rate and your income is below the Supplementary Welfare Allowance rate, you can apply to the Department of Social Protection Representative (formerly known as the Community Welfare Officer) as you may have an entitlement to a top up payment under the SWA scheme (see chapter 2 for SWA).

#### Illness Benefit – Duration of Payment

- If you have between 104 and 259 weeks PRSI contributions paid, you can claim Illness Benefit for up to 52 weeks (312 payment days).
- If you have 260 weeks PRSI paid since you first started work you can claim Illness Benefit for a maximum of 2 years (624 payment days).
- If you have 260 weeks PRSI paid since you first started work and your claim for Illness Benefit began before January 2009 you may be entitled to receive Illness Benefit for as long as you are unfit for work and are under 66.

While in receipt of the payment you may be required to undergo medical assessments to determine if you still qualify for the payment on medical grounds.

When you finish your Illness Benefit claim you can requalify for Illness Benefit by paying an extra 13 PRSI contributions (or a lesser number if it brings your total PRSI contributions to 260).

**The Department will contact you before your payment is due to stop, telling you when payment will stop and what your options are.**

#### Illness Benefit – Medical Assessment

During the course of your claim for Illness Benefit, you may be asked to attend a medical assessment by a Medical Assessor for a second opinion as to whether you are incapable of work. The opinion of the Medical Assessor following this assessment is submitted to a Deciding Officer for consideration regarding your continued entitlement to Illness Benefit.

In any case where payment of Illness Benefit is disallowed, you will be notified of the decision and advised of your right to appeal against the decision.

### Illness Benefit – Tax

Illness Benefit (excluding any increases for child dependants) is considered as income for tax purposes and it is taxable from the first day of payment.

Illness Benefit is paid directly to you without any deduction of income tax. If you are employed, your employer will take your Illness Benefit into account for PAYE purposes.

If you are unemployed, Revenue will take account of the amount of Illness Benefit paid to you when they adjust your tax credits or review the tax affairs of your spouse.

## Illness Benefit – Returning to Employment

### Illness Benefit – Taking up Employment

If you are in receipt of Illness Benefit you can only take up employment under the Partial Capacity Benefit (PCB) scheme. However, you must be in receipt of payment of Illness Benefit for a minimum of 6 months to be eligible to apply. Customers on “credits only” cannot apply for PCB.

### Illness Benefit - Rehabilitative Work and exemptions

The exemption system has been replaced by the Partial Capacity Benefit (PCB) scheme.

### Illness Benefit – Community Employment

Since 16th January 2012 new participants on Community Employment (CE) and Pobal schemes cannot claim another social welfare payment at the same time. This means that if you are in receipt of Illness Benefit (IB) you must close your claim with a final certificate in order to commence a CE Scheme. **However, if are in receipt of IB (for at least 6 months) you can apply for PCB in respect of POBAL schemes.** New participants are people who have not been employed on a CE scheme in the previous 12 months.

**Illness Benefit – Back to Work Enterprise Allowance:** If you wish to pursue self-employment as a full-time option you can apply for the Back to Work Enterprise Allowance through the Department of Social Protection if you have been in receipt of Illness Benefit for 3 years or more.

**Illness Benefit – Back to Education Allowance:** If you have been claiming Illness Benefit for 2 years you can apply for the Back to Education Allowance.

### Schemes not available:

The following schemes are not available to persons in receipt of Illness Benefit.

- |                                   |   |
|-----------------------------------|---|
| — Short-Term Enterprise Allowance | — Springboard (Higher Education Programme)  |
| — JobBridge – Internship Scheme   | — Tús – Community work placement initiative |
| — Part-time Job Incentive Scheme  | — JobsPlus                                  |
| — Gateway                         | — Rural Social Scheme                       |

## ADDITIONAL INFORMATION ON ILLNESS BENEFIT

### **Illness Benefit – SOLAS Training Courses (not CE)**

Persons on Illness Benefit are only allowed to participate on SOLAS Training Courses with the permission and approval of the Department of Social Protection.

This 'permission to train' must be received before you can start the SOLAS training course. While on the course, if you continue to be entitled to payment of Illness Benefit, the payment will continue.

### **Illness Benefit – Secondary Benefits**

Entitlement to retain part or all of your secondary benefits may be affected by the amount and source of the additional income. Please contact the INOU for more information on (01) 856 0088.

### **Illness Benefit – Spouse/Civil Partner/Cohabitant Working**

You may be entitled to an increase on your Illness Benefit claim for your spouse, civil partner or cohabitant and dependent children subject to income limits. If your spouse, civil partner or cohabitant works, is engaged in self-employment or has an income from a course of training or education, their income could affect the Qualified Adult payment you receive for them on your Illness Benefit payment. Please contact the INOU for more information on (01) 856 0088.

### **Illness Benefit – SWA Payments**

The Department of Social Protection's representative (formerly known as the Community Welfare Officer) may have the discretion to allow a person to access certain SWA payments, if a case can be made to show that an unforeseen and exceptional need exists. This includes the Exceptional Needs Payments and Urgent Needs Payments. Persons on Illness Benefit can apply for the Back to School Clothing and Footwear Allowance.

### **Illness Benefit – moving to Invalidity Pension**

If you are in receipt of an Illness Benefit payment for 12 months and you have a long-term illness or disability which means that you may not be able work for the rest of your life you may be able to transfer to Invalidity Pension. In certain circumstances applicants for Illness Benefit may qualify for Invalidity Pension without the need to be in receipt of Illness Benefit for 12 months. Your eligibility will be determined by a medical assessment by the Department of Social Protection. Please contact the INOU on (01) 856 0088 for more information.

## **Invalidity Pension (IP) and Work**

### **Invalidity Pension**

Invalidity Pension is a weekly payment to people who cannot work because of a long-term illness or disability and are covered by social insurance (PRSI).

Normally, you must be getting Illness Benefit for at least 12 months before you claim Invalidity Pension. It may be possible to get Invalidity Pension after



a shorter period if you are unlikely to be able to work for the rest of your life because of your illness or disability.

To get Invalidity Pension you must have at least:

- 260 (5 years) paid PRSI contributions since entering social insurance, and
- 48 contributions paid or credited in the last complete tax year before the date of your claim

\* Note that only PRSI paid in classes A, E and H count. The last complete tax year is the year before your claim. For example, if you claim Invalidity Pension in 2014, the last complete tax year is 2013.

### Medical criteria

A doctor employed by the Department of Social Protection provides a Deciding Officer with a medical opinion as to whether you are medically unfit for work.

To qualify you must:

- Have been incapable of work for at least 12 months and be likely to be incapable of work for at least another 12 months (you will probably have been getting Illness Benefit or Disability Allowance during that time), or
- Be permanently incapable of work (in certain cases of very serious illness or disability, you can transfer directly from another social welfare payment or from your job to Invalidity Pension).

#### Rates of Payment:

Personal Allowance	=	€193.50
Qualified Adult	=	€138.10
Each Qualified Child	=	€29.80 (full rate)
	=	€14.90 (half rate)

### Invalidity Pension – Duration of payment

Invalidity pension can be paid up to the age of 66 at which time there is an automatic transfer to State Pension (Contributory). It is payable while you continue to be assessed as unfit for work and where you are unlikely to be able to work for the rest of your life because of your illness or disability.

### Invalidity Pension – Medical Assessment

During the course of your claim for Invalidity Pension, you may be asked to attend a medical assessment by a Medical Assessor. The opinion of the Medical Assessor following this assessment is submitted to a Deciding Officer for consideration regarding your continued entitlement to Invalidity Pension.

In any case where payment of Invalidity Pension is disallowed, you will be notified of the decision and advised of your right to appeal against the decision.

### Invalidity Pension – Tax

Invalidity Pension (excluding any increases for child dependants) is considered as income for tax purposes and it is taxed from the first day of payment.

Invalidity Pension is paid directly to you without any deduction of income tax. If you are employed, your employer will take your Invalidity Pension into account for PAYE purposes. If you are unemployed, Revenue will take account of the amount of Invalidity Pension paid to you when they adjust your tax credits or review the tax affairs of your spouse.

## Invalidity Pension – Returning to Employment

### Invalidity Pension – Taking up Employment

If you are in receipt of an Invalidity Pension payment you can only take up employment under the Partial Capacity Benefit (PCB) scheme.

### Invalidity Pension – Rehabilitative Work and exemptions

The previous exemption system has been replaced by the Partial Capacity Benefit (PCB) scheme.

### Invalidity Pension – Community Employment

Since 16th January 2012 new participants on Community Employment (CE) schemes cannot claim another social welfare payment at the same time. New participants are people who have not been employed on a CE scheme in the previous 12 months.

**Invalidity Pension – Back to Work Enterprise Allowance:** If you wish to pursue self-employment as a full-time option you can apply for the Back to Work Enterprise Allowance through the Department of Social Protection if you have been in receipt of Invalidity Pension for 12 months or more.

**Invalidity Pension – Back to Education Allowance:** If you have been claiming Invalidity Pension you may be able to apply for the Back to Education Allowance.

#### Schemes NOT available on Invalidity Pension:

The following schemes are not available to persons in receipt of Invalidity Pension.

- Short-Term Enterprise Allowance
- Part-time Job Incentive Scheme
- JobBridge – Internship Scheme
- Gateway Scheme
- Rural Social Scheme
- Springboard (Higher Education Programme)
- Tús – Community work placement initiative
- Employer Job (PRSI) Exemption Scheme
- JobsPlus

## ADDITIONAL INFORMATION ON INVALIDITY PENSION

### Invalidity Pension – SOLAS Training Courses (not CE)

Persons on Invalidity Pension are only allowed to participate on SOLAS Training Courses with the permission and approval of the Department of Social Protection. This 'exemption' must be received before you can start the SOLAS training course. Participants **will not** receive the standard training bonus of €20 per week.

**Invalidity Pension – Secondary Benefits**

Entitlement to retain part or all of your secondary benefits may be affected by the amount and source of the additional income. Please contact the INOU for more information on (01) 856 0088.

**Invalidity Pension – Spouse/Civil Partner/Cohabitant Working**

If your spouse, civil partner or cohabitant works, is engaged in self-employment or has an income from a course of training or education, their income could affect the Qualified Adult payment you receive for them on your Invalidity Pension payment. Please contact the INOU for more information.

**Invalidity Pension – SWA Payments**

The Department of Social Protection's representative (formerly known as the Community Welfare Officer) may have the discretion to allow a person to access certain SWA payments, if a case can be made to show that an unforeseen and exceptional need exists. This includes the Exceptional Needs Payments and Urgent Needs Payments. Persons on Invalidity Pension can apply for the Back to School Clothing and Footwear Allowance.

If you are in receipt of Invalidity Pension and seek to engage in employment you must transfer to the new Partial Capacity Benefit (PCB) scheme, which replaced the 'exemption' process on Invalidity Pension. You cannot apply for Family Income Supplement (FIS) while in receipt of a payment under the Partial Capacity Benefit (PCB) scheme.

**Partial Capacity Benefit (PCB)**

The Partial Capacity Benefit (PCB) is a social welfare scheme which allows you to return to work (if you have reduced capacity to work) and continue to receive a payment from the Department of Social Protection (DSP). You may not work until you have received approval to do so from the DSP.

**Note:** Persons in receipt of Disability Allowance are not required to transfer to Partial Capacity Benefit (PCB) if they wish to take up rehabilitative work.

To qualify for Partial Capacity Benefit you need to be currently getting either:

- Illness Benefit (for a minimum of 6 months)
- Invalidity Pension (no minimum period)

You may not work until you have received written approval to do so from the Department of Social Protection. You should also get the approval of your doctor before taking up employment.

**Partial Capacity Benefit – Hours, Earnings and Work**

There is no restriction on the amount of money you can earn or number of hours you can work on this scheme. You can also qualify for Partial Capacity Benefit (PCB) if you are seeking to become self-employed. Participation on the Partial Capacity Benefit scheme is voluntary. There is no requirement that the work you do has to be for rehabilitative or therapeutic purposes.

### **Partial Capacity Benefit – Community Employment**

Persons in receipt of Illness Benefit or Invalidity Pension **cannot** apply for Partial Capacity Benefit while participating in a Community Employment or Pobal Schemes. If you wish to give up a claim for Illness Benefit in order to participate on a Community Employment scheme you must provide a final certificate and close the Illness Benefit claim before taking up CE scheme.

### **Partial Capacity Benefit – SOLAS Training Courses**

Persons in receipt of Illness Benefit or Invalidity Pension do not apply for Partial Capacity Benefit (PCB) when seeking to participate on a SOLAS training course. However, they must apply for and receive permission from the Department of Social Protection to engage in the SOLAS training course before starting the training course. People in receipt of Illness Benefit should contact PCB section and people in receipt of Invalidity Pension should contact Invalidity Pension section directly.

### **Partial Capacity Benefit – Medical Assessment**

When you apply for the Partial Capacity Benefit scheme a Medical Assessor from the Department of Social Protection will assess the restriction on your capacity for work. This may require you to attend a medical assessment. You should include all appropriate medical evidence with your application form. If you qualify for the Partial Capacity Benefit scheme, you will not be required to send in medical certificates.

### **Partial Capacity Benefit – Approval**

You will require the permission of the Department of Social Protection before you take up or begin employment under the Partial Capacity Benefit (PCB) scheme. If employment has been secured please contact Partial Capacity Benefit section directly at [PCB@welfare.ie](mailto:PCB@welfare.ie). The approval process is based on the medical assessment undertaken at the time of application; if the application is successful you will be transferred to the Partial Capacity Benefit (PCB) scheme immediately.

### **Partial Capacity Benefit – Transferring payments**

If you take up employment under this scheme your Illness Benefit / Invalidity Pension payment will be replaced by the Partial Capacity Benefit (PCB), you will no longer be in receipt of your previous Illness Benefit / Invalidity Pension payment. However, periods spent on the Partial Capacity Benefit (PCB) scheme will be counted as 'qualifying' periods when assessing overall time spent on Illness Pension payments.

### **Partial Capacity Benefit – Method of Payment**

Partial Capacity Benefit must be paid directly into an Irish Bank account or building society account (not a mortgage account).

### **Partial Capacity Benefit – Starting Work**

You should apply, and receive written approval from the Department of Social Protection for the Partial Capacity Benefit (PCB) scheme before you start work.

If you find that it might be necessary to take up employment before you receive formal approval for Partial Capacity Benefit (PCB) scheme, because of

the start date of the job, you should contact the Department of Social Protection to discuss the matter. In such circumstances you will not receive any Partial Capacity Benefit (PCB) payment until the application has been formally approved, when any arrears accrued will be paid.

### Partial Capacity Benefit – Voluntary Participation

Participation on the Partial Capacity Benefit scheme is voluntary. It is our understanding that you will not be required or obliged to consider participation on Partial Capacity Benefit (PCB) scheme in order to continue to qualify to receive your Illness Benefit / Invalidity Pension payment.

### Partial Capacity Benefit – Secondary Benefits

If you were entitled to Free Travel or Island Allowance or Household Benefits while in receipt of Invalidity Pension, you can keep them if you qualify for Partial Capacity Benefit, however entitlement to Household Benefits will be subject to a means test after 2 years. Your entitlement to Rent Supplement or Mortgage Interest Supplement may be affected by the combination of your Partial Capacity Benefit and income from employment.

### Partial Capacity Benefit – Medical Assessment

When you apply for the Partial Capacity Benefit scheme a Medical Assessor of the Department of Social Protection will assess the restriction on your capacity for work. This may require you to attend a medical assessment. You should include all appropriate medical evidence with your application form. If you qualify for the Partial Capacity Benefit scheme, you will not be required to send in medical certificates.

Qualifying conditions for this scheme, and other schemes, change from time to time. Contact the INOU on (01) 856 0088 for the latest information on qualifying conditions for this scheme.

Medical Assessment	% of your personal rate of Illness Benefit or Invalidity Pension payment
Mild	0 (no payment applicable)*
Moderate	50%
Severe	75%
Profound	100%

**\*Mild Restriction:** If you apply for the Partial Capacity Benefit (PCB) and your restriction is assessed as mild you will not qualify for the Partial Capacity Benefit (PCB) and no longer be eligible for Illness Benefit or Invalidity Pension.

**Appealing a Medical Assessment:** The level of restriction on your capacity for work is directly linked to your rate of payment on the Partial Capacity Benefit (PCB). If you are unhappy with the level of restriction of capacity assessed by the Departments Medical Assessor you have the right to review that decision directly with Partial Capacity Benefit Section or to appeal that finding to the Social Welfare Appeals Office. See Chapter 1 for more information on Social Welfare Appeals or contact the INOU on (01) 856 0088.

## Partial Capacity Benefit – Rates of payment

Partial Capacity Benefit is made up of a personal rate for you and may include increases for your qualified adult and qualified child(ren). The personal rate of payment is based on the assessment of your restriction on capacity for work and on your Illness Benefit or Invalidity Pension. The conditions for payment of an increase for a qualified child and/or qualified children remain the same as those that applied to your Illness Benefit or Invalidity Pension claim.

### Personal Rate

Medical Assessment	Person previously getting Illness Benefit at the maximum personal rate €188.00	Person aged under 65 and previously getting Invalidity Pension at the maximum personal rate €193.50
Moderate	€ 94.00	€ 96.75
Severe	€141.00	€145.13
Profound	€188.00	€193.50

Qualified Dependents	Full-rate	Half-rate
Qualified Adult	€124.80 (maximum rate of payment)	
Qualified Child	€29.80	€14.90

The condition for payment of an increase for a qualified adult and/or qualified children remain the same as those that applied to your Illness Benefit or Invalidity Pension claim and all details must be included with your Partial Capacity Benefit application.

### Partial Capacity Benefit – Duration of Payment

The duration of payment on the Partial Capacity Benefit (PCB) scheme will depend on the Illness/Invalidity payment you are currently in receipt of:

#### — Illness Benefit

Your entitlement to Illness Benefit is limited to a maximum of 2 years. If you take up employment under the Partial Capacity Benefit (PCB) scheme the time you have already spent on Illness Benefit prior to taking up the PCB will be counted in assessing your entitlement to participate on the scheme i.e. if you have been on Illness Benefit for 12 months you would only have an entitlement to participate on the Partial Capacity Benefit (PCB) scheme for another 12 months, the combined period equalling 2 years.

#### — Invalidity Pension

There is no restriction on the amount of time you can remain on the Partial Capacity Benefit (PCB) scheme. If you are granted Partial Capacity Benefit you will be awarded payment for a maximum of three years. You may qualify for further periods of Partial Capacity Benefit if you continue to meet the requirements.

**Please Note:** You may be subject to ongoing medical reviews/assessment while on PCB. The outcome of such reviews/assessments may affect your continued entitlement to remain on Partial Capacity Benefit (PCB) scheme and could also affect any underlying entitlement to return to an Illness Benefit / Invalidity Pension payment in the future.

### Partial Capacity Benefit – mild restriction

If you apply for Partial Capacity Benefit (PCB) and are assessed as having a ‘mild’ restriction on your ability to work you will not qualify for Partial Capacity Benefit (PCB) and no longer be eligible for Illness Benefit or Invalidity Pension. If you are unhappy with the level of restriction of capacity assessed by the Departments Medical Assessor you have the right to appeal that finding to the Social Welfare Appeals Office. See Chapter 1 for more information on Social Welfare Appeals or contact the INOU on (01) 856 0088.

### Partial Capacity Benefit – leaving the scheme

If you leave Partial Capacity Benefit Scheme because your employment ceases or because your medical condition has become worse, you can return to your previous Illness Benefit / Invalidity Pension payment if you continue to satisfy the qualifying conditions of the payment.

You will be required to provide a P45 from your employer. If you have left employment and removed yourself from the PCB because your medical condition has become worse you should advise the Department of Social Protection of this change to your circumstances.

## Employment Supports for Persons with Disabilities

Employers wishing to employ persons with disabilities may take advantage of the following supports:

### Wage Subsidy Scheme (WSS)

This scheme, operated by the Department of Social Protection, provides financial incentives to employers, outside the public sector, to employ disabled people who work more than 20 hours per week.

A person on the Wage Subsidy Scheme is subject to the same conditions of employment as other employees. These conditions include PRSI contributions, annual leave, tax deductions and the going rate for the job.

Subsidies available through this scheme are structured under 3 separate strands and employers can benefit under one or all, simultaneously.

**Strand 1** subsidy is a general subsidy for any perceived productivity shortfall in excess of 20% for a disabled person who is an existing employee, in comparison to a non disabled peer. An employee must work 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 is based on the number of hours worked, giving a total annual subsidy available of €10,748 per annum based on a 39 hour week.

**Strand 2** applies where a company employs more than two disabled people. The company can avail of a grant to cover the additional supervisory, management and other work based costs. This top-up is based on the overall

number of disabled employees employed and will range on a sliding scale from an additional 10% of wage subsidy for 3 to 6 disabled employees to a maximum of 50% of wage subsidy for 23+ disabled employees.

**Strand 3** is where an employer employs 30 or more disabled workers. The employer can avail of a grant of €30,000 per annum towards the expense of employing an Employment Assistance Officer.

This programme is not available to the Public Sector as defined by the Disability Act 2005.

## Supported Employment Programme (SEP)

The Supported Employment Programme provides additional assistance for disabled persons to find and obtain employment. Support is provided through a range of organisations and included among the supports are Job Coaches who assist disabled persons and their employers.

- Phase A: A needs assessment
- Phase B: Job sourcing and development
- Phase C: Matching the jobseeker with a suitable employer
- Phase D: Aftercare and follow-up

There are a range of grants available for people with disabilities and employers including:

— **Workplace Equipment Adaptation Grant:** This scheme is paid to assist employers to make the workplace more accessible to persons with disabilities. It is also available to self-employed people with disabilities. This grant is restricted to the private sector and the maximum award is normally €6,348.70. This scheme is administered by the Department of Social Protection (DSP) and applications should be made at your local Social Welfare office/Intreo Centre.

— **Job Interview Interpreter Grant:** Under its Job Interview Interpreter Grant Scheme the Department of Social Protection will normally pay a set fee for a three hour period to provide for the services of an interpreter to support speech or hearing impaired persons who wish to attend job interviews. Travel costs for the interpreter are paid at a fixed rate.

— **Personal Reader Grant:** The Personal Reader Grant (PRG) enables blind or partially sighted people to employ a personal reader to assist them with work related reading. A fee per hour in line with the national minimum wage can be made for a maximum of 640 hours per annum.

— **Employee Retention Grant Scheme (ERGS)** is available to private sector employers when an employee develops a disability whether occupational or not. It provides funding to identify accommodation or training to enable the employee to remain in their current position or to re-train them to take up another position within the organisation. There are two stages to the scheme;

- Assessment, 90% of the costs of developing a retention strategy can be funded to a max. of €2,500.
- Implementation, 90% of eligible programme costs can be funded to a max. of €12,500.



— **Disability Awareness Support Scheme (DASS)** assists the integration of disabled people into the workplace and helps to eliminate mistaken perceptions about them. It is available to all companies in the private sector who are interested in employing, retaining or relating to people with disabilities. Funding of up to 90% of development costs is available in the first year and up to 80% of costs in subsequent years with an annual limit of €20,000 payable to an organisation. To avail of this funding, however, development must be carried out by a DSP approved organisation.

## Carer's Payments

If you are looking after someone who is in need of support because of age, physical or learning disability, or illness (including mental illness) you may qualify for a Carers Payment. There are two types of Carers Payments; **Carers Allowance** and **Carers Benefit**. For Carers Allowance, the person being cared for must need full time care for at least a year.

## Carer's Allowance (CA)

Carer's Allowance is a means tested payment that can be paid to carers on low incomes who look after people who need full-time care and attention. If you are looking after more than one person you may be entitled to an additional 50% of the maximum rate of Carer's Allowance each week. If you qualify for the Allowance, you may also qualify for the free Household Benefits Package and a Free Travel pass. There is no Qualified Adult payment with the Carers Allowance.

### Carer's Allowance – Rates of Payment:

Aged under 66, caring for 1 person	= €204.00
Aged under 66, caring for 2 or more persons	= €306.00
Aged 66 or over and caring for 1 person	= €239.00
Aged 66+, caring for 2 or more persons	= €358.50
Qualified Adult = There is no Qualified Adult Payment on Carers Allowance.	
Qualified Child*:	Full-Rate = €29.80
	Half-Rate = €14.90

\* You may claim a full-rate increase in your payment for a child dependant if you are a carer and are single, widowed, separated or a civil partner who is not living with the other civil partner. You may claim a half-rate increase in your payment for a child dependant if you are a carer and are living with your spouse, civil partner or cohabitant

### Carer's Allowance – Means Test

The means test for the Carer's Allowance involves assessing your income from savings, investments, property (excluding your home) and your spouse/civil partner's/cohabitant's income. For a single person claiming the Carer's Allowance the amount of weekly income that is not taken into account is €332.50. For married couples, civil partners or cohabitants, (except for social welfare payments from other states, to which special rules apply) the first €665 of their combined weekly income is disregarded.

### **Carer's Allowance – other Social Welfare payments**

If you are getting certain social welfare payments and you are providing full time care and attention to another person, you can keep your main social welfare payment and get half-rate Carer's Allowance as well. If you were getting another social welfare payment before claiming Carer's Allowance, you may get your original payment reinstated and also get half-rate Carer's Allowance.

If you are getting Carer's Allowance and subsequently become entitled to another payment, you can claim the other payment and get half your rate of Carer's Allowance - but only if the other payment is a qualifying payment for half-rate Carer's Allowance.

### **Carer's Allowance – half rate payment**

If you are getting certain social welfare payments and you are providing full-time care and attention to another person, you can keep your main social welfare payment and get a half-rate Carer's Allowance as well.

Half-rate Carer's Allowance is **not** payable with the following Social Welfare Payments – Jobseekers Benefit, Jobseekers Allowance, Family Income Supplement, Back to Education Allowance, Carer's Benefit or Supplementary Welfare Allowance.

### **Carer's Allowance – Qualified Adult payment**

If you are being claimed for as a Qualified Adult on your spouse/civil partner/cohabitant's social welfare payment and you are providing full time care to another person, you may apply for half-rate Carer's Allowance in your own right and your spouse, civil partner or cohabitant may retain the full Qualified Adult payment for you on their Social Welfare payment.

### **Carer's Allowance – SOLAS training courses**

A training bonus of €20 per week is payable to person's that have been in receipt of Carer's Allowance for 12 months or more prior to participating on a SOLAS training course. If a Carer is participating on a SOLAS course they are not eligible to receive Carers Allowance

### **Carer's Allowance – Community Employment**

If you are in receipt of a Carers Allowance payment you cannot participate on a Community Employment scheme directly from your Carer's Allowance payment. If you were in receipt of Carer's Allowance this can count towards the one-year eligibility period to qualify for Community Employment, but

- your caring responsibilities must have ceased, **and**
- you must currently be in receipt of Jobseeker's Benefit (JB), Jobseeker's Allowance (JA) or the One Parent Family Payment (OPFP).

If you qualify to participate on a Community Employment (CE) scheme having been on Carer's Allowance for more than one year and you are currently in receipt of a qualifying Social Welfare payment, your Community Employment scheme payment will replace your existing social welfare payment. You will not receive two social welfare payments.

### **Carer's Allowance – Habitual Residence**

Carer's Allowance is subject to the Habitual Residence conditions. If you have

returned to Ireland to care for a relative and intend to leave Ireland once your caring role has finished you may face difficulties in securing a Carer's Allowance payment. Please contact the INOU on 01 8560088 for further information or assistance if this applies to you.

## Carer's Benefit (CB)

Carer's Benefit is the payment made to insured people **who leave the work place** to care for a person or persons in need of full time care and attention.

To qualify you must satisfy a number of conditions:

### PRSI Contribution Conditions:

You must have at least 156 contributions paid at any time between entry into insurance and the time the claim for Carer's Benefit is made and:

- 39 contributions paid in the Relevant Tax Year **or**
- 39 contributions paid in the 12-month period before the start of Carer's Benefit **or**
- 26 contributions paid in the Relevant Tax Year and 26 contributions paid in the Relevant Tax Year before that.

The contributions do not have to be Class A. Instead, all employment contributions count [except Class S (self-employed) contributions]. The Relevant Tax Year is the second last complete tax year before the year in which you make your claim. So, for claims made in 2014, the Relevant Tax Year is 2012.

### Employment Conditions:

- You have been in employment for at least 8 weeks in the previous 26 weeks before becoming a carer. You must have worked for a minimum of 16 hours per week or 32 hours per fortnight.
- You give up work to be a full-time Carer (but you are still allowed to take up employment/self-employment/training/education for up to 15 hours per week with the approval of the Department of Social Protection)

### Carer's Benefit – Rates of Payment:

Aged under 66, caring for 1 person	= €205.00
Aged under 66, caring for 2 or more persons	= €307.50
Qualified Adult = There is no Qualified Adult Payment on Carers Benefit.	
Qualified Child*:	Full-Rate = €29.80
	Half-Rate = €14.90

\* You can claim an increase for a child if they are under age 18, normally live with you and are maintained by you. If a child is in full-time education by day at a recognised school or college this increase is payable until the end of the academic year in which the child reaches age 22. (This child does not have to live at home). A full-rate Qualified Child Increase is payable if you are single, widowed, separated or a civil partner who is not living with the other civil partner. You may get a half-rate increase if you are living with your spouse, civil partner or cohabitant. If your spouse, civil partner or cohabitant is getting a payment from the Department of Social Protection, you will each get a half-rate increase.

### Carer's Benefit – Means Test

Carer's Benefit is not means tested. Any savings, investments or property that you might own will not affect your rate of payment on Carer's Benefit. Earned income from employment must not be more than €332.50 per week.

### Carer's Benefit – Duration of payment

You can get Carer's Benefit for a total period of 104 weeks for each person being cared for. This may be claimed as a single continuous period or in any number of separate periods up to a total of 104 weeks. However, if you claim Carer's Benefit for less than six consecutive weeks in any given period you must wait for a further six weeks before you can claim Carer's Benefit to care for the same person again.

If you are caring for more than one person, you may receive payment for each care recipient for 104 weeks. This may result in the care periods overlapping or running concurrently.

### Carer's Benefit – Tax

Carers Benefit is a taxable source of income and should be advised to your local tax office.

### Carer's Benefit – other Social Welfare payments

You cannot claim Carers Benefit and another Social Welfare payment at the same time. There is no half-rate or reduced rate of Carers Benefit payable with any other Social Welfare payment.

### Carer's Benefit – Community Employment

If you are in receipt of a Carers Benefit payment you cannot participate on a Community Employment scheme. Being in receipt of Carer's Benefit does not count towards the one-year eligibility period to qualify for Community Employment as applies to Carers' Allowance.

### Carer's Benefit – Leave from Work

The Carer's Leave Act 2001 allows employees to leave their employment temporarily to provide full-time care for someone in need of full-time care and attention. Carers Leave is unpaid leave. The minimum period of leave is 13 weeks and the maximum period is 104 weeks.

- Carers leave is unpaid leave from employment
- You do not have to qualify for Carers Benefit to apply for Carers Leave
- You must have been in employment with your employer for 12 months or more to apply for Carers Leave
- You must give your employer at least 6 week's notice of your intention to take carer's leave
- ***You cannot be dismissed*** for exercising your right to carer's leave.

If you are on carer's leave, you must give notice in writing to your employer 4 weeks before the date you will return to work, that you intend to return to work. You are to be treated as if you had been in work during your period of carer's leave except that you are not entitled to pay while on Carers Leave. You are only entitled to annual leave and public holidays in respect of the first 13 weeks of carer's leave.

## Carers Payments – Part-time Work/Self Employment

Persons in receipt of Carers Allowance and Carers Benefit can engage in part-time employment or self-employment and continue to receive a Carers payment. The carer must notify the Department of Social Protection before taking up any work.

**Both Carer's Benefit and Allowance:** The following is allowed, if during the carer's absence, adequate provision of care has been arranged for the person being cared for:

- voluntary or community work for up to 15 hours a week
- limited self-employment in your own home (any earnings will be assessed as means – Carer's Allowance only)
- employment outside your home for up to 15 hours a week (any earnings will be assessed as means – Carer's Allowance only)
- Education or training courses up to 15 hours per week.

**Carer's Benefit only:** You cannot earn more than €332.50 per week from employment.

## Family Income Supplement (FIS)

### Benefit of Work – Ready Reckoner

The Department of Social Protection have developed a new 'tool' to support Jobseekers returning to work. The Ready Reckoner is a user friendly tool for those in receipt of a Jobseeker's Payment. It gives an indication of the difference between your potential in-work and your current out-of-work payments based on information provided by you. The tool is anonymous and you are not required to enter any personal details. The tool is designed for those who are currently not in any type of employment, are in receipt of a Jobseeker's Payment and are considering taking up full-time sustainable employment. Visit the [www.welfare.ie](http://www.welfare.ie) website to use the Ready Reckoner.

Family Income Supplement is a weekly tax-free payment for families, including one-parent families, at work on low pay. The DSP administers this payment.

### To be entitled to FIS:

- You must be an employee, you cannot qualify for FIS if you are only self-employed.
- Have at least one qualified child who normally lives with you or is part of a family supported by you. A qualified child is any child under age 18 or aged 18 to 22 if in full-time education
- Be working for at least 19 hours a week or 38 hours every fortnight and not getting Jobseeker's Benefit or Allowance, Farm Assist, Pre-Retirement Allowance or State Pension Transition. Both partners' hours can be added together to make up the 38 hours. Hours from self-employment are not counted.
- Expect to be employed for at least three months.
- Satisfy an income test.

## FIS Income Test – what is counted as income

The means test to qualify for FIS will count all of your income (including rental income from property) and your spouse/partner's/cohabitants income. The following payments are counted:

- Your assessable earnings and your spouse, civil partner or cohabitant's assessable earnings. (Assessable earnings are gross pay minus income tax, employee PRSI, Universal Social Charge (USC) and superannuation.) Income from working as a home help for the HSE.
- Any extra income you or your spouse, civil partner or cohabitant have from employment (such as pay for overtime, bonuses, allowances or commission).
- Any income you or your spouse, civil partner or cohabitant may have from self-employment.
- Income from occupational pensions.
- Income you or your spouse, civil partner or cohabitant may have including social welfare payments.
- Rental income from the letting of property or land (the capital value is not assessed).
- All income from Carer's payments will be assessed.

The following payments are not counted:

- Guardian's payments, Supplementary Welfare Allowance, Domiciliary Care allowance, Foster Child Allowance, Rent Supplement or Mortgage Interest Supplement.

Other income that is not counted includes: income from a charitable organisation (Unless from employment), unearned income (for example interest on savings) and income from providing accommodation to students studying Irish in Gaeltacht areas under a scheme administered by the Minister for the Gaeltacht.

Family Size	Department's Net Income Guidelines	Family Size	Department's Net Income Guidelines
One child	€506	Five children	€ 950
Two children	€602	Six children	€1,066
Three children	€703	Seven children	€1,202
Four children	€824	Eight children	€1,298

## FIS Means Test – How much you can get

If the average net (after tax and deductions) assessable earnings of your family, along with other family income is less than the set figure for your family size, you will receive 60% of the difference. See the following example.

### Working and claiming FIS

Conor and Niamh have 4 children. Conor is employed over 19 hours and earns €250 per week net. If Conor applies for a FIS payment based on his family size and net wages his new total household income is calculated as follows:

Set FIS rate for family of four children		€824.00
Less Conor's Income	-	€250.00
Income Difference		€574.00
Weekly FIS (60% of €574)	rounded up to	€345.00
Plus Conor's earnings	+	€250.00
<b>Total household income</b>		<b>€595.00</b>

### FIS and your Partner claiming a Jobseeker's payment

If your partner is claiming a Jobseeker's payment, but is not claiming for you as a Qualified Adult, you can claim FIS if you are working and satisfy the normal qualification criteria, see above. Any FIS payment received may affect your partners Jobseeker's payment.

### Important points to remember

- FIS is not taxable.
- FIS is paid for 52 weeks while you remain employed for at least 19 hours per week (or 38 hours per fortnight). This includes those on the Job Initiative scheme, the Community Services Programme (formerly the Social Economy Programme) and Part-Time Job Incentive Scheme. At the end of the 52 week period, you will be invited to re-apply
- If your earnings increase you will still retain FIS for the rest of the 52 week period. If your family income decreases, your FIS payment cannot be reviewed until the 52 week period has expired.
- A person who job shares and works at least 38 hours over a two-week period and fulfils all the other conditions can also apply for FIS.
- Where both spouse/civil partner/cohabitants are working, their hours can be added together to total 19 hours for the household to qualify for FIS. Hours from self employment are not included.
- The spouse/civil partner/cohabitant with the greatest income is the person who is paid the FIS, but both spouse/civil partner/cohabitants, join in any claim.
- If you have another child the FIS payment will be increased.
- The minimum FIS payment is €20 per week
- Hours worked in self-employment or on Community Employment/Tús/Gateway/Partial Capacity Benefit do not count towards making up the 19 hours each week (38 hours each fortnight)
- You cannot claim FIS if you are solely self-employed or on Community Employment, Tús or Gateway.

- At the end of the 52 weeks you should re-apply for FIS if you think you are still eligible. Always check – you may be losing out on a payment you are entitled to.

### FIS – Maternity Benefit

Under the Maternity Protection Act 1994, a woman who qualifies for Maternity Benefit is entitled to be treated as if she is in employment and accordingly can claim FIS, subject to the income limits. Your income must be less than the income limit for your family size. If you are claiming Maternity Benefit your average weekly earnings, from employment, are used to calculate your entitlement along with any other income your family has.

Your FIS claim will then be paid for 52 weeks from the first Thursday after the date of receipt of your application for FIS. You are not entitled to continue to claim FIS if you take additional unpaid maternity or adoptive leave or if you do not return to work following maternity or adoptive leave.

### FIS – Reduced Working hours/Losing your Job

– **If your pay from work is reduced** your Family Income Supplement (FIS) payment will stay the same. It will not increase. However, when your FIS payment ends you can re-apply giving details of your new reduced income. (FIS is paid for 52 weeks. At the end of the 52 weeks, you can re-apply for FIS).

– **If the number of hours you work each week is reduced** to less than 19 hours (38 hour per fortnight) you are no longer entitled to FIS. You should notify the FIS section if your hours fall below the minimum requirement.

– **If you lose your job** you are no longer entitled to FIS. You must notify the FIS section in the Department of Social Protection on (043) 334 0053 or Lo-call 1890 92 77 70 or email to [fissection@welfare.ie](mailto:fissection@welfare.ie)

### FIS – Maintenance

A separated parent can apply for FIS once he or she meets the qualifying conditions and:

- is living with the qualified child(ren) or
- is wholly maintaining the ex-spouse, ex-civil partner or ex-cohabitant with whom the qualified children are living, and wholly maintaining the qualified child(ren)
- Only one FIS payment can be made for a family

‘Wholly maintaining’ means that maintenance paid by you, the FIS applicant, must be the sole income of your ex-spouse, ex-civil partner or ex-cohabitant.

### FIS – Paying maintenance

If you are paying maintenance as a result of a court order or legally binding agreement for a second family, the amount of that maintenance payment will not be deducted from the income to be assessed for FIS.

### FIS – Receiving maintenance

If you are receiving any contributions towards your family whether in the form



of maintenance payments, or by contributions towards rent/mortgage payments, school expenses, etc. from an ex-spouse, ex-partner, ex-cohabitant, or the parent(s) of your child(ren), they are all treated as maintenance payments. These maintenance payments are assessed as income for FIS.

Only one FIS payment can be made for a family. The parent from whom you are getting maintenance must not be getting FIS. A parent getting maintenance for a qualified child will also have that maintenance assessed for FIS purposes.

## Work Experience

A number of schemes exist to support unemployed people, and those in receipt of certain other Social Welfare payments, to return to work.

- Community Employment (CE)
- JobBridge – National Internship Scheme
- Work Placement Programme (WPP)
- Tús – Community Workplace Initiative
- Gateway Scheme
- Community Services Programme (CSP)
- Job Initiative (JI) – closed to new applicants

## COMMUNITY EMPLOYMENT (CE)

Community Employment (CE) programmes are designed to help people to get back to work by offering part-time and temporary placements in jobs based within local communities. The scheme is supported by the Department of Social Protection.

Community Employment provides training and work experience, primarily to long-term unemployed people and those on the One Parent Family Payment, with some other groups of people also being eligible. Those on CE work for an average of 19.5 hours per week (or 39 hours per fortnight).

Local sponsors – community groups, local authorities or non-profit companies working in the voluntary sector or local authorities – manage CE projects. CE is divided into two options that have different eligibility rules and conditions. The type of work varies considerably from project to project. Jobs are advertised on the [JobsIreland.ie](http://www.jobsireland.ie) website, Employment Services offices/Intreo Centres, LES offices and local Job Clubs. You can apply for a CE position through your local DSP Employment Services office/Intreo Centre, LES or Job Club. Visit [www.jobsireland.ie](http://www.jobsireland.ie) or [www.welfare.ie](http://www.welfare.ie) for further details.

### Community Employment – New Participants:

Since 16 January 2012, new participants on Community Employment are not able to claim another social welfare payment while in receipt of a CE payment. This affects clients in receipt of:

- One Parent Family Payment
- Deserted Wife's Benefit
- Widow(er)s Pension
- Illness Benefit
- Disability Allowance
- Invalidity Pension
- Blind Pension

The definition of "new participant" is someone who has not participated on CE in the preceding 12 months. The standard additional €20 per week CE Participation bonus paid to all Community Employment participants will be paid to all new participants.

On completion of participation on a CE scheme, you can re-apply for your original CE-qualifying Social Welfare payment (with the exception of Illness Benefit).

A saver clause is to be applied in cases where those in receipt of the One Parent Family Payment (OPFP) were disqualified because they took part in a CE scheme on or after 16th January 2012. Where you return immediately to the OPFP from a CE scheme, you are to be returned under the rules that applied when you first became entitled to OPFP. So for example, if you were first entitled to OPFP before 27/4/2011, the appropriate age thresholds for that period apply. If you were first entitled between 27/4/2011 and 2/5/2012, the age thresholds for that period apply. This saver clause is to apply until 31st December 2014.

This change will only affect OPFP recipients who took up CE since 16th January 2012. Those on CE prior to that date are not affected as they can remain on OPFP and retain their concurrent CE payment, until their CE placement ends or the final cut-off date for concurrent payments is reached (31st December 2014).

Persons who commenced CE on or after 16th January 2012, who were previously in receipt of Disability Allowance (DA) or Invalidity Pension (IP), can notify the relevant section of the Department of Social Protection up to 4 weeks in advance of their CE finish date using the "CE Participants Form to DA-IP Section re Return to Payment". This form can be obtained from your CE Supervisor and it is only intended for those who have completed at least 12 months on CE (shorter durations can go back on their original DA/IP payment automatically). This form, in conjunction with the P45 issued on exit, allows the original payment to recommence promptly. The P45 can be faxed to the relevant section from any Social Welfare Local Office.

### Community Employment – Existing Participants:

If you were participating on a Community Employment scheme immediately **before the 16th January 2012**, and you were in receipt of either the One Parent Family Payment, Deserted Wife's Benefit, Widow(ers) Pension, Disability Allowance, Blind Pension, Illness Benefit or Invalidity Pension, you will continue to receive that Social Welfare payment in addition to your Community Employment scheme payment until your current Community Employment contract expires or you leave the CE scheme voluntarily.

This 'double payment' can continue until 31st December 2014 at most, subject to your continued qualification for your existing Community Employment position as an existing applicant. 31st December 2014 is the final cut-off date for all persons getting a social welfare payment and a CE scheme payment together.

You will only receive the child payment for any qualifying children on your Social Welfare payment; you will not receive any child payment on Community Employment.

### **CE Extensions – After 16<sup>th</sup> January 2012.**

If you obtained an extension to your Community Employment Scheme **after 16th January 2012**, and you were in receipt of either One Parent Family Payment, Deserted Wife's Benefit, Widow(ers) Pension, Disability Allowance, Blind Pension, Illness Benefit or Invalidity Pension, you will continue to receive your Social Welfare payment and your Community Employment payment for the duration of your 'extended' Community Employment Scheme until you exit CE or exhaust your CE participation limits or reach the final date for the ending of all dual-payments on or at 31st December 2014, whichever occurs first.

- You will only receive the child payment for any qualifying children on your Social Welfare Payment. You will not receive any child payment on Community Employment.
- When you finish your CE scheme you can seek to reclaim your original Social Welfare payment. Where you return immediately to OPFP from the CE scheme, you are to be returned under the rules that applied when you first became entitled to OPFP. Thus, if you were first entitled to OPFP prior to 27/4/2011, the age thresholds for that cohort apply. If you were first entitled between 27/4/2011 and 2/5/2012, the age thresholds for that cohort apply. This saver clause is to apply until 31st December 2014.
- If you were continuously in receipt of the One Parent Family Payment and participating on Community Employment you will not be treated as a new applicant for the OPFP, and will continue to receive the OPFP subject to having a qualifying child based on the date of your original application for OPFP. You will not be subject to the new maximum age rules for qualifying children.

### **Transferring between CE Schemes**

If you seek to transfer directly from your existing Community Employment scheme to a different Community Employment scheme and you already qualify to retain your original social welfare payment, you will be treated as an 'existing participant' on Community Employment. This means that your entitlement to receive a Social Welfare payment in addition to your Community Employment payment will continue.

- You will only receive the child payment for any qualifying children on your social welfare payment.

### **Spousal Swap:**

The spousal swap option is no longer open to new CE participants since 16th September 2013. People currently availing of a swap with a qualified adult are not affected.

## **CE – One-Parent Family Payment and Deserted Wife's Benefit**

If you had to transfer from Deserted Wife's Benefit to One-Parent Family Payment to be accepted as a participant on a Community Employment Scheme, you can now apply to have your entitlement to Deserted Wife's Benefit restored. While Deserted Wife's Benefit is closed to new applicants, it is still paid to those who had qualified for it before 2nd January 1997.

The maximum weekly rate of payment for Deserted Wife's Benefit is higher than the maximum weekly rate of payment for One-Parent Family Payment. If you qualify to have your entitlement to Deserted Wife's Benefit restored you may also be due arrears.

## **Community Employment – Rates of Payment**

The minimum weekly payment for new participants based on 19.5 hours worked is €208. If the actual social welfare payment (including adult/children dependants, but excluding fuel allowance) you were getting was €188 a week or less, then you will get the minimum CE weekly rate of €208 (that is €188 plus €20). If your actual weekly social welfare payment (including dependants) was €188.01 or more, then you will get the equivalent rate plus €20.

The change of circumstances rules that apply to your original social welfare payment also apply to your CE payment. This means that, if your qualified adult gets a job, their income will be assessed as means and your CE payment may be reduced subject to the standard minimum payment of €208. Equally, if they lose their job, you may be able to claim for them as an adult dependant on your CE allowance.

In order to avoid any possible overpayments, if there is any change in your circumstances, you should inform your CE supervisor and the local DSP Community Development Officer responsible for your CE scheme. (Your CE supervisor will give you contact details for the local DSP official overseeing your CE scheme). Those who started a CE scheme before 16th January 2012 will retain their existing social welfare payment (where applicable).

## **Community Employment – Child Payments**

From the 20th February 2012 persons in receipt of either One Parent Family Payment, Deserted Wife's Benefit, Widow(ers) Pension and a Community Employment payment will only receive one child payment for each qualifying child. This will be paid as part of the Social Welfare payment. You will not receive any additional or 'second' child payment on your Community Employment scheme payment.

## **CE – Progression**

The rules about progressing from Tús to CE (where it has been agreed under an intervention under the new Intreo service).

- Persons availing of the Tús, Gateway, Rural Social Scheme, Springboard, Momentum or JobBridge programmes, or receiving Back to Education Allowance (BTEA) may not participate on Community Employment (CE) at the same time.

- Time spent on Tús, Gateway, Rural Social Scheme, Springboard, JobBridge or Back to Education Allowance will not count towards the qualifying period for eligibility to CE. Entry to CE following any of these programmes is not considered as a suitable or valid progression. The only exceptions to this rule are:
  - if the BTEA was being received for **second-level** education purposes.
  - Tús participants who have completed 52 weeks on that programme can progress onto CE for a maximum of **one** year where it is considered appropriate within the context of an agreed progression plan mediated by Intreo/DSP Employment Services.
- Progression from CE to any of these programmes (excluding Tús or Gateway) is considered as a suitable and valid progression. Please note: a person cannot have a JobBridge placement with the same employer that they have already had a CE placement with.

Current CE participants **can** avail of 3rd level Springboard programmes at no-cost. The CE Supervisor will follow the Individual Learning Plan (ILP) process and on reaching agreement with the CE participant on the course choice, the CE Supervisor should refer the participant to the appropriate Intreo / Employment Services Officer or Job Facilitator. The Springboard course can then be input and approved by the DSP Community Development Officer via the ILP system

## CE – Part-Time Integration Option

The objective of the Part-time Integration Option is to help ensure that participants find a job or enter full time training/education normally after one year on Community Employment. If you decide to take a place on this option you may qualify for one year on the scheme.

### New Participants on Community Employment:

Since the 16th January 2012 new participants on Community Employment (CE) schemes **are not** able to claim another Social Welfare payment at the same time as their participation on a Community Employment Scheme. This applies to all Social Welfare payments.

### Community Employment – Who is eligible

- Anyone 25 years of age or over and currently in receipt of Jobseekers Allowance/Jobseekers Benefit or One Parent Family Payment for 12 months or more.
- Anyone 25 years of age or over in receipt of either Widows/Widowers pension (Contributory or Non-Contributory), Farm Assist or Deserted Wife's Benefit for 12 months or more.
- Time spent in receipt of Basic Supplementary Welfare Allowance (SWA-BASI) can also count towards the 12-month period provided the person is currently in receipt of one of the above listed payments (i.e. no breaks between payments), e.g. 2 months on SWA followed immediately by 10 months on Jobseekers Allowance.

- All Refugees (Convention and Programme) aged 18 years and over, as authenticated by the Department of Justice and Equality (i.e. Green Card or Garda Registration Certificate with Stamp 4) without the requisite number of weeks in receipt of payments from the DSP.
- Travellers of any age, unemployed and in receipt of JA/JB for any period, or OPFP for one year or more. For Travellers aged 16 to 17 years, a minimum of 12 months spent in a Travellers Training Workshop will suffice for eligibility.
- Persons aged 18 years or over based on evidence of an appropriate referral following an appropriate assessment of the applicant in the context of the National Rehabilitation Framework protocols.
- Ex-offenders aged 18 years or over and referred by the following agencies: the Probation Service; IASIO's Services - the Linkage Service, the Gate Service and Resettlement Service; and the Irish Prison Service. Also, Ex-offenders aged 18 and over and not referred by these Services and in receipt of Jobseekers Allowance or Jobseekers Benefit for a period of one year or more. Time spent as a prisoner is regarded as reckonable when considering duration unemployed. In addition, prisoners released on Temporary Release are considered eligible for application.
- Persons aged 18 years or over inhabiting the off-shore islands
- Persons aged 25 years or over who were in receipt of Carer's Allowance, but caring responsibilities must have ceased and the person must currently be in receipt of Jobseeker's Allowance, Jobseeker's Benefit or One Parent Family Payment for a combined total of 12 months or more.

## CE – Part-Time Job Option

On the Part-time Job Option you may be eligible to work up to three years compared to the standard 1-year available to other participants. The 3-year option recognises the need to provide access to a part-time placement for extended periods for older persons who have been unable to secure regular employment for some time. If you decide to take a place on this option you may be taken on for one year initially and depending on your work performance and availability of places, you can be re-engaged for further periods, up to a maximum of 3 years subject to approval by the Department of Social Protection (DSP).

### Community Employment – New Participants

Since the 16th January 2012 new participants on Community Employment (CE) schemes **are not** able to claim another Social Welfare payment at the same time as their participation on a Community Employment Scheme. This applies to all Social Welfare payments

### Who is eligible?

Eligibility for CE Part-Time Job Option is the same as for the CE Part-Time Integration Option with the exception of the following; that the age requirement is 35 years of age rather than 25:

- Persons aged 35 years or over who were in receipt of Carer's Allowance, but caring responsibilities must have ceased and the person must currently be in receipt of either Jobseekers Allowance, Jobseekers Benefit or One Parent Family Payment for a combined total of 3 years or more.
- Travellers of 18 years or over in receipt of Jobseekers Allowance, Jobseekers Benefit or One Parent Family Payment for one year or more. For Travellers aged 16 to 17 years, a minimum of 12 months spent on a Travellers Training Workshop will suffice for eligibility.
- Ex-offenders aged 35 years or over referred by following agencies: the Probation Service; IASIO's Services - the Linkage Service, the Gate Service and the Resettlement Service; and the Irish Prison Service. Also, Ex-offenders aged 35 and over and not referred by these Services and in receipt of Jobseekers Allowance or Jobseekers Benefit for a period of three years or more. Time spent as a prisoner is regarded as reckonable when considering duration unemployed. In addition, prisoners released on Temporary Release are considered eligible for application.
- Persons 35 years of age or over in receipt of either Disability Allowance or Blind Pension or Invalidity Pension for any period or Illness Benefit for 6 months or more.

#### The maximum rates of pay on CE projects are:

Personal Allowance (CE Single Rate)	€208.00
— Qualified Adult Dependant (at Maximum Rate)	€124.80
— Each Qualified Child (at Maximum Rate)	€29.80
— Each half-rate Qualified Child (at Maximum Rate)	€14.90

If the **actual** (means-assessed) social welfare payment received per week is €188.00 or less, then the maximum CE payment will be €208.00 *regardless of dependants*.

If the **actual** (means-assessed) social welfare payment received per week is greater than €188.00, then the CE payment will match that actual payment amount plus a €20.00 CE participation bonus.

#### Important Points to remember

- If you are earning less than €352 per week you are exempt from paying PRSI – but a PRSI contribution is made by your employer (A8 PRSI applies). If you earn more than €352, you will pay 4% PRSI on all of your earnings (A9 PRSI applies). Your earnings are also subject to income tax (PAYE). You should check the amount of tax and PRSI you are liable to pay. In some cases the combination of tax and PRSI can result in you receiving less money on Community Employment than you would have received on your social welfare payment.
- The Universal Social Charge (USC) does not count income from Community Employment as part of your 'gross' income. CE participants are exempt from USC.

- To make up your qualifying time for Community Employment you can combine a period of time spent on a recognised training, education or employment programme. Time spent in prison may also count as time unemployed.
- The capping of participation on CE, as outlined below, does not apply to periods spent on CE before April 3rd, 2000
  - Cumulative lifetime participation for those participating on CE, is 'capped' at three years overall for those aged under 55 and at six years overall for those aged 55 and over (with the exception of the cases outlined below).
  - Lifetime participation for those participating on CE and qualifying as a result of receipt of a DSP disability linked benefit, is 'capped' at four years overall for those aged under 55 and at seven years overall for those 55 and over (i.e. **one** additional year in total).
- The normal 'waiting period' for those wanting to repeat a one-year term on CE is 12 months. The person must be in receipt of a Community Employment qualifying payment during this 12 month period. For new applicants time spent on a previous Community Employment scheme is no longer considered as time that will qualify you for future periods of CE.
- If the income of your spouse/civil partner/cohabitant changes after you start the CE Scheme you must inform your CE Supervisor of any change of circumstances. If you have additional children you may receive a further qualified child payment.
- If you finish a scheme and apply for a jobseekers payment you can choose the payment of most benefit to you, either long-term Jobseeker's Allowance or Jobseeker's Benefit. If you choose Jobseeker's Benefit, you will lose entitlement to long-term secondary benefits such as the Fuel Allowance.

## What about my Secondary Benefits?

### Community Employment – Existing Participants

If you are on Community Employment and qualify to retain a Social Welfare payment, it is unlikely you will receive the Back To School Clothing and Footwear Allowance. Fuel Allowance may be payable on CE, if the Department of Social Protection confirm eligibility to this payment.

- **Rent Supplement / Mortgage Interest Supplement:** If you are receiving Rent Supplement / Mortgage Interest Supplement, the combination of income from CE and any Social Welfare payment will also affect your Rent Supplement / Mortgage Interest Supplement,. Please see Chapter 2 for information on Rent Supplement / Mortgage Interest Supplement.
- **Medical Card:** You will keep your medical card while on CE no matter how much you earn.
- **Fuel Allowance:** Those in receipt of CE and the One Parent Family Payment or a disability-related payment will continue to receive Fuel Allowance through their Department of Social Protection payment.



- **Local Authority Rent/RAS:** The combination of income from CE and any Social Welfare payment will affect your Local Authority Rent and rent payable under the Rental Accommodation Scheme (RAS).

### Community Employment – New Participants

Since the 16th January 2012 new participants on Community Employment (CE) schemes **are not** able to claim another Social Welfare payment at the same time as their participation on a Community Employment Scheme. This applies to all Social Welfare payments.

- **Secondary Benefits:** You will retain an entitlement to the secondary benefits you were receiving immediately before going onto Community Employment provided you continue to satisfy the conditions for these benefits.
- **Rent Supplement / Mortgage Interest Supplement:** Your Rent Supplement / Mortgage Interest Supplement will not be affected by the extra €20 training bonus paid as part of your CE payment.

### Training on Community Employment

Each Community Employment project currently has a training and development budget for Community Employment participants. This budget will be used to pay for costs and expenses directly related to the participant's engagement on the Community Employment project in addition to their direct training and development. Expenditure on costs may vary from project to project, as such the amount available for direct training and development of CE participants may vary from scheme to scheme. Please contact your CE scheme supervisor for more information on funding available for training. Training is available to participants in four categories: Project-related training, Progression-related training, Core Skills training and Return to Education training (literacy and numeracy).

'Project related' training includes training and development of the participants skills to enable them to carry out their work on the CE scheme. 'Progression related' training provides for training which will enable participants to improve existing skills or learn additional skills necessary to progress into employment. 'Core Skills' training aims to provide additional personal and technical skills to help access employment. Return to Education training is offered to participants who feel they would benefit from such training.

The CE Individual Learner Plan (ILP) system is used to record each individual participant's training and work experience activities throughout their time on CE.

When you are undertaking training try to ensure that:

- The training is relevant and beneficial to your general skills and will prove useful in seeking employment after your scheme;
- The training and development modules you choose offer a recognised certificate or qualification;
- You obtain a relevant up-to-date reference from your CE supervisor outlining the training you received and the experience you have gained. A summary "Record of Achievement" document is now issued to each

participant by the Supervisor recording successfully completed training as part of the CE Individual Learner Plan.

### Additional Employment

You can take up additional employment outside of your CE scheme. Income from this work is subject to tax, PRSI (A1 rate) and the Universal Social Charge in the normal way (see Chapter 5 for information on tax and PRSI). Any additional income may affect your secondary benefits, in particular your Rent Supplement (see Chapter 2).

If you take up additional work outside of your CE scheme it may have an impact on your entitlement to qualify or re-qualify for a Disability related payment on completion of your CE scheme. Contact the INOU on (01) 856 0088 for more information.

### What happens after I finish my CE options?

- Under the Part-Time Integration Option you may be eligible for another year on Community Employment. There is no automatic eligibility to an extension and only a maximum of 10% of the total number of CE places can be extended for a second year. You should talk to your CE supervisor if you feel that another year would increase your chances of getting a job later on. Your sponsor must request the extension from the Department of Social Protection (DSP) at least 8 weeks before your finish date.
- You should speak with an officer in your local Social Welfare Office/Intreo Centre or LES office if there is one in your area, before you finish your scheme, to discuss your options for getting work.
- If you are unemployed after your CE scheme, you may qualify for either Jobseeker's Benefit or long-term Jobseekers Allowance. You can choose the payment of most benefit to you.
- If you want to return to education after your scheme there are a number of programmes you may qualify for (see Chapter 6). If you are in receipt of an unemployment payment it is very important that you inform the local Social Welfare Office/Intreo Centre of any application you make to participate on any of these programmes. If you are successful in securing a place on a programme you should inform the local Social Welfare Office/Intreo Centre and confirm arrangements to ensure your social welfare payment is continued.

### CE – Employment Rights

The INOU would support and promote the rights of CE participants to join a trade union in order to protect their employment rights.

- If you are dismissed you have the right to receive a written notice outlining the reason for dismissal once you have completed a continuous year's service. If you feel you have been sacked unfairly, you can take a case to the Labour Relations Commission and make a complaint under the Unfair Dismissal Act. An employee generally requires one year's continuous service to claim under the Act.

- You are not required to work weekends or irregular hours unless this is a requirement of the job and was explained to you at your interview, and/or is specified in your job description.
- While the project sponsor decides sick leave policy, DSP reimburses the sponsor for a total of 7 full day's/14 half days sick leave if you supply a doctor's certificate. If you have the necessary PRSI contributions you can claim Illness Benefit, otherwise you will have to apply for Supplementary Welfare Allowance from your local DSP Representative (formerly know as a Community Welfare Officer). If you claim Illness Benefit you will not be eligible for fuel allowance.
- Women are entitled to full statutory maternity leave on CE (26 weeks). If you do not qualify for Maternity Benefit i.e. if you don't have enough PRSI contributions, you should go to your local Social Welfare Office / Intreo Centre and sign on. You can apply for the One-Parent Family Payment if you are a lone parent when your child is born. You may be entitled to claim Supplementary Welfare Allowance if you are waiting for either of these payments.

### Holidays

- A participant engaged for the full duration of a CE scheme is entitled to 10.5 full days (81 hrs) holidays and pro-rata where a lesser period is worked.
- Holidays must be taken within the 52-week project period.
- Arrangements for taking holidays are a matter of agreement between the sponsor and the participants.



If you are on CE, the project sponsors (your employers) must follow the legislation relevant to part-time workers.

### Complaints Procedures

If you have difficulties while on your scheme the Department of Social Protection (DSP) prescribes that each project should have procedures in place to deal with these difficulties. DSP is currently in the process of revising all their complaints procedures and when this is completed the results will be published on the DSP internet web site.

## JobBridge – National Internship Scheme

The aim of JobBridge – the National Internship Scheme – is to assist in breaking the cycle where jobseekers are unable to get a job without experience, either as new entrants to the labour market after education or training or as unemployed workers wishing to learn new skills. The scheme will also give people a real opportunity to gain valuable experience to bridge the gap between study and the beginning of their working lives.

The scheme provides for up to 8,500 work experience placements in the private, public, community and voluntary sectors. Interns receive an additional allowance of €50 per week on top of their existing social welfare payment

which is payable from the Department of Social Protection for the period of the internship.

### **JobBridge – Benefits of participation**

The benefits of participating in the JobBridge Scheme include:

- Gaining valuable work experience which you can add to your CV
- The opportunity to apply knowledge learned in training or education in a work environment
- The opportunity to enhance your skills and learn new ones through workplace learning
- The ability to explore a new career path
- The opportunity to enhance your career prospects
- To build your confidence through work experience.

### **JobBridge – qualification for JobsPlus**

People taking part in internships under JobBridge may be eligible for JobsPlus and may be employed directly from JobBridge once the required qualifying period and conditions are satisfied. The JobBridge participant must have been in receipt of a qualifying payment prior to their internship.

### **JobBridge – Who is eligible?**

In order to be eligible to participate in JobBridge – you must be:

- currently in receipt of a live claim (Jobseeker's Allowance/Jobseeker's Benefit/ One Parent Family Payment/Disability Allowance/Signing for Credits) on the Live Register, and
- have been in receipt of Jobseekers Benefit, Jobseekers Allowance/ One Parent Family Payment/Disability Allowance/or signing for Social Insurance Contribution Credits for a total of 3 months (78 days) or more in the last 6 months.

Periods spent on Back to Education Allowance, VTOS, SOLAS/Fáilte Ireland Training courses, Youthreach, FIT, Community Employment Schemes, TÚS, Gateway, the Rural Social Scheme, Back to Work Scheme, Back to Work Enterprise Allowance, Momentum courses, FÁS Job Initiative or Job Assist will count towards meeting the eligibility of JobBridge, provided:

- you have completed / are not currently participating on these programmes
- you have signed back on to the Live Register
- you are in receipt of Jobseekers Benefit or Jobseeker's Allowance/ One Parent Family Payment/Disability Allowance/ or are signing for Social Insurance Contribution Credits immediately before starting on JobBridge.

**Work Placement Programme (WPP):** You cannot apply for an internship with an organisation that you have previously completed a WPP.

You must receive approval from the Department of Social Protection before starting on JobBridge.

### JobBridge – Number of Internships

You can avail of a maximum of 3 JobBridge internships in total. The total cumulative time spent on the scheme cannot exceed 18 months (78 weeks). An intern **will not** be permitted to do more than one internship with the same company. The maximum duration of an individual internship is 9 months (39 weeks).

### JobBridge – Payment

You will receive an internship allowance that is equal to your current social welfare allowance payment (at time of commencement on the scheme) plus an additional €50 per week top-up which will be paid by the Department of Social Protection (DSP). If you are not in receipt of the full-rate of payment on your Jobseekers Benefit / Jobseekers Allowance / Disability Allowance or One Parent Family payment you **will not** receive the full-rate of payment on the internship allowance. One Parent Families who complete a JobBridge Internship will retain the ‘existing recipient’ status when they complete the Internship, they **will not** be treated as new applicants with regard to the age of their qualifying children.

The €50 top-up will be paid for the duration of the internship, but in arrears, and it is expected that participants will receive this top-up allowance approximately 2 weeks after commencing on the programme.

All payments of the Internship Allowance will be made by the Department of Social Protection via Electronic Fund Transfer into the intern’s bank account.

There is no employer top up contribution. However, there is nothing to prevent the company reimbursing you for approved vouched expenses incurred as part of the internship.

### JobBridge – Change in circumstances

Your JobBridge payment is equal to the appropriate rate of the social welfare payment you qualified for at time of commencement on the scheme.

If you qualified to participate in JobBridge through a means tested payment such as Jobseekers Allowance, Disability Allowance or the One Parent Family Payment, and your means change, i.e. if you begin co-habiting, engage in additional employment, experience an increase in your means (i.e. savings, investments or property) you should inform the Department of Social Protection. Any change to your means could affect the rate of payment you receive on JobBridge. Contact the INOU for more information.

### JobBridge – How to apply

Internships are advertised on [www.jobbridge.ie](http://www.jobbridge.ie) , [www.jobsireland.ie](http://www.jobsireland.ie) and in local Social Welfare offices/Intreo Centres.

If you are a jobseeker who is eligible for the scheme you can check the current internship opportunities on [www.jobbridge.ie](http://www.jobbridge.ie) When you have identified an internship, you apply to the Host Organisation as outlined in the advertisement.

If selected and you are currently on Jobseekers Allowance/Jobseekers Benefit/One Parent Family Payment/Signing for Social Insurance Contribution

Credits, the Host Organisation will give you an eligibility form to bring to your local Social Welfare Office/Intreo Centre to be completed and stamped. Once eligibility is confirmed, the Social Welfare office returns (for eligible clients only) the completed form to National Contact Centre for processing.

### **JobBridge – Hours Worked**

A standard Internship working week will range from 30-40 hours per week as such you will be required to participate on the scheme for a minimum of 30 hours and a maximum of 40 hours per week.

### **JobBridge – Annual Leave**

Interns are entitled to 1.75 annual leave days per month of internship and all Public holidays.

### **JobBridge – Sick Leave**

The maximum cumulative sick leave permissible over the course of an internship is 2 weeks (10 working days). Where an intern has exceeded this limit, the Host organisation shall terminate the internship immediately.

### **JobBridge – Time Off**

Although you are not an employee of the company you should still be given adequate time off for attending job interviews during the placement, to visit your local Social Welfare office/Intreo Centre and Employment Services office in order to facilitate your job seeking activities. If any issues arise in relation to seeking time off to do this please contact the INOU on (01) 856 0088 for more information.

### **JobBridge – References**

When you are finished the internship the Host Organisation must supply you with a reference that will detail the professional development/learning outcomes and experience you have acquired over the course of the placement.

### **JobBridge – Issues or Problems**

Workplace issues should in the first instance be resolved with the Host Organisation. If the internship is not working out as expected you should discuss this with the person that is supervising/mentoring your internship. If this does not resolve the issue you can contact JobBridge by sending an email to [jobbridge@welfare.ie](mailto:jobbridge@welfare.ie) providing the following: Your name, contact details, the host organisation name, internship title and brief outline of the issue.

If you leave one internship position you may be able to avail of another position, for the remainder of the 9 month period. You may avail of a maximum of 3 JobBridge internships for a total of 18 months (78 weeks).

### **JobBridge – Finishing before completion**

The scheme is voluntary and an internship can finish early with one week's notice on either side. So, for example, if you secure employment you will only need to give one week's notice.

Your entitlement to Jobseeker's Benefit, and any other benefits associated with PRSI contributions/'stamps', do not run out/are not exhausted during the duration of an internship. They are effectively 'frozen' for the period spent on

JobBridge, the National Internship Scheme and will resume immediately upon completion. The normal qualification conditions will be applied to any benefit you seek to take up/reclaim following participation on JobBridge.

If your removal from the internship scheme is because of disciplinary reasons or for reasons of gross misconduct this may affect your entitlement to a Jobseekers Payment.

If you leave the internship scheme voluntarily and seek to reclaim your Jobseekers payment your application may be reviewed. If the Department of Social Protection form the opinion that you have left the internship scheme without just cause or good reason your eligibility / entitlement to a Jobseekers payment may be affected.

### **JobBridge – Secondary Benefits**

You will keep any secondary benefits you had before you took up the JobBridge internship scheme.

- **Rent Supplement / Mortgage Interest Supplement:** If you have no other income, your rent/mortgage supplement will not be affected by the extra €50 per week top-up. If you have other income your rent/mortgage supplement may be affected.
- **Medical Card:** Will not be affected by the extra €50 per week top-up.
- **Fuel Allowance:** Will not be affected by the extra €50 per week top-up.
- **Local Authority Rent/RAS:** The combination of income from the internship allowance and the €50 per week top-up may affect your Local Authority Rent and rent payable under the Rental Accommodation Scheme (RAS).

## **WORK PLACEMENT PROGRAMME (WPP)**

This programme has been introduced to bring employers and the unemployed together for a nine month work experience placement. It allows you to apply your skills and gain valuable experience in a workplace setting, enhancing your prospects of getting a job in the future. If you are unemployed and have not secured paid work, the programme allows you to apply your existing skills and gain new competencies and valuable experience in a workplace setting.

To apply to join this programme you must be registered with DSP Employment Services and record an 'expression of interest' in joining the programme. You can do this at any local DSP Employment Office/Intreo Centre or Local Employment Service (LES) Office. If you are already registered with DSP Employment Services you can record your 'expression of interest' over the phone by calling Freephone 1800 611 116 or direct call 046 9738000.

### **WPP – qualification for JobsPlus**

People taking part in the WPP may be eligible for JobsPlus and may be employed directly from the Work Placement Programme once the required qualifying period and conditions are satisfied. The WPP participant must have been in receipt of a qualifying payment prior to their internship.

### WPP – Who is Eligible?

The Work Placement Programme (WPP) is open to both Graduates and Non Graduates. Anyone who is unemployed is eligible to apply for the Work Placement Programme. There are 2 streams in the Work Placement Programme.

**Stream 1:** In Stream 1 there are places for graduates. To be eligible for Stream 1 of the Work Placement Programme you must:

- Have been awarded a qualification at level 7 or higher on the National Framework of Qualifications, in 2009 or earlier.
- Be unemployed. You do not have to be getting a social welfare payment.

**Stream 2:** To be eligible for Stream 2 of the Work Placement Programme you must be unemployed. You do not have to be getting a social welfare payment.

- You do not have to be a graduate, but graduates can apply.

If you are an unemployed graduate with a level 7 qualification you can apply for both the graduate placement (WPP1) and the non-graduate placements (WPP2). Otherwise, you can apply for all non-graduate placements (WPP2).

### WPP – Do I get paid?

No. The placement is unpaid and voluntary. However, if you are already in receipt of certain social welfare payments, you may be allowed to retain your payment while on a placement.

- People who are not getting a social welfare payment, or who are on a payment for less than 3 months, are eligible to take part, but will not be paid while on the programme.

### WPP – Keeping your social welfare payment

If you are already getting a social welfare payment, you must notify the Department of Social Protection that you are starting a placement, as this changes your status. If you are getting a qualifying social welfare payment for at least 3 months, you may be able to keep your payment while on the Work Placement Programme. You must first receive the approval of the Department of Social Protection. Arrangements have been made to allow participants on the Work Placement Programme to sign on by post if they are claiming Jobseeker's payments.

The qualifying payments are:

- |                             |                         |
|-----------------------------|-------------------------|
| – Jobseeker's Allowance     | – Jobseeker's Benefit   |
| – Disability Allowance      | – Blind Pension         |
| – Invalidity Pension        | – Illness Benefit       |
| – One-Parent Family Payment | – Supplementary Welfare |

If you are getting Disability Allowance, Blind Pension, Invalidity Pension or Illness Benefit you will need written approval from the Department of Social Protection to do rehabilitative work before you can apply for the Work Placement Programme.



If you are on Illness Benefit you must be getting a social welfare payment for six months before you can apply for the programme.

### **WPP – No Social Welfare Payment**

You can participate in the Work Placement Programme, even if you are not in receipt of a Social Welfare payment. However, you will not receive any payment while you participate in the Work Placement Programme.

### **WPP – Secondary Benefits**

You will keep any secondary benefits you had before you took up the Work Placement Programme.

For further information on the Work Placement Programme (WPP) and to view placements visit the website [www.jobsireland.ie](http://www.jobsireland.ie) or drop into your local Intreo Office.

### **WPP – How to apply**

If you are interested in participating in the Work Placement Programme you can view the available placements on DSP's Jobs website [www.jobsireland.ie](http://www.jobsireland.ie). You can then apply to your local DSP Employment Services office/Intreo Centre. If you are already registered with DSP Employment Services or you can record an 'expression of interest' on Freephone 1800 611 116 or (046) 973 8000.

The Department of Social Protection Employment Services will refer you to an employer who is registered as a provider with the Work Placement Programme. The employer may interview you as a potential participant.

## **TÚS – COMMUNITY WORK PLACEMENT INITIATIVE**

Tús is a community work placement initiative providing short-term working opportunities for people who are long-term unemployed. The work opportunities are to benefit the community and are provided by the not for profit community and voluntary organisations in both urban and rural areas. Tús is managed by Local Development Companies and Údarás na Gaeltachta in the gaeltacht areas, for the Department of Social Protection, which has overall responsibility for the scheme.

### **Tús – Selection process**

There is no application process for Tús. Participants will be randomly selected from the Live Register and contacted by their local Social Welfare Office/Intreo Centre and offered the opportunity to participate on the scheme.

If they agree to participate on Tús they will be referred to their local development company or Údarás na Gaeltachta where they will be recruited for a suitable placement when it becomes available. You can read more about the selection process on the Department of Social Protection website at [www.welfare.ie](http://www.welfare.ie).

If a Jobseeker who is selected to participate on Tús fails to co-operate or fails to take up the offer, they will be referred for further action and investigation. As there are only limited places available on the scheme, not all those eligible will be contacted.

### Tús – Working hours

Participants will work for 19½ hours a week and the placement will last 12 months. When the placement finishes, they should sign on again with their local social welfare office. They cannot be selected to participate on Tús again for 3 years.

### To be eligible to participate on Tús you must:

- Have been continuously unemployed for at least 12 months and ‘signing on’ on a full-time basis; and
- Have been receiving a Jobseeker's payment (Jobseeker's Benefit or Jobseeker's Allowance) from the Department of Social Protection for at least 12 months; and
- Be currently receiving Jobseeker's Allowance.

Unlike other schemes where people have to apply for a place, the DSP will identify potential participants who will be contacted by their local Social Welfare Office/Intreo Centre and offered a placement on the Tús scheme.

### Tús – Payment while participating

The Tús rates of payment will be equivalent to your existing Jobseeker's Allowance plus a €20 top-up with a minimum payment of €208. All Tús payments will be made by Electronic Fund Transfer into your bank account.

### Tús – Secondary Benefits

You may keep any secondary benefits you had before you took up the Tús placement scheme, subject to income levels.

- **Rent Supplement / Mortgage Interest Supplement:** your income from Tús may affect the rate of your Rent/Mortgage Interest Supplement. You should inform the DSP representative (formerly known as the Community Welfare Officer) of any change in your circumstances. If you have no other income except your Tús payment, your rent/mortgage supplement should not be affected.
- **Medical Card:** Applicants in receipt of jobseeker's Allowance for a period of 12 months or more are entitled to retain their Medical Card for three years on taking up employment from the date on which the employment commenced.
- **Fuel Allowance:** Will not be affected by the extra €20 per week payment.
- **Local Authority Rent/RAS:** The combination of income from Tús and the €20 per week top-up may affect your Local Authority Rent and rent payable under the Rental Accommodation Scheme (RAS).

### Tús – Refusal of work placement

Under the National Employment Action Plan any person in receipt of a Jobseeker's Allowance (JA) payment is required to take up work opportunities such as the offer of a Tús placement. If you refuse a work opportunity without just cause or good reason, you may have your social welfare payment reduced or terminated. If, following a refusal of a placement, your payment is reduced or terminated you may appeal this decision to the Social Welfare Appeals office within 21 days.

### **Tús – Other work**

Participants on Tús can take up other employment provided it does not interfere with the work and times of the Tús placement and must undertake to contact the Revenue Commissioners with regard to any other work undertaken to ensure tax compliance etc. If participants are offered alternative work/training they can continue to do this alongside their Tús placement. If this is not possible, they may be granted special leave but will resume Tús on its completion.

### **Tús – Tax, PRSI and USC**

- The Tús payment is taxable but the amount payable depends on individual circumstances. Class A PRSI contributions will be paid for all participants.
- Participants on the Tús scheme are exempt from the Universal Social Charge.
- If you are earning less than €352 per week you are exempt from paying PRSI - but a PRSI contribution is made by your employer. If you earn more than €352, you will pay 4% PRSI on all of your earnings. Your earnings are also subject to income tax. You should check the amount of tax and PRSI you are liable to pay. In some cases the combination of tax and PRSI can result in you receiving less money on Tús than you would have received on your social welfare payment.

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

Participants on the Tús Programme do not qualify for Family Income Supplement (FIS). However, Tús Supervisors may qualify for the Family Income Supplement subject to the normal FIS qualification conditions. The spouse/civil partner/cohabitant of a Tús participant may qualify for FIS if they meet the qualifying criteria.

### **Tús – Annual Leave / Public Holidays**

Tús participants are entitled to 10 ½ days annual leave per annum. Pro-rata annual leave entitlements apply to periods worked of less than 12 months duration within the leave year.

Participants who are due to work on a Public Holiday are entitled to a paid day off on that day. Participants who are not due to work on a Public Holiday are entitled to be paid time-in-lieu at one-fifth of their weekly hours or four hours.

### **Tús – Issues or Problems**

Workplace issues should be resolved with the organisation managing the Tús programme. If the position is not working out as expected you should discuss this with your supervisor. If this does not resolve the issue contact the INOU on (01) 856 0088 for information and assistance.

### **Tús – Finishing before completion**

If your removal from the Tús programme is because of disciplinary reasons or for reasons of gross misconduct this may affect your entitlement to a Jobseekers Payment.

If you leave the Tús programme voluntarily and seek to reclaim your Jobseekers payment, your eligibility for a Jobseeker's payment may be reviewed. If the

Department of Social Protection form the opinion that you have left Tús scheme without just cause or good reason, your eligibility / entitlement to a Jobseekers payment may be affected. Please contact the INOU on (01) 856 0088 for more information.

### **Tús – Progression to Community Employment (CE)**

Participants on Tús can seek to engage in a Community Employment (CE) scheme on completion of Tús. This is only possible following referral under the new Intreo service.

## **GATEWAY – Local Authority Labour Activation Scheme**

Gateway is a County and City Council work placement scheme designed to provide short-term working opportunities for unemployed people. The scheme is intended to assist the personal and social development of participants by providing short-term work opportunities with the objective of bridging the gap between unemployment and re-entering the workforce.

The work opportunities are intended to benefit the local area and are identified and provided by County and City councils (collectively known as Local Authorities – LAs) in both urban and rural areas. Gateway is managed by the various County and City Councils.

### **Gateway – Selection process**

There is no application process for Gateway. Participants will be randomly selected from the Live Register and contacted by their local Social Welfare Office/Intreo Centre and offered the opportunity to participate on the scheme. If they agree to participate on Gateway they will be referred to their Local Authority where they will be recruited for a suitable placement when it becomes available. As there are only limited places available on the scheme, not all eligible unemployed people will be contacted.

### **Gateway – Working hours**

Participants will work for 19 ½ hours a week and the placement will last 22 months. When the placement finishes, they should contact their local social welfare office to re-determine their entitlements. They cannot participate in Gateway again for 3 years.

### **To be eligible to participate on Gateway you must:**

- Have been continuously unemployed for at least 24 months and "signing on" on a full-time basis; and
- Have been receiving a jobseeker's payment (Jobseeker's Benefit or Jobseeker's Allowance) from the Department of Social Protection for at least 24 months; and
- Be currently receiving Jobseeker's Allowance.

### **Gateway – Payment while participating**

The Gateway rates of payment will be equivalent to your existing Jobseeker's Allowance plus a €20 top-up with a minimum payment of €208. All Gateway payments will be made by Electronic Fund Transfer into your bank account.

## Gateway – Secondary Benefits

You may keep any secondary benefits you had before you took up the Gateway placement scheme, subject to income levels.

- **Rent Supplement / Mortgage Interest Supplement:** your income from Gateway may affect the rate of your Rent/Mortgage Interest Supplement. You should inform the DSP representative (formerly known as the Community Welfare Officer) of any change in your circumstances. If you have no other income except your Gateway payment, your rent/mortgage supplement should not be affected.
- **Medical Card:** Participants may retain their Medical Card where determined by the HSE.
- **Fuel Allowance:** Will not be affected by the extra €20 per week payment.
- **Local Authority Rent/RAS:** The combination of income from Gateway and the €20 per week top-up may affect your Local Authority Rent and rent payable under the Rental Accommodation Scheme (RAS).

## Gateway – Refusal of work placement

Under the National Employment Action Plan any person in receipt of a Jobseeker's Allowance (JA) payment is required to take up work opportunities such as the offer of a Gateway placement. If you refuse a work opportunity without just cause or good reason, you may have your social welfare payment reduced or terminated. If, following a refusal of a placement, your payment is reduced or terminated you may appeal this decision to the Social Welfare Appeals office within 21 days. Contact the INOU for assistance.

## Gateway – Other work

Participants on Gateway can take up other part-time employment provided it does not interfere with the work and times of their Gateway placement and must undertake to contact the Revenue Commissioners with regard to any other work undertaken to ensure tax compliance etc. If participants are offered alternative work/training they can continue to do this alongside their Gateway placement. If this is not possible, they may be granted special leave but will resume Gateway on its completion.

## Gateway – Tax, PRSI and USC

- The Gateway payment is taxable but the amount payable depends on individual circumstances. Class A PRSI contributions will be paid for all participants.
- Participants on the Gateway scheme are exempt from the Universal Social Charge.
- If you are earning less than €352 per week you are exempt from paying PRSI - but a PRSI contribution is made by your employer. If you earn more than €352, you will pay 4% PRSI on all of your earnings. Your earnings are also subject to income tax. You should check the amount of tax and PRSI you are liable to pay. In some cases the combination of tax and PRSI can result in you receiving less money on Gateway than you would have received on your social welfare payment.

### **Gateway – Family Income Supplement**

Participants on the Gateway Programme do not qualify for Family Income Supplement (FIS). However, Gateway Supervisors may qualify for the Family Income Supplement subject to the normal FIS qualification conditions. The spouse/civil partner/cohabitant of a Gateway participant may qualify for FIS if they meet the qualifying criteria.

### **Gateway – Annual Leave / Public Holidays**

Gateway participants are entitled to 10 ½ days annual leave per annum. Pro-rata annual leave entitlements apply to periods worked of less than 12 months duration within the leave year.

Participants who are due to work on a Public Holiday are entitled to a paid day off on that day. Participants who are not due to work on a Public Holiday are entitled to be paid time-in-lieu at one-fifth of their weekly hours or four hours.

### **Gateway – Issues or Problems**

Workplace issues should be resolved with the organisation managing the Gateway programme. If the position is not working out as expected you should discuss this with your supervisor. If this does not resolve the issue contact the INOU on (01) 856 0088 for information and assistance.

### **Gateway – Finishing before completion**

If your removal from the Gateway programme is because of disciplinary reasons or for reasons of gross misconduct this may affect your entitlement to a Jobseekers Payment.

If you leave the Gateway programme voluntarily and seek to reclaim your Jobseekers payment, your eligibility for a Jobseeker's payment may be reviewed. If the Department of Social Protection form the opinion that you have left the Gateway scheme without just cause or good reason, your eligibility / entitlement to a Jobseekers payment may be affected. Please contact the INOU on (01) 856 0088 for more information.

## **COMMUNITY SERVICES PROGRAMME (CSP)**

The Community Services Programme aims to support local community activity to address disadvantage and provide local employment opportunities for certain groups of people who have been previously unemployed. It provides funding to community services and community businesses including community services for older people and those with disabilities, rural transport initiatives and environmental projects. It is managed for the Department of Social Protection by Pobal, a not-for-profit company.

The Programme focuses on communities where public and private sector services are lacking, either through geographical or social isolation or because demand levels are not sufficient. The Programme also enables the benefit of other public investment to be realised (as in the case of investment in community centres and resources).

## **CSP – Types of projects**

In general, applicants must be not-for-profit companies with sufficient capacity to undertake service delivery and the management of staff. They must also have sufficient financial resources and opportunity to generate revenue to maintain the proposed service, and where necessary, prepare a business plan acceptable to the Programme.

The types of project that can apply for funding include:

- Community services for older people (excluding healthcare provision)
- Community services which support or employ people with disabilities (excluding healthcare provision)
- Projects, which support and employ stabilised and recovering drug misusers (excluding healthcare provision)
- Community services or community enterprises for island communities
- Community radio
- Community enterprises which support or employ Travellers (excluding healthcare provision)
- Supervising community halls and facilities with a priority focus on disadvantaged areas

Following assessment, contracts of up to 3 years' duration are typically issued to successful community companies and co-operatives that meet the criteria for the Programme.

## **CSP – Funded organisations are required to:**

- Operate on a not for profit basis
- Prioritise the unemployed in their recruitment processes. As a general principle, 70% of people recruited by the project must be from specific catchment groups (as identified below)

## **CSP – Who is eligible?**

Individuals recruited to CSP supported worker posts should be from the following categories:

- Unemployed and in receipt of Jobseeker's Benefit, Jobseeker's Allowance or One Parent Family Payment
- In receipt of Disability Allowance, Invalidity Pension or Blind Persons Pension
- Members of the Travelling community in receipt of Jobseeker's Benefit or Jobseeker's Allowance or One Parent Family Payment
- Ex-prisoners
- Stabilised drug-misusers
- People employed from Tús, Gateway, Community Employment (CE) and Job Initiative (JI) schemes are deemed eligible, Former Rural Social Scheme (RSS) workers who were previously on CE placements are also eligible.

### CSP – How to apply

If you are interested in participating in a position on the Community Services Programme, you must apply direct to the Community Service Programme in question.

## JOB INITIATIVE (JI) – closed to new participants

This programme is closed and is no longer recruiting participants.

There is a prior commitment from the Department of Jobs, Enterprise and Innovation that there will be no compulsory lay-offs on JI. Those participants who remain on JI may have their contracts renewed until they reach 66 years of age, when SOLAS would cease funding them. Community Employment (CE) participants may replace people who leave JI voluntarily, depending on circumstances.

## EMPLOYMENT AND SELF-EMPLOYMENT SUPPORTS

A number of schemes exist to support long-term unemployed people and those in receipt of other payments to return to work.

- JobsPlus
- Fast Track – Signing off for up to 8 weeks
- Revenue Job Assist – ceased on 30th June 2013
- Part-time Job Incentive Scheme
- Back to Work Enterprise Allowance (BTWEA)
- Short-Term Enterprise Allowance
- Back to Work Allowance – closed to new applicants

## JOBSPLUS

JobsPlus is a new employer incentive which encourages and rewards employers who employ jobseekers on the Live Register. It is designed to encourage employers and businesses to employ people who have been out of work for long periods

The objective of the JobsPlus is to provide a simple, easily understood and attractive scheme that will encourage employers to recruit from the long term unemployed. Under this scheme the State will pay €1 of every €4 it costs the employer to recruit the person off the Live Register.

This incentive will be payable monthly in arrears, over a 2-year period. There will be 2 levels of incentive:

- €7,500 for recruits unemployed for more than 12 but less than 24 months,
- €10,000 for recruits unemployed for more than 24 months.



**Benefit of Work – Ready Reckoner**

The Department of Social Protection have developed a new 'tool' to support Jobseekers returning to work. The Ready Reckoner is a user friendly tool for those in receipt of a Jobseeker's Payment. It gives an indication of the difference between your potential in-work and your current out-of-work payments based on information provided by you. The tool is anonymous and you are not required to enter any personal details. The tool is designed for those who are currently not in any type of employment, are in receipt of a Jobseeker's Payment and are considering taking up full-time sustainable employment. Visit the [www.welfare.ie](http://www.welfare.ie) website to use the Ready Reckoner.

**FAST TRACK – Jobseekers signing off for up to 8 weeks**

The Department of Social Protection operates a fast-tracking system for customers in receipt of Jobseekers Benefit and Allowance who sign-off to take up work for a short period of up to 8 weeks.

If you have been offered full-time employment, including work for 4 days or more per week, for up to 8 weeks you will not qualify for a Jobseeker's payment for this period but you may benefit from the Fast Track process.

The Fast Track system allows you to sign back on to your claim without the need to go through the process as a new claimant and ensure that your original Jobseeker's payment is re-instated without delay. To avail of the FastTrack process you must inform the local Social Welfare Office/Intreo Centre in advance that you are taking up work. If you have any difficulty contacting your local Social Welfare Office/Intreo Centre directly to inform them of the work you are taking up. For more information please contact the INOU.

**REVENUE JOB ASSIST**

JobsPlus has replaced the Revenue Job Assist from July 2013. Existing participants on the Revenue Job Assist will not be affected by the JobsPlus.

**PART-TIME JOB INCENTIVE SCHEME (PTJI)**

The Part-Time Job Incentive Scheme is to help a person get back into the workplace in the short-term by doing part-time work under 24 hours a week.

If you have been claiming Jobseeker's Allowance for 15 months or more you may be able to claim the Part-time Job Incentive for one year, instead of Jobseeker's Allowance. It may be possible to extend the scheme for a further period – contact the Department of Social Protection for more information on their Lo-Call information line 1890 66 22 44.

**PTJI – Who is eligible?**

You are eligible to participate on the Part-Time Job Incentive Scheme if you:

- Are in receipt of Jobseeker's Allowance (JA) for 15 months or more and are receiving a higher Jobseeker's payment than the appropriate part-time Job Incentive supplement payable for your circumstances.

- Have found a job with less than 24 hours employment a week, lasting for at least two months.
- Be fully unemployed prior to taking the PTJI option. It is **not possible** for a person in a part-time job to convert their employment into a PTJI job.

### PTJI – Spousal Swap

There is no spousal swap facility on the Part-Time Job Incentive scheme.

### PTJI – Duration of the Scheme

You can stay on the scheme for one year. This can be extended for a further period. Contact the Department of Social Protection for more information on their Lo-Call information line 1890 66 22 44.

### PTJI – Payment

You will receive a Part-time Job Allowance instead of your Jobseeker's Allowance payment. The rate of payment is:

- €119.00 per week (single person)\*
- €193.90 per week (with an adult dependant)\*.

\* There is no payment for any qualified children on this payment. You will continue to receive your monthly Child Benefit (Children's Allowance) payment.

Payment is made each week at your local post office. You will be required to attend your local Social Welfare Office/Intreo Centre each week to give a signed declaration of the hours you have worked.

### PTJI – Income from employment

Your income from employment will not affect your payment on the Part-Time Job Incentive Scheme. However, your combined income from employment and the Part-Time Job Incentive scheme may affect your secondary benefits.

### PTJI – Tax and PRSI

You must pay PRSI contribution at class A or J on your earnings from employment. If you are in insurable employment and your earnings are €38 or more per week you will pay a PRSI contribution at Class A. If your earnings are under €38 then you will pay a Class J contribution. Your wages will be subject to Tax at the appropriate rate.

### PTJI – Secondary Benefits

You may keep any secondary benefits you had before you took up employment on the Part-Time Job Incentive Scheme. This includes: Rent Supplement, Mortgage Interest Supplement, Medical Card, Local Authority Rent, RAS, Family Income Supplement, Fuel Allowance

### PTJI – Genuinely Seeking Work

If you are participating on the Part-Time Job Incentive Scheme you are **still required** to look for full-time employment under the 'Genuinely Seeking Work' conditions associated with Jobseekers Payments. Please see Chapter 1.

## PTJI – Finishing or leaving the PTJI

**Finishing:** If you finish the Part-Time Job Incentive (PTJI) scheme after one year, or any extended period, or the job ceases through no fault of your own 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). You may qualify for Jobseeker's Benefit instead of Jobseekers Allowance if you have enough PRSI contributions.

**Leaving:** If you leave the PTJI voluntarily, before the end of the scheme, and seek to reclaim your Jobseekers payment, your application may be reviewed based on Genuinely Seeking Work grounds – see chapter 1 for information on Genuinely Seeking Work conditions. If the Department of Social Protection form the opinion that you have left the PTJI without just cause or good reason your eligibility / entitlement to a Jobseekers payment may be affected.

If you are removed from the PTJI because of disciplinary reasons or for reasons of gross misconduct this may affect your entitlement to a Jobseekers Payment.

## PTJI – How to Apply

You should apply for the PTJI scheme once you have secured a part-time job. However, if you have started employment before receiving approval you should apply for the PTJI as soon as possible through your local Social Welfare Office/Intreo Centre. You will be asked to complete the application form **PTA1** giving details of your part-time employment.

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 in insurable employment.

Contact the Department of Social Protection for more information on their Lo-Call information line 1890 66 22 44 or the INOU on (01) 856 0088.

## BACK TO WORK ENTERPRISE ALLOWANCE (BTWEA)

The Back to Work Enterprise Allowance encourages unemployed people and those receiving other Social Welfare payments to take up self employment opportunities by allowing them to retain a proportion of their social welfare payment, plus secondary benefits.

### BTWEA – Who is eligible?

You will qualify for the BTWEA if you:

- Are setting up a self-employment business that has been approved in advance in writing by a Case Officer or Integrated Development (Partnership) Company

**And**

- Are 12 months getting Jobseeker's Benefit or Allowance. If you are on Jobseeker's Benefit you must have an underlying entitlement to Jobseeker's Allowance. If there is no Jobseeker's Allowance entitlement, the qualifying period for Jobseeker's Benefit is two years.

**Or**

- Getting One Parent Family Payment, Disability Allowance, Blind Pension,

Farm Assist, Incapacity Supplement, Pre-Retirement Allowance, Invalidity Pension, Carer's Allowance, Widow's/Widower's (Non-Contributory) Pension, Deserted Wife's Benefit/Allowance, or Prisoner's Wife Allowance for at least 12 months

Or

- Getting Illness Benefit for 2 years or more
- Getting Farm Assist, providing that the self-employment is now in relation to the holding and not the continuation of an existing operation
- A person released from prison who satisfies the eligibility criteria for the scheme

### **BTWEA – Helping you Qualify for BTWEA**

- Periods spent on SOLAS or Fáilte Ireland training courses, Community Employment, Community Services Programme, Rural Social Scheme, Tús, Gateway, FIT, Jobs Initiative and VTOS, count towards the qualifying period – **only** if you received a qualifying Social Welfare payment before participating in any of these and have an entitlement to a qualifying Social Welfare Payment immediately prior to commencing on the BTWEA.
- Periods spent in receipt of Supplementary Welfare Allowance and Direct Provision count towards the qualifying period - only if you are receiving a qualifying Social Welfare payment after these periods.
- Periods spent on Live Registers in the E.U. can be accepted as periods of unemployment provided you have signed the Live Register here for at least 13 weeks.
- Time spent on other Social Welfare payments can be combined to make up the qualifying period and other additional qualification exceptions may apply, subject to your circumstances.

### **BTWEA – Duration and Payment**

The amount of time you can participate on the BTWEA is 2 years. You will receive:

- 100% of your Social Welfare payment in the first year, and
- 75% of your Social Welfare payment in the second year

Your payment on the BTWEA will be based on the rate of payment in force at the time of your application for the Back to Work Enterprise Allowance. If qualifying Social Welfare payment is not being paid at the full rate you will only receive 100% and 75% of this reduced rate during the period of the BTWEA.

You should ensure that you are in receipt of the maximum rate of payment applicable to your circumstance before taking up the Back to Work Enterprise Allowance.

The Back to Work Enterprise Allowance is paid directly into your current, deposit or saving account in your bank or building society account each week. The allowance cannot be paid into a mortgage account.

### **BTWEA – Additional supports available**

- Enterprise Support Grants, of up to €2,500 in any 24 month period, are available to support customers who wish to engage in viable self-employment Enterprises.
- Training grants are available to give you the skills necessary to run your business e.g., computer skills, management skills etc.
- County/City Enterprise Boards develop enterprise in their area and are responsible for grant aiding and supporting new businesses with less than 5 employees (see Chapter 7).

### **BTWEA – Income from employment**

Your income from self-employment will not affect your payment on the Back to Work Enterprise Allowance. However, your combined income from employment and the BTWEA may affect your secondary benefits.

### **BTWEA – Tax and PRSI**

While participating on the Back to Work Enterprise Allowance you will pay a Class S PRSI contribution on your earnings from self-employment. Class S PRSI does not enable you to avail of the full range of Social Welfare benefits available to an employee, for example you would not be entitled to claim either Jobseeker's Benefit or Illness Benefit.

You will not accrue any entitlement to Jobseeker's Benefit while self-employed. Self-employed persons cannot make Class A PRSI contributions. You will not receive any paid or credited class A PRSI contributions while on the BTWEA. Your income from self-employment will be subject to Tax at the appropriate rate. For more information on PRSI and Tax please contact the INOU

### **BTWEA – Qualified Adults – Spousal Swap**

Where a person is engaged on the BTWEA scheme and they cease self-employment before exhausting entitlement to the BTWEA, their qualified adult may avail of entitlement to take up the BTWEA under the scheme for the duration remaining on the original BTWEA claim. This requires that the person who is eligible for the BTWEA transfers his or her entitlements to participate in the scheme to their spouse, civil partner or cohabitant under what is known as a 'spousal swap'.

If the original claimant is entitled to sign on for 'credits', he or she can continue to claim those PRSI 'credits' – see chapter 2 for information on PRSI credits. The Back to Work Enterprise Allowance (BTWEA) cannot be paid at the same time as another social welfare payment, so if the original claimant (who is now a qualified adult because of the spousal swap) decides to claim another payment in their own right the person in receipt of the BTWEA must stop claiming Back to Work Enterprise Allowance (BTWEA). It is important to ensure that a spousal swap is done properly, bearing in mind all the relevant factors and implications, please check with the INOU on (01) 856 0088 or your local Social Welfare Office/Intreo Centre.

**Note:** Once entitlement to BTWEA is established, a qualified adult is free to take up employment without affecting the BTWEA.

## BTWEA – Secondary Benefits

You may keep your secondary benefits for as long as you are getting the Back to Work Enterprise Allowance provided you satisfy a means test.

You should check with the Department of Social Protection's Representative (formerly known as the Community Welfare Officer) to see how your Rent Supplement or Mortgage Interest Supplement may be affected by your participation in the Back to Work Enterprise Scheme.

- **Rent Supplement / Mortgage Interest Supplement:** You may retain your Rent Supplement subject to the standard means test for Rent Supplement. See chapter 2 for more information.
- **Mortgage Interest Supplement:** You may retain your Mortgage Interest Supplement. See chapter 2 for more information on Rent Supplement / Mortgage Interest Supplement.
- **Medical Card:** You can retain your Medical Card on the scheme. Your income from employment will not affect your entitlement to the Medical Card.
- **Local Authority Rent/RAS:** Any additional income above the standard Social Welfare payment for your circumstances may affect your Local Authority Rent and rent payable under the Rental Accommodation Scheme (RAS).
- **Family Income Supplement:** You will not qualify for the Family Income Supplement while participating on the BTWEA. FIS is only payable to 'employees'.

## BTWEA – Finishing or Leaving the BTWEA

If you finish the BTWEA, or leave within the 2 year life of the scheme, and are not fully self-employed by the business you may be able to claim Jobseeker's Allowance or in certain circumstances Jobseeker's Benefit.

You do not need to de-register as self-employed, close your business premises or sell your equipment/materials or tools in order to qualify for a Jobseekers Allowance payment. Self-employed people can continue to work in their business and get a Jobseeker's Allowance payment if their income from their business is below a certain level.

Your application for Jobseeker's Allowance will be means tested (see chapter 1 for more information on the means test) and will take into consideration income from your self-employment. You will need to supply the Department of Social Protection completed accounts for the last 12 months trading. Your application will also be reviewed based on Genuinely Seeking Work grounds – see chapter 1 for information on Genuinely Seeking Work conditions.

## BTWEA – Re-qualifying for the BTWEA

If you have previously participated in the BTWEA Scheme and exhausted your entitlement, you can participate a second time after a period of at least 5 years has elapsed.

## BTWEA – Short-term Enterprise Allowance

If you have previously participated in the BTWEA Scheme and have exhausted

your entitlement to the Back to Work Enterprise Allowance (BTWEA) scheme, you may be able to participate on the Short-Term Enterprise Allowance.

In order to do so you would need to be in receipt of a Jobseeker's Benefit payment at the time of your application. You would be entitled to engage in self-employment for the remaining duration of your Jobseeker's Benefit claim at that time.

If you are in receipt of a Jobseeker's Benefit payment there is no restriction in taking up the Short-Term Enterprise Allowance after any previous participation on the Back to Work Enterprise Allowance.

### **BTWEA – How to Apply**

To apply for the Back to Work Enterprise Allowance, you will need to complete application form **BTW 2** which is available from your local Social Welfare Office/Intreo Centre, and return it to the Jobs Facilitator/Case Officer in your local Social Welfare Office/Intreo Centre.

If you live in an area covered by a local Partnership Company or Integrated Local Development Company (ILDC), you should return form BTW 2 to the Enterprise Officer in your local Partnership or ILDC.

The Enterprise Officer or Case Officer will look at your business proposal and may discuss certain aspects of it with you. You **must not** take up self-employment until you have received written approval from the Partnership/ILDC or Department of Social Protection.

If you are accepted on to the Back to Work Enterprise Allowance, you must register as self-employed.

For more information on the BTWEA contact your local Social Welfare Office/Intreo Centre or LoCall: 1890 92 79 99 or visit [www.welfare.ie](http://www.welfare.ie)

### **BTWEA – Refusal of BTWEA**

The BTWEA is an administrative scheme. This means that you cannot appeal a refusal to engage in the scheme to the Social Welfare Appeals Office. However you can ask the Department of Social Protection to review your application if you feel that you have been wrongly refused the allowance.

## **SHORT-TERM ENTERPRISE ALLOWANCE (STEA)**

The Short-Term Enterprise Allowance encourages persons in receipt of Jobseeker's Benefit to take up self employment opportunities by allowing them to retain a payment equivalent to the Jobseeker's Benefit, plus secondary benefits. This scheme is particularly useful for people who have recently lost their jobs or been made redundant, but who have a business idea they wish to pursue immediately

### **STEA – Who is eligible?**

You will qualify for the STEA if you:

- Have an entitlement to Jobseeker's Benefit and have 104 contributions paid, and are in receipt of a Jobseeker's Benefit payment, **and**

- Are setting up a self-employment business that has been approved in advance in writing by a Facilitator or Integrated Development (Partnership) Company

### **STEA – Duration and Payment**

The Short-Term Enterprise Allowance replaces your Jobseeker's Benefit. It will be paid at the same rate as your Jobseeker's Benefit, including any increases for adult and child dependants.

The amount of time you can participate on the Short-Term Enterprise Allowance is directly related to the amount of time left on your Jobseeker's Benefit payment. It can only be paid for a maximum of 9 months (see Jobseeker's Benefit in Chapter 1) and it ends when your entitlement to Jobseeker's Benefit ends.

The Short-Term Enterprise Allowance is paid directly into your current, deposit or saving account in your bank or building society account each week. The allowance cannot be paid into a mortgage account.

### **STEA – Income from employment**

Your income from self-employment will not affect your payment on the Short-Term Enterprise Allowance. However, your combined income from employment and the STEA may affect your secondary benefits.

### **STEA – Tax and PRSI**

While participating on the Short-Term Enterprise Allowance you will pay a Class S PRSI contribution on your earnings from self-employment. Class S PRSI does not enable you to avail of the full range of Social Welfare benefits available to an employee, for example you would not be entitled to claim either Jobseeker's Benefit or Illness Benefit.

You will not accrue any entitlement to Jobseeker's Benefit while self-employed. Self-employed persons cannot make Class A PRSI contributions. You will not receive any paid or credited class A PRSI contributions while on the Short-Term Enterprise Allowance.

Your income from self-employment will be subject to Tax at the appropriate rate.

### **STEA – Qualified Adults – Spousal Swap**

There is no spousal swap facility on the Short-Term Enterprise Allowance. This means that in the family unit, only the person in receipt of the Jobseeker's Benefit payment is eligible to participate on the scheme not the qualified adult.

### **STEA – Secondary Benefits**

You may be able to retain your secondary benefits for as long as you are getting the Short-Term Enterprise Allowance, subject to the qualifying conditions for receipt of the secondary benefit.

Household income includes your Short-Term Enterprise Allowance payment, income from self-employment, your spouse's, civil partner's or cohabitant's income, but allows for PRSI and reasonable travel expenses.



- **Rent Supplement / Mortgage Interest Supplement:** You will be subject to the standard Rent Supplement / Mortgage Interest Supplement regulations – see chapter 2.
- **Medical Card:** You may retain your Medical Card on the scheme. Your income from employment may affect your entitlement to the Medical Card.
- **Local Authority Rent/RAS:** Any additional income above the standard Social Welfare payment for your circumstances may affect your Local Authority Rent and rent payable under the Rental Accommodation Scheme (RAS).
- **Family Income Supplement:** You will not qualify for the Family Income Supplement while participating on the Short-Term Enterprise Allowance. FIS is only payable to ‘employees’.

### STEA – Leaving the STEA

If you leave the Short-Term Enterprise Allowance before your entitlement to the scheme expires, and are not fully self-employed by the business, you may be able to seek to re-claim Jobseeker’s Benefit for the remaining period left on your original Jobseeker’s Benefit claim.

If you leave the scheme, and seek to reclaim Jobseeker’s Benefit, you do not need to de-register as self-employed, close your business premises or sell your equipment/materials or tools in order to qualify for a Jobseeker’s Benefit payment. Self-employed people can continue to work in their business and get a Jobseeker’s Benefit payment.

### STEA – When the STEA ends

When your entitlement to the Short-Term Enterprise Allowance ends, and if you are not fully self-employed by the business, you may be able to apply for a Jobseeker’s Allowance payment.

You can continue to engage in self-employment while in receipt of a Jobseeker’s Allowance payment if you meet the means test **and** provided you can show that you are also available for and ‘Genuinely Seeking’ full-time employment – see “Genuinely Seeking work” in Chapter 1.

Dependent on the nature, type and extent of your business you can, technically, be engaged in self-employment every day and still qualify for a Jobseeker’s Allowance payment – provided your overall income stays below a certain amount.

In such instances, the number of days you are engaged in self-employment is not relevant. You could qualify for Jobseeker’s Allowance even if you are engaged in self-employment every day.

**You should not** seek to claim a Jobseeker’s Allowance payment while engaged in self-employment without fully informing, and discussing the matter with, the Department of Social Protection.

Failure to do so may result in loss of payment, loss of secondary benefits and result in an assessment of overpayment being made against you.

Your application for Jobseeker's Allowance will be means tested (see chapter 1 for more information on the means test) and will take into consideration income from your self-employment. You will need to supply the Department of Social Protection completed accounts for the last 12 months trading.

### **STEA – Back to Work Enterprise Allowance**

Under normal circumstances, a person in receipt of either a Jobseeker's Allowance payment or a Jobseeker's Benefit payment (where you have an underlying entitlement to Jobseeker's Allowance) can apply to participate on the Back to Work Enterprise Allowance after 12 months on the payment. This does not apply to persons who have exhausted their entitlement to the Short-Term Enterprise Allowance.

If you have previously participated in the Short-Term Enterprise Allowance (STEA) and exhausted your entitlement, you can only seek to participate on the Back to Work Enterprise Allowance (BTWEA) after a period of at least 5 years has elapsed between completion of the STEA and your application for the BTWEA.

### **STEA – How to Apply**

To apply for the Short-Term Enterprise Allowance, you will need to complete application form STEA 1 which is available from your local Social Welfare Office/Intreo Centre, and return it to the Jobs Facilitator/Case Officer in your Social Welfare Local Office/Intreo Centre.

If you live in an area covered by a local Partnership Company or Integrated Local Development Company (ILDC), you should return form STEA 1 to the Enterprise Officer in your local Partnership or ILDC.

The Enterprise Officer or Case Officer/Jobs Facilitator will look at your business proposal and may discuss certain aspects of it with you. You must not take up self-employment until you have received written approval from the Partnership/ILDC or Department of Social Protection.

If you are accepted on to the Short-Term Enterprise Allowance, you must register as self-employed.

For more information on the Short-Term Enterprise Allowance contact your local Social Welfare Office/Intreo Centre or LoCall: 1890 92 79 99 or visit [www.welfare.ie](http://www.welfare.ie)

### **STEA – Refusal of STEA**

The Short-Term Enterprise Allowance is a non-statutory scheme. This means that you cannot appeal a refusal to engage in the scheme to the Social Welfare Appeals Office.

However you can ask the Department of Social Protection to review your application if you feel that you have been wrongly refused the allowance.

## **Back to Work Allowance**

This programme is closed and is no longer available.

## Employer Incentives to Recruit Unemployed People

Research has shown that unemployed people who return to the workplace do so with a high degree of motivation and commitment to their jobs. If an employer is thinking of employing new staff, they may not be aware of the range of incentives and services available when recruiting unemployed people.

### JobsPlus

JobsPlus is a new employer incentive which encourages and rewards employers who employ jobseekers on the Live Register. It is designed to encourage employers and businesses to employ people who have been out of work for long periods.

Under this scheme the State will pay €1 of every €4 it costs the employer to recruit the person off the Live Register.

This incentive will be payable monthly in arrears, over a 2-year period. There will be 2 levels of incentive:

- €7,500 for recruits unemployed for more than 12 but less than 24 months,
- €10,000 for recruits unemployed for more than 24 months.

### Revenue Job Assist – discontinued

JobsPlus has replaced the Revenue Job Assist from July 2013. Existing participants on the Revenue Job Assist will not be affected by JobsPlus.

### Employer Job (PRSI) Incentive Scheme – discontinued

JobsPlus has replaced the Employer Job (PRSI) Incentive Scheme from July 2013. Existing participants on the Employer Job (PRSI) Incentive Scheme will not be affected by JobsPlus.

## YOUR RIGHTS AT WORK

### The Minimum Wage

Since April 2000 all experienced adult workers are entitled to the national minimum hourly wage.

If you are under 18, in your first job or participating in training you may be paid a reduced rate. The National Minimum Wage rate is:

Employee	Minimum hourly rate of pay from 1st July 2011
Experienced adult worker	€8.65

It is unlawful for an employer to pay an experienced adult worker less than the minimum hourly rate of pay. If you are not being paid the proper rate complaints can be made to the Workplace Relations service. The Workplace Relations Service can be contacted by telephone on (059) 917 8990, Locall: 1890 80 80 90 or through their website [www.workplacerelations.ie](http://www.workplacerelations.ie).

You have a right to a minimum period of notice before dismissal*			
Minimum Notice	When	Minimum Notice	When
1 weeks notice	After 13 weeks	6 weeks notice	After 10-15 weeks
2 weeks notice	After 2-5 years	8 weeks notice	After 15 years
4 weeks notice	After 5-10 years	Statutory redundancy	After 2 years

\*This does not apply to employees who are normally expected to work for less than eight hours a week.

### Minimum Notice

A regular part-time worker is entitled to the same range of employment rights as a full-time worker. See chart below for a summary of these rights. A regular part-time employee is a person who has:

- Worked for at least 13 weeks with the same employer, and is normally expected to work at least eight hours a week for that employer.

You have a right to:	When?
A written statement of terms and conditions of employment	After 2 months
Protection against unfair dismissal	After 1 year
Protection against unfair dismissal resulting wholly or mainly from pregnancy, trade union membership or trade union activities	No qualifying period
From March 1st 2007, 26 weeks Maternity Leave	No qualifying period
Time off for ante/post natal care	No qualifying period
Full (unpaid) parental leave – 14 weeks leave	After 1 year
Reduced (unpaid) parental leave – 1 weeks leave per month of service	After 3 months
Arrears of pay, holiday pay and certain other awards where an employer becomes insolvent (i.e. unable to pay debts) where statutory entitlement exists.	After 13 weeks

### Holidays

In order to qualify for 4 weeks (20 days) annual leave, the employee must have worked:

- at least 117 hours per calendar month for the employer
- at least 1,365 hours for the same employer during the calendar year.

Employees' holiday entitlements must be calculated by the following:

Days worked per week	Holiday entitlement
5 Days	20 Days
Part Time	8% of hours worked

## Public Holidays

Instead of giving the public holiday, employers can give any one of the following:

- an extra days annual leave, or
- an additional day's pay, or
- a paid day off within a month of the Bank Holiday, or
- a paid day off on the nearest church holiday.

This only applies to those who have worked a minimum of 40 hours in the 5 weeks ending on the day before the public holiday.

Where an employee does not usually work on a Bank Holiday, they are entitled to receive  $\frac{1}{3}$  of their weekly pay for that day.

## WORKPLACE RELATIONS SERVICE – EMPLOYMENT RIGHTS

The new WorkPlace Relations Service provides information on employment rights and employers obligations under employment, equality, equal status and industrial relations legislation and sets out the resolution and redress options available where disputes or potential contraventions arise.

The establishment of a single website to support information provision and the State's services across the employment, equality, equal status and industrial relations areas was one of a number of measures announced as part of proposals to streamline and reform public service delivery in these important areas.

The new Website, [www.workplacelrelations.ie](http://www.workplacelrelations.ie), is an interim measure to gain an early single web presence and to support the phased replacement of all existing websites.

While the websites of the Labour Relations Commission, National Employment Rights Authority, Employment Appeals Tribunal, the Labour Court and the Equality Tribunal will remain in place during the lifetime of this interim website. They will be replaced in due course on the launch of the final Single Website for Workplace Relations.

As part of the process of reforming Irish Employment Rights and Industrial Relations structures, a new Single Complaint Form has been created, replacing many of the forms used by the Employment Appeals Tribunal, Labour Relations Commission, National Employment Rights Authority, Equality Tribunal and Labour Court. This new form should be used for lodging new employment-related complaints.

The WorkPlace Relations Service can be contacted by telephone: (059) 917 8990 or Locall: 1890 80 80 90 and through its website: [www.workplacelrelations.ie](http://www.workplacelrelations.ie)



Twenty First Edition

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## CHAPTER 5

# Income Tax and Social Insurance

Universal Social Charge	176
Pay Related Social Insurance (PRSI)	178
Tax and Social Welfare	179
Paying Tax	180
• Tax Credits and Tax Bands	180
• The Tax Credit System	180
• Home Carer's Allowance for Married Couples/Civil Partners	181
• Single Person Child Carer Credit	182
• PAYE	182
Income Tax Rates and Bands	184
Redundancy and Universal Social Charge	184

## Introduction

This chapter is intended as a guide only, so it is very important that you check with your local tax office to make sure you are claiming all the tax relief/credits that you are entitled to, as you may be able to claim additional allowances or credits depending on your circumstances.

In this chapter we help you calculate:

- How much income tax, social insurance and USC you will pay
- How much your 'take-home' pay will be after those deductions

### Useful Definitions

**Gross Pay:** This is your total pay **before** any income tax, USC, PRSI or Pension payments are taken off.

**Net Pay:** This is your total pay **after** any income tax, USC, PRSI or Pension payments are taken off

You will find contact details for the Revenue Commissioners in Chapter 7. You can access a comprehensive directory of Revenue Offices on the Revenue website: [www.revenue.ie](http://www.revenue.ie).

## The Universal Social Charge (USC)

You pay the Universal Social Charge if your gross income is more than €10,036 per year. Once your income is over this limit, you pay the USC on all of your income. The USC charge applies to all PAYE workers and self-employed people, with an income above €10,036.

The Universal Social Charge is payable on gross income, including notional pay (notional pay is the value of a non-cash benefit, such as benefit-in-kind), after any relief for certain capital allowances. Income from Ireland or income sourced from Ireland is subject to the Universal Social Charge. The Universal Social Charge is payable on pension contributions. Liability for the USC depends on the date of the payment rather than on when the income was earned.

**Social Welfare:** All Department of Social Protection payments, including Maternity Benefit and State pensions, are exempt from the Universal Social Charge. Social welfare or similar payments made from abroad are exempt.

**Schemes and Courses:** Courses that are exempt from the USC:

- Rural Social Scheme
- Community Employment Scheme
- Tús (community work placement initiative)
- Job Bridge (internship scheme)
- SOLAS (non apprentice payments)
- Vocational Training Opportunities Scheme (VTOS)
- Youthreach Training Allowances
- Senior Traveller Training Allowances

- Back to Education Initiative (BTEI) Training Allowances paid to Youthreach, STTC or VTOS eligible participants on a pro-rata basis.

### USC Rates

There are two rates under the USC – Standard Rate and Reduced Rate

**Standard Rate:** The standard rate of USC will be applied as follows to gross income of €10,036 or more:

- 2% on all gross income up to €10,036
- 4% on gross earnings between €10,036 and €16,016
- 7% on gross income in excess of €16,016

**Reduced Rate:** The reduced rate of USC apply only to:

- medical card holders under 70 with aggregate incomes of €60,000 or less
- people over 70 with aggregate incomes of €60,000 or less.

A full medical card (including a Health Amendment Act Card) allows you to qualify for the Reduced rate. This does not apply to people who hold a GP Visit Card, a Drugs Payment Scheme Card, a European Health Insurance Card or a Long-term Illness Scheme Card.

You do not need to hold the medical card for the full year to qualify for the 4% maximum USC. This applies as long as you hold a full medical card for some period during the year.

The reduced rate of USC will be applied as follows to gross income of €10,036 or more:

- 2% on all gross income up to €10,036
- 4% on gross earnings over €10,036

### USC and Income

You may be liable to pay the USC on your income, even if you have no liability to pay tax on that income because of tax credits or by the use of losses or capital allowances.

#### Example: Standard Rate USC

John has gross income of €35,000. The USC will be applied as follows:

— €10,036 at 2%:	€200.72
— Income between €10,036 and €16,016 (€5,980) at 4%:	€239.20
— Balance (€18,984) at 7%:	€1,328.88
— Total Universal Charge:	€1,768.80

### Redundancy payments

Statutory redundancy payments are exempt from the USC, Voluntary Severance payments are not – see Chapter 2 for more information on Voluntary Severance. Statutory redundancy payments amount to 2 weeks' pay per year of service plus a bonus week subject to a maximum payment of €600 per week. In addition, redundancy payments above the statutory redundancy amount are exempt from the Universal Social Charge, up to certain limits.



These limits are up to €10,160 plus €765 per complete year of service in excess of the statutory redundancy. This basic exemption can be further increased by up to €10,000 if the person is not a member of an occupational pension scheme or has irrevocably given up the right to get a pension lump sum from the scheme. This additional exemption can only be claimed once in any 10-year period. There is a lifetime tax exempt limit of €200,000 on ex-gratia payments.

### **USC Certificate**

This is the certificate your employer will give you (and forms part of your P45) if you leave your job during the year. This certificate is your personal record of your USC deductions while in the employment. You should retain it carefully. It is not necessary to send this certificate to Revenue or to give it to your new employer.

## **Pay Related Social Insurance (PRSI)**

### **Changes in 2014 – PRSI and Unearned Income**

In 2014 unearned income will become liable for PRSI. Unearned income from rents, investments, dividends and interest on deposits and savings will be liable to PRSI at 4% from 1st January 2014. People under 16 and over 66 remain exempt from PRSI and are not liable for the new charge.

PAYE tax payers who are not considered 'chargeable persons' by Revenue are not liable for the new PRSI charge. A person is not a 'chargeable person' if their income from non-PAYE sources is less than €3,174 and this income is taxed under the PAYE system. (Generally such income is taxed by reducing a person's tax credits to account for tax payable. If you have paid Deposit Interest Retention Tax (DIRT) on your non-PAYE income you are not required to pay further income tax on this income.)

Anyone with unearned income of over €3,174 is considered to be a 'chargeable person' and is liable for the new 4% PRSI charge. They will pay the charge under Revenue's self-assessment system (Pay and File). The new PRSI charge is paid at Class K and does not entitle the person to any social insurance benefits.

### **About PRSI**

When you are in employment you make Pay Related Social Insurance (PRSI) contributions each week, often referred to as "Stamps", which are deducted directly from your wages. These contributions provide for the payment of 'benefit' social welfare payments in the event that you become unemployed (Jobseekers Benefit) or if you are ill (Illness Benefit, etc.) and unable to work. These PRSI contributions can also count towards your contributory old age pension in the future. The PRSI and social insurance system is managed by the Department of Social Protection.

### **Employees:**

Most employees pay a Class A PRSI contribution and are covered for all Social Welfare benefits and pensions. This applies to people in industrial, commercial

and service type employment that are employed under a contract of service. It also applies to civil and public servants recruited from 6th April 1995.

### Self-Employed:

Self-employed people normally pay Class S PRSI. Self-employed people do not qualify for Jobseekers Benefit or Illness Benefit. They are covered for certain pensions, Maternity and Adoptive Benefit, Guardian's Payment (Contributory) and the Bereavement Grant.

### How much PRSI will I pay?

PRSI is calculated on your gross earnings, and is deducted on a weekly basis.

- Gross earnings under €352 per week: You will not pay any PRSI.
- Gross earnings over €352.01 per week: 4% on all income above this amount.

Once you are earning more than €38.00 per week you will still get a Class A PRSI Contribution or "stamp" as your employer will be paying social insurance for you.

#### Example PRSI on earnings of €400 gross per week

Gross weekly earnings	€400.00
Assessable earnings	€400.00
Your PRSI contribution (4% of €400)	= €16.00

## Tax and Social Welfare

Many social welfare payments are treated as taxable income. This means that if you, or your spouse/partner, earn any extra income your social welfare payment will use up either all, or some, of your tax credits.

#### The main Social Welfare payments that ARE taxable are:

- Jobseeker's Benefit
- Illness Benefit
- Blind Pension
- State Pension (Contributory) / (Non-Contributory)
- Guardian's Payment (Contributory) / (Non-Contributory)
- Widow / Widowers / Surviving Civil Partner's (Contributory) / (Non-Contributory) Pension
- Partial Capacity Benefit (PCB)
- One Parent Family Payment
- Invalidity Pension
- Deserted Wife's Benefit
- State Pension (Transition)
- Carer's Allowance
- Maternity Benefit
- Injury Benefit

**i** If you are claiming a taxable social welfare payment you must notify the tax office of any additional income either you or your partner/spouse have from earnings or other sources. The tax office will 'code-in' details of your social welfare payment and apply it to the tax charged on your other income. Any taxes due are not deducted from the social welfare payment; it is taken from your other income.

Certain payments from the Department of Social Protection are not treated as taxable income.

### The main Social Welfare payments that are NOT taxable are:

- Jobseeker's Allowance / Farm Assist
- Back to Work Enterprise Allowance
- Child Benefit
- Qualified Child increases payable with Jobseeker's Benefit and Illness Benefit
- Family Income Supplement
- Disability Allowance
- Supplementary Welfare Allowance



If your only income is a social welfare payment, you will not pay tax.

## Paying Tax

Most employees are **Pay As You Earn** or PAYE workers. In practice this means that any income tax you owe is deducted from your wages by your employer.



It is your legal responsibility to ensure that your tax affairs are in order.



Self-employed people are responsible for their own tax returns and should seek advice from the local tax office as to how the tax system operates for self-employed people.



Unlike the social welfare system the tax system does not recognise co-habitation. This means that unless you are legally married or in a registered civil partnership you are treated as a single person for tax purposes.

## Tax Credits and Tax Bands

Once you start a job the Revenue Commissioners should send you a '*Determination of Tax Credits and Standard Rate Cut-off Point Notice*'. This notice gives you the information that will allow you to work out how much tax you will pay on your earnings. The tax year runs from the 1st of January 2014 to 31st December 2014, in line with the calendar year. The two main tax rates for the tax year that started on the 1st January 2014 are 20% (standard) and 41% (higher).

## The Tax Credit system

Under the 'tax credit' system your liability for tax is calculated on your total gross income. You receive 'tax credits' based on your circumstances (see tax). These 'tax credits' are then deducted from your overall tax liability. The tax due is calculated by adding together any applicable tax credits and subtracting them from your overall tax liability.

While this might seem a little confusing at first, follow the steps below and see the general examples on the following pages and you will find it easier to understand.

1. Calculate your gross income.
2. Calculate your tax liability. **(See Tax Rates and Bands in this chapter)**
3. Add together any tax credits that apply to your circumstances.
4. Subtract the amount of your tax credits (step 3) from the amount of your tax liability (step 2) to identify your yearly tax bill.
5. Divide the result of step 4 by fifty-two to obtain your weekly tax bill.

You may also be able to claim other allowances depending on your circumstances – please check with your local tax office – see Chapter 7 or go to the Revenue website: [www.revenue.ie](http://www.revenue.ie)

#### Tax Credits 2014

– Single Person's Tax Credit	€1,650
– Married Couple's Tax Credit	€3,300
– Home Carer's Tax Credit (maximum)	€810
– Widowed, qualifying for Single Person Child Carer Credit (SPCCC)	€1,650
– Widowed (without dependent children) (SPCCC)	€2,190
– One Parent Family Tax Credit	€1,650
– PAYE Tax Credit	€1,650

### Home Carer's Allowance for Married Couples / Civil Partners

If you are married or civil partners (who are jointly assessed for tax) and your partner is working at home to care for your children under age 18, an elderly person or someone "permanently incapacitated by reason of mental or physical infirmity", you can claim the "Home Carers" tax credit. The full tax credit is €810 per year. If the Home Carer earns income of up to €5,080 in his/her own right for the tax year, the full tax credit may be claimed. Where the income is between €5,080 and €6,700 some measure of relief will still be given. If the home carer earns €6,700 or more for a tax year, then you cannot claim the Home Carer's Tax Credit. This tax credit is not available to married couples or civil partners who are taxed as single persons.

Carer's Allowance is not taken into account when determining the home carer's income but it is a taxable source of income. This means that if you are claiming Carer's Allowance, it will make up part of your jointly assessed income.

## Single Person Child Carer Credit (SPCCC)

The One Parent Family tax credit has been replaced by a new Single Person Child Carer Credit (SPCCC) tax credit. For 2014 Revenue automatically allocated the new SPCCC to people who were getting Child Benefit from the Department of Social Protection and who previously qualified for One-Parent Family Tax Credit for 2013.

The SPCCC is given to the person with whom the qualifying child lives for the whole or greater part of the year (more than 6 months) – called the primary claimant. A primary claimant can surrender his or her entitlement to the credit, in favour of a secondary claimant (provided the child (or children) lives with that person for more than 100 days in a year and the person meets all the other qualifying conditions.)

Unlike the One Parent Family tax credit both parents cannot qualify for the SPCCC, only one qualifying claimant will receive the SPCCC.

### Single Person Child Carer Credit (SPCCC)

Single Persons tax credit	€1,650
Single Person Child Carer Credit (SPCCC)	+ €1,650
Total tax credit =	€3,300

An additional PAYE tax credit of €1,650 can be added to give a total of €4,950 in tax credits. One Parent Families with income (including PAYE earnings and other sources) of less than €24,750 do not pay income tax

## PAYE

Pay As You Earn (PAYE) income tax is charged on a tax yearly basis (unlike PRSI and the USC) so your tax credits are averaged out over the tax year. It is important to remember that if you take up a job at any stage in the tax year, you can still avail of your full annual allocation of tax credits. This is called 'cumulative' tax credits. You cannot carry credits into the next year.

Income from any source including employment, self-employment, pensions and some social welfare payments will be assessed for tax purposes.

- Every employee who is a Pay As You Earn (PAYE) worker receives an additional PAYE tax credit of €1,650 per year. Certain conditions may apply to proprietary directors, their spouses and children of proprietary directors – contact the Revenue for more information. People availing of the Tax Exemption Limits have their PAYE credit already included in the Exemption Limits
- If you are paying a mortgage you are entitled to tax relief, which is applied at source i.e. the bank or building society credits tax relief and in this manner you get the relief. Please check [www.revenue.ie](http://www.revenue.ie) the Revenue website, for more information. **Mortgages taken out after 31st December 2012 will not qualify for mortgage interest relief.**
- There are a variety of personal credits available for widowed people,

depending on the year of bereavement and the number of dependent children.

- There are additional credits available for blind persons, those with dependent relatives, incapacitated children and those who are incapacitated and employing a carer. There is also relief available for medical expenses. Tax relief for contributions to pension schemes and health insurance premiums is applied at source.

#### Example 1:

A single person with no children who is a PAYE worker has a personal tax credit made up of the following:

Single Person's tax credit	€1,650.00
PAYE tax credit	+ €1,650.00
Total tax credits per year	€3,300.00
Total tax credits per week	€63.46

**Please Note:** At present, single people with a total annual income of up to €16,500 (including PAYE earnings and other sources) do not pay income tax. If their income exceeds €10,036 they **ARE** subject to the Universal Social Charge.

#### PAYE Example 2:

A married couple or civil partners (jointly assessed) with no children, where one partner is a PAYE worker, has a personal tax credit made up of the following:

Married couple/civil partner's tax credit	€3,300.00
PAYE tax credit	+ €1,650.00
Total tax credits per year	€4,950.00
Total tax credits per week	€95.19

**Please Note:** At present, married couples and civil partners (jointly assessed) with one partner working and with a total annual income of up to €24,750 (including PAYE earnings and other sources) do not pay income tax. They **will** pay the Universal Social Charge.

#### PAYE Example 4:

A married couple or civil partners (jointly assessed) with a child, where one partner is a PAYE worker and the other is a home carer, has a personal tax credit made up of the following:

Married couple/civil partner's tax credit	€3,300.00
PAYE tax credit	+ €1,650.00
Home carer's credit (maximum)	+ €810.00
Total tax credits per year	€5,760.00
Total tax credits per week	€110.76

**Please Note:** At present, married couple and civil partners (jointly assessed) with one partner working and one partner caring for a child/children or elderly person in the home and with a total income of up to €28,800 (including PAYE earnings and other income sources) do not pay income tax. They **will** pay the Universal Social Charge.

## Income Tax Rates and Bands

There are two main rates of income tax, the 20% standard rate and the 41% higher rate. To work out how much of your income will be taxed at 20% and how much will be taxed at 41% you need to look at the income tax bands.

### Tax Rates/Bands 2014

Single and widowed people without children	€32,800 @ 20%	balance @ 41%
<b>Single and widowed people with children qualifying for:</b>		
Single Person Child Carer Credit (SPCCC)	€36,800 @ 20%	balance @ 41%
Married couple/civil partners with one income	€41,800 @ 20%	balance @ 41%
Married couple/civil partners with two incomes	€65,600 (Max) @ 20%	balance @ 41%

**Please Note:** The standard rate cut-off point for married couples/civil partners is €41,800 subject to an increase of up to €23,800 where both persons are working. The increase is limited to the lower of €23,800 or the amount of the income of the spouse with the smaller income. The increase in the standard rate cut-off point interacts with the Home Carer's Tax Credit. However, if the increased standard rate cut-off point is more beneficial, you can claim the increased standard rate cut-off point instead of the Home Carer's Tax Credit.

Once your income goes over a certain level, you will start paying tax at the higher rate of 41%. This level is called a "tax band". Different tax bands apply to different types of household. For example:

- A single person earning €26,000 per year will be taxed at the 20% rate only, if his/her income is less than €32,800 per year. All of the income will be subject to the Universal Social Charge.
- A single person earning €40,000 will have the first €32,800 of his/her income taxed at the 20% rate and the balance of €7,200 taxed at 41% rate. All of the income will be subject to the Universal Social Charge.

## Redundancy and the Universal Social Charge

Statutory redundancy payments are exempt from the USC. Ex-gratia redundancy payments in excess of the statutory redundancy amount, up to certain limits, are also exempt from the USC. The basic exemption can be further increased by up to €10,000 if the person is not a member of an occupational pension scheme and has not received a redundancy payment in the last 10 years. There is a lifetime tax exempt limit of €200,000 on ex-gratia payments.



Twenty First Edition

## CHAPTER 6

# Training and Education Options

<b>Introduction</b>	<b>186</b>
• Return to Work Courses	186
• The Work Placement Programme / Momentum Skills	186-187
<b>Training</b>	<b>188</b>
<b>SOLAS</b>	<b>188</b>
<b>A. Industry Related Training</b>	<b>189</b>
• SOLAS Specific Skills Training Courses	189
• SOLAS Training Allowances	189
• Traineeship Programme	191
• Apprenticeships	191
<b>B. Training for People with Disabilities</b>	<b>192</b>
<b>C. Training for Young People</b>	<b>192</b>
• Youthreach	192
• Community Training Centres (CTCs)	193
• Payments to Youthreach participants	193
• Local Training Initiatives (LTIs)	193
<b>Education</b>	<b>194</b>
• Adult Educational Guidance Initiative (AEGI)	194
• The Vocational Training Opportunities Scheme (VTOS)	195
• Post Leaving Certificate Programme (PLC)	196
• Back to Education Initiative (BTEI)	196
<b>Back to Education Allowance (BTEA)</b>	<b>197</b>
<b>Grants and Funds available for Mature Students</b>	<b>202</b>
<b>FIT (Fastrack to Information Technology) / Skillnets</b>	<b>204</b>
<b>Education, Training and Development Courses / Springboard</b>	<b>204-205</b>



## Introduction

Thousands of adults have successfully returned to education and training to learn new skills, develop existing abilities and improve their chances of getting the job they want.

In this chapter we identify the range of training and education opportunities available to unemployed people and explain how you can take up education or training while keeping your social welfare payment.

In addition we look at what you can do and where you can go to find help or guidance with literacy issues.

## Return to Work Courses

These courses are for people who have been out of the work place for a long time – e.g. women who have spent the last number of years working in the home. These courses concentrate on personal development and skills training (contact your local Social Welfare office/Intreo Centre office for details).

## The Work Placement Programme

The Work Placement Programme is a Government supported programme that brings employers and the unemployed together for a work experience placement for a maximum duration of nine months.

If you are unemployed and have not secured paid work, the programme allows you to apply your existing skills and gain new competencies and valuable experience in a workplace setting.

### Is the Work Placement Programme only for Graduates or can Non-Graduates Apply?

Yes, the Work Placement Programme is open to Graduates and Non Graduates e.g.

- **Stream 1** — aimed at Graduates who have been awarded a qualification at Level 7 or higher on the National Framework of Qualifications
- **Stream 2** — aimed at those who are unemployed for three months

### Will I get Paid?

There is no payment for a placement on the Work Placement Programme. However, if you are in receipt of a Social Welfare Payment, you can retain this payment.

### How Can I find out more?

You can log onto [www.welfare.ie](http://www.welfare.ie) or drop into your local Social Welfare office/Intreo Centre.

## Momentum Skills

MOMENTUM will fund the provision of free education and training projects to allow 6,500 jobseekers (who are unemployed for 12 months or more) to gain skills and to access work opportunities in identified growing sectors.

MOMENTUM will be utilised to provide education and training solutions nationwide to the needs of both unemployed individuals and employers within the context of four themes. The first three themes are based on 'clusters of occupations'. These have been chosen because there is evidence available which shows that these skills are associated with relatively good employment opportunities.

**Theme 1:** Occupations in – Information Communications, Technology, Digital Media, Gaming and Telecommunications.

**Theme 2:** Occupations in – Transportation, Distribution and Logistics, Sales and Marketing.

**Theme 3:** Occupations in - Health Care and Social Services, Manufacturing – Process Technicians, Natural Resources Energy Conservation, Food Processing and Food and Beverage Services.

**Theme 4:** is dedicated to under 25s and will provide a solid foundation for them to gain employment and/or continue in further education and training that will progress them into employment.

## Certification

Certification for themes 1-3 is at Levels 5 and 6 on or aligned to the National Framework of Qualifications (NFQ) or an industry required certification within the sector. Certification on the fourth theme will range from Levels 3 to 6 on or aligned to the National Framework of Qualifications (NFQ).

## Who qualifies?

To be eligible to participate on the MOMENTUM project, applicants must be:

- unemployed for 12 months or longer and
- in receipt of Jobseekers Allowance/Benefit or on the Live Register for 12 months or longer (signing on for Social Insurance Contribution Credits for 12 months or longer) and
- actively seeking work.

Periods spent on Back to Education Allowance, VTOS, FÁS/Fáilte Ireland Training courses, Youthreach, Community Employment Schemes, the Rural Social Scheme, Back to Work Scheme, or Job Initiative scheme may count towards meeting the eligibility for MOMENTUM, provided that you have completed the Scheme in question and are back on the Live Register.

- Qualified Adults of persons in receipt of qualifying payments will not be eligible to participate.
- Persons signing on for credits for 12 months or more can qualify to participate

- Persons in receipt of Disability Payments or the One Parent Family Payment will not qualify to participate.

## Getting Paid

Participants on MOMENTUM projects will continue to receive:

- their weekly Social Welfare payment from the Department of Social Protection, this includes payment for any Qualified Adults and Child Dependants (subject to meeting all existing relevant qualification criteria)
- any payment of Rent Supplement or Mortgage Interest Supplement they were entitled to before starting on the Momentum initiative

Participants will not receive any additional payment while participating on the MOMENTUM project.

## How to apply

To apply for a place on the MOMENTUM project you must apply through your local/nearest Department of Social Protection (DSP) Employment Services Office / Intreo Centre to confirm your eligibility and get assistance in identifying a suitable project.

Details of all MOMENTUM projects are available on their website: [www.momentumskills.ie](http://www.momentumskills.ie). You can contact the individual providers for more information on projects. Once you have identified a project, you should contact your local Department of Social Protection (DSP) Employment Services Office/Intreo Centre.

You cannot apply to be put on a project waitlist without contacting your local Department of Social Protection (DSP) Employment Services Office/Intreo Centre first.

## Training

This section outlines 3 different types of training options. These are:

- Industry related training
- Training for people with disabilities
- Training for young people

The content, style and certification of training courses will differ from course to course. Weigh up your options to make sure you choose the course that suits you best. Your life experience and work experience may help you get on to certain courses. If you are not ready for specific job related training then a Return to Work Course may be the best option for you.

## SOLAS

A new further education and training authority called SOLAS (Seirbhís Oideachais Leanúnaigh agus Scileanna) has replaced FÁS.

## A. Industry Related Training

### SOLAS Specific Skills Training Courses

SOLAS run a large number and range of training courses through its national network of training centres.

These courses are run in the daytime and evenings. They are aimed at people who wish to acquire new skills or up-date existing skills. There are a vast range of Specific Skills Training Courses available including business administration, childcare, healthcare, information technology skills to name a few.

The duration of Courses can vary, but typically last 4 months. To apply, register with your local Department of Social Protection Employment Service office/Intreo Centre where you will receive a guidance interview to determine the most relevant training available for you. Most FÁS courses are certified with QQI (formerly FETAC) Awards or other accreditation bodies.



Daytime courses are prioritised for people who are unemployed. The evening courses are open to everyone. For persons not unemployed there is a fee.

### SOLAS Training Allowances

Persons participating in SOLAS Training Schemes may be entitled to a SOLAS training allowance.

**Jobseeker's Benefit/Jobseeker's Allowance:** Your payment is suspended but you will get a SOLAS training allowance of the same amount. You will get a training bonus of €20 per week if you: have been getting Jobseeker's Benefit or Jobseeker's Allowance for 12 months or more; or are progressing from at least 12 months on a Community Employment (CE) scheme or Job Initiative (JI) programme; or have been involved in a combination of the above. For example, if you have been getting Jobseeker's Benefit for 6 months and have been on a Community Employment scheme for another 6 months of the previous year.

**Disability Allowance or Blind Pension:** Your Disability Allowance or Blind Pension is suspended but you will get a SOLAS training allowance. You will get a training bonus of €20 per week. You will keep any secondary benefits, such as your medical card or travel pass.

**Illness Benefit or Invalidity Pension:** You must obtain an exemption from the Rules of Behaviour from the Department of Social Protection before you can engage in SOLAS training. Provided you have obtained this exemption, you will retain your social welfare payments in addition to receiving the SOLAS training allowance. However, you will not receive the SOLAS training bonus.

**One-Parent Family Payment:** You will keep your One-Parent Family Payment (but it will be reduced as your SOLAS training allowance will be assessed against it as income). You will get a SOLAS training allowance. You will not

get a training bonus of €20 per week, unless you are progressing from at least 12 months on a CE Scheme or Job Initiative programme.

Persons who declare they have a disability on registration with SOLAS will be considered a priority case for training. Any specialist equipment/adaptation that a disabled trainee may require, SOLAS will endeavour to have in place before commencement of training, if prior notice has been given. Any such requirements should be discussed with your Employment Services Officer/Case Officer or LES Mediator.

## How to apply

You must be registered with and apply through your local Department of Social Protection Employment Services office / Intreo Centre or LES office to participate in any of their training courses where an officer can advise you on the range of training options available to you. Following a guidance interview you can be referred or booked on a relevant course and SOLAS will contact you when a place becomes available. You should keep in regular contact with your local Department of Social Protection Employment Services office / Intreo Centre or LES office about training opportunities. The interview will assist you in looking at the options available.

### SOLAS Training Allowance Guide 2014

A training allowance is not paid to new entrants who do not have a Department of Social Protection (DSP) entitlement.

Category	Age	WEEKLY ALLOWANCE
<b>Jobseeker's Allowance</b>	U25	€160.00 *
	25+	Rate as per DSP entitlement
<b>Jobseeker's Benefit</b>	18+	€188.00 *
<b>Supplementary Welfare Allowance (SWA)</b>	U25	€160.00 *
	25+	Rate as per DSP entitlement
<b>One Parent Family Payment</b>	N/A	€188.00
<b>Illness Benefit &amp; Invalidity Pension</b>	N/A	Rate as per DSP entitlement
<b>Disability Allowance or Blind Pension</b>	18+	Rate as per DSP entitlement
<b>Farm Assist</b>	U25	€160.00 *
	25+	Rate as per DSP entitlement
<b>Disability Allowance</b>		
Full-time	16	€76.65
Part-time	16	€44.10
Full-time	17	€95.75
Part-time	17	€55.10
<b>Young person with no DSP Entitlement</b>		
Full-time	16-17	€40.00
Part-time	16-17	€23.00

\* If a participant's personal Social Welfare entitlement exceeds this amount, a training allowance equivalent to their personal entitlement will be paid on receipt of certified evidence to this effect. Evidence of Social Welfare entitlement must be in the form of a completed 'Participants Allowance Entitlement' form.

## Traineeship Programme

Traineeships are skill development programmes run in partnership between SOLAS and employers in many sub-sectors of employment.

Traineeships comprises training in a SOLAS or SOLAS approved training centre combined with training in the workplace with a host employer. Essential elements of Traineeships include the involvement of employers in the selection of trainees, development of the curriculum, certification and on-the-job training. Successful learners receive a QQI (formerly FETAC) Award.

Industry agreed standards for in-company training is reflected in the work place training record, which specifies the workplace training elements. The structure of the programme and recognition of its certification enables participants to progress to further training, education and employment opportunities and supports the development of clear “career paths” for individuals in an occupational field. Standard SOLAS training allowances are paid.

## Apprenticeships

The apprenticeship programme consists of education and training for employed apprentices, with a minimum time period for each phase of training and an overall minimum period of generally 4 years in employment required to be completed by the apprentice in the specified trade. These alternating phases of training typically consist of three off-the-job phases and four on-the-job phases.

The duration of three off-the-job training phases does not generally exceed 40 weeks. Apprentices are provided, during the training periods, with the skills, knowledge and competence required to perform effectively as a craftworker in industry.

### To obtain an apprenticeship you must:

- be at least 16 years old **and**
- have at least a grade D in any 5 subjects in the Junior Certificate Examination or an approved equivalent **and**
- you must obtain employment as an apprentice in your chosen occupation. Your employer must be approved by SOLAS and must register you as an apprentice within 2 weeks of recruitment.
- In certain crafts, apprenticeship applicants are required to pass a colour vision test approved by SOLAS

If you do not meet these requirements there are a number of ways in which it is still possible to qualify for an apprenticeship.

- Successfully complete a Pre-Apprenticeship course approved by SOLAS.

**Or**

- If you are over 16 years of age with three years' work experience. This work experience must be in a relevant designated industrial activity as SOLAS shall deem acceptable.

## Teagasc

Teagasc is Ireland's agricultural and food development authority. It provides research, advisory and training services to the agricultural and food industry. For more details, contact TEAGASC at (059) 917 0200

## Fáilte Ireland

Fáilte Ireland is the National Tourism Development Authority to guide and promote the evolution of tourism as a leading indigenous component of the Irish economy. Qualifax ([www.qualifax.ie](http://www.qualifax.ie)) provides comprehensive information on further and higher education and training courses in tourism.

For more information call Fáilte Ireland on 1800 242 473 or visit their website [www.failteireland.ie](http://www.failteireland.ie).

## B. Training for People with Disabilities

SOLAS training courses are available for people with Disabilities. In addition, there are 17 Specialist Training Providers contracted by SOLAS to provide training courses exclusively for people with disabilities as some people with disabilities may require additional supports to meet their training needs e.g. longer duration of training, adaptation of the training approach and facilities.

On a SOLAS course, delivered by either a Specialist Training Provider or a SOLAS Training Centre, please note the following;

- If you are in receipt of Disability Allowance or Blind Person's Pension, SOLAS will pay a training allowance equivalent to your social welfare payment for the duration of your attendance on the course. In addition, SOLAS will pay you a training bonus.
- If you are in receipt of Illness Benefit or Invalidity Pension, you must obtain an exemption from the Rules of Behaviour from the Department of Social Protection before you can engage in SOLAS training. Provided you have obtained this exemption, you will retain your social welfare payments in addition to receiving the SOLAS training allowance. However, you will not receive the SOLAS training bonus.
- Participants on SOLAS training courses continue to receive any secondary benefits they were in receipt of before taking up the SOLAS training course. Also, the Department of Social Protection will restore your social welfare payment, if, for any reason you are unable to continue your training.

For further information contact your local Social Welfare office/Intreo Centre.

## C. Training for Young People

### Youthreach

Youthreach is an integrated programme of education, training and work experience, introduced jointly by the Department of Education and Skills (DES)

with FÁS in 1989, for young people between 15 to 20 years of age who have left school early without any qualifications or vocational training.

The criteria you must meet to access the Youthreach programme depends on whether you apply to a Youthreach centre managed by an Education and Training Board (ETB) or a Community Training Centre.

### **ETB Youthreach programme**

To be eligible for Youthreach provided by your local Education and Training Board (ETB), you should be between 15 and 20 years of age. You must be unemployed and an early school leaver without any vocational training and who has not attempted the Leaving Certificate. Some exceptions can be made to this rule, for example if you are a lone parent.

### **Community Training Centres (CTCs)**

These Centres provide work experience and training for early school leavers, between 16 and 21 years of age, in their local communities. If you take up this option you will be paid the standard SOLAS training allowance.

These programmes usually provide two years integrated education, training and work experience, although they can be flexible, depending on your individual needs. The length of the course depends on both the starting point of the individual and the level of certification the person wishes to attain. A training allowance is paid to trainees, depending on age.

Basic skills training, practical work training and general education are features of the programme, and the application of new technology is integrated into all aspects of programme content. There is a strong emphasis on personal development, on the core skills of literacy/numeracy, communications and IT, along with a choice of vocational options and a work experience programme.

Courses can lead to a QQI qualification (formerly FETAC) and/or to the Junior or Leaving Certificate.

### **Payments to Youthreach participants**

Participants may be eligible to be paid the basic training allowance, a lunch allowance and may also qualify for a travel allowance. If you have been in receipt of Jobseeker's Benefit or Jobseeker's Allowance for 12 months, you will receive an additional weekly allowance of €20.00 while on the course.

### **Local Training Initiatives (LTIs)**

Local Training Initiatives are set up by SOLAS in order to help local communities carry out valuable projects to benefit their communities while at the same time providing work experience and training for participants. Participants receive the standard SOLAS training allowance and all training on LTIs lead to QQI certification (formerly known as FETAC). While most of these projects are full-time, 35 hours a week, some are part-time, and the duration of the projects vary. Participants must be unemployed and over 16 years of age.



## Education

The rest of this chapter explores a range of options available if you are considering returning to education. These options can allow you to keep your existing Social Welfare payments and entitlements while studying.

### Back to Education Programme Enhancements – May 2014

A number of significant enhancements to the Back to Education Programme (BTE) which will take effect from 1st June 2014.

The BTE, which encompasses the Back to Education Allowance, Part-Time Education Options and Education, Training and Development Options, programme is a second-chance education scheme for jobseekers, lone parents and people with disabilities who are getting certain social welfare payments. Under the programme, income support is provided to allow participants undertake a second-level or third-level course to improve their education and skills.

The key enhancements being introduced include:

- Applicants wishing to pursue the new Professional Master's in Education will be able to avail of the BTE programme;
- Applicants who already hold a Level 5 or 6 qualification under the National Framework of Qualifications will now be allowed to undertake further courses of study at either of these levels to further their professional/career development and their overall job prospects;
- Confirmation that applicants for the Department of Education's Springboard and Momentum initiatives in the forthcoming academic year will be supported under the BTE programme.

For more information contact the INOU on (01) 856 0088.

### Adult Educational Guidance Initiative (AEGI)

This initiative provides information and guidance regarding adult education opportunities to people attending the Vocational Training Opportunity Scheme, Back To Education Initiative, literacy schemes and those participating in other adult and community education programmes. The service is also available to survivors of residential abuse and their families.

The AEGI service offers information, advice and guidance on an individual and group basis in respect of personal, educational and career guidance and covers the pre-entry, entry, ongoing and pre-exit stages. You should contact your local Education and Training Board (ETB) for further information for opportunities in further education or for further information about the AEGI, contact the National Centre for Guidance in Education (01) 869 0715 or the Further Education Section at the Department of Education and Skills (090) 648 3600.

## The Vocational Training Opportunities Scheme (VTOS)

VTOS is a second chance education initiative designed specifically for the unemployed. It is funded by the Department of Education and Skills and operated by 16 Education and Training Boards (ETBs), which replaced the previous 33 vocational education committees (VECs). To be eligible to participate on a VTOS you must be:

- aged 21 or over and
- In receipt of Jobseeker's Benefit/Jobseeker's Allowance, Illness Benefit (subject to the approval of the Department of Social Protection) One Parent Family Payment, Invalidity Pension or Disability Allowance for 6 months
- Signing for PRSI 'Credits' for at least 6 months
- The spouse/partner of somebody claiming one of these payments for 6 months
- People in receipt of Carer's Allowance who have ceased caring responsibilities
- Time spent on a SOLAS training course or CE scheme can count towards the six-month qualifying period. Periods spent on Job Initiative, Youthreach programmes or time spent in prison can count towards this six-month qualifying period, but a person must be getting one of the relevant Social Welfare payments before starting the programme
- People in receipt of the following categories of payments are also eligible to join VTOS provided they are at least 21 years of age and have not been engaged in paid work for at least six months: One Parent Family Payment, Blind Person's Pension; Deserted Wife's Allowance / Benefit; Widow / Widower's Contributory / Non-Contributory Pension; Prisoner's Wife's Allowance.
- If you receive a rent/mortgage interest supplement and take up part-time work while on VTOS, Rent Supplement Assessment rules will apply, i.e. disregard the first €75 of income from employment and then disregard 25% of the remaining balance. Any income left after this 25% disregard is counted against your rent/mortgage interest supplement – See Chapter 2 for details.



If you receive the additional allowance of €20.00 on VTOS and take up part-time work, the rent/mortgage interest supplement earnings disregard of €75.00 will be reduced from €75.00 to €55.00

## Childcare

People on VTOS and Youthreach may be able to access subsidised childcare under the Childcare Education and Training Scheme (CETS) provided by the new Department of Children and Youth Affairs. Contact your local Education and Training Board (ETB) or Childcare Committee for more information.

## Studying on VTOS

Programmes offered under VTOS are education-led, vocationally-oriented and progression-focussed. The programmes give participants the opportunity of:

- raising their education levels
- gaining certification with the National Framework of Qualifications
- developing knowledge and skills relevant to the workplace **and**
- progressing to employment or to further education or training leading to employment.

The range of learning opportunities provided by VTOS centres include:

- Junior Certificate
- Leaving Certificate and
- Courses leading to QQI (formerly FETAC) and equivalent awards at Levels 3 to 5 on the National Framework of Qualifications.

A variety of subject areas is offered at Junior and Leaving Certificate levels. Vocational designations covered in the QQI (formerly FETAC) awards are chosen from a wide range of designations, including new technologies, commerce, media, engineering, administration, theatre, arts craft and design.

## How to apply

- Contact your local Education and Training Board (ETB), AEGI, local LES or your local Library
- VTOS courses usually begin in September/October, but it may be possible to start at other times.

## Post Leaving Certificate Programme (PLC)

The Post Leaving Certificate (PLC) programme provides an integrated general education, vocational training and work experience programme for young people who have completed their Leaving Certificate, adults returning to education and the unemployed who are seeking to upskill in order to enhance their prospects of gaining employment. Its purpose is to enhance their prospects of gaining employment or progressing to further or higher education.

Post Leaving Certificate courses are full-time one year programmes of integrated education, training and work experience provided in schools and colleges outside the third level sector. Applicants should contact their local Education and Training Board (ETB), or school offering PLC courses.

## Back to Education Initiative (BTEI)

The Back to Education Initiative provides for an expansion of flexible part-time options across Further Education. Its priority is to increase the participation of young people and adults with less than upper second level education in a range of part-time accredited learning opportunities leading to awards on the National Framework of Qualifications (NFQ) to facilitate their access, transfer

and progression to other education or employment pathways. The programme's aim is to give adults who wish to return to education an opportunity to combine their return to learning with family, work and other responsibilities. It offers Post-Leaving Certificate, VTOS and Youthreach programmes on a part-time basis. Courses are free for any adult with a less than upper second level education.

Courses offered can include subjects in the Junior or Leaving Certificate and a wide range of modules such as Communications, Personal Development, Business, Computing, Childcare, Arts and Craft, Tourism, Catering, Sport and Leisure etc. For information contact the Adult Education Officer, Community Education Facilitator or Adult Guidance Information Officer at your local Education and Training Board (ETB).

### **Adult Literacy**

The Adult Literacy scheme is funded by the Department of Education and Skills and delivered by local Education and Training Boards (ETB) nationwide. It focuses on those with low levels of literacy skills and includes English language tuition for adult immigrants and basic education services. Adult literacy, in addition to reading and writing, now extends to such basic education as numeracy, social and personal development, learning to learn and IT skills.

The adult literacy service is free and confidential. It is available as a stand-alone tuition programme in a variety of formats (intensive, family, workplace) and for specific groups (deaf people, people with dyslexia and native Irish speakers in Gaeltacht areas). For more information contact your local Education and Training Board (ETB).

### **Community Education**

Community Education refers to education and learning, generally outside the formal education sector, with the aims of enhancing learning, empowerment and contributing to civic society. It is firmly community-based, with local groups taking responsibility for, and playing a key role in, organising courses and deciding on programme-content.

Community Education is funded by the Department of Education and Skills, who provide annual grants to local Education and Training Board (ETB) to set up educational programmes and distribute funds. Funding is usually allocated through the provision of tutor hours, or small grants, to a range of community and voluntary groups for educational activities. For more information contact your local Education and Training Board (ETB).

### **Back to Education Allowance (BTEA)**

The Department of Social Protection administers the Back to Education Allowance. This scheme allows you to keep your Social Welfare payment and return to approved full-time second and third level courses. The approved full time education course must lead to a higher qualification on the national framework Qualifications other than that already held. There are two education

options available.

- Second level option
- Third level option

## Redundancy

If you are awarded statutory redundancy under Irish legislation, you can have immediate access to the BTEA (or within one year of the award of the statutory redundancy) without the requirement that you be in receipt of a qualifying payment. You must be entitled to a qualifying social welfare payment before starting the course, it is not necessary to actually be receiving the payment to qualify.

## Second Level Option (SLO)

You can attend a second level course of education at any community, comprehensive, secondary or vocational school, with which the Department of Education has a funding relationship. The course must be full-time and lead to a certificate recognised by the Department of Education & Skills or approved by QQI (formerly FETAC), e.g. Junior Cert., Leaving Cert., Post-Leaving Cert. or foundation/access courses at Universities or Institutes of Technology or a City and Guilds Certificate.

### Other Second Level BTEA options

- Certain City & Guilds courses
- Foundation/Access courses at Universities or Institutes of Technology
- Business & Technology Education Council (BTEC) courses

Please check with the school or college before you take up the course.

## Third Level Option (TLO)

You can attend a third level course of education at any university, third level college or institution, provided that the course is a full-time day course of study and is approved under any of the following:

- The Department of Education & Skills for Student Grant scheme, or
- The Vocational Educational Committee's Scholarship Scheme, or
- The Third Level Maintenance Grant Scheme for Trainees, or
- If it receives Higher Education and Training Awards Council (HETAC) recognition

## BTEA Postgraduate option

If you already have an undergraduate third-level qualification (i.e a degree), your application for a BTEA while pursuing post-graduate education will only be considered if you are doing a Higher Diploma in any discipline or the Professional Diploma in Education (Primary or Secondary teaching only). (Only Postgraduate courses in Ireland are eligible for the BTEA). Under no circumstances will the BTEA be awarded to a person who already holds a postgraduate qualification.



You are advised to check with Department of Social Protection before taking up any further education options.

## Payment on the BTEA

The Back to Education Allowance will only be paid for the 9-month academic year for those in receipt of Jobseeker's payments. It is NOT payable for the 3-month summer period between academic years. BTEA participants who are unable to find employment during the summer period may be entitled to claim a jobseeker payment. They will be required to satisfy the normal qualifying conditions, including the standard 'Genuinely Seeking Work' conditions – see Chapter 1.

## Monitoring Arrangements

You must provide the Department of Social Protection with a certificate from the school/college confirming your registration as a full time student, commencement date and attendance at the course. You must supply this information to DSP before payment on the BTEA can begin. During the course of the academic year, you may be asked to provide confirmation that you are still taking part in the course.

### Who is eligible for the Back to Education Allowance?

You will be eligible for the Back to Education Allowance if you are:

- Aged 21 and in receipt of one of the qualifying payments, **or**
- Aged 18 and in receipt of a (specified) disability payment, **or**
- Aged between 18 and 21 years of age and out of formal education for at least two years, **or**
- Awarded Statutory Redundancy payment and are entitled to one of the qualifying social welfare payments.

## Second Level option (SLO)

- Aged 21 or over getting one of the following payments for at least 3 months (78 days of unemployment) and be in receipt of Jobseeker's Allowance, Jobseeker's Benefit, Farm Assist, One-Parent Family Payment, Deserted Wife's Allowance/Benefit, Widow's/Widower's Contributory or Non-Contributory pension, Prisoners' Wife's Allowance or Carers Allowance (under 66 years).
- Aged 18 or over and getting one of the following payments for at least 3 months; Blind Pension, Disability Allowance, Invalidity Pension or Incapacity Supplement; **or**
- Aged between 18-20 and out of formal education for two years and getting one of the following payments for at least 3 months; Jobseekers Benefit, Jobseekers Allowance or One-Parent Family Payment **or**
- Aged 18 or over and in receipt of Illness Benefit for 2 years or more

## Third Level option (TLO)

- Aged 21 or over and getting one of the following payments for at least 9 months (234 days): Jobseeker's Allowance, Jobseeker's Benefit, Farm Assist,

One-Parent Family Payment, Deserted Wife's Allowance / Benefit, Widow's / Widower's Contributory, Non-Contributory pension, Prisoners Wife's Allowance or Carers Allowance

- Aged 18 or over and getting one of the following payments for at least 12 months; Blind Pension, Disability Allowance, Invalidity Pension or Incapacity Supplement **or**
- Aged between 18 and 20 and out of formal education for two years and getting one of the following payments for at least 9 months (234 days); JB, JA or One-Parent Family Payment **or**
- Aged 18 or over and in receipt of Illness Benefit for 2 years or more



**Under no circumstances will the BTEA be awarded to a person who already holds a postgraduate qualification.**

## Returning to the Back to Education Allowance (3rd Level only)

In general, applicants for the BTEA must be starting the first year of an approved full-time course in order to qualify for the BTEA. This condition has been relaxed to allow students who have completed their first year of a course access to the BTEA. This only applies where the applicant fulfills the other BTEA scheme conditions and in the following circumstances only;

- A person can now avail of the BTEA where they previously did not complete their course (they may have 'dropped out') and are returning to the second or subsequent year of their 3rd level course
- This also applies to people who are granted an exemption from a period of their 3rd level course based on a previous course or on life experience.
- Where a person completed earlier year(s) of their 3rd level course on a part-time basis but are now getting a Jobseeker's payment, they may apply for BTEA to continue their course on a full-time basis.

For further information on these changes to the Back to Education Allowance, visit the Department of Social Protection website at [www.welfare.ie](http://www.welfare.ie)

## Other Qualifying Periods

Periods spent on Education and Training Board (ETB), SOLAS Training Courses, Youthreach, C.E., Back to Work Allowance schemes, Rural Social Scheme, TÚS, National Internship, WPP or Job Initiative may count towards the qualifying period to qualify for the BTEA. You may access the BTEA Scheme directly from one of these schemes under certain conditions.

Periods spent in receipt of Supplementary Welfare Allowance (SWA), Direct Provision or periods spent in prison may count towards the qualifying period for BTEA, but you must establish an entitlement to a Social Welfare payment **before** you commence your course of study. If you finish one of the above mentioned schemes, and there is a break over 4 weeks between finishing the scheme and beginning an approved course of study you must establish an

entitlement to a relevant qualifying Social Welfare payment in order to qualify for the BTEA.

### How to apply for a place

- Contact the colleges directly to get information about courses. The Area Based Partnerships (see Chapter 7), the local Education and Training Board (ETB) and your LES will be willing to help you do this and can help with general information. In addition, they may help you with financial assistance towards the application fees
- Contact the student officer at the colleges Students Union Office for information and suggestions
- Most applications are made through the Central Applications Office (CAO). Some colleges may also ask you to make a separate application to them directly. Ask if this is necessary
- The college may ask you to attend an interview to assess your knowledge of the subjects you wish to study. During this interview they might ask about your motivation and commitment to staying in college for the duration of the course
- When you receive a letter offering you a place at college, fill out 'Form BTE1' available at your local Social Welfare Office/Intreo Centre or you may download from the website [www.welfare.ie](http://www.welfare.ie)

### How to apply for a student grant

#### – Existing Applicants

Students who are currently in receipt of a student grant and who are progressing to the next year of the same course will continue to be assessed and paid by the existing awarding authorities..

#### – Changing Course/New Course

Students who are changing course or progressing to a new course, including an add-on course, will need to apply through the SUSI system, see new applicants below.

#### – New Applicants

All new applications will be made online to a single awarding authority, SUSI (Student Universal Support Ireland), through the [www.studentfinance.ie](http://www.studentfinance.ie) website.

Following an initial assessment of your application, if eligible, you will receive by post notification of provisional grant approval and a personalised list of the supporting documents you will need to return to complete your application. Completed documentary evidence packs (photocopies of the documents, not originals) should be returned as soon as possible in the envelope provided to you.

When you return all the necessary supporting documents SUSI will process your application to award stage, subject to confirmation of your acceptance



on an approved course. When you confirm acceptance of a place on an approved course (usually late August/early September), your grant will be awarded. You should notify the fees/registration office in your college of your grant eligibility.

If you qualify for a student grant the payment will be made on a monthly basis (subject to confirmation of attendance) directly into your designated Irish bank account. If you qualify for a fee grant (i.e. student contribution, tuition fee or postgraduate fee contribution) the payment will be made directly to the approved institution.

- There are two rates of maintenance grant. The adjacent rate (if you live less than 45 kilometres from the college) and the non-adjacent rate (if you live more than 45 kilometres from the college). Detailed information on financial supports for students can be found on the website [www.studentfinance.ie](http://www.studentfinance.ie)
- New applicants who are in receipt of the Back to Education Allowance and the VTOS allowance for those pursuing PLC courses will be ineligible for student grants. The cost of the student services charge and any fees payable to colleges will continue to be met for eligible students by the Exchequer on their behalf
- For grant eligibility the student must be resident in the State for 3 of the past 5 years
- For re-entry as an independently assessed mature student the duration of the break in studies must be at least 3 years

## Grants and Funds available for Mature Students

- If you wish to enter or return to third-level education and you are over 23 years of age, Irish third-level colleges have places on their courses for mature students. You will have to consider the costs of fees and maintenance depending on whether you are going to do a full-time or a part-time course. If you are leaving work to study a full-time on an undergraduate course you may be eligible for a third-level maintenance grant.
- If you do not qualify for a student grant and you are doing a full-time undergraduate course you may be eligible for free fees. (If you are applying for an undergraduate course you are not eligible for a student grant or free fees if you have already completed an undergraduate course).
- If you are applying for a postgraduate course you may have to pay fees – maintenance grants for postgraduate courses have been removed. You will also have to pay fees if you are intending to study part-time or do a distance learning course. If you do have to pay fees you may be able to get tax relief at the standard rate.



People who are getting Back to Education Allowance and those on Post-Leaving Certificate courses who are getting VTOS allowances will not be eligible for a student grant. However, this does not affect any entitlement they may have to exemption from college fees.

## Help with Fees and Maintenance

The main schemes that apply to mature students (generally persons over 23 years of age) are:

- The Student Grant Scheme, which is available to students who plan to study full time on approved third-level courses (of at least two years' duration), including mature students
- If you are getting a Jobseeker's Payment, One-Parent Family Payment or Disability Payment the Back to Education Allowance (BTEA) allows you to study at second and third level without losing your benefits. You must meet certain criteria to be eligible for the BTEA

## Postgraduate students

Students entering postgraduate courses, from the 2014/15 academic year onwards will not be entitled to maintenance payments under the Student Grant Scheme.

Students entering postgraduate courses from 2014/2015 academic year onwards will make their applications for grants to Student Universal Support Ireland which will administer the Student Grant Scheme on behalf of the Department.

Postgraduate students who meet the qualifying conditions for the special rate of grant will be eligible to have their post-graduate tuition fees paid up to the maximum fee limit under the Student Grant Scheme.

Tax relief is also available on postgraduate tuition fees. Details in relation to this relief are available from the Revenue Commissioners.

## Other Funds

There are a number of other funds available to support you in your return to third-level education. These include:

### Fund for students with disabilities

Fund for students with disabilities. The fund provides funding to higher education institutions for the provision of services and supports for full-time students with disabilities, including those pursuing post graduate study at universities in Northern Ireland.

### Students Assistance Fund

The Student Assistance Fund is for students who having commenced a third-level course, experience financial hardship and, therefore, may be unable to

continue their third-level studies. Applications for funding should be made by the individual student to the access/disability officer in their institution. The Fund is administered on a confidential, discretionary basis.

### Where to Apply

- Contact the Mature Students Officer or the Admissions Officer at the college
- For the Special fund for People with Disabilities apply to the Student Counsellor or Disabilities Support Officer at the college of your choice

### FIT (Fastrack to Information Technology)

FIT is a unique initiative which was set up for unemployed people to access training and pursue employment opportunities requiring skills in Information Technology (IT). FIT is supported by industry and involves major companies (AIB, Alchemy, AOL, Eircom, HP, IBM, Microsoft, O2, Oracle, Siemens, Skillsoft and Symantec) who are actively committed to the integration of marginalised job seekers into the workforce through gaining IT skills. To this end all FIT Programmes, which have been developed by industry are run throughout Ireland.

FIT provides ongoing support to the graduates of its programmes and views its primary objective as not just the securement of a job but also the commencement of a career. To join a FIT course applicants do not need any formal education or professional experience, just an interest in IT and a willingness to learn. To find out more information on the wide range of courses on offer, to check the eligibility criteria and to enrol on a FIT course contact: FIT Ltd. At (01) 882 5570. Website: [www.fit.ie](http://www.fit.ie)

### Skillnets

Skillnets is an enterprise-led body funded through the National Training Fund (NTF) to provide companies with new opportunities to develop relevant, effective answers to their training and development needs. For further information contact Skillnets on: (01) 207 9630. Website: [www.skillnets.ie](http://www.skillnets.ie)

### Education, Training and Development Courses

You may be able to take up education, training or development courses not normally covered by the BTEA. This can be discussed with an Employment Services Officer/Case Officer at your local Social Welfare Office/Intreo Centre.

- Eligibility criteria are similar to those for the Back to Education Allowance, however periods spent on VTOS, SOLAS Training Courses, Youthreach, C.E., Back to Work Allowance, **do not** count towards the qualifying period
- 21 years of age or
- 18 – 20 years of age and out of formal education for 2 years and getting a qualifying payment for 3 months
- In receipt of Jobseekers Allowance for at least 6 months (156 days)

- An Employment Services Officer/Case Officer must approve the course
- You must satisfy the Employment Services Officer/Case Officer that the course will specifically improve your chance of getting a job

A broad range of basic courses may be approved e.g. personal development courses. basic education and literacy classes.

## Part-Time Education Options

If you are a Jobseeker, you can take on part-time study and you may be able to retain your Jobseekers payment. Although this option is not part of any return-to-education programme or course, it is your 'right' as an unemployed person to pursue training, re-training or education, which may improve your ability to seek and find work, while you continue to look for work. To avail of this option you will need to complete the **form PTEO** with details of your planned education and submit it to your local Social Welfare Office/Intreo Centre. You should do this prior to starting your course to ensure that no problems arise at a later stage.

### To be eligible:

- You will still need to be Genuinely Seeking Work (see Chapter 1)
- If you are offered a place on a course, you will need a letter from the College or School stating that the course is part-time. Make sure you bring this with you when you go to your local Social Welfare Office/Intreo Centre.

There are many part-time courses, usually called 'Adult Education Courses', available in schools and colleges. There is usually a small fee for these courses, but very often a reduced rate fee applies to people on low incomes. Ask about possible fee reductions. These courses are listed in The Guide to Evening Classes, available in your local library/bookshop.

## Springboard Initiative

If you are unemployed, you may want to continue your education or take part in a training course to develop your skills and improve your chances of getting back to work.

Springboard provides free part time higher education places for unemployed and previously self-employed people in areas of identified skills needs. The programme is aimed at people who have previously been employed in construction, manufacturing or other sectors of the economy where employment levels are unlikely to recover to pre-recession levels.

Springboard will address the skills needs of key growth sectors of the economy such as Information and Communications Technology (ICT), International Financial Services and Manufacturing. There will also be a range of courses available that address cross sectoral generic skills such as export sales and

entrepreneurship. The courses, which will be at level 6 (higher certificate) to level 9 (masters degree) on the National Framework of Qualifications, will be delivered in public and private higher education providers around the country.

A full list of approved Springboard courses together with the eligibility criteria is available on the Springboard website [www.springboardcourses.ie](http://www.springboardcourses.ie).

### – How to apply

Applications for the Springboard programme can only be made online through the dedicated information and applications website: [www.springboardcourses.ie](http://www.springboardcourses.ie). Applications cannot be made directly to colleges participating in the Springboard scheme. Please contact individual colleges for further information on courses that are made available.

If you are getting a social welfare payment, you should notify your local Social Welfare office/Intreo Centre and check what further steps (if any) you need to take.

## ICT Skills Conversion Programme

As part of the joint Government-Industry ICT Action Plan to boost the domestic supply of ICT graduates for Irish employment opportunities, places have been made available on Higher Diploma Level 8 ICT Conversion Programmes. The programmes are targeted at jobseekers who have the capacity and underlying aptitude, as well as an honours degree in a cognate discipline, to undergo an intensive programme of study and work experience to acquire honours degree level ICT programming skills. Further information is available at [www.ictskills.ie](http://www.ictskills.ie).

### – Costs

The programmes are free of charge to participants. Participants may be required to pay for books or other course materials.

### – Social Welfare Payments

Participation does not create an entitlement to receive any income support payment from the Department of Social Protection. However, the Department of Social Protection (DSP) has confirmed that DSP clients who are at least nine months in receipt of jobseekers benefit or jobseekers allowance may be supported to undertake one of the programmes under a bespoke version of the Back to Education Allowance (BTEA). Eligible DSP customers who are accepted on a course should contact their local social welfare office to complete a modified BTEA form which will facilitate those who are entitled, to transfer to a BTEA payment.

If you are in receipt of other forms of income support from DSP such as One Parent Family payment or an illness payment you should contact the relevant scheme area to confirm if you may retain your income support under the Back to Education Allowance scheme while pursuing a course under this initiative.



Twenty First Edition

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## CHAPTER 7 Finding Information

Appeals, Legal Advice & Complaints	208
Employment Rights	208
Employment Support Services and Agencies	209
Local Employment Services (LES)	209
Housing	210
INOUE Affiliate Organisations	210
Money Management and Tax	214
One Parent Family Support Organisations	214
Citizens Information Service	214
Migrants, Refugees and Asylum seekers	214
Training and Education	214
Women's Groups	214
Money Advice and Budgeting Service (MABS)	215

## Introduction

This Chapter aims to help you identify many of the information sources available to you. When phoning or asking for information from any Government Department or Community organisation the following could be useful:

- Have your (and your spouses') PPS number, date of birth and details of dates on which you applied for any payments written down so that you can refer to them.
- Always ask for the name of the person you are talking to.
- Have any letters or paperwork related to your enquiry at hand – they may contain information, names or a reference number you may need when making your enquiry.
- Before you phone write down a list of questions about what you need to ask or find out about so that you are as clear as possible.
- A number of Government Departments/Offices operate a Lo-Call service. Numbers starting with the digits 1890 are Lo-Call numbers. Calls to numbers with digits 0761 are also Lo-Call.

## Appeals, Legal Advice & Complaints

### Social Welfare Appeals Office

D'Olier House, D'Olier Street, Dublin 2.  
Tel: (01) 671 8633 Lo-Call: 1890 747 434  
e-mail: [swappeals@welfare.ie](mailto:swappeals@welfare.ie)  
web: [www.socialwelfareappeals.ie](http://www.socialwelfareappeals.ie)

### Office of the Ombudsman

18 Lower Leeson Street, Dublin 2.  
Tel: (01) 639 5600 Lo-Call: 1890 223 030  
e-mail: [ombudsman@ombudsman.gov.ie](mailto:ombudsman@ombudsman.gov.ie)  
web: [www.ombudsman.gov.ie](http://www.ombudsman.gov.ie)

### Free Legal Advice Centre (FLAC)

13 Lower Dorset Street, Dublin 1.  
Tel: (01) 874 5690 Lo-Call: 1890 350 250  
e-mail: [info@flac.ie](mailto:info@flac.ie) web: [www.flac.ie](http://www.flac.ie)

### Northside Community Law Centre

Northside Civic Centre, Bunnally Road, Coolock, Dublin 17. Tel: (01) 847 7804  
e-mail: [info@nclc.ie](mailto:info@nclc.ie) web: [www.nclc.ie](http://www.nclc.ie)

### Legal Aid Board

Quay Street, Cahirciveen, Co. Kerry  
Lo-Call 1890 615 200  
e-mail: [info@legalaiddboard.ie](mailto:info@legalaiddboard.ie)  
web: [www.legalaiddboard.ie](http://www.legalaiddboard.ie)

### Employment Appeals Tribunal

Davitt House,  
65a Adelaide Road,  
Dublin 2.  
Tel: (01) 631 3006 Lo-Call: 1890 220 222  
e-mail: [eat@djei.ie](mailto:eat@djei.ie) web: [www.eatiribunal.ie](http://www.eatiribunal.ie)

### The Labour Relations Commission

Tom Johnson House, Haddington Road,  
Dublin 4.  
Tel: (01) 613 6700  
Lo-Call 1890 220 227  
e-mail: [info@lrc.ie](mailto:info@lrc.ie)  
web: [www.lrc.ie](http://www.lrc.ie)

## Employment Rights

### Department of Jobs, Enterprise and Innovation

23/28 Kildare Street, Dublin 2.  
Tel: (01) 631 2121 Lo-Call 1890 220 222  
e-mail: [info@djei.ie](mailto:info@djei.ie)  
web: [www.djei.ie](http://www.djei.ie)

### Workplace Relations

O'Brien Road,  
Co. Carlow.  
Lo-Call: 1890 80 80 90  
website: [www.workplacerelations.ie](http://www.workplacerelations.ie)

## Employment Support Services & Agencies

### Employment Support Services, Department of Social Protection

P.O. Box 3840, Dublin 2

Tel: (01) 704 3165

e-mail: [alice.sherlock@welfare.ie](mailto:alice.sherlock@welfare.ie)

### SOLAS

Head Office,

27-33 Upr. Baggot Street, Dublin 4.

Tel: (01) 607 0500

e-mail: [info@solas.ie](mailto:info@solas.ie)

## Local Employment Services (LES) AREAS

Area	Phone	Area	Phone
<b>Ballyfermot</b>	(01) 623 5612	<b>Louth Leader:</b>	
<b>Ballymun</b>	(01) 866 7000	Drogheda	(041) 984 4755
<b>Canal Community</b>	(01) 453 7229	Dundalk	(042) 932 8897
<b>Blanchardstown</b>	(01) 820 6379	<b>Limerick</b>	(061) 412 999
<b>Bray</b>	(01) 286 8266	<b>Mayo</b>	(094) 902 6468
<b>Coolock</b>	(01) 848 5630	<b>Monaghan</b>	(047) 72191
<b>Cork</b>	(021) 430 2310	<b>North &amp; East Kerry</b>	(066) 712 9675
<b>Dublin Inner City</b>		<b>South Dublin County</b>	
Dublin 1	(01) 876 4670	Clondalkin	(01) 457 7308
Dublin 2	(01) 677 1930	Tallaght	(01) 462 3475
Dublin 7	(01) 868 6333	<b>South Kerry</b>	(066) 947 3068
Dublin 8	(01) 511 1260	<b>Southside</b>	(01) 284 1977
Dublin 12	(01) 405 9300	<b>Tolka Area</b>	(01) 836 1666
<b>Galway</b>	(091) 566 617	<b>Waterford Area (City)</b>	(051) 304 951
<b>Kildare</b>	(045) 895 555	<b>Waterford Leader (County)</b>	(058) 546 46
		<b>Wexford</b>	(053) 915 5864

## Job Clubs AREAS

Area	Phone	Area	Phone
Ardee	(041) 685 7917	Laois Partnership	(057) 866 3241
Arklow	(0402) 239 36	Larkin	(01) 856 0711
Ballinasloe	(0906) 643 057	Le Cheile	(01) 832 0995
Ballyfermot	(01) 623 5612	Letterkenny	(071) 985 8959
Ballyhoura	(063) 917 30	Limerick	(061) 311 742
Ballymun	(01) 866 7000	Listowel	(068) 249 81
Birr	(057) 932 3490	Mayo North East/Ballina	(094) 925 6745
Blanchardstown	(01) 820 9550	Meath	(046) 907 8968
Brookfield	(01) 462 3075	Millennium	(061) 329 133
Canal Communities	(01) 453 7325	Monaghan	(047) 974 5090
Carlow	(059) 913 5334	Nenagh	(067) 567 76
Co. Leitrim	(071) 964 1740	Portllington	(057) 864 0125
Cork	(021) 239 2834	Roscrea	(0505) 233 79
County Roscommon	(094) 986 2373	SICCDA	(01) 453 6098
Drogheda	(041) 984 6310	Sligo	(071) 913 8831
Dublin 12	(01) 492 6790	Southill	(061) 440 136
Dundalk	(042) 933 8820	Southside Partnership	(01) 284 1977
Ennis	(065) 684 4993	Tallaght Village	(01) 462 3075
Galway	(091) 566 485	Tolka Area Partnership	(01) 836 1666
Glin Centre	(01) 867 1157	Tralee	(066) 712 0322
Inishowen	(074) 936 1376	Tullamore	(057) 935 2467
Jobcare	(01) 677 3897	WCD	(0906) 494 555
Kilkenny	(056) 775 6043	West Limerick	(069) 776 64/8
Killarney	(064) 378 33		



## Housing

### Threshold

21 Stoneybatter, Dublin 7.

Tel: (01) 635 3651 e-mail: [advice@threshold.ie](mailto:advice@threshold.ie)

### Department of the Environment, Community and Local Government

Custom House, Custom House Quay, Dublin 1.

Tel: (01) 888 2000 (Lo-Call) 1890 202 021

e-mail: [ae@environ.ie](mailto:ae@environ.ie)

### Focus Ireland

9-12 High Street, Christchurch, Dublin 8.

Tel: (01) 881 5900 e-mail: [info@focusireland.ie](mailto:info@focusireland.ie)

### Dublin Simon Community

St Andrew's House, 28/30 Exchequer Street, Dublin 2.

Tel: (01) 671 1606

e-mail: [info@simoncommunity.com](mailto:info@simoncommunity.com)



## INOUE Affiliate Organisations

The INOUE was founded in 1987 and now comprises over 215 local centres, community based organisations, branches of unemployed people and other groups throughout the country. The section below lists, by county the INOUE Affiliated organisations that provide welfare rights/welfare to work services. These affiliates are also listed on the INOUE website: [www.inoue/affiliates/](http://www.inoue/affiliates/). For more information about becoming affiliated to the INOUE please contact us: tel: (01) 856 0088 or email: [info@inoue.ie](mailto:info@inoue.ie) website: [www.inoue.ie](http://www.inoue.ie)

### Providing welfare rights information/welfare to work services

#### CAVAN

##### Cavan Information and Opportunities Centre

16 Bridge Street, Cavan, Co. Cavan.

Tel: (049) 437 2021 e-mail: [cs2ue@yahoo.ie](mailto:cs2ue@yahoo.ie)

#### CLARE

##### Obair

Ennis Rd, Newmarket on Fergus, Co. Clare.

Tel: (061) 368 030 e-mail: [info@obair.org](mailto:info@obair.org)

##### Congress Information and Opportunities Centre

Elevation Business Park, Clon Road, Ennis, Co. Clare.

Tel: (065) 684 1009 e-mail: [info@cioc.ie](mailto:info@cioc.ie)

##### Ennis Citizens Information Centre

Bindon Lane, Bank Place, Ennis, Co. Clare

Tel: 0761 075 260 e-mail: [ennis@citinfo.ie](mailto:ennis@citinfo.ie)

##### North West Clare Family Resource Centre

Monastery House, Ennistymon, Co. Clare

Tel: (065) 707 1144 e-mail: [info@northwestclarefrcc.ie](mailto:info@northwestclarefrcc.ie)

#### CORK

##### Ballyphephane Community Resource Centre

Lower Friars Walk, Ballyphephane, Co. Cork

Tel: (021) 432 1571 e-mail: [btdcp@eircom.net](mailto:btdcp@eircom.net)

##### Bantry Resource Centre

Glengariff Road, Bantry, Co. Cork

Tel: (027) 51315 Fax: (027) 50034

e-mail: [bantrycommunity@eircom.net](mailto:bantrycommunity@eircom.net)

##### Bantry Citizens Information Centre

Wolf Tone Square, Bantry, Co. Cork

Tel: 0761 078 390 e-mail: [bantry@citinfo.ie](mailto:bantry@citinfo.ie)

##### Cobh Family Resource Centre

Park House, Cloyne Terrace, Cobh, Co. Cork

Tel: (021) 481 6103

e-mail: [cobhresourcecentre@eircom.net](mailto:cobhresourcecentre@eircom.net)

##### Citizens Information Phone Service

Block B, Heritage Business Park, Bessboro Road, Blackrock, Co. Cork Lo-Call 1890 777121

(021) 452 1600 e-mail: [information@citinfo.ie](mailto:information@citinfo.ie)

##### Cork CIC

80 South Mall, Cork, Co. Cork

Tel: 0761 076950 e-mail: [cork@citinfo.ie](mailto:cork@citinfo.ie)

##### Cork City Adult Guidance Service

City of Cork VEC, 21 Lavitts Quay, Cork

Tel: 021 490 7149 e-mail: [cnagle@corkvec.ie](mailto:cnagle@corkvec.ie)

##### Cork City Partnership

Heron House, Blackpool Retail Park, Cork, Co. Cork

Tel: (021) 430 2310 fax: (021) 430 2310

e-mail: [info@partnershipcork.ie](mailto:info@partnershipcork.ie)

##### Togher Pre-school and Family Centre

6 Maglin Gr., Deanrock Estate, Togher, Co. Cork

Tel: (021) 431 6766

e-mail: [togherfamilycentre@eircom.net](mailto:togherfamilycentre@eircom.net)

##### West Cork Community Partnership

Unit 13, IDA Centre, Ropewalk, Bantry, Co. Cork.

Tel: (027) 52266 e-mail: [info@wccp.ie](mailto:info@wccp.ie)

Welfare Rights information by appointment

#### DONEGAL

##### Action Inishowen

Millbray, Camdonagh, Co. Donegal

Tel: (07493) 74529 Fax: (07493) 74711

e-mail: [actioninishowen@eircom.net](mailto:actioninishowen@eircom.net)

##### Letterkenny Resource Centre

Unit 4 Pearse Road, Letterkenny, Co. Donegal

Tel: 074 912 8010 e-mail:

[congressresourcecelk@hotmail.com](mailto:congressresourcecelk@hotmail.com)

## Finding Information

### Pobail Le Cheile

The Yard, Ballyconnell Road, Falcarragh, Co. Donegal Tel: 074-9180111  
e-mail: [coordplc@eircom.net](mailto:coordplc@eircom.net)

### DUBLIN

#### Ballyfermot Local Employment Services

4 Drumfinn Park, Ballyfermot, Dublin 10  
Tel: (01) 623 5612 e-mail: [mshelley@bles.ie](mailto:mshelley@bles.ie)

#### Ballyfermot Youth Services

3 Drumfinn Park, Ballyfermot, Dublin 10  
Tel: (01) 623 37401 e-mail: [info@ballyfermotys.ie](mailto:info@ballyfermotys.ie)

#### Ballymun Jobs Centre

Unit 36, Ballymun Town Centre, Dublin 11  
Tel: (01) 866 7000 Fax: (01) 842 0134  
e-mail: [info@bmunjob.ie](mailto:info@bmunjob.ie)

#### Ballymun Unemployed & Welfare Rights Centre

Axis, Main Street, Ballymun, Dublin 11  
Tel: (01) 883 2138 Fax: (01) 883 2139  
e-mail: [aine.rooney@axis-ballymun.ie](mailto:aine.rooney@axis-ballymun.ie)

#### Blanchardstown Centre for the Unemployed

1-2a Corduff Shopping Centre, Blanchardstown, Dublin 15. Tel: (01) 821 0552  
e-mail: [bciinfo@ireland.com](mailto:bciinfo@ireland.com)

#### Bohernabreena Community Enterprise

14 Allenton Drive, Ballycragh, Tallaght, D24  
Tel: (01) 452 6201 e-mail: [boher14@gmail.com](mailto:boher14@gmail.com)

#### Choices

2-3 Quinns Road, Shankill, Co. Dublin  
Tel: (01) 282 0110 e-mail: [info@choicesalc.ie](mailto:info@choicesalc.ie)

#### Canal Local Employment Service (LES)

Goldenbridge Integrated Complex, St Vincent's St. West, Inchicore, Dublin 8. Tel: (01) 4537229  
e-mail: [goldenbridge@canalles.ie](mailto:goldenbridge@canalles.ie)

#### Clondalkin Employment and Education Development Service (CEEDS)

Áras Rualach, Neilstown Rd, Clondalkin, D 22  
Tel: (01) 623 3629 e-mail: [grwills@eircom.net](mailto:grwills@eircom.net) / [information@ceeds.ie](mailto:information@ceeds.ie)

#### Connolly Centre

80/82 The Coombe, Dublin 8.  
Tel: (01) 453 0803 e-mail: [cicu@eircom.net](mailto:cicu@eircom.net)

#### Crosscare Migrant Project

1a Cathedral Street, Dublin 1  
Tel: (01) 873 2844 Fax: (01) 872 7003  
e-mail: [migrantproject@crosscare.ie](mailto:migrantproject@crosscare.ie)

#### Dublin 12 & 6W Information Centre

8 Sundrive Road, Crumlin, Dublin 12  
Tel: 0761 077 020 e-mail: [dublin12@citinfo.ie](mailto:dublin12@citinfo.ie)

#### Dublin 8 – Bluebell CIS

90 Meath Street, Dublin 8  
Tel: (01) 473 5178 Fax: (01) 473 1749  
e-mail: [dublin8bluebell@citinfo.ie](mailto:dublin8bluebell@citinfo.ie)

### Dublin 12 Congress Centre

104 Sundrive Road, Kimmage, Dublin 12  
Tel: (01) 492 6797 Fax: (01) 405 9198  
e-mail: [coordinator.dublin12@congresscentres.net](mailto:coordinator.dublin12@congresscentres.net)

### Dublin 15 Citizens Information Centre

Westend House, Westend Office Park  
Snugborough Rd. Extension, Dublin 15  
Tel: 0761 075 040 Fax: (01) 812 8702  
e-mail: [blanchardstown@citinfo.ie](mailto:blanchardstown@citinfo.ie)

### Finglas Cabra MABS

5 Church Street, Finglas Village, Dublin 11  
Tel: 0761 072 170 e-mail: [finglas@mabs.ie](mailto:finglas@mabs.ie)

### FIT Ltd (Fastrack to IT)

7a Bellevue Industrial Estate, Glasnevin, D11  
Tel: (01) 882 5570 e-mail: [info@fit.ie](mailto:info@fit.ie)

### The Fingal Centre for the Unemployed

5 Cardiffsbridge Road, Finglas West, Dublin 11  
Tel: (01) 884 5228 e-mail: [info@thefingalcentre.ie](mailto:info@thefingalcentre.ie)

### Fountain Resource Group

c/o Parochial Hall, James Street, Dublin 8  
Tel: (01) 473 1388 e-mail: [info@frg.ie](mailto:info@frg.ie)

### Inner City Employment Service

St Andrew's Resource Centre, 114 Pearse St. D2  
Tel: (01) 677 1930 e-mail: [jim.hargis.ices@gmail.com](mailto:jim.hargis.ices@gmail.com)

### Inner City Organisations Network (ICON)

22 Lower Buckingham Street, Dublin 1  
Tel: (01) 836 6890 e-mail: [iconet@iol.ie](mailto:iconet@iol.ie)

### Larkin Unemployed Centre

57/58 North Strand Road, Dublin 3  
Tel: (01) 836 5544 Fax: (01) 836 6819  
e-mail: [info@larkinctr.com](mailto:info@larkinctr.com)

### Mountwood Fitzgerald Park Resource Centre

71-73 Maple House, Mounttown, Dun Laoghaire, Co. Dublin Tel: (01) 284 5722  
e-mail: [reception@mountwood.ie](mailto:reception@mountwood.ie)

### Northside Centre for the Unemployed

Glin Road, Bonnybrook, Dublin 17  
Tel: (01) 847 9463 e-mail: [nctc@eircom.net](mailto:nctc@eircom.net)

### Northside Community Law Centre

Northside Civic Centre  
Bunratty Road, Coolock, Dublin 17  
Tel: (01) 847 7804 e-mail: [info@nclc.ie](mailto:info@nclc.ie)

### North West Inner City LES

42 Manor Street, Dublin 7. Tel: (01) 868 6333  
e-mail: [info@nwicles.ie](mailto:info@nwicles.ie)

### South Inner City Community Development Association

90 Meath Street, Dublin 8. Tel: (01) 453 6098  
e-mail: [info@siccda.ie](mailto:info@siccda.ie)

### Southside LES

137 Oliver Plunkett Road, Monkstown Farm, Dun Laoghaire, Co. Dublin  
Tel: (01) 284 1977 / 1800-200 501  
e-mail: [info@southsideles.com](mailto:info@southsideles.com)

### SWIC Local Employment Centre

Unit D, Digital Court, off Rainsford St. Dublin 8  
Tel: (01) 511 1260 Fax: (01) 511 1269  
e-mail: [info@swiclec.ie](mailto:info@swiclec.ie)

### Tallaght Centre for the Unemployed

St. Dominic's Hall, Main Street, Tallaght, D 24  
Tel: (01) 451 2983 Fax: (01) 452 6094  
e-mail: [tcuinfo@eircom.net](mailto:tcuinfo@eircom.net)

### West Tallaght Resource Centre

16 Glenshane Lawns, Tallaght, Dublin 24  
Tel: (01) 452 2533 e-mail: [wtrc@eircom.net](mailto:wtrc@eircom.net)

### GALWAY

#### Ballinasloe Community Information Centre

Emerald Hall, McNevin Road, Ballinasloe,  
Co. Galway Tel: (0906) 44390  
e-mail: [bsloecic@eircom.net](mailto:bsloecic@eircom.net) [bsloe@cic.ie](mailto:bsloe@cic.ie)

#### Galway Peoples Resource Centre

St Clare's Walk, Merchant's Road, Galway  
Tel: 091 564 822 e-mail: [info@gprc.ie](mailto:info@gprc.ie)

#### Galway Rural Development Co. Ltd.

Mellows Campus, Athenry, Co. Galway  
Tel: (091) 844 335 e-mail: [grd@grd.ie](mailto:grd@grd.ie)

#### West Training & Development Ltd

Mayoralty House, Merchants Road, Galway,  
Co. Galway. Tel: (091) 567 827  
e-mail: [breda.lymer@westtraining.ie](mailto:breda.lymer@westtraining.ie) /  
[info@westtraining.ie](mailto:info@westtraining.ie)

### KERRY

#### Kerry Supported Employment Ltd

Upper Rock Street, Tralee, Co. Kerry.  
Tel: (066) 711 8758 Fax: (066) 711 8646  
e-mail: [kerrysupportedemployment@eircom.net](mailto:kerrysupportedemployment@eircom.net)

#### Tralee LES

1-2 North Circular Road, Tralee, Co. Kerry  
Tel: 066-712 9675 e-mail: [info@traleeles.ie](mailto:info@traleeles.ie)

### KILKENNY

#### Co. Kilkenny VEC Adult Guidance

Lower New Street, Kilkenny. Tel: 056-776 4448  
e-mail: [borourke.adultguidance@kkvec.ie](mailto:borourke.adultguidance@kkvec.ie)  
web: [www.kilkennyvec.ie](http://www.kilkennyvec.ie)

#### Kilkenny CIC

4 The Parade, Kilkenny. Tel: 0761 077 910  
e-mail: [kilkenny@citinfo.ie](mailto:kilkenny@citinfo.ie)

#### Mill Family Resource Centre

Main Street, Urlingford, Co. Kilkenny.  
Tel: (056) 883 8466 e-mail: [millfrcmc@gmail.com](mailto:millfrcmc@gmail.com)

#### Kilkenny Job Club

4 & 5 Abbey Business Centre, Abbey Street,  
Co. Kilkenny. Tel: 056-775 6043  
e-mail: [kilkennyjobclub@gmail.com](mailto:kilkennyjobclub@gmail.com)

### LAOIS

#### SUIL (Supporting Unemployed in Laois)

12 Colliers Court, Portlaoise, Co Laois  
Tel: (0502) 62732 Fax: (0502) 62736  
e-mail: [rotimiadebari@eircom.net](mailto:rotimiadebari@eircom.net)

### LEITRIM

#### Co. Leitrim Job Club, Leitrim Partnership,

Church Street, Drumshambo, Co. Leitrim  
Tel: (07196) 41740 Fax: (07196) 41741  
e-mail: [leitrimjobclub@eircom.net](mailto:leitrimjobclub@eircom.net)

### LIMERICK

#### Limerick CIS,

54 Catherine Street, Limerick, Co. Limerick  
Tel: 076-107 5780 e-mail: [marion.browne@citinfo.ie](mailto:marion.browne@citinfo.ie)

#### Limerick Resource Centre for the Unemployed

Unit 6/7 Hunt's Lane, Dominick St, Limerick.  
Tel: (061) 415 606 e-mail: [lrcu@eircom.net](mailto:lrcu@eircom.net)

#### Millennium Jobs Club

Suite 3 Unit 9, Watch House Cross S.C., Kileely Rd.,  
Limerick. Tel: (061) 329133  
e-mail: [fasclub@eircom.net](mailto:fasclub@eircom.net)

#### Moyross Community Enterprise Centre

Moyross, Limerick, Co. Limerick.  
Tel: (061) 326 057 Fax: (061) 325 300  
e-mail: [admin@moyross.ie](mailto:admin@moyross.ie)

#### Northside LES

Unit 4, Watch House Cross S.C. Kileely, Limerick  
Tel: (061) 327 788 e-mail: [aclancy@les.ie](mailto:aclancy@les.ie)

#### PAUL (People Action Unemployment Ltd)

Unit 25A, Tait Business Centre, Dominic Street, Limerick.  
Tel: (061) 419 388 e-mail: [info@paulpartnership.ie](mailto:info@paulpartnership.ie)

#### Our Lady of Lourdes Action Centre

Greenfields Cross, Rosbrien, Limerick, Co. Limerick. Tel:  
(061) 228 596 e-mail: [caroline.clarke@olocsq.ie](mailto:caroline.clarke@olocsq.ie)

#### Southill Community Action Centre

Southill House, Roxboro Road, Limerick  
Tel: (061) 415340 e-mail: [actioncentre@southill.ie](mailto:actioncentre@southill.ie)

### LONGFORD

#### Co. Longford Citizens Information Service

Level One, Longford S.C., Longford  
Tel: 0761 075 890 e-mail: [longford@citinfo.ie](mailto:longford@citinfo.ie)

#### Employment Development Information Centre

Unit 11A2, Mastertech Business Park,  
Longford, Co. Longford. Tel: (043) 3347515  
e-mail: [infocentre@eircom.net](mailto:infocentre@eircom.net)

#### Springlawn Residents & Community Dev. Group

Community Resource Centre, 26 Springlawn,  
Co. Longford. Tel: 087 374 9950  
e-mail: [springlawnrcdg26@hotmail.com](mailto:springlawnrcdg26@hotmail.com)

## Finding Information

### LOUTH

**Co. Louth Supported Employment Partnership Ltd**  
9b-9c Partnership Court, Dundalk, Co. Louth.  
Tel: (042) 938 6718  
e-mail: [supportedemploymentdlk@eircom.net](mailto:supportedemploymentdlk@eircom.net)

### Drogheda Resource Centre

7 North Quay, Drogheda, Co. Louth  
Tel: (041) 983 5754 e-mail: [drcluinfo@eircom.net](mailto:drcluinfo@eircom.net)

### Dundalk People's Centre

30 Clanbrassil Street, Dundalk, Co. Louth  
Tel: (042) 933 8820 e-mail: [dundalkrcu@eircom.net](mailto:dundalkrcu@eircom.net)

### MAYO

#### TACU Family Resource Centre

Credit Union House, Main St, Ballinrobe, Co. Mayo  
Tel: (094) 954 2908 e-mail: [ballinrobefrc@eircom.net](mailto:ballinrobefrc@eircom.net)

### MEATH

#### Meath Job Club

29 Flower Hill, Navan, Co. Meath  
Tel: (046) 9078968  
e-mail: [contact@meathjobclub.com](mailto:contact@meathjobclub.com)

### MONAGHAN

#### Clones Family Resource Centre

4 MacCurtain Street, Clones, Co. Monaghan.  
Tel: (047) 52919 e-mail: [clonesfrc@gmail.com](mailto:clonesfrc@gmail.com)

#### Farney Resource & Information Centre

The Work House, Shercock Road,  
Carrickmacross, Co. Monaghan  
Tel: (042) 9663454 e-mail: [farneyinfo@eircom.net](mailto:farneyinfo@eircom.net)

### OFFALY

#### Co. Offaly CIS

Tullamore CIC, The Bridge Ctr., Tullamore, Co. Offaly.  
Tel: 0761 076 290 e-mail: [tullamore@citinfo.ie](mailto:tullamore@citinfo.ie)

### SLIGO

#### Sligo Citizens Information Centre

Bridgewater House, Rockwood Parade, Co. Sligo  
Tel: 0761 076 390 e-mail: [sligo@citinfo.ie](mailto:sligo@citinfo.ie)

### TIPPERARY

#### Knockanrawley Resource Centre

Knockanrawley, Tipperary Town, Co. Tipperary  
Tel: (062) 52688  
e-mail: [knockanrawley@eircom.net](mailto:knockanrawley@eircom.net)

#### North Tipperary Leader Partnership

New Line, Roscrea, Co. Tipperary.  
Tel: (050) 523379 e-mail: [info@ntlp.ie](mailto:info@ntlp.ie)

### WATERFORD

#### Ballybeg Key Project

Parish Centre, Ballybeg, Waterford, Co. Waterford  
Tel: (051) 358 829  
e-mail: [keyproject@ballybegcdp.ie](mailto:keyproject@ballybegcdp.ie)

#### Co. Waterford LES

Lismore Business Park, Mayfield, Lismore, Co. Waterford  
Tel: (058) 54646 e-mail: [julie.odonnell@wlp.ie](mailto:julie.odonnell@wlp.ie)

### Waterford Citizens Information Centre

37 Lower Yellow Road, Waterford, Co. Waterford  
Tel: 0761 076 580 e-mail: [waterford@citinfo.ie](mailto:waterford@citinfo.ie)

### WESTMEATH

#### Dr. Stevens Centre

Lloyds Lane, Athlone, Co. Westmeath  
Tel: (09064) 73001 e-mail: [joaniefas@eircom.net](mailto:joaniefas@eircom.net)

#### Mullingar Congress Centre

Harbour Court, Friarsmill Road, Mullingar, Co. Westmeath Tel: (044) 934 5060  
e-mail: [congresscentre@eircom.net](mailto:congresscentre@eircom.net)

### WEXFORD

#### Gorey Unemployment Centre

The Avenue, Gorey, Co. Wexford  
Tel: (053) 942 0037 e-mail: [gucl@eircom.net](mailto:gucl@eircom.net)

#### Kilmuckridge Family Resource Centre

Kilmuckridge, Gorey, Co. Wexford  
Tel: (053) 913 0393  
e-mail: [info@kilmuckridge.org](mailto:info@kilmuckridge.org)

#### Raheen FRC

Clonroche, Enniscorthy, Co. Wexford  
Tel: (051) 428 805 e-mail: [raheenfrcinfo@gmail.com](mailto:raheenfrcinfo@gmail.com)

#### Wexford Local Development

Mill Park Rd., Enniscorthy, Co. Wexford.  
Tel: (053) 915 5864 e-mail: [info@wld.ie](mailto:info@wld.ie)

### WICKLOW

#### AEGIS

C/o Wicklow VEC, The Murrough Campus,  
Co. Wicklow. Tel: 0404 32651 e-mail: [nuala@wags.ie](mailto:nuala@wags.ie)

#### Carnew Training & Development Centre

Woolgreen, Carnew, Co. Wicklow.  
Tel: (053) 942 6555 e-mail: [info@camewtdc.ie](mailto:info@camewtdc.ie)

#### Little Bray Resource Centre

Ard Chuallan, Bray, Co. Wicklow  
Tel: (01) 286 7644 e-mail: [lbrcadmin2@eircom.net](mailto:lbrcadmin2@eircom.net)

#### Wicklow Child and Family Project

The Mall, Wicklow, Co. Wicklow  
Tel: (0404) 64725 e-mail: [wcandfp@indigo.ie](mailto:wcandfp@indigo.ie)

#### Wicklow Trade Union Centre for the Unemployed

97 (Rear) Main Street, Bray, Co. Wicklow  
Tel: (01) 286 6730 e-mail: [bray@congresscentres.net](mailto:bray@congresscentres.net)

#### St. Fergal's Resource Centre

107 Old Court Avenue, Bray, Co. Wicklow  
Tel: (01) 276 0376 e-mail: [sfresctr@indigo.ie](mailto:sfresctr@indigo.ie)

### NORTHERN IRELAND

#### Organisation of the Unemployed Northern Ireland (OUNI)

c/o 45/47 Donegall Street,  
Belfast BT1 2FG

#### Belfast Unemployed Resource Centre

45/47 Donegall Street, Belfast BT1 2FG  
Tel: (048) 909 6111  
e-mail: [barrie.mcclatchie@burc.org](mailto:barrie.mcclatchie@burc.org)

## Money Management and Tax

### Society of St. Vincent de Paul

Headquarters,  
91/92 Sean McDermott Street, Dublin 1  
Tel: (01) 855 0022 e-mail: [info@svp.ie](mailto:info@svp.ie)

### Central Revenue Information Office

Cathedral Street, Off O'Connell Street, Dublin 1.  
Tel: (01) 865 5000 Lo-Call: 1890 33 34 25  
e-mail: [catdr@revenue.ie](mailto:catdr@revenue.ie)

## One Parent Family Support Organisations

### Barnardo's

Christchurch Square, Dublin 8  
Tel: (01) 453 0355 e-mail: [info@bamardos.ie](mailto:info@bamardos.ie)  
Call-Save: 1850 222 300

### Treoir – National Information Centre for Unmarried Parents

14 Gandon House, Lower Mayor Street,  
Custom House Square, IFSC, Dublin 1.  
Tel: (01) 670 0120 Lo-Call: 1890 252 084  
e-mail: [info@treoir.ie](mailto:info@treoir.ie)

### One Family

Cherish House  
2 Lower Pembroke Street, Dublin 2  
Tel: (01) 662 9212  
e-mail: [info@onefamily.ie](mailto:info@onefamily.ie)  
Lo-Call: 1890 66 22 12

### One Parent Exchange Network (OPEN)

7 Red Cow Lane, Smithfield, Dublin 7  
Tel: (01) 814 8860  
e-mail: [enquiries@oneparent.ie](mailto:enquiries@oneparent.ie)

## Citizens Information

### Citizens Information Board

Ground Floor, George's Quay House,  
43 Townsend Street, Dublin 2  
Tel: 0761 079 000 e-mail: [info@ciboard.ie](mailto:info@ciboard.ie)

## Migrants Rights

### Migrants Rights Centre Ireland

55 Parnell Square West, Dublin 1  
Tel: (01) 889 7570  
e-mail: [info@mrci.ie](mailto:info@mrci.ie)

## Training and Education

### Aontas

2nd Floor 83-87 Main St., Ranelagh, Dublin 6  
Tel: (01) 406 8220 / 406 8221  
e-mail: [mail@aontas.com](mailto:mail@aontas.com)

### Department of Education and Skills

Marlborough Street, Dublin 1  
Tel: (01) 889 6400 [info@education.gov.ie](mailto:info@education.gov.ie)

### Fasttrack to Information Technology

7a Bellevue Ind. Estate, Glasnevin, Dublin 9  
Tel: (01) 882 5570 e-mail: [info@fit.ie](mailto:info@fit.ie)

### National Adult Literacy Agency

Sandford Lodge, Sandford Close, Ranelagh,  
Dublin 6  
Tel: (01) 412 7900 e-mail: [info@nala.ie](mailto:info@nala.ie)

## Women's Groups

### National Women's Council of Ireland

4th Floor, 2/3 Parnell Square East  
Dublin 1. Tel: (01) 878 7248  
e-mail: [info@nwci.ie](mailto:info@nwci.ie)

### Women's Aid

5 Wilton Place, Dublin 2  
Dublin 7. Helpline: 01 678 8858  
e-mail: [info@womensaid.ie](mailto:info@womensaid.ie)

## Money Advice and Budgeting Service (website: [www.mabs.ie](http://www.mabs.ie))

County	Location of Service	Telephone
<b>Carlow</b>	Carlow Town	0761 072 070
<b>Cavan</b>	Cavan Town	0761 072 410
<b>Clare</b>	Ennis	0761 072 430
	Shannon	0761 072 790
<b>Cork</b>	Cork City	0761 072 090
	Mallow	0761 072 440
	Dunmanway	0761 072 450
	Charleville	0761 072 420
<b>Donegal</b>	Buncrana	0761 072 470
	Letterkenny	0761 072 460
	South Donegal	0761 072 480
	West Donegal	0761 072 650
<b>Galway</b>	Tuam	0761 072 560
	Galway South	0761 072 570
<b>Kerry</b>	Tralee	0761 072 190
<b>Kildare</b>	Kilcock	0761 072 590
	Newbridge	0761 072 600
<b>Kilkenny</b>	Kilkenny	0761 072 610
<b>Leitrim</b>	Ballinamore	0761 072 630
<b>Laois</b>	Portlaoise	0761 072 620
<b>Limerick</b>	Limerick City	0761 072 210
<b>Longford</b>	Longford Town	0761 072 640
<b>Louth</b>	Dundalk	0761 072 540
	Drogheda	0761 072 490
<b>Mayo</b>	Ballina	0761 072 660
<b>Meath</b>	Navan	0761 072 680
<b>Monaghan</b>	Castleblaney	0761 072 690
<b>Offaly</b>	Tullamore	0761 072 710
<b>Roscommon</b>	Abbey Street	0761 072 720
<b>Sligo</b>	Sligo Town	0761 072 730
<b>Tipperary</b>	Thurles	0761 072 740
	Clonmel	0761 072 750
	Nenagh	0761 072 760
<b>Waterford</b>	Waterford City	0761 072 050
	Dungarvan	0761 072 770
<b>Westmeath</b>	Mullingar	0761 072 700
	Athlone	0761 072 400
<b>Wexford</b>	Wexford Town	0761 072 780
<b>Wicklow</b>	Bray	0761 072 250
	Arklow	0761 072 390

### Dublin MABS

Ballymun	0761 720 150
Blanchardstown	0761 720 330
Cherry Orchard	0761 072 110
Clondalkin	0761 072 270
Coolock	0761 072 510
Crumlin	0761 072 500
Dublin South East	0761 072 520
Dorset Street	0761 072 510
Dundrum	0761 072 310

Fingal	0761 072 550
Finglas/Cabra	0761 072 170
Tallaght	0761 072 370
Liffey South West	0761 072 350
Dun Laoghaire	0761 072 530
North City	0761 072 520
North East	0761 072 290
Ballyfermot	0761 072 800

# INDEX

## A

Aontas	214
Appeals	38
– Payment while Appealing a Decision	42
– Overpayments and Appeals	37
– Social Welfare	39
– Supplementary Welfare (SWA)	63
Apprenticeships	191
Asylum Seekers	18

## B

Back to Education Allowance	197
Back to School Clothing and Footwear Allowance	61
Back to Work Enterprise Allowance	164
Benefit and Privilege	15
Benefit Year	9
Breaking your Claim	35

## C

Carer's Payments	130
– Carer's Allowance	130
– Carer's Benefit	132
Career Directions	81
Child Benefit	3
Cohabitation	44
Civil Partnership	44
Collecting your payment	36
Community Employment (CE)	138-147
Community Services Programme	154
Community Training Centre	193
Complaints	42
– Ombudsman	44
Continued Child Payment	99, 96
Covering Letter (jobs)	84
Credits (PRSI)	9
Curriculum Vitae (CV)	85

## D

Debt Management	68
Dietary Supplement	59
Disability Allowance (DA)	113

## E

Education	
– Adult Education Guidance Initiative (AEGI)	194
– Vocational Training Opportunities Scheme (VTOS)	195
– Post Leaving Cert Programme	196
– Back to Education Initiative (BTEI)	196
– Back to Education Allowance (BTEA)	197
– Back to Education Allowance (Postgrad.)	198
Exceptional Needs Payment (ENP)	3, 60
Employment Support Services	80
Employment & Self Employment	
– Work Placement Programme (WPP)	152
– Tús	154
– JobBridge	148

## F

Fáilte Ireland	192
Family Income Supplement (FIS)	134
FIT (Fastrack to Information Technology)	204

## G

Genuinely Seeking Work (GSW)	18
Guardian's Payment (Contrib.)	3, 8, 12
Guardian's Payment (Non-Contributory)	3, 12

## H

Habitual Residence (HRC)	30
Heating Supplement	59
Holidays – Unemployment	35
Home Carer's Tax Credit	181

## I

Illness Benefit	2, 8, 116-121
Income Tax Bands/Rates	184
Industry Related Training	189-192
Insolvency Payments Scheme	76
Interviews – Job Interviews	85
Intreo	78
Invalidity Pension	2, 121-124

<b>J</b>	<b>O</b>
Jobseeker's	One Parent Family Payment
– Allowance	3, 17-19, 27-38, 90-103
– Appeals	37, 38-42
– Apply for payment	31
– Benefit	2, 10, 17-27, 30-38, 90-103
– Claiming Jobseeker's Benefit in Europe	25
– Collecting your payment	36
– Eligibility	12-34
– FastTrack – Sign back on	35
– Habitual Residence Condition	30
– Holidays	35
– Genuinely Seeking Work	18
– Requalifying for JB	22
– Trade Disputes (JB/JA)	18
– Wage Band Limits (JB)	23
– Working on Sunday	20, 93
– 4 in 7 days	28, 70
JobBridge	148
Jobs Ireland	80
JobsPlus	172
<b>L</b>	<b>P</b>
Local Employment Service	Part-time Education Option
Local Training Initiatives	Part Time Integration Option (CE)
Losing your job	Part-time Job Incentive Scheme
– Reduced Hours or Pay	Part-time work (JB/JA)
– Short-Time	Part-time work and persons with
– Lay off	Disabilities
– Redundancy	Part-time workers' rights
	Partial Capacity Benefit
	Post Leaving Certificate
	Property (means test)
	PPS number
	PRSI
<b>M</b>	<b>Q</b>
MABS	Qualified Adult (QA)
Means test	Qualified Child (QC)
– Benefit and Privilege	
– Cash Income	
– Income Disregards	
– Maintenance	
Medical cards	
Money Management	
Mortgage Interest Supplement	
– Existing Recipients	
<b>N</b>	<b>R</b>
National Employment Action Plan	Recruitment Agencies
	Redundancy
	– Insolvency Payments Scheme
	– Jobseeker's Benefit
	Rent Supplement
	– Central Rent Units
	Rights at Work
	<b>S</b>
	Savings
	Self-Employment
	Separate Payments
	Skillnets
	Social Assistance Payments
	Social Insurance Payments
	SOLAS
	Springboard



State Pension (Contributory)	2	<b>Y</b>	
State Pension (Non-contributory)	3	Youthreach	192-193
Supplementary Welfare Allowance (SWA)			
	46-63		
– Basic Weekly Payment	49-50		
– Rent Supplement	51-57		
– Mortgage Interest Supplement	58-60		
– Exceptional/Urgent Needs Payments	61		

## T

Tax and Social Welfare	179
Tax Credits	180
Tax Year	9
Teagasc	192
Trade dispute	18
Training	186-191
– Work Placement Programme (WPP)	149-151
– Apprenticeships	191
– Youthreach	193
– Local Training Initiatives (LTIs)	193
– Community Training Centres (CTCs)	193
Tús – Community Work Placement	154

## U

Urgent Needs Payments (UNP)	61
Universal Supports	3

## V

Voluntary Work	83
Voluntary Redundancy	26, 74
Voluntary Severance	74
VTOS	195

## W

Widow's/Widowers/Surviving Civil Partners (Contributory) Pension	2
Widow's/Widowers/Surviving Civil Partners (Non-Contributory) Pension	3
Work Placement Programme (WPP)	149
WorkPlace Relations	174
Work – Rights at	172-174

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Email: [membership@inou.ie](mailto:membership@inou.ie)