



## Wage Subsidy Scheme (WSS 4) **APPLICATION FOR STRAND III**

The following conditions apply to the Employment Assistance Officer Grant:

- The company must employ 30 or more WSS employees each 4 week period that they claim the grant.
- The maximum annual grant payable is a contribution of €30,000\* per Employment Assistance Officer employed.
- The grant is not paid on a pro-rata basis.
- To receive payment of Strand III subsidy all Strand I Wage Subsidy Requests for a 4 week payment period must be completed and returned.

**\*PLEASE NOTE:** The Strand III subsidy is paid in 13 instalments of €2,307.70, to a maximum of €30,000 per annum. If the number of WSS employees falls below 30 at any stage during the year then payment will cease until the original quota is reached again.

Organisation / Employer Registered Number (PAYE number):	
Employer Name:	
Employer Address: (including County & Eircode)	
Employer Email Address: (email to which Remittances will issue)	
Employer Contact Name:	
Employer Contact Telephone Number:	
Number of WSS Employees at time of application:	
EAO Name: (firstname & surname)	
EAO PPS Number:	
EAO Address: (including County & Eircode)	
EAO Employment Start Date:	



I am/We are in receipt of a Strand I WSS payment for \_\_\_\_\_ employees with a disability and wish to apply for a Strand III grant to employ an Employment Assistance Officer to assist these employees with their needs in employment.

Signed Employer: \_\_\_\_\_

Name (in block capitals): \_\_\_\_\_

Title and position in Company: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Company/Employer Stamp
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**Data Protection**

The Department of Employment Affairs and Social Protection administers Ireland's social protection system. The Department requires customers to provide certain personal data in order to determine eligibility for relevant payments and/or benefits. A customer's personal data may be exchanged with other Government Departments in certain circumstances where this is provided for by law. Full details of the Department's data protection policy setting out how we will use a customer's personal data as well as information regarding their rights as a data subject are available at [www.welfare.ie/dataprotection](http://www.welfare.ie/dataprotection). Details of this policy are also available in hard copy upon request.

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

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

**Rights of Access**

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

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

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



**Wage Subsidy Scheme (WSS 4)**  
**APPLICATION FOR STRAND III**

Please return this form to a DEASP Intreo Centre or Case Officer with the following attached:

The advertised job specification for the Employee Assistance Officer post to be filled (including proof of advertisement)

The CV for the successful applicant for the post, including details of the relevant qualifications they have that would fit them for the post

A copy of the EAO contract of employment

**For DEASP Use Only**

**I have interviewed the Employer and Employee Assistance Officer, and this employer's application for a Strand III WSS payment is:**

Recommended  Not Recommended

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 DEASP Case Officer

**Following a review of this employer's application for a Strand III WSS payment and of the supporting documentation, I decide that the application is:**

Granted  Not granted

If not, please specify why not:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Assistant Principal

**FOR DEASP USE ONLY**  
 Number of WSS Employees: \_\_\_\_\_  
 Number of WSS EAOs: \_\_\_\_\_

**FOR DEASP USE ONLY**  
**DATE APPLICATION RECEIVED: (STAMP)**