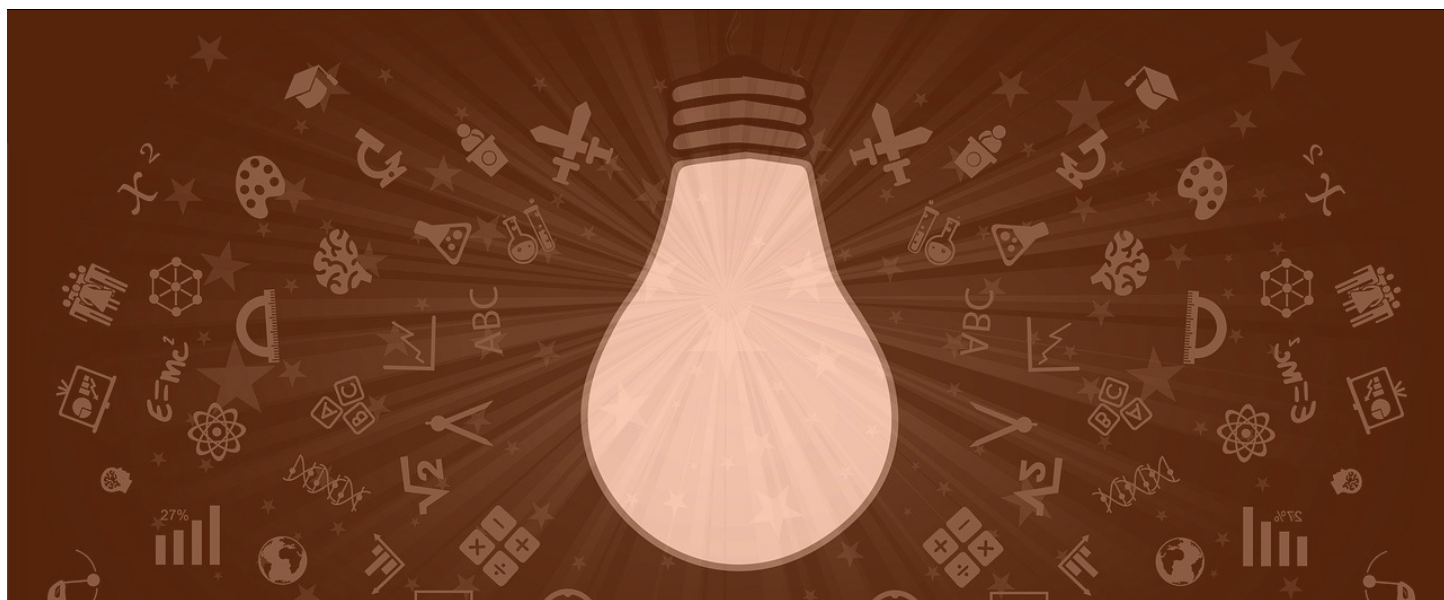




GUIDANCE FOR APPLICANTS ON VERIFYING ELIGIBILITY

SPRINGBOARD+

TOOL BOX

Springboard+ is co-funded by
the Government of Ireland
and the European Union.



Rialtas na hÉireann
Government of Ireland



Arna chomhchistiú ag
an Aontas Eorpach
Co-funded by the
European Union

HEA

HIGHER EDUCATION AUTHORITY
AN tÚDARÁS um ARD-OIDEACHAS

contents

- 1 Introduction
- 2 Definition of Employment Statuses
- 3 Supporting Documentation to Confirm Eligibility
 - EU Applicants
 - NON-EU Applicants
- 4 Employment Status (examples for verifying eligibility)
- 5 Notes
- 6 Qualifying DSP Payments & Work Schemes
- 7 How to Download Employment Detail Summary
- 8 How to Download MyWelfare Statement

introduction

The following guide has been prepared to assist successful Springboard+ applicants to understand the requirements for verifying their eligibility when accepting a provisional place offer on a funded course.

The following eligibility criteria must be verified in full and without exception when requested before you can enrol on a Springboard+ funded course:

1. That you hold a valid PPS Number.
2. That you are living full-time in the Republic of Ireland.
3. That you meet the “**visa/nationality requirement**”.
4. That you have been ordinarily resident for 3 full years out of past 5 years in the EU/ EEA/ UK/ Switzerland (the “**residency requirement**”).
5. That you meet the requirements for being:
 - a) Employed (including Self-Employed); **OR**
 - b) Unemployed (including Formerly Self-Employed); **OR**
 - c) a Returner; **OR**
 - d) a Recent Graduate.

The following guide contains a summary of suggested acceptable documents to verify your eligibility under each of the above criteria, depending on whether you are an:

- ⇒ **EU APPLICANT** (you are an EU, EEA, UK, Ukrainian or Swiss national); **OR** a
- ⇒ **NON-EU APPLICANT** (you are a national from any other state).

***PLEASE READ THE NOTES ON PAGES 21-22
FOR ADDITIONAL IMPORTANT INFORMATION***

ALL DOCUMENTATION TO CONFIRM YOUR ELIGIBILITY MUST BE UPLOADED TO YOUR SPRINGBOARD+ ACCOUNT BEFORE THE COURSE STARTS OR YOU CANNOT ENROL ON A SPRINGBOARD+ FUNDED COURSE

Definition of Employment Statuses

To be eligible to apply for any Springboard+ funded course, all applications must be made under one of the following employment statuses:

A Employed / Self-Employed

You are either working for an employer or you are self-employed in the Rep. of Ireland

B Unemployed / Formerly Self-Employed

You are not currently working, receiving a qualifying payment from the Department of Social Protection (unless formerly self-employed in the Rep. of Ireland), and you are actively seeking employment.

NOTE: Unemployed applicants should consult their DSP Employment Personal Advisor / relevant DSP section before applying for a Springboard+ funded course.

C Returner

You are a homemaker, on other caring duties, or economically dependent on a partner/ spouse, for at least 9 of the last 12 months.

NOTE: If you are in receipt of any income of your own, including a DSP payment (with the exception of Children's Allowance), you are **not eligible** to apply as a Returner.

D Recent Graduate

ICT Skills Conversion: You completed a **full-time NFQ Level 8 Degree** within the 12 months prior to the start of an ICT Skills Conversion course and do not fit into one of the above categories.

NOTE: "Recent Graduates" may apply for **NFQ Level 8 ICT Skills Conversion Courses ONLY**; this status is **ineligible** for any part-time Springboard+, Micro-credential, or NFQ Level 9 ICT Skills Conversion courses

INFORMATION ON FEES:

NFQ Level 6	Employed	Unemployed	Returner	Recent Graduate
Springboard+ PT	No fee	No fee	No fee	Not eligible
ICT Skills Conv.	n/a	n/a	n/a	n/a
Micro-credential	Pay 50%	Pay 50%	Pay 50%	Not eligible
NFQ Levels 7-9	Employed	Unemployed	Returner	Recent Graduate
Springboard+ PT	Pay 10%*	No fee	No fee	Not eligible
ICT Skills Conv.	Pay 10%*	No fee	No fee	Pay 10% (NFQ L8)
Micro-credential	Pay 50%	Pay 50%	Pay 50%	Not eligible

* If you are in receipt of **Working Family Payment** or employed on a **CE Scheme** on the date the course starts, the **10% fee contribution is waived** and you will receive full funding for your place on a course at NFQ Levels 7-9.



SPRINGBOARD+

www.springboardcourses.ie

**SUGGESTED
DOCUMENTATION TO
CONFIRM YOUR ELIGIBILITY**

EU applicants

All successful EU applicants who receive a provisional place offer, **regardless of their application (employment) status**, must provide evidence to confirm that they:

1. Have a valid PPS Number.
2. Are living full-time in the Republic of Ireland.
3. Have been ordinarily resident in the EU/ EEA/ UK/ Switzerland for 3 full years out of previous 5 years (the “[residency requirement](#)”).
4. Are an EU, EEA, UK, Ukrainian or Swiss national (the “[nationality requirement](#)”).
5. **Employment Status** **REFER TO PAGE 8** for example documentation

The following is the suggested acceptable supporting documents to confirm the first four eligibility criteria above for **EU APPLICANTS ONLY**:

<i>Evidence of:</i>	<i>Suggested Documents</i>
1. Valid PPSN	⇒ Employment Detail Summary [see page 23 for more details] ⇒ Recent payslip (with salary figures redacted) ⇒ Recent Revenue documentation ⇒ Valid Public Services card
2. Living full-time in the ROI	⇒ Employment Detail Summary [see page 23 for more details] ⇒ Recent utility bill ⇒ Recent bank statement ⇒ Letter on official headed paper from employer or accountant
3. Residency Requirement	⇒ Employment Detail Summary [see page 23 for more details] ⇒ Utility bill for 3 out of previous 5 years ⇒ Bank/mortgage statement (with financial details redacted) for 3 out of previous 5 years ⇒ Credit card statement (with financial details redacted) for 3 out of previous 5 years, showing purchase of goods or services in the Republic of Ireland ⇒ Revenue document for 3 out of previous 5 years ⇒ Rental/Lease Agreement covering 3+ years
4. Nationality Requirement	⇒ Valid Passport ⇒ Valid EU Driver's Licence (birthplace in EU/ EEA/ UK/ Ukraine/ Switzerland) ⇒ Valid EU/ EEA/ UK/ Ukrainian/ Swiss National Identity card ⇒ Birth Cert (parents' details redacted) accompanied by valid photo ID

REFER TO PAGE 8 FOR EXAMPLES OF DOCUMENTATION TO CONFIRM ELIGIBILITY UNDER YOUR SPECIFIC EMPLOYMENT STATUS

NON-EU applicants

All successful non-EU applicants who receive a provisional place offer, **regardless of their application (employment) status**, must provide evidence to confirm that they:

1. Have a valid PPS Number.
2. Are living full-time in the Republic of Ireland.
3. Have been ordinarily resident in the EU/ EEA/ UK/ Switzerland for 3 full years (36 months) out of previous 5 years on a qualifying visa (the “residency requirement”).
4. Hold a Stamp 4, Stamp 5, or Stamp 6 visa (the “visa/nationality requirement”).
5. **Employment Status** **REFER TO PAGE 8** for example documentation

The following is the suggested acceptable supporting documents to confirm the first four eligibility criteria above for **NON-EU APPLICANTS ONLY**:

Evidence of:	Suggested Documents
1. Valid PPSN	⇒ Employment Detail Summary [see page 23 for more details] ⇒ Recent Revenue documentation ⇒ Valid Public Services card
2. Living full-time in the ROI	⇒ Employment Detail Summary [see page 23 for more details] ⇒ Recent utility bill ⇒ Recent bank statement ⇒ Stamp 4 (all), Stamp 5 (all), or Stamp 6 (all) on passport, GNIB card, or Irish Residency Permit card
3. Residency Requirement	⇒ Stamp 1 (all) ⇒ Stamp 5 (all) ⇒ Stamp 3 (all) ⇒ Stamp 6 (all) ⇒ Stamp 4 (all) [incl. Article 50 TEU] Stamp 2 & Stamp 2A are <u>not</u> reckonable towards residency ** VISAS MUST COVER 3 FULL YEARS (36 MONTHS) ** Residency outside the Republic of Ireland (in the EU/ EEA/ UK/ Switzerland) for non-EU applicants is assessed on a case-by-case basis and proof of equivalent visas is required. <i>Holiday or educational visas are <u>not</u> acceptable.</i>
4. Visa/ Nationality Requirement	⇒ Stamp 4 (all) [including Article 50 TEU] ⇒ Stamp 5 (all) ⇒ Stamp 6 (all) ** NO OTHER VISA STAMPS ARE ELIGIBLE **

REFER TO PAGE 8 FOR EXAMPLES OF DOCUMENTATION TO CONFIRM ELIGIBILITY UNDER YOUR SPECIFIC EMPLOYMENT STATUS

Employment Status

Click on the relevant employment status below for information on the suggested documentation to verify your eligibility to enrol on a Springboard+ funded course

EU APPLICANTS [Irish/ EU/ EEA/ UK/ Ukrainian/ Swiss nationals]	
-	Employed
-	Self-Employed
-	Unemployed
-	Formerly Self-Employed
-	Returner
-	Recent Graduate
NON-EU APPLICANTS [all other nationals]	
-	Employed
-	Self-Employed
-	Unemployed
-	Formerly Self-Employed
-	Returner

Employed Status (EU APPLICANTS)

This section sets out 2 examples of correct supporting documentation to confirm “Employed” status for successful EU applicants, as well as 1 example of documentation that is **incorrect and not acceptable** to verify eligibility

EXAMPLE 1	RECOMMENDED documentation
Confirming	Document Provided
Valid PPSN	Employment Detail Summary (EDS) download date before course start [most recent year]
Living in ROI	Employment Detail Summary download date no more than 3-months before course start [most recent year]
3yrs Residency	Employment Detail Summary download date before course start [1 or more EDS downloads covering 3 full years employment in previous 5 years]
Nationality	<u>Valid</u> Passport
Employed Status	Employment Detail Summary download date no more than 6-weeks before course start [most recent year]

EXAMPLE 2	Correct documentation
Confirming	Document Provided
Valid PPSN	<u>Valid</u> Public Services card [front & back to be uploaded]
Living in ROI	Utility Bill dated no more than 3-months before course start
3yrs Residency	Bank statements for 3 years out of previous 5 years [1 for each year, but none dated in current year]
Nationality	<u>Valid</u> EU Driver's Licence (birthplace in EU/ EEA/ UK/ Ukraine/ Switzerland)
Employed Status	Payslip dated no more than 6-weeks before course start

EXAMPLE 3	Incorrect / unacceptable documentation
Confirming	Document Provided
Valid PPSN	<u>Invalid</u> Public Services card (i.e. end date expired)
Living in ROI	Utility Bill dated 4-months before course start
3yrs Residency	Bank statements dated in current year
Nationality	EU Driver's Licence (birthplace in Canada)
Employed Status	Employment Detail Summary download dated 7-weeks before course start

Note: Evidence of Working Family Payment / CE Scheme, only if applicable

REFER TO PAGE 23 FOR INSTRUCTIONS ON DOWNLOADING YOUR EDS

Self-Employed Status (EU APPLICANTS)

This section sets out 2 examples of correct supporting documentation to confirm “Self-Employed” status for successful EU applicants, as well as 1 example of documentation that is **incorrect and not acceptable** to verify eligibility

EXAMPLE 1	Correct documentation
Confirming	Document Provided
Valid Tax Number	Recent Revenue documentation
Living in ROI	Letter from Accountant / Revenue on headed paper confirming self-employment in ROI dated no more than 6-weeks before course start
3yrs Residency	Utility Bill for 3 out of previous 5 years [1 for each year, but none dated in current year]
Nationality	<u>Valid</u> Passport
Self-employed Status	Letter from Accountant on headed paper confirming self-employment in Rep. of Ireland dated no more than 6-weeks before course start

EXAMPLE 2	Correct documentation
Confirming	Document Provided
Valid PPSN	<u>Valid</u> Public Services card [front & back to be uploaded]
Living in ROI	Bank Statement dated no more than 3-months before course start
3yrs Residency	Rental/Lease Agreement [covering 3 full years in previous 5 years]
Nationality	<u>Valid</u> EU Driver's Licence (birthplace in EU/ EEA/ UK/ Ukraine/ Switzerland)
Self-Employed Status	Revenue documentation confirming self-employment in Rep. of Ireland dated no more than 6-weeks before course start

EXAMPLE 3	Incorrect / unacceptable documentation
Confirming	Document Provided
Valid PPSN	<u>Invalid</u> Public Services card (i.e. end date expired)
Living in ROI	Utility Bill dated 4-months before course start
3yrs Residency	Bank statements <u>dated in current year</u>
Nationality	EU Driver's Licence (<u>birthplace in Canada</u>)
Self-Employed Status	Revenue documentation or Accountant's Letter dated 7-weeks before course start

Unemployed Status (EU APPLICANTS)

This section sets out 2 examples of correct supporting documentation to confirm “Unemployed” status for successful EU applicants, as well as 1 example of documentation that is **incorrect and not acceptable** to verify eligibility

EXAMPLE 1	<i>RECOMMENDED documentation</i>
Confirming	Document Provided
Valid PPSN	MyWelfare Statement dated no more than <u>2-weeks</u> before course start
Living in ROI	MyWelfare Statement dated no more than <u>2-weeks</u> before course start
3yrs Residency	MyWelfare Statement dated no more than <u>2-weeks</u> before course start
Nationality	MyWelfare Statement dated no more than <u>2-weeks</u> before course start
Unemployed Status	MyWelfare Statement dated no more than <u>2-weeks</u> before course start

EXAMPLE 2	<i>Correct documentation</i>
Confirming	Document Provided
Valid PPSN	<u>Valid</u> Public Services card [front & back to be uploaded]
Living in ROI	Letter from DSP confirming payment type dated no more than <u>2-weeks</u> before course start
3yrs Residency	Letter from DSP confirming payment type dated no more than <u>2-weeks</u> before course start
Nationality	<u>Valid</u> Public Services card [front & back to be uploaded]
Unemployed Status	Letter from DSP confirming payment type dated no more than <u>2-weeks</u> before course start

EXAMPLE 3	<i>Incorrect / unacceptable documentation</i>
Confirming	Document Provided
Valid PPSN	<u>Invalid</u> Public Services Card (i.e. end date expired)
Living in ROI	MyWelfare Statement or DSP Letter dated <u>3-weeks</u> before course start
3yrs Residency	MyWelfare Statement or DSP Letter dated <u>3-weeks</u> before course start
Nationality	MyWelfare Statement or DSP Letter dated <u>3-weeks</u> before course start
Unemployed Status	MyWelfare Statement or DSP Letter dated <u>3-weeks</u> before course start

REFER TO PAGE 26 FOR INSTRUCTIONS ON DOWNLOADING YOUR MY WELFARE STATEMENT

Formerly Self-Employed Status (EU APPLICANTS)

This section sets out 2 examples of correct supporting documentation to confirm “Formerly Self-Employed” status for successful EU applicants, as well as 1 example of documentation that is **incorrect and not acceptable** to verify eligibility

EXAMPLE 1	Correct documentation
Confirming	Document Provided
Valid PPSN	<u>Valid</u> Public Services card [front & back to be uploaded]
Living in ROI	Utility Bill dated no more than 3-months before course start
3yrs Residency	Bank statements for 3 out of previous 5 years [1 for each year, but none dated in current year]
Nationality	<u>Valid</u> Passport
Formerly Self-	Letter from Accountant on headed paper confirming formerly self-employed in ROI dated no more than 6-weeks before course start

EXAMPLE 2	Correct documentation
Confirming	Document Provided
Valid PPSN	Recent Revenue documentation
Living in ROI	Bank Statement dated no more than 3-months before course start
3yrs Residency	Rental/Lease Agreement [covering 3 full years in previous 5 years]
Nationality	<u>Valid</u> EU Driver's Licence (birthplace in EU/ EEA/ UK/ Ukraine/ Switzerland)
Formerly Self-Employed Status	Letter from Revenue confirming formerly self-employed in Rep. of Ireland dated no more than 6-weeks before course start

EXAMPLE 3	Incorrect / unacceptable documentation
Confirming	Document Provided
Valid PPSN	<u>Invalid</u> Public Services card (i.e. end date expired)
Living in ROI	Utility Bill dated 4-months before course start
3yrs Residency	Bank statements <u>dated in current year</u>
Nationality	EU Driver's Licence (<u>birthplace in Canada</u>)
Formerly Self-Employed Status	Revenue documentation or Accountant's Letter dated 7-weeks before course start

Returner Status (EU APPLICANTS)

This section sets out 2 examples of correct supporting documentation to confirm “Returner” status for successful EU applicants, as well as 1 example of documentation that is **incorrect and not acceptable** to verify eligibility

EXAMPLE 1	<i>RECOMMENDED documentation</i>
Confirming	Document Provided
Valid PPSN	Recent official documentation [showing name and PPSN]
Living in ROI	Signed & stamped Returner’s Declaration dated no more than <u>6-weeks</u> before course start
3yrs Residency	Signed & stamped Returner’s Declaration dated no more than <u>6-weeks</u> before course start
Nationality	<u>Valid</u> Passport
Returner Status	Signed & stamped Returner’s Declaration dated no more than <u>6-weeks</u> before course start

EXAMPLE 2	<i>Correct documentation</i>
Confirming	Document Provided
Valid PPSN	<u>Valid</u> Public Services card [front & back to be uploaded]
Living in ROI	Utility Bill dated no more than <u>3-months</u> before course start
3yrs Residency	Bank statements for 3 out of previous 5 years [1 for each year, but none dated in current year]
Nationality	<u>Valid</u> EU Driver’s Licence (birthplace in EU/ EEA/ UK/ Ukraine/ Switzerland)
Returner Status	Signed & stamped Returner’s Declaration dated no more than <u>6-weeks</u> before course start

EXAMPLE 3	<i>Incorrect / unacceptable documentation</i>
Confirming	Document Provided
Valid PPSN	<u>Invalid</u> Public Services card (i.e. end date expired)
Living in ROI	Returner’s Declaration dated <u>7-weeks</u> before course start
3yrs Residency	Returner’s Declaration dated <u>7-weeks</u> before course start
Nationality	EU Driver’s Licence (<u>birthplace in Canada</u>)
Returner Status	Returner’s Declaration dated <u>7-weeks</u> before course start

Recent Graduate (EU APPLICANTS)

This section sets out 2 examples of correct supporting documentation to confirm “Recent Graduate” status for successful EU applicants, as well as 1 example of documentation that is **incorrect and not acceptable** to verify eligibility

EXAMPLE 1	Correct documentation
Confirming	Document Provided
Valid PPSN	Recent official documentation [showing name and PPSN]
Living in ROI	Utility Bill dated no more than 3-months before course start
3yrs Residency	Transcript NFQ Level 8 [covering 3 full years in previous 5 years]
Nationality	<u>Valid</u> Passport
Recent Graduate Status	ICT Skills Conversion: Transcript / Parchment for <u>full-time NFQ Level 8 Degree</u> [dated within 12-months before course start]

EXAMPLE 2	Correct documentation
Confirming	Document Provided
Valid PPSN	<u>Valid</u> Public Services card [front & back to be uploaded]
Living in ROI	Bank Statement dated no more than 3-months before course start
3yrs Residency	Rental/Lease Agreement [covering 3 full years in previous 5 years]
Nationality	<u>Valid</u> EU Driver's Licence (birthplace in EU/ EEA/ UK/ Ukraine/ Switzerland)
Recent Graduate Status	ICT Skills Conversion: Transcript / Parchment for <u>full-time NFQ Level 8 Degree</u> [dated within 12-months before course start]

EXAMPLE 3	Incorrect / unacceptable documentation
Confirming	Document Provided
Valid PPSN	<u>Invalid</u> Public Services card (i.e. end date expired)
Living in ROI	Official document dated 4-months before course start
3yrs Residency	Bank statements <u>dated in current year</u>
Nationality	EU Driver's Licence (<u>birthplace in Canada</u>)
Recent Graduate Status	ICT Skills Conversion: Transcript / Parchment for <u>full-time NFQ Level 8 Degree</u> [dated within 13+ months before course start]

Employed Status (NON-EU APPLICANTS)

This section sets out 2 examples of correct supporting documentation to confirm “Employed” status for successful non-EU applicants, as well as 1 example of documentation that is **incorrect and not acceptable** to verify eligibility

EXAMPLE 1	RECOMMENDED documentation
Confirming	Document Provided
Valid PPSN	Employment Detail Summary (EDS) download date before course start [most
Living in ROI	Employment Detail Summary download date no more than <u>3-months</u> before course start [most recent year]
3yrs Residency	Stamp 1, Stamp 3 and/or Stamp 4 visas [covering <u>3 full years</u> (36 months) before course start]
Nationality	<u>Valid</u> Stamp 4 / 5 / 6 visa on Passport, GNIB card, or IRP card
Employed Status	Employment Detail Summary download date no more than <u>6-weeks</u> before course start [most recent year]

EXAMPLE 2	Correct documentation
Confirming	Document Provided
Valid PPSN	Recent Revenue documentation
Living in ROI	Utility Bill dated no more than <u>3-months</u> before course start
3yrs Residency	Stamp 1G & Stamp 4 visas [covering <u>3 full years</u> (36 months) before course start]
Nationality	<u>Valid</u> Stamp 4 EU FAM / 4D visa on Passport, GNIB card, or IRP card
Employed Status	Payslip dated no more than <u>6-weeks</u> before course start

EXAMPLE 3	Incorrect / unacceptable documentation
Confirming	Document Provided
Valid PPSN	<u>Invalid</u> Public Services Card (i.e. end date expired)
Living in ROI	Utility Bill dated <u>4-months</u> before course start
3yrs Residency	<u>Stamp 2A</u> combined with Stamp 1G visas covering 3 years
Nationality	Only <u>Stamp 1G</u> visa on Passport, GNIB card, or IRP card
Employed Status	Payslip dated <u>7-weeks</u> before course start

Note: Evidence of Working Family Payment / CE Scheme, only if applicable

REFER TO PAGE 23 FOR INSTRUCTIONS ON DOWNLOADING YOUR EDS

Self-Employed Status (NON-EU APPLICANTS)

This section sets out 2 examples of correct supporting documentation to confirm “Self-Employed” status for successful non-EU applicants, as well as 1 example of documentation that is **incorrect and not acceptable** to verify eligibility

EXAMPLE 1	Correct documentation
Confirming	Document Provided
Valid Tax Number	Recent Revenue documentation
Living in ROI	Letter from Accountant / Revenue on headed paper confirming self-employment in ROI dated no more than 6-weeks before course start
3yrs Residency	Stamp 1, Stamp 3 and/or Stamp 4 visas [covering 3 full years (36 months) before course start]
Nationality	Valid Stamp 4 / 5 / 6 visa on Passport, GNIB card, or IRP card
Self-Employed Status	Letter from Accountant on headed paper confirming self-employment in Rep. of Ireland, dated no more than 6-weeks before course start

EXAMPLE 2	Correct documentation
Confirming	Document Provided
Valid PPSN	Valid Public Services card [front & back to be uploaded]
Living in ROI	Bank Statement dated no more than 3-months before course start
3yrs Residency	Stamp 1G & Stamp 4 visas [covering 3 full years (36 months) before course start]
Nationality	Valid Stamp 4 EU FAM / 4D visa on Passport, GNIB card, or IRP card
Self-Employed Status	Revenue documentation confirming self-employment in Rep. of Ireland, dated no more than 6-weeks before course start

EXAMPLE 3	Incorrect / unacceptable documentation
Confirming	Document Provided
Valid PPSN	Invalid Public Services card (i.e. end date expired)
Living in ROI	Utility Bill dated 4-months before course start
3yrs Residency	Stamp 2A combined with Stamp 1G visas covering 3 years
Nationality	Only Stamp 1G visa on Passport, GNIB card, or IRP card
Self-Employed Status	Revenue documentation or Accountant's Letter dated 7-weeks before course start

Unemployed Status (NON-EU APPLICANTS)

This section sets out 2 examples of correct supporting documentation to confirm “Unemployed” status for successful non-EU applicants, as well as 1 example of documentation that is **incorrect and not acceptable** to verify eligibility

EXAMPLE 1	<i>RECOMMENDED documentation</i>
Confirming	Document Provided
Valid PPSN	MyWelfare Statement dated no more than <u>2-weeks</u> before course start
Living in ROI	MyWelfare Statement dated no more than <u>2-weeks</u> before course start
3yrs Residency	MyWelfare Statement dated no more than <u>2-weeks</u> before course start
Nationality	MyWelfare Statement dated no more than <u>2-weeks</u> before course start
Unemployed Status	MyWelfare Statement dated no more than <u>2-weeks</u> before course start

EXAMPLE 2	<i>Correct documentation</i>
Confirming	Document Provided
Valid PPSN	<u>Valid</u> Public Services card [front & back to be uploaded]
Living in ROI	Letter from DSP confirming payment type dated no more than <u>2-weeks</u> before course start
3yrs Residency	Letter from DSP confirming payment type dated no more than <u>2-weeks</u> before course start
Nationality	<u>Valid</u> Public Services card [front & back to be uploaded]
Unemployed Status	Letter from DSP confirming payment type dated no more than <u>2-weeks</u> before course start

EXAMPLE 3	<i>Incorrect / unacceptable documentation</i>
Confirming	Document Provided
Valid PPSN	<u>Invalid</u> Public Services Card (i.e. end date expired)
Living in ROI	MyWelfare Statement or DSP Letter dated <u>3-weeks</u> before course start
3yrs Residency	MyWelfare Statement or DSP Letter dated <u>3-weeks</u> before course start
Nationality	MyWelfare Statement or DSP Letter dated <u>3-weeks</u> before course start
Unemployed Status	MyWelfare Statement or DSP Letter dated <u>3-weeks</u> before course start

REFER TO PAGE 26 FOR INSTRUCTIONS ON DOWNLOADING YOUR MY WELFARE STATEMENT

Formerly Self-Employed Status (NON-EU APPLICANTS)

This section sets out 2 examples of correct supporting documentation to confirm “Formerly Self-Employed” status for successful non-EU applicants, as well as 1 example of documentation that is **incorrect and not acceptable** to verify eligibility

EXAMPLE 1	Correct documentation
Confirming	Document Provided
Valid PPSN	<u>Valid</u> Public Services card [front & back to be uploaded]
Living in ROI	Utility Bill dated no more than 3-months before course start
3yrs Residency	Stamp 1, Stamp 3 and/or Stamp 4 visas [covering 3 full years (36 months) before course start]
Nationality	<u>Valid</u> Stamp 4 / 5 / 6 visa on Passport, GNIB card, or IRP card
Formerly Self-Employed Status	Letter from Accountant on headed paper confirming formerly self-employed in RoI, dated no more than 6-weeks before course start

EXAMPLE 2	Correct documentation
Confirming	Document Provided
Valid PPSN	Recent Revenue documentation
Living in ROI	Bank Statement dated no more than 3-months before course start
3yrs Residency	Stamp 1G & Stamp 4 visas [covering 3 full years (36 months) before course start]
Nationality	<u>Valid</u> Stamp 4 EU FAM / 4D visa on Passport, GNIB card, or IRP card
Formerly Self-Employed Status	Letter from Revenue confirming formerly self-employed in Rep. of Ireland, dated no more than 6-weeks before course start

EXAMPLE 3	Incorrect / unacceptable documentation
Confirming	Document Provided
Valid PPSN	<u>Invalid</u> Public Services card (i.e. end date expired)
Living in ROI	Utility Bill dated 4-months before course start
3yrs Residency	Stamp 2A combined with Stamp 1G visas covering 3 years
Nationality	Only Stamp 1G visa on Passport, GNIB card, or IRP card
Formerly Self-Employed Status	Revenue documentation or Accountant’s Letter dated 7-weeks before course start

Returner Status (NON-EU APPLICANTS)

This section sets out 2 examples of correct supporting documentation to confirm “Returner” status for successful non-EU applicants, as well as 1 example of documentation that is **incorrect and not acceptable** to verify eligibility

EXAMPLE 1	<i>RECOMMENDED documentation</i>
Confirming	Document Provided
Valid PPSN	Recent official documentation [showing name and PPSN]
Living in ROI	Signed & stamped Returner’s Declaration dated no more than <u>6-weeks</u> before course start
3yrs Residency	Stamp 1, Stamp 3 and/or Stamp 4 visas [covering <u>3 full years</u> (36 months) before course start]
Nationality	<u>Valid</u> Stamp 4 / 5 / 6 visa on Passport, GNIB card, or IRP card
Returner Status	Signed & stamped Returner’s Declaration dated no more than <u>6-weeks</u> before course start

EXAMPLE 2	<i>Correct documentation</i>
Confirming	Document Provided
Valid PPSN	<u>Valid</u> Public Services card [front & back to be uploaded]
Living in ROI	Utility Bill dated no more than <u>3-months</u> before course start
3yrs Residency	Stamp 1G & Stamp 4 visas [covering <u>3 full years</u> (36 months) before course start]
Nationality	<u>Valid</u> Stamp 4 EU FAM / 4D visa on Passport, GNIB card, or IRP card
Returner Status	Signed & stamped Returner’s Declaration dated no more than <u>6-weeks</u> before course start

EXAMPLE 3	<i>Incorrect / unacceptable documentation</i>
Confirming	Document Provided
Valid PPSN	<u>Invalid</u> Public Services card (i.e. end date expired)
Living in ROI	Returner’s Declaration dated <u>7-weeks</u> before course start
3yrs Residency	<u>Stamp 2A</u> combined with Stamp 1G visas covering 3 years
Nationality	Only <u>Stamp 1G</u> visa on Passport, GNIB card, or IRP card
Returner Status	Returner’s Declaration dated <u>7-weeks</u> before course start

notes

A document with information confirming more than one eligibility criteria can be uploaded to your Springboard+ account multiple times

- Queries on what is acceptable supporting documentation should be sent to your course provider.
- Documentation to verify eligibility criteria must be uploaded to your Springboard+ account **before the course starts**, without exception.
- If documents are submitted in a language other than English or Irish, where the name, address, and/or other relevant information is not clearly identifiable, a **translation** of the required information should be uploaded also.
- All information not required for verifying eligibility should be redacted before documents are uploaded to your Springboard account.
- Please be mindful that certain supporting documentation confirming your application (employment) status and eligibility must be **dated within the timeframes specified in this guide and not after the course starts**.

Employed Applicants:

- A letter from an employer must include your name, address in the Republic of Ireland (RoI), start date of employment, and **confirm that your normal place of employment is in the Republic of Ireland**.

Unemployed Applicants:

- All Unemployed applicants must provide evidence of a qualifying DSP payment **dated no more than two (2) weeks before and not after the course starts**.
- **DSP criteria (for information only):** For full-time ICT Skills Conversion courses, you will need to have been on your **Jobseekers payment for at least 9 months**. Periods spent on any qualifying payment and periods on other schemes/payments which are not broken by more than 12 months (52 weeks) can be combined in determining if you have satisfied the qualifying period condition.
- It is important that **all unemployed applicants** discuss their intention to enrol on a Springboard+ funded course with their DSP Employment Personal Advisor / relevant DSP section, as **only the DSP can confirm that taking a course will not affect a social welfare payment**.

Springboard+ accepts no liability for loss of social welfare benefits if an unemployed applicant enrolls on a course without authorisation from the Department of Social Protection

notes

- If you are in receipt of **Working Family Payment** or on a **CE Scheme** you should apply under the **Employed** status and you must provide evidence to verify receipt of the payment / your participation on the scheme.
- If you are participating in the **Rural Social Scheme**, **Tús**, or in receipt of the **Back to Work Enterprise Allowance** or the **Short Term Enterprise Allowance** you should apply under the **Unemployed** status and you must provide evidence to verify receipt of the allowance / your participation on the scheme.

Part Time Education Option:

- If you are in receipt of Jobseekers Benefit or Allowance, you are required to apply for registration on the **Part Time Education Option** (PTEO) if taking up a part-time Springboard+ course.

Back to Education Allowance:

- For **1-year full-time ICT Skills Conversion courses**, if you are in receipt of Jobseekers Benefit or Allowance you are required to **apply to your DSP office to retain your income support** under a bespoke version of the **Back to Education Allowance** (BTEA) before the course start date.

Ukrainian Applicants:

- **ALL** Ukrainian nationals should assess their eligibility as an **“EU Applicant”**
- If you are a Ukrainian national **in employment or returning to the workforce**, you would need to meet the residency requirement of having lived in the EU/ EEA/ UK/ Switzerland for 3 full years (36 months) of the previous 5 years.
- Employed Ukrainians under **Temporary Protection** and in receipt of a Temporary Protection Letter, must still meet the **3 out of previous 5 years residency in the EU/ EEA/ UK/ Switzerland requirement**.
- **Beneficiaries of Temporary Protection** weekly payment is not a qualifying DSP payment for Springboard+ funded courses.

International Protection / Refugee Status:

- Residency is **assessed on a case-by-case basis** as official documentation may vary, but it must show the date international protection was applied from.

FOR NON-EU APPLICANTS, RESIDENCY OF 3 FULL YEARS (36 MONTHS) OUT OF PREVIOUS 5 YEARS CAN ONLY BE VERIFIED WITH EVIDENCE OF QUALIFYING VISA STAMPS

****NO OTHER TYPE OF DOCUMENT IS ACCEPTABLE****

Qualifying DSP Payments & Work Schemes

NOTE: Applicants who are in receipt of a qualifying DSP payment are not expected to demonstrate that they meet the nationality/visa requirement or the residency requirement

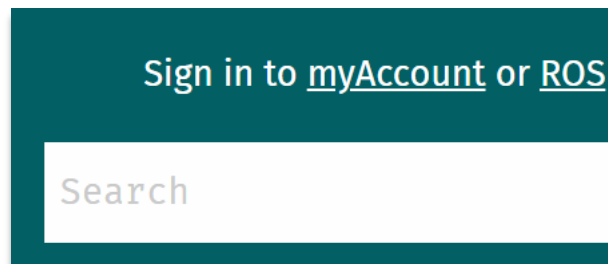
Which DSP payments / work schemes are accepted?

- Jobseekers Benefit
- Jobseekers Pay-Related Benefit
- Jobseekers Transition Payment
- Jobseekers Allowance
- One Parent Family Payment
- Disability Allowance
- Qualified Adults of Working Age, where they can establish an entitlement to a qualifying payment in their own right
- Carer's Allowance
- Farm Assist/Fish Assist
- Widow's, Widower's or Surviving Civil Partner's Contributory or Non-Contributory Pension
- Blind Pension
- Deserted Wives Allowance
- **Working Family Payment – must be in employment to claim this**
- **DSP Work Schemes: Community Employment Scheme, Rural Social Scheme and Tús**

1. Applicants participating in the CE Scheme; the Rural Social Scheme; Tús or in receipt of the Back to Work Enterprise Allowance or the Short Term Enterprise Allowance may apply for Springboard+ funded courses and, with the approval of a DSP Employment Personal Advisor, take up a course
2. Applicants **signing for social insurance contribution credits** can also apply
3. **All unemployed applicants should consult their DSP Employment Personal Advisor / relevant DSP section before applying for a Springboard+ funded course, as only the DSP can confirm that taking a course will not affect a social welfare payment**

Downloading Employment Detail Summary

STEP 1: Go to www.revenue.ie and select **Sign in to myAccount** on the top right of the screen

A dark teal rectangular box with a white search bar. The text "Sign in to myAccount or ROS" is displayed in white at the top. Below it, the word "Search" is written in a light grey font inside the white search bar.

Login using your Revenue account details

PPS Number

Date of Birth

DD

MM

YYYY

Password

STEP 2: Sign in to your account using your individual login details (i.e. PPSN, Date of Birth, Password)

STEP 3: A verification code will be sent to you, which you must enter and click **Verify Code**

Enter Secure Login Verification Code

We have just texted you a verification code to [REDACTED]. This verification code will be valid for 5 minutes. Please enter it below to securely login

Verification Code

Verify Code →

NOTE: You may be asked to confirm that your details on record are correct if this is your first time logging in or if you have not logged in recently

STEP 4: Under the blue PAYE Services box, click on **View Your Employment Detail Summary (EDS) documents**

[Create a Summary of Your Pay and Tax Details](#)

[Receipts Tracker](#)

[View your Employment Detail Summary \(EDS\) documents](#)

STEP 5: A new window will open with a list of full tax years, the most recent at the top; click on **Create EDS** to the right of the most recent full tax year

Employment Detail Summary

Filter by tax year...

TAX YEAR	DATE ISSUED	
2022	-	Create EDS
2021	-	Create EDS

STEP 6: A new window will open for the year you have selected; click on **Create document**

Employment Detail Summary 2022

If any of this information is incorrect, please contact your employer/pension provider directly to have it corrected.

You can view each payroll submission by selecting 'View job/pension details'.

You can create a document you can save or print by clicking 'Create document'.

Create document

STEP 7: A new window will open confirming that you have created your Employment Detail Summary, which is available in your documents for the chosen year (i.e. 2022); click on **My Documents**



Employment Detail Summary created

Your Employment Detail Summary has been successfully created and is now available in 'My Documents' under the year 2022.

A copy of your spouse's Employment Detail Summary is now available to them in their 'My Documents' under the year 2022.

My Documents →

[Close](#)

STEP 8: On the My Documents page, you will see a message about the newly created EDS with an option to **View PDF**; click on this and save a copy onto your device

Your unread documents

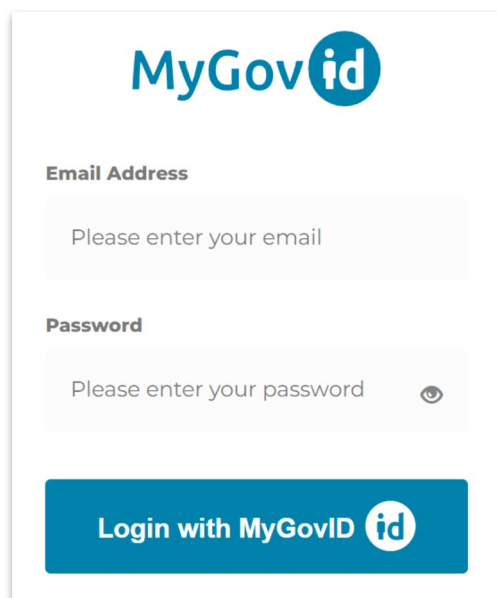
Document name	Tax year	Date issued	
Employment Detail Summary	2022	19/09/2023	View PDF 

If download date is no more than 6-weeks before the course start date, Employment Detail Summary may be used to verify PPSN, living in the Republic of Ireland, and current employment, for ALL applicants [if document covers employment for 3 of previous 5 years, EDS may be used to verify residency for EU APPLICANTS only]

Downloading MyWelfare Statement

STEP 1: Go to <https://services.mywelfare.ie/> and select **Login with MyGovID** on the top right of the screen

Login with MyGovID 

The login form for MyGovID is displayed within a white box. At the top is the "MyGov id" logo. Below it, the "Email Address" label is followed by a text input field containing the placeholder "Please enter your email". The "Password" label is followed by a text input field containing the placeholder "Please enter your password" and a small eye icon for toggling visibility. At the bottom is a blue button with the text "Login with MyGovID" and the "id" icon.

STEP 2: Sign in to your account using your individual login details (i.e. Email Address and Password)

STEP 3: A verification code will be sent to your mobile, which you must enter in the box on screen

MyGov 

We have just texted you a code to  Please enter it below to securely login.

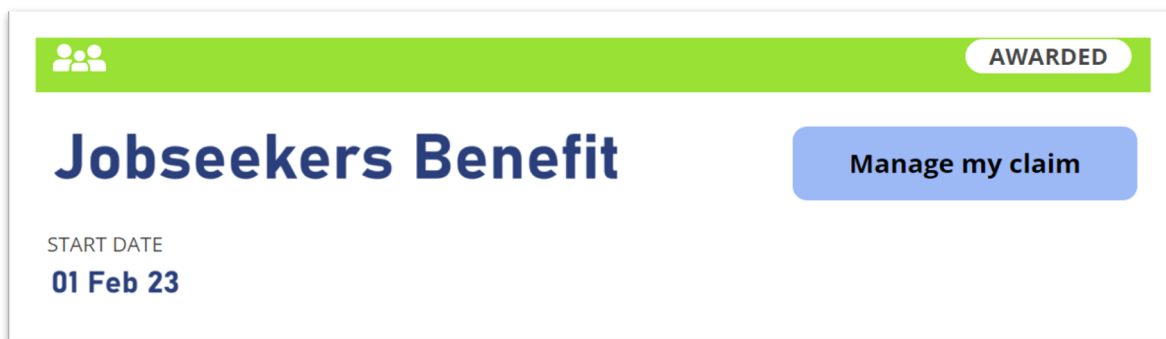
MyGovID and its representatives will never ask you to reveal this code. **Never share** this code with anyone as it can be used to gain access to your MyGovID account.

Code

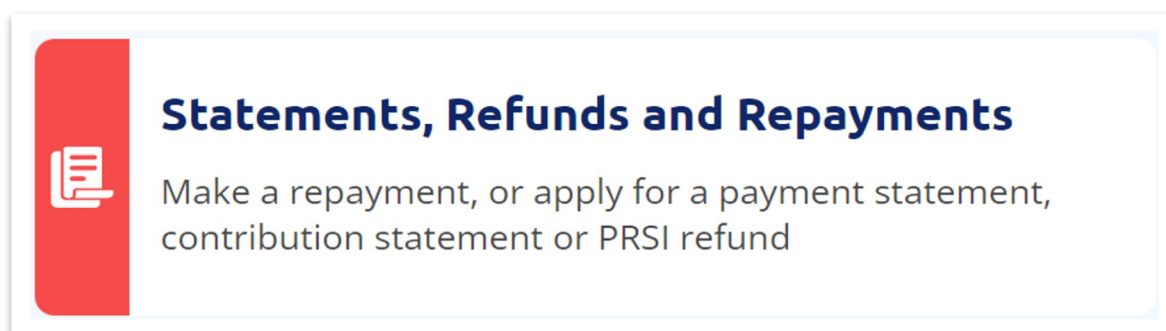
Code is required

NOTE: You may be asked to confirm that your details on record are correct if this is your first time logging in or if you have not logged in recently

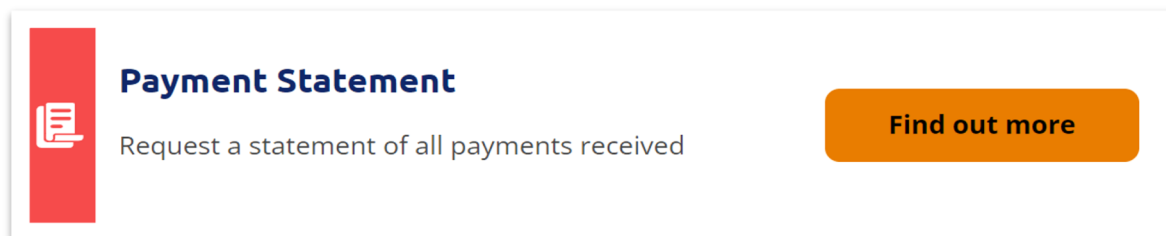
STEP 4: You will see the Social Welfare payments that you are currently in receipt of on your portal home page



STEP 5: Scroll down the page and click on the Services option **Statements, Refunds and Repayments**



STEP 6: On the Statements, Refunds and Repayments page, scroll down and select the option **Payment Statement** by clicking on the yellow button **Find out more**



STEP 7: On the Payment Statement page, click on the yellow button **Request Now**

Request now

You will need a [MyGovID account](#). If you don't have one you can [create one here](#).

STEP 8: On the Request a Payment Statement page, fill in the dates from the start of your DSP claim to the current date and click **Request a Statement For These Dates**

Request a Payment Statement

A payment statement is a record of the amount paid to you by the Department of Social Protection for a period of time. Enter the Start and End dates of the period you require.

Note: Only payments received after 1 July 2013 are available via MyWelfare. If you require a payment statement for payments received before this date please contact your local Intreo Office or e-mail info@welfare.ie

START DATE

01012022

END DATE

07052024

Request a Statement For These Dates

STEP 9: You will see the message below once the request has been submitted successfully.

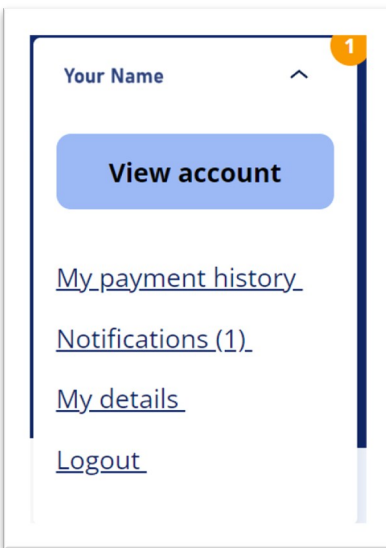
Thanks! Your payment statement request has been submitted

We will send your Payment Statement to your MyWelfare notifications and Digital Postbox (if applicable) when your request has been processed.

STEP 10: You will then receive a notification (top right of home screen) when your statement is ready to download

A dark blue notification banner at the top right of the screen. It contains the text 'Your Name' followed by a downward arrow icon. To the right of the arrow is a yellow circle with the number '1' inside, indicating one notification.

28

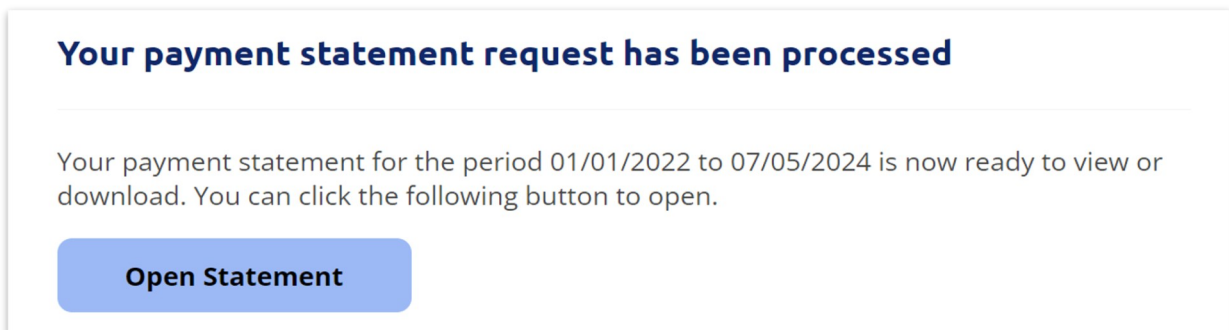


STEP 11: On the top right of the page, click on [Your Name] to view the menu and select **Notifications**

STEP 12: Click on the latest notification (in bold)

● **Your payment statement request has been processed** 07 May, 2024

STEP 13: On the Notifications page, click on **Open Statement**



NOTE: Depending on the settings in your web browser, your statement will either open as a PDF in a new window or appear as a PDF in your downloads. You can save a copy to your device from either.

The MyWelfare Statement is recommended for Unemployed applicants, as it confirms all eligibility criteria