



Your Guide to our Schemes and Services:

Employment Services and Supports

May 2023

About this guide

This guide will give you an overview of the wide range of employment related supports, schemes and services which the Intreo Centres of the Department of Social Protection provide. Intreo Centres are Ireland's Public Employment Services.

There are seven main parts to this guide:

1. Job finding and supports
2. Financial supports while working
3. Work supports if you have a disability
4. Grants and financial supports for people with disabilities
5. Training and education
6. Starting your own business
7. Other supports

The guide also tells you:

- about Intreo Centres and how they can help you (**page 5**); and
- how and why to open a **MyWelfare** and **MyGovID** account (**page 6**).

We use QR codes to link this printed guide with more detailed online information. You can scan the QR codes in the guide with your phone to be brought to the relevant webpages.



You can get to the online version of this guide by scanning the QR code or by visiting www.gov.ie/dsp/guides.

This guide is just that – a guide only. It is not a legal interpretation of information. If you would like to discuss your own situation, or if you need any further information, please contact your local Intreo Centre, Social Welfare Branch Office or any Citizens Information Centre.

You can find the name and address of your local Intreo Centre or Social Welfare Branch Office by scanning the QR code or by visiting www.gov.ie/intreocentres.



Our website also has information about our schemes, supports and services.

You can find this information by scanning the QR code or by visiting www.gov.ie/dsp.



Payment rates, for all our schemes, supports and services are available at your local Intreo Centre or Social Welfare Branch Office.

Current payment rates are also available online in our Rates of Payment Booklet (SW19), available by scanning the QR code or by visiting www.gov.ie/SWrates.



Table of Contents

Intreo Centres and how they can help you.....	5
How to open a MyWelfare account and get a MyGovID.....	7

Part 1: Job finding and supports.....	10
Community Employment.....	10
EmployAbility Services.....	11
European Employment Services.....	12
JobsPlus.....	13
JobsIreland.....	14
Rural Social Scheme.....	15
Tús (community work placement initiative).....	16
Work Placement Experience Programme.....	17

Part 2: Financial supports while working.....	19
Back to Work Family Dividend.....	20
Benefit of Work Estimator.....	20
Carer's Allowance.....	21
Farm Assist.....	21
Jobseeker's Allowance.....	22
Fish Assist.....	22
Jobseeker's Benefit.....	23
Jobseeker's Transitional Payment.....	23
One-Parent Family Payment.....	24
Part-Time Job Incentive Scheme.....	24
Short-Time Work Support.....	25
Voluntary Work Option.....	25
Working Family Payment.....	26

Part 3: Working while getting an illness or disability payment....	27
Benefit of Work Estimator.....	28
Supports for Graduates with Disabilities.....	28
Disability Allowance, Blind Pension and Work.....	29
Medical Card and Free Travel Card, keep while working...	30
Partial Capacity Benefit.....	31
Part 4: Grants and financial supports for people with disabilities and their employers.....	32
Reasonable Accommodation Fund Grants.....	33
Disability Awareness Support Scheme.....	36
Wage Subsidy Scheme.....	36
JobsPlus.....	36
Part 5: Training and education.....	37
Back to Education Allowance.....	38
Part-Time Education Option.....	38
Education, Training and Development Option.....	39
Training Support Grant.....	40
Further Education and Training.....	41
More Training and Education Options.....	42
Part 6: Starting your own business.....	43
Back to Work Enterprise Allowance.....	43
Short-Term Enterprise Allowance.....	44
Enterprise Support Grant.....	44
Part 7: Other supports.....	45
Supplementary Welfare Allowance.....	45
Rent Supplement.....	46
Money Advice and Budgeting Service.....	46
Abhaile.....	47
The National Childcare Scheme.....	48

Intreo Centres and how they can help you

Intreo Centres, located across the country, provide a one-stop shop for employment services and income supports with a range of personalised supports for jobseekers, including jobseekers with disabilities. They help you find jobs, new skills, training and support in work. As a jobseeker, they provide you:

- employment services and income support in one place
- advice on employment, training and personal development opportunities
- a focus on your individual needs to help you enter or re-enter the workforce
- information on our income supports and payments

Please contact your local Intreo Centre to set up an appointment with one of our case officers.

You can find the contact details of your local Intreo Centre by scanning the QR code or by visiting www.gov.ie/intreocentres.



Talking to a Case Officer won't change the amount of your current social protection payment, and your payment will not be reviewed because you have been in contact with one.

You can also use our online services by scanning the QR code or by visiting www.MyWelfare.ie.



On **MyWelfare.ie** you can:

- access services for jobseekers
- apply for many social protection payments
- request a copy of your social insurance contribution record and social protection payment statements

Please read **the next part** of this guide to learn how to create a **MyWelfare** account and get a **MyGovID** if you do not already have one.

How to open a MyWelfare account and get a MyGovID account

MyWelfare is the online home of welfare services. It gives you easy online access to a range of services – from making appointments and applying for certain benefits, to updating your details and ordering statements. It is safe, secure, and you can access it anytime, anywhere, and on all devices.

In the following pages, we describe how to get up these accounts and where to get help if you help with this.

To use **MyWelfare**, all you need is:

- an email address,
- a Personal Public Service (PPS) Number,
- bank account details, and
- a **MyGovID** account, which is simple to set up.

MyGovID is a single account that gives you safe, online access to a range of government services including **MyWelfare**. This means you only have to sign up one time and remember one password for all government online services.

Creating a basic account takes only a few minutes. All you need is an email address.

1. Visit www.MyWelfare.ie (or scan the QR code on **page 6**).
2. Click **Login with MyGovID**.
3. Click **Create Account**.
4. Fill in your details.
5. Click **Create Account**.

This basic account lets you access some – but not all – MyWelfare services. It is a good idea to move from the basic account to a verified account. With a verified account you can:

- access all your information;
- view and update your claim details;
- change your payment method, depending on what protection payment you are getting. For example from a post office to a bank account;
- track the status of your claim;
- view details of any payments you received in the last two years; and
- access all online **MyWelfare** services.

To upgrade to a verified **MyGovID** account, you will need a Public Services Card and a mobile phone.

To get a Public Services Card you should book a face-to-face registration appointment with one of staff in your local PSC/SAFE Registration Centre.

You can find the contact details of your local PSC/SAFE Registration Centre by scanning the QR code or by visiting:
www.psc.gov.ie/PSCCentres



You can find information on how to apply for a Public Services Card (PSC) by scanning the QR code or by visiting:
www.psc.gov.ie/how-to-apply



When you create a verified **MyGovID** account online, we can tell you if we have a verified mobile phone number for you already. If not, we will give you a few options to verify your account.

If you **have verified** your mobile phone number, here is how you log in to your verified account.

1. Visit www.MyWelfare.ie (or scan the QR code on **page 6**).
2. Click **Login with MyGovID**.
3. Click **Verify Your Account**.
4. Enter your Personal Public Service (PPS) Number and details from your Public Services Card.
5. Enter the single-use security pin that we will text to your phone. This provides an extra layer of security to your account.

If you **haven't verified** your mobile phone number, here is how you log in to your account and verify your number.

1. Visit www.MyWelfare.ie (or scan the QR code on **page 6**).
2. Click **Login with MyGovID**.
3. Click **Verify Your Account**.
4. Enter your Personal Public Service (PPS) Number and details from your Public Services Card.
5. Follow the steps on screen to verify your mobile phone number.

When you have a verified mobile phone number and have upgraded your account to a verified **MyGovID** account, you can access the full range of online social protection services. This includes making applications for income support payments on MyWelfare.ie.

Do you need help using technology?

If you find using technology difficult and setting up an **MyGovID** a challenge, then you can phone: **0818 927 999** or **071 967 2616**. **MyGovID** helpline is open Monday to Friday.

Part 1: Job finding and supports

Whether you are searching for your first job, a person with many years of work experience or returning to the job market after a long time – we can help.

This section tells you about the supports available and how Intreo staff can help you. In this part of the guide we cover:

- Community Employment
- EmployAbility Service
- European Employment Services
- JobsPlus
- JobsIreland
- Rural Social Scheme
- Tús (Community Work Placement Initiative)
- Work Placement Experience Programme

Community Employment

The Community Employment Programme helps the long-term unemployed, or otherwise disadvantaged, get back to work by offering part-time and temporary placements in jobs in local communities.

- Community Employment is of value to the community and provides you with real work experience. There are a range of recognised Quality and Qualifications Ireland (QQI) awards available through this programme.

Details of recognised courses are available by scanning the QR code or by visiting www.qqi.ie.



To qualify for Community Employment:

- you must be getting a qualifying social protection payment for 12 months or more. Some exceptions exist and it is best to speak to a member of staff in your local Intreo Centre for more information about the qualifying criteria. You can find a list of these payments by visiting www.gov.ie/cescheme.

When you are on Community Employment:

- you work on average 19.5 hours a week, and
- you can take up other part-time work during your placement.

For more information on Community Employment, scan the QR code or visit:

www.gov.ie/cescheme



EmployAbility Services

EmployAbility Services are provided by companies working on behalf of Intreo. They provide a specialist employment service for some people with disabilities.

Your Intreo Case Officer can refer you to the service if you both agree you would benefit from the supports these companies offer, which includes job coaching support and in-employment support.

The EmployAbility Service also provides a recruitment and job matching service for employers.

To find out more about the service, please get in touch with your local Intreo Centre.

For more information on EmployAbility Service, scan the QR code or visit:

www.gov.ie/employability



European Employment Services

European Employment Services, or EURES, is a network of advisors who give information and advice on searching for a job in the EU or European Economic Area (EEA).

EURES Ireland advisors can:

- help you make contact with European employers,
- supply practical, general information on living and working conditions in another EU/EEA country, and
- provide financial support in some cases, for example:
 - ◇ travelling to an interview,
 - ◇ relocating to another country,
 - ◇ recognising your qualifications, and
 - ◇ language training.

If you are interested in working in the EU/EEA and looking for more information, make an appointment with your nearest EURES adviser by contacting your nearest Intreo Centre or by scanning the QR code or visiting:



www.gov.ie/EuresIreland

You can also take part in onsite or online recruitment events across Europe. Find out more by scanning the QR code or by visiting:



www.europeanjobdays.eu

JobsPlus

JobsPlus is an employer incentive which encourages and rewards employers who employ eligible jobseekers (including recipients of Jobseekers Allowance, Jobseekers Benefit, Jobseekers Credits only and Jobseekers Transition). From January 2023, the scheme is being extended to include jobseekers in receipt of Disability Allowance or Blind Pension with the same eligibility rules as for those receiving Jobseekers' payments.

Employers are paid an incentive, monthly, in arrears over a 2 year period. It provides two levels of regular payments, €7,500 and €10,000 respectively.

From January 2023, there will be access to the higher level of JobsPlus grant, €10,000 over 2 years, to an employer who recruits an eligible jobseeker who is a Traveller, or of Roma ethnicity. The higher level of JobsPlus grant will also be available to an employer who recruits an eligible jobseeker who has a recent criminal record or a history of addiction (within previous 5 years).

For more information on JobsPlus,
scan the QR code or visit:

www.gov.ie/jobsplus



Jobsireland

Jobsireland is part of our Public Employment Service and offers a free online job advertising and recruitment service for job candidates and employers. It enables jobseekers to search for jobs and create a profile to match their skills and experience with available jobs.

This service includes a network of staff providing expert guidance and resources to both jobseekers and employers. They can help jobseekers to create their CV and find their ideal job.

On **Jobsireland** you can:

- create a jobseeker profile
- search for jobs
- have your profile matched to suitable vacancies
- apply for jobs online

For more information on Jobsireland.ie,
scan the QR code or:



Visit: www.jobsireland.ie
Email: jobsireland@welfare.ie
Phone: **0818 111 112** or **(01) 248 1389**

You can also follow us on

-  @jobsireland
-  jobsireland2
-  jobs-ireland
-  jobsireland.ie


Jobsireland.ie
Connecting Employers and Jobseekers

Rural Social Scheme

The Rural Social Scheme provides a supplementary income for low-income farmers and fishermen or women who are unable to earn an adequate living.

To qualify for the scheme, you must be 25 years of age or over and getting certain social protection payments. In return, participants provide services that benefit rural communities.

Participants on the scheme work 19.5 hours a week. These hours are based on a farmer or fisher-friendly schedule. This ensures that participation on the scheme does not affect your farming or fishing activities.

If you get a place on the scheme, you are offered a contract from your start date up to the following 31 March. You may be considered for a further term following the initial contract, if you continue to meet all the criteria for the scheme. (We fund contracts up to the day before your 66th birthday).

For more information on Rural Social Scheme, scan the QR code or visit:

www.gov.ie/RSS



Tús (community work placement initiative)

Tús (community work placement initiative) provides short-term working opportunities for unemployed people.

The work opportunities are to benefit the community and are provided by community and voluntary organisations in both urban and rural areas.

To qualify for the Tús scheme, you must:

- be fully unemployed, **and**
- getting a Jobseeker's Allowance payment continuously for at least 12 months, **or**
- be in receipt of a Jobseeker's Transitional payment (JST). No qualifying period applies for JST, **or**
- be 18 years of age or over, fully unemployed and in receipt of Disability Allowance.

Unemployed people who are eligible for the scheme will be identified and contacted by their local Intreo Centre or Social Welfare Branch Office and offered the opportunity to participate in the scheme. Some Tús places can however be filled through self-referral by potential participants.

For more information on Tús,
scan the QR code or visit:

www.gov.ie/tus



Work Placement Experience Programme

The Work Placement Experience Programme (WPEP) is a work experience programme that aims to provide jobseekers who have never had a job or who have lost employment with an opportunity to gain meaningful work experience.

The programme seeks to equip participants with relevant work and personal development skills in a supportive environment while on their work placement, with a view to increasing their employment prospects.

Participation on the WPEP is entirely voluntary and there is no financial penalty on your social protection payments for non-participation.

To participate on the WPEP, you must be:

- between 18 and 65 years of age, and
- in receipt of one of our qualifying payments for a minimum period of 156 days (6 months) in previous 12 months before your application.

The qualifying payments are:

- Jobseeker's Allowance
- Jobseeker's Benefit
- Jobseeker's Transitional Payment
- One-Parent Family Payment
- Disability Allowance
- Blind Pension
- Farm Assist
- Jobseeker's Benefit (Self-Employed)

Participants will receive a WPEP personal allowance each week regardless of other income or means.

The duration of a WPEP placement is 30 hours a week for six months.

WPEP vacancies are advertised on www.jobsireland.ie and employers must register there to advertise.

For more information on the Work Placement Experience Programme, scan the QR code or visit:



www.gov.ie/wpep

Part 2: Financial supports while working

Going back to work, either full or part-time does not mean giving up all your income supports. Some income supports may continue, and others may become available once you start working. This can apply to either full-time or part-time work or if you decided to increase your current working hours.

Families with working parents can also qualify for supports when working depending on their individual circumstances and income.

This section tells you about supports Intreo provides for working people:

- Back to Work Family Dividend
- Benefit of Work Estimator - online confidential tool
- Carer's Allowance
- Farm Assist
- Jobseeker's Allowance
- Fish Assist
- Jobseeker's Benefit
- Jobseeker's Transitional Payment
- One-Parent Family Payment
- Part-Time Job Incentive Scheme
- Short-Time Work Support
- Voluntary Work Option
- Working Family Payment

Back to Work Family Dividend

Back to Work Family Dividend is a weekly payment to help people with children, as they move from certain social protection payments to work.

It can provide a weekly payment for up to two years if you qualify.

You can get this along with Working Family Payment, if you qualify for both.

For more information on Back to Work Family Dividend, scan the QR code or visit:

www.gov.ie/BWFD



Benefit of Work Estimator

The Benefit of Work Estimator for jobseekers and people getting One-Parent Family Payment shows how starting work or increasing your work hours could affect your income, leaving most people better off financially.

Many people don't know that when returning to work, they may qualify for or keep a range of supports such as Jobseeker's Transitional Payment, One-Parent Family Payment, and Working Family Payment, depending on their income level and family circumstances.

This tool is anonymous and the information you provide cannot be used by us to identify you.

The Benefit of Work Estimator is available by scanning the QR code or visiting:

www.mywelfare.ie/benefitofworkjsestimator



Carer's Allowance

Carer's Allowance is a means-tested payment made to a person who is habitually resident in the State and who is providing full-time care to a person needing support because of age, disability or illness (including mental illness). The person being cared for must require full-time care and attention.

You can work, including self-employment, or take part in a training or an education course. The combined time spent at these activities must not exceed 18.5 hours a week.

For more information on Carer's Allowance, scan the QR code or visit:

www.gov.ie/CA



Farm Assist

The Farm Assist Scheme is a means tested payment for low income farmers which is similar to Jobseeker's Allowance.

For more information on Farm Assist, scan the QR code or visit:

www.gov.ie/farmassist



Jobseeker's Allowance

Jobseeker's Allowance is a weekly means tested payment. You must be habitually resident in Ireland.

If you are working part-time for up to three days a week, but are available to work full-time, you may still qualify for a payment.

For more information on Jobseeker's Allowance, scan the QR code or visit:

www.gov.ie/JA



Fish Assist

Fish Assist is a provision under the Jobseeker's Allowance scheme. It is a weekly means tested payment to help persons who are engaged in fishing and on a low-income.

For more information on Fish Assist, scan the QR code or visit:

www.gov.ie/fishassist



Jobseeker's Benefit

Jobseeker's Benefit is a payment for people between 18 and 66 years of age who become fully or partly unemployed and have paid enough Pay Related Social Insurance (PRSI) contributions.

If you are working part-time for up to three days a week, but are available to work full-time, you may still qualify for a payment.

For more information on Jobseeker's Benefit, scan the QR code or visit:

www.gov.ie/JB



Jobseeker's Transitional Payment

Jobseeker's Transitional Payment is a weekly means tested payment for parents who are not cohabiting and whose youngest child is between 7 and 14 years of age.

You may be entitled to either keep all or part of this payment depending on your level of income from earnings and any other income.

For more information on Jobseeker's Transitional Payment, scan the QR code or visit:

www.gov.ie/JST



One-Parent Family Payment

One-Parent Family Payment is a weekly means tested payment for parents who are not cohabiting, and whose youngest child is under seven years of age.

You may be entitled to either keep all or part of this payment depending on your level of income from earnings and any other income.

For more information on One-Parent Family Payment, scan the QR code or visit:

www.gov.ie/OPF



Part-Time Job Incentive Scheme

The Part-Time Job Incentive Scheme (PTJI) allows persons who are long-term unemployed to take up part-time employment for less than 24 hours a week and receive a special weekly income supplement.

You must be genuinely seeking work and available for full-time work while you are on PTJI.

For more information on Part-time Job Incentive Scheme, scan the QR code or visit:

www.gov.ie/PTJI



Short-Time Work Support

Short-Time Work Support is a form of Jobseeker's Benefit. It is an income support payment for people who have been temporarily placed on a shorter working week by their employer.

For more information on Short-Time Work Support, scan the QR code or visit:

www.gov.ie/stws



Voluntary Work Option

The Voluntary Work Option allows jobseekers to work in the voluntary sector in Ireland. You may also continue to qualify for a jobseeker's payment providing you are still available for full-time work, and genuinely seeking work.

You must apply for this by completing a Voluntary Work Jobseeker form and submitting it to your local Intreo Centre.

For more information on Voluntary Work Option, scan the QR code or visit:

www.gov.ie/vwo



Working Family Payment

Working Family Payment offers financial support to families with children.

The rate of the payment will depend on the weekly average family income, and the number of child dependents in the family.

The payment is weekly and tax-free.

To qualify for WFP:

- average weekly family income must be below a certain amount for your family size, and
- you must be working at least 19 hours a week or 38 hours every two weeks.

For more information on Working Family Payment, scan the QR code or visit:

www.gov.ie/WFP



Part 3: Working while getting an illness or disability payment

If you have a disability and want to start work, return to work or continue in work, there are a range of supports available to you.

There are also supports available for employers to make your workplace more suitable if needed.

This part provides useful information on working while on a disability payment, the financial benefit of working, and the range of services and supports available to support you to look for work and to stay in work.

It covers the following topics:

- Benefit of Work Estimator - online confidential tool
- Supports for Graduates with Disabilities
- Disability Allowance, Blind Pension and Work
- Medical Card and Free Travel Card, keep them while working
- Partial Capacity Benefit

We have also published a more detailed guide about these supports and other illness, disability and caring related schemes.



To read our Your Guide to our Schemes and Services: Illness, Disability and Caring, scan the QR code or visit: www.gov.ie/illnessdisabilitycaring

The guide is available at your local Intreo Centres.

Benefit of Work Estimator

You can use the Benefit of Work Estimator if you are getting disability or illness payments. This shows how income from employment may affect your social welfare payment and allows you to see what you can earn while still retaining supports.

This tool is anonymous and the information you provide cannot be used by us to identify you.

The Benefit of Work Estimator is available
by scanning the QR code or visiting:

www.mywelfare.ie/benefitofworkjsestimator



Supports for Graduates with Disabilities

The Association for Higher Education Access and Disability (AHEAD) delivers the Willing Able Mentoring (WAM) programme and the 'Get Ahead' programmes. These programmes are funded by the Department of Social Protection.

WAM is a paid work placement programme that helps graduates with disabilities secure employment.

For more information on WAM and
GetAHEAD, scan the QR code or visit:

www.ahead.ie



Disability Allowance, Blind Pension and Work

If you are getting Disability Allowance or Blind Pension, you may be entitled to either keep all or part of this payment depending on your level of income from earnings and any other income.

If you are on Disability Allowance or Blind Pension, other schemes that may interest you are:

- the Work Placement Experience Programme (WPEP) which provides work experience with a host (company), accredited or sector-recognised training, mentoring and personal development supports for 30 hours a week over 6 months. For more information on WPEP please go to **page 17**.
- the Rural Social Scheme (RSS) which provides farmers and fishermen with income support while they also make a contribution to their communities. For more information on RSS please go to **page 15**.
- the Community Employment (CE) Programme provides work experience and training opportunities for people within their communities. For more information on CE please go to **page 10**.

For more information on Disability Allowance, scan the QR code or visit:

www.gov.ie/DA



For more information on Blind Pension, scan the QR code or visit:

www.gov.ie/blindpension



Medical Card and Free Travel Card, keep them while working

Medical Card

If you are returning to full-time or part-time work, you may be able to keep your medical card. More information is available by visiting www2.hse.ie/medical-cards

Free Travel Card

- if you are working and getting a Disability Allowance or Blind Pension payment, you keep your entitlement to the Free Travel Card
- if you move off the Blind Pension to a job, you keep your entitlement to the Free Travel Card
- if you are getting a long-term disability payment and move off the payment to get a job, you keep your entitlement to Free Travel Card for a period of five years, providing you meet all the other requirements for the Free Travel Scheme

The following schemes are considered as long-term disability payments:

- ◇ Disability Allowance (DA)
- ◇ Invalidity Pension (INV)
- ◇ Partial Capacity Benefit, if you move from INV
- ◇ Disablement Benefit paid along with Incapacity Supplement
- ◇ Community Employment Scheme, if you move from DA, Blind Pension (BP) or INV
- ◇ SOLAS Scheme, if you move from DA, BP or INV
- ◇ Back to Work Scheme, if you move from DA, BP or INV

For more information on Free
Travel, scan the QR code or:

Visit: www.gov.ie/freetravel
Email: freetravelqueries@welfare.ie
Phone: (071) 915 7100



Partial Capacity Benefit

If you are getting Invalidity Pension or you have been getting Illness Benefit for twenty six weeks or more, and you want to take up work, you can apply for the Partial Capacity Benefit scheme. This scheme means that you may be able to continue to receive some additional income while working.

Please note you cannot start work until you have received written permission to do so from us, following consideration of your Partial Capacity Benefit application.

The rate of payment you will get, in addition to your earnings, is based on your current Invalidity Pension or Illness Benefit payment and a medical assessment.

Under the Partial Capacity Benefit scheme, there are no restrictions on earnings or hours you can work.

There is no risk to your benefits in undertaking this assessment. The scheme is voluntary, and you can go back to your original payment if you need to, provided you continue to satisfy your underlying claim conditions.

For more information on Partial Capacity
Benefit, scan the QR code or visit:

www.gov.ie/PCB



Part 4: Grants and financial supports for people with disabilities and their employers

This part tells you about the supports available to:

- Jobseekers with disabilities
- Employees with disabilities
- Employers seeking to employ a jobseeker with a disability or when supporting an existing employee who has or acquires a disability

These include:

- The Reasonable Accommodation Fund Grants
- Disability Awareness Support Scheme Grant
- Wage Subsidy Scheme
- JobsPlus (employer incentive). For more information see **page 13**.

Reasonable Accommodation Fund Grants

The Reasonable Accommodation Fund Grants assist jobseekers employees with disabilities and employers, including the self-employed, to enable persons with disabilities to enter, re-enter or sustain employment by providing the following four grants:

1. Workplace Equipment Adaptation Grant
2. Personal Reader Grant
3. Employee Retention Grant
4. Job Interview Interpreter Grant

For more information on Reasonable Accommodation Fund, scan the QR Code or visit:

www.gov.ie/RAFUND



Workplace Equipment Adaptation Grant

If you need a more accessible workplace or adapted equipment to do your job (including if you are self-employed) you or your employer may be able to get a grant towards the costs of making these changes.

Grants may be considered for assistive technologies and equipment adaptations. This grant is only paid if you are employed in the private sector.

For more information on Workplace Equipment Adaptation Grant, scan the QR code or visit:

www.gov.ie/weag



Personal Reader Grant

If you are blind, visually impaired or if you are losing your vision and you need help with job-related reading, you may be entitled to a grant to allow you to employ a Personal Reader.

This grant is only paid if you are employed in the private sector. We will pay an hourly fee, in line with the current minimum wage. It will be paid for an agreed period up to **640 hours a year**.

For more information on Personal Reader Grant, scan the QR code or visit:

www.gov.ie/persreader



Employee Retention Grant

The Employee Retention Grant aims to help private sector employers to support employees who acquire an illness, disability, condition or impairment (occupational or otherwise) that affects their ability to carry out their job.

This scheme provides funding to:

- identify accommodation or training or both to enable the employee to stay in their current position; or
- retrain the employee so that they can take up another position within the company.

The Employee Retention Grant is open to all companies in the private sector. Funding is available to help support any existing employee, at any level and occupation within the company.

For more information on Employee Retention Grant, scan the QR code or visit:

www.gov.ie/erg



Job Interview Interpreter Grant

If you are a jobseeker who is deaf, hard of hearing or has a speech impairment and you are attending job interviews with private sector employers, you may apply for funding to have:

- a sign language interpreter;
- a lip speaker; or
- another interpreter to attend the interviews with you.

You can apply for a three hour period per interview. If you have several interviews arranged, you can apply for funding for each. There is no limit to the number of interviews a person can attend with an interpreter.

Induction:

If you are starting a new job with a private sector employer, you can also get funding towards the cost of employing an interpreter, for three hours, to help you during your induction.

The in-employment interpreter support for the induction of a new employee can be used in addition to assistance at job interviews.

For more information on Job Interview
Interpreter Grant, scan the QR code or visit:

www.gov.ie/interpretergrant



Disability Awareness Support Scheme

The Disability Awareness Support Scheme provides funding for private sector employers to arrange and pay for Disability Awareness Training for staff who work with a colleague who has a disability.

For more information on Disability Awareness Support, scan the QR code or visit:

www.gov.ie/dass



Wage Subsidy Scheme

The Wage Subsidy Scheme provides financial incentives to private sector employers to employ people with a disability who may have a restriction which results in a loss of productivity for the employer.

Your employer must offer work of between 21 and 39 subsidised hours a week and provide you with a Contract of Employment detailing the terms and conditions of your employment. This contract should be for a minimum of six months.

For more information on the Wage Subsidy Scheme, scan the QR code or visit:

www.gov.ie/wss



JobsPlus

Employers hiring a jobseeker who is in receipt of the Disability Allowance or Blind Pension can avail of the JobsPlus financial incentive. For further details of the scheme please go to **page 13**.

For more information on JobsPlus, scan the QR code or visit:

www.gov.ie/jobsplus



Part 5: Training and education

We support several options for people looking to increase upskill or return to education. These supports will help you access training or education needed to re-enter the workplace.

Your options include ongoing payment of weekly income supports to help you to avail of second chance educational opportunities.

Your eligibility for welfare supports when returning to education or training depends on the type of course, the length of course and how long you have been getting a qualifying social protection payment.

- [Back to Education Allowance for Full-Time Education](#)
- [Part-Time Education Option](#)
- [Education, Training and Development Option](#)
- [Training Support Grant](#)
- [Further Education and Training](#)
- [More Training and Education Options](#)

Back to Education Programme

The Back to Education Programme covers the following study options:

- [second-level education courses](#)
- [third-level education courses](#)
- [some postgraduate courses](#)
- [education, training and development courses](#)
- [part-time education courses](#)

Back to Education Allowance for Full-Time Education

If you are unemployed, parenting alone or have a disability, and are getting certain social welfare payments, you may be eligible to take part in second or third-level full-time education and receive a weekly Back to Education Allowance payment.

For more information on Back to Education Allowance for Full-Time Education, scan the QR code or visit:



www.gov.ie/BTEA

Part-Time Education Option

The Part-Time Education Option allows you to keep your Jobseeker's Allowance or Benefit while you attend a part-time day, evening, distance or online education or training course.

You must continue to meet the conditions for Jobseeker's. This means that you must be able to show that you are still actively looking for and willing to take up work and that the course is likely to improve your chances of getting a job. If you are offered work while on the course, you will be expected to accept the job offer.

Part-time courses provided such as those from an **Education and Training Boards** from **SpringBoard+** and the **Skillnets Skills Connect** course and others can be supported through this option.

For more information on Part-Time Education Option, scan the QR code or visit:



www.gov.ie/pteo

Education, Training and Development Option

The Education, Training and Development Option allows you to keep your jobseekers payment while taking part in a shorter duration course.

A broad range of courses may be approved under the Education, Training and Development Option including, personal development courses, basic education, such as literacy classes, general training courses and training for specific job skills.

You must satisfy the scheme conditions and it must be clear that the course will enhance your employment prospects.

To qualify you must be:

- 21 years of age or over
- registered as unemployed
- getting either Jobseekers Allowance, Jobseekers Benefit or signing for 'jobseeker credits' for at least six months (156 days)

For more information on Education, Training and Development Option, scan the QR code or visit:



www.gov.ie/OG/ETD

Training Support Grant

If you have a skills gap that could prevent you from applying for a job, the Training Support Grant funds quick access to short-term training for people who are in receipt of certain specified welfare payments, primarily jobseekers' and one parent family payments as well as payments related to disability and long-term illness where conditions are met.

A grant of up to €1,000 is available towards the cost of your course where similar courses are not currently available free of charge from other programmes and agencies such as **Solas** or the **Education and Training Boards**.

For more information on Training Support Grant, scan the QR code or visit:

www.gov.ie/trainingsupportgrant



Further Education and Training

Further Education and Training (FET) offers a wide variety of life-long education options to anyone over 16 years of age.

FET includes apprenticeships, traineeships, Post Leaving Cert (PLC) courses, community and adult education as well as core literacy and numeracy services.

FET courses and programmes are provided through the Education and Training Board (ETB) network throughout the country as well as through other local providers including online through SOLAS' eCollege.

Access to the majority of these programmes are free of charge. Participation on PLC and higher education programmes will continue to be subject to the payment of fees.

If you are receiving a social protection payment and are accepted on an approved training course, you will either receive a training allowance from the ETB or retain your payment. Retaining your payment depends what type of payment you are getting.

For more information on FET courses,
scan the QR code or visit:

www.fetchcourses.ie



More Training and Education Options

Other training and education options are available including:

The Right Course is a one-stop-shop containing information about available courses if you want to learn new skills, update your skills, or find a new direction.



Further information is available by scanning the QR code or by visiting www.gov.ie/therightcourse

The Springboard+ upskilling initiative in higher education offers free and subsidised courses.



Further information is available by scanning the QR code or by visiting www.springboardcourses.ie

The Skillnet Ireland Learning Network offers a number of programmes for people who would like to reskill or upskill.



Further information is available by scanning the QR code or by visiting www.skillnetireland.ie

The Vocational Training Opportunities Scheme (VTOS)

is a second chance education and training programme which provides courses for unemployed people.



Further information is available by scanning the QR code or by visiting www.education.ie

The National Adult Literacy Agency (NALA)

provides information on free courses nationwide if you would like to improve your reading, writing, spelling or maths skills.



Further information is available by scanning the QR code or by visiting www.nala.ie

Part 6: Starting your own business

If you are thinking of starting your own business, your local Intreo Centre can offer support and advice to help you.

This section talks about:

- Back to Work Enterprise Allowance
- Short-Term Enterprise Allowance
- Enterprise Support Grant

Back to Work Enterprise Allowance

The Back to Work Enterprise Allowance scheme is available to help you to become self-employed and start your own new business.

The scheme allows you to keep the following portion of your current social protection payment for two years:

- 100% for the 1st year
- 75% for the 2nd year

For more information on Local Development Companies, scan the QR code or visit:

www.ildn.ie



For more information on Back to Work Enterprise Allowance, scan the QR code or visit:

www.gov.ie/btea



Short-Term Enterprise Allowance

The Short-Term Enterprise Allowance (STEA) is designed to provide immediate support if you lose your job and want to start your own business. You must qualify for a Jobseekers Benefit or Jobseekers Benefit Self-Employed payment to get this allowance.

The STEA is paid instead of your Jobseeker's Benefit for a maximum of nine months. It ends when your entitlement to Jobseeker's Benefit or Jobseekers Benefit Self-Employed ends, that is, at either six or nine months.

For more information on Short-Term, Enterprise Allowance, scan the QR code or visit:

www.gov.ie/stea



Enterprise Support Grant

The Enterprise Support Grant provides financial support for people who have set up a new business and are currently receiving income support under Back to Work Enterprise Allowance (BTWEA) or Short-Term Enterprise Allowance (STEA).

The grant helps with the costs incurred when setting up a new business.

The maximum amount payable is €2,500 for the 24 month period of the BTWEA claim. For those on STEA it will be on a proportionate basis of a maximum of either €625 (6 months) or €1,000 (9 months).

For more information on Enterprise Support Grant, scan the QR code or visit:

www.gov.ie/enterprisesupportgrant



Part 7: Other supports

This part tells you about other supports that are available including:

- Supplementary Welfare Allowance
- Rent Supplement and Housing Assistance Payment
- Money Advice and Budgeting Service
- The National Childcare Scheme

Supplementary Welfare Allowance

Basic Supplementary Welfare Allowance (SWA) is a weekly allowance that can be paid if do not have enough income to meet your needs and those of your family.

If you have made a claim for a social protection payment but it has not yet been paid and you have no other income, you may qualify for SWA in the interim. However, the amount paid while you are waiting will be deducted from the arrears of your social protection payment.

You may be eligible for SWA if you:

- are living in the State
- satisfy the habitual residence condition
- meet the conditions of a means test. All capital or property, except your home, is assessed in the means test.

If you have started work, you may qualify for SWA for up to 30 days while you are waiting for your wages.

For more information on Supplementary Welfare Allowance, scan the QR code or visit:

www.gov.ie/swa



Rent Supplement

Rent Supplement is a short-term means tested income support to eligible people living in private rented accommodation whose means are insufficient to meet their accommodation costs and who do not have accommodation available to them from any other source.

The scheme ensures that those who were renting, but whose circumstances have changed to temporary loss of employment or income, can continue to meet their rental commitments.

Rent supplement continues to play a key role in supporting families and individuals in private rented accommodation.

For more information on Rent Supplement,
scan the QR code or visit:

www.gov.ie/RENT



Money Advice and Budgeting Service

The Money Advice and Budgeting Service (MABS) supports people with money advice, budgeting and debt. It can give you information and advice on what to do if you are behind on, or struggling with, bills such as utility, rent and mortgage payments or if you are in debt.

MABS can also help you manage your money and offers support online, over the phone and face-to-face. It is a confidential, free service funded by the government. You can find a list of the 60 MABS offices nationwide on its website.

For more information on MABS,
scan the QR code or visit:

www.mabs.ie



Abhaile

Under the Abhaile programme, the Money Advice and Budgeting Service (MABS) helps people in mortgage arrears to find a solution and stay in their homes where possible. Depending on your situation, you can get financial, legal or insolvency advice. A dedicated adviser will work with you and your lender to find the best solution for you. Abhaile is confidential, free and funded by the government.

For more information on Abhaile,
scan the QR code or visit:

www.mabs.ie/abhaile



The National Childcare Scheme

The National Childcare Scheme (NCS) represents the first ever statutory entitlement to childcare in Ireland.

The NCS includes two types of financial subsidies towards the cost of quality childcare:

1. A universal subsidy payable for children aged between 24 weeks and 36 months who are availing of childcare from an approved childcare provider. It is payable for children older than 36 months who do not yet qualify for the Early Childhood Care and Education Programme (ECCE). This subsidy is not means tested and is available to all qualifying families at any income level.
2. An income related subsidy payable for children aged from 24 weeks to 15 years who are availing of childcare from an approved childcare provider. This subsidy is means tested and the level of subsidy paid for the child is determined by the family's reckonable income (gross income minus tax, other deductibles, and any applicable multiple children discount). The reckonable income must be below €60,000.

The NCS is a pathway to quality, accessible, affordable childcare.

For more information, phone the Parent Centre on **(01) 906 8530**. It is open Monday to Friday from 9am to 5pm; or

Contact your local City or County Childcare Committee (CCC).

You can find your local City or CCC by scanning the QR code or by visiting www.myccc.ie



For more information on the National Childcare Scheme, scan the QR code or visit www.ncs.gov.ie



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Seirbhísí Fostaíochta agus Tacaíochta
Employment and Support Services