

# Early Childhood Service Discretionary Hours

## Report 01 October 2020 to 31 January 2021

Services that submit paper-based RS7 or use ELI Web and have used discretionary hours during a funding period, must submit this report along with their RS7 by 5pm on 9 February 2021.

Services that use an approved student management system (SMS) please contact your SMS provider if you require assistance in providing this information.

Early Childhood Service			
Service Name in Full	<input type="text"/>		
Ministry of Education Service Number	<input type="text"/>		
Contact Person for queries about this form	<input type="text"/>		
Contact Number / Email	<table border="1"> <tr> <td>Phone Number</td> <td>Email address</td> </tr> </table>	Phone Number	Email address
Phone Number	Email address		

### Instructions

The Ministry will accept up to 40 discretionary hours per funding period (to maintain current rates of funding) when certificated relievers are not available, provided that the record keeping requirements described in this section are met.

Services may record the hours worked by relievers who are Other Teachers as Certificated Teacher Hours for the purposes of the Staff Hour Count for 40 hours during the funding cycle. Services may choose which hours these apply to – they do not have to apply to the first 40 hours.

Funding Period	Submission with RS7
October 2020 to January 2021	9 February 2021

#### How to use discretionary hours

- List the number of discretionary hours (or parts thereof) that have been used to cover the absence of each certificated teacher for the day.
- Add together the allowable discretionary hours that have been used to cover the absences of all certificated teachers for the day.
- Round the total to the nearest whole number. Numbers ending in 0.4 or below should be rounded down to the previous whole number. Numbers ending in 0.5 or above should be rounded up to the next whole number.
- Service providers must keep evidence of attempts to contact a certificated teacher to cover the absence. These records should be kept at the service for examination by the Ministry's Resourcing auditors during an audit. They do not need to be sent to the Ministry each funding period.
- Completed forms should be returned to ECE Operational Funding, PO Box 1666, Wellington or [ECE.Funding@education.govt.nz](mailto:ECE.Funding@education.govt.nz)

Oct 2020		Nov 2020		Dec 2020		Jan 2021	
Date	Discretionary Hours	Date	Discretionary Hours	Date	Discretionary Hours	Date	Discretionary hours
01/10/2020		01/11/2020		01/12/2020		01/01/2021	
02/10/2020		02/11/2020		02/12/2020		02/01/2021	
03/10/2020		03/11/2020		03/12/2020		03/01/2021	
04/10/2020		04/11/2020		04/12/2020		04/01/2021	
05/10/2020		05/11/2020		05/12/2020		05/01/2021	
06/10/2020		06/11/2020		06/12/2020		06/01/2021	
07/10/2020		07/11/2020		07/12/2020		07/01/2021	
08/10/2020		08/11/2020		08/12/2020		08/01/2021	
09/10/2020		09/11/2020		09/12/2020		09/01/2021	

10/10/2020		10/11/2020		10/12/2020		10/01/2021	
11/10/2020		11/11/2020		11/12/2020		11/01/2021	
12/10/2020		12/11/2020		12/12/2020		12/01/2021	
13/10/2020		13/11/2020		13/12/2020		13/01/2021	
14/10/2020		14/11/2020		14/12/2020		14/01/2021	
15/10/2020		15/11/2020		15/12/2020		15/01/2021	
16/10/2020		16/11/2020		16/12/2020		16/01/2021	
17/10/2020		17/11/2020		17/12/2020		17/01/2021	
18/10/2020		18/11/2020		18/12/2020		18/01/2021	
19/10/2020		19/11/2020		19/12/2020		19/01/2021	
20/10/2020		20/11/2020		20/12/2020		20/01/2021	
21/10/2020		21/11/2020		21/12/2020		21/01/2021	
22/10/2020		22/11/2020		22/12/2020		22/01/2021	
23/10/2020		23/11/2020		23/12/2020		23/01/2021	
24/10/2020		24/11/2020		24/12/2020		24/01/2021	
25/10/2020		25/11/2020		25/12/2020		25/01/2021	
26/10/2020		26/11/2020		26/12/2020		26/01/2021	
27/10/2020		27/11/2020		27/12/2020		27/01/2021	
28/10/2020		28/11/2020		28/12/2020		28/01/2021	
29/10/2020		29/11/2020		29/12/2020		29/01/2021	
30/10/2020		30/11/2020		30/12/2020		30/01/2021	
31/10/2020				31/12/2020		31/01/2021	
<b>Total</b>		<b>Total</b>		<b>Total</b>		<b>Total</b>	

## Declaration

I certify that, to the best of my knowledge, the information contained on this form is true and correct.

**I understand that:**

- if I have made a false statement **or**
- if I have failed to answer all the questions in full **or**
- if I do not provide documentation supporting the funding claim **or**
- if I do not make documents available for inspection **or**
- if I do not tell the Ministry of Education of changes that may affect funding claims or rates

**then**

- The funding claim may be reviewed and funding withheld **and/or**
- I will have to pay back the total amount of any overpayment **and/or**
- I may be prosecuted and fined or imprisoned.

By signing this declaration, I am confirming that this funding claim is made in accordance with the conditions outlined in the Early Childhood Education Funding Handbook and that the Ministry can withhold all or some of the funding if there is a breach of any of these conditions.

<b>Name</b>	<input style="width: 100%;" type="text"/>
<b>Signature</b>	<input style="width: 100%;" type="text" value="X"/>
<b>Date</b>	<input style="width: 100%;" type="text" value=" / /"/>
<b>Designation / title</b>	<input style="width: 100%;" type="text"/>
<b>Authorised By</b>	<input style="width: 100%;" type="text"/>