

NURSING HOMES TEMPORARY INFLATION PAYMENT SCHEME (“TIPS” or the “Scheme”)

Scheme Procedures and Details for payments under the Scheme.

1. **Introduction:** A temporary inflation payment scheme was introduced by the State to support nursing homes with respect to additional energy and heating costs which they may incur or have incurred during the months of July, 2022 – December, 2022. The State have approved the extension of the Temporary Inflation Payment Scheme to cover the period from 1st January, 2023 to 30th June, 2023. The HSE and the National Treatment Purchase Fund (“NTPF”) will jointly administer this scheme. The NTPF will administer the application process and provide support and advice to the HSE. The HSE will make payments where appropriate under this scheme. The Scheme details will be published on a dedicated section of the HSE and NTPF websites.

2. **Interpretation:** In these Scheme Details the following expressions shall have the following meanings:

Allowable Costs are costs that may be included in an application for support under the Scheme. These costs are those increases in costs of energy and/or heating that are incurred by the nursing home in the months of July, 2022 to December, 2022 (inclusive) , when compared to the same period in 2021 and increases in costs of energy and/or heating that are incurred by the nursing home in the months January, 2023 to June, 2023 when compared to the same period in 2022. The amount which will be paid under the Scheme is 75% of Allowable Costs, to a maximum of the Overall Cap.

The **Overall Cap** on costs claimed is 75% of any increase in Allowable Costs up to a maximum of €5,250 per month during the Period.

Period is the months of July, 2022 to June, 2023 (inclusive) .

3. **Scope:** All applications from Nursing Homes under the Further Extended Scheme. In order to make an application, the applicant must be a Nursing Home as defined under section 2 of the Health (Nursing Homes) Act 1990. Such centres owned and/or operated by the Health Service Executive and such centres which have entered into an arrangement with the HSE under s.38 of the Health Act 2004 are not eligible for this Further Extended Scheme

4. **Scheme Details:** An application form is to be submitted to NTPF for any assistance sought in respect of any months during the period. An applicant may make an application for assistance for vouched allowable costs incurred during the period using the relevant monthly claim form. Applications must be received by the last day of the month following that in which the costs were incurred in respect of October, 2022 to March, 2023 inclusive. **Applications in respect July to September 2022 costs will not be accepted after 30th November, 2022.**

The NTPF will review the application and the supporting documentation.

The HSE will pay to the nursing home any amount that it considers to be Allowable Costs.

A nursing home will not be paid more than the Overall Cap during the Period.

Where nursing homes have been operating for a period of less than a year, allowable costs will be determined by calculating 75% of energy costs in excess of a base figure to be calculated by the NTPF, subject at all times to the Overall cap. This base figure will be based on available relevant data. The NTPF will publish/communicate these baseline figures on a monthly basis.

5. **Other Government Schemes:** Costs will not be allowable under the scheme where the nursing home claiming the costs has also benefitted from other government supports that specifically reimburse energy cost increases (including the Temporary Business Energy Support Scheme or “TBESS” proposed by the Finance Bill 2022, and as later enacted) in respect of the same costs during the same period. All nursing homes participating in TIPS must consent to sharing of information in respect of their claims with other government agencies for the purpose of compliance activity.

6. Procedure

- 6.1 All Nursing Homes who wish to participate in the Scheme must sign and complete an application form.

- 6.2 An application may be made in respect of each of the months July, 2022 to June, 2023. The monthly claim form can be downloaded from the HSE or NTPF website and must be signed by an authorised person on behalf of the Nursing Home and sent, with all supporting documentation, to the dedicated NTPF email address [TIPS @NTPF.ie]

- 6.3 All Nursing Homes must provide the following with every application:

- (a) Energy and /or heating bills, invoices or receipts for the relevant period in respect of which assistance is claimed;
- (b) Energy and /or heating bills, invoices or receipts in respect of the same period in the previous calendar year;

* It is recognised that in cases where heating systems are powered by solid or liquid fuels which are purchased directly, purchase amounts may not correspond exactly to monthly usage. In these cases, applicants may split the cost of a single invoice or bill over several months. Reference invoices, bills or receipts for the same period in the previous calendar year must also be provided. Only the cost increases of energy during the Period (July, 2022 to June, 2023) are allowable.

- 6.4 The NTPF will verify and validate every claim in accordance with the Scheme Rules and advise on the proposed appropriate amount to be paid to each nursing home by the HSE.

- 6.5 The NTPF will, on a sample, and/or, risk basis, carry out formal audits of claims made retrospectively and will be supported in this work by professional auditors. It will be necessary for the Nursing Home to be able to provide vouched evidence of energy and /or heating expenditure. Any expenditure that is not vouched will be repayable on demand and may be deducted from future Nursing Homes Support Scheme (“NHSS”) payments, or otherwise recoverable as a contract debt. All records shall be kept by the Nursing Homes for a minimum period of 6 years.
- 6.6 The HSE will process the Scheme payments in a similar manner but separately to the normal monthly NHSS payment to the Nursing Home’s bank account.
- 6.7 The NTPF, HSE or its agents may at any time review and verify any claims made under the Scheme. The outcome of any such exercise may result in a change in any advice given by the NTPF hereunder, or a change in payments made or amounts due.
- 6.8 A Nursing Home may, in respect of a particular period, claim assistance under the Scheme or under another government scheme for which they are eligible to receive assistance with energy cost increases (including the TBESS proposed by the Finance Bill 2022, and as later enacted), but not both. If any Nursing Home is paid assistance under the Scheme and another scheme in respect of the same costs in the same period, then the amount paid under the Scheme will be repaid immediately, in default of which any sums paid under the Scheme will be deducted from future NHSS payments or may be recovered, at the absolute discretion of the HSE, as a simple contract debt.

7. Process

- 7.1 The NTPF will confirm receipt of the completed Application Form.
- 7.2 The NTPF will verify that the Scheme Payment Form submitted has been completed correctly
- 7.3 The HSE will pay a maximum of €5,250 to a nursing home under the Scheme in respect of any given month. Any amount that you received from the Inflation fund, as advised to the HSE by the Dept. of Health, will be deducted from the base amount ordinarily due under TIPS to establish the value, if any, of your claim under TIPS.
- 7.4 The HSE will validate and process the payments in accordance with the HSE’s own payment control procedures.
- 7.5 The above process will be repeated for every application.
- 7.6 Final payments for the Scheme will be made in respect of the month of June, 2023.
- 7.7 The HSE will publish details of all payments made under the Scheme.