

How do I complete the Department of Social Protection (DSP) form or statement?

If your parent(s)/guardian(s) received income from the DSP in year ending 31 December 2015 you must provide the following four pieces of information from the DSP:

- The total amount of social welfare income received in 2015.
- The name of the person(s) receiving the payment.
- The name of the payment(s) received.
- The date the payment started and the date the payment stopped (if applicable). The DSP form is included at the back of this handbook or you can download it from your online HEAR Application.


Ask your Local DSP Office to **Complete, Sign and Stamp your DSP** Form.

You can submit the DSP form or a statement from DSP. Remember HEAR requires evidence of a full year's income for 2015 (i.e. 52 weeks). Some applicants depending on their parent(s)/guardian(s)' circumstances in 2015 may need to submit Revenue documents and/or evidence of other income as well as evidence of DSP income.

You can find your local Social Welfare Office at www.welfare.ie or LoCall 1890 662244.

If you misplace your form you can download it again from your online HEAR application or find it at www.accesscollege.ie.

It is your responsibility to make sure all forms have been signed, stamped and completed with the correct information by the Department of Social Protection


Request for Information from the Department of Social Protection

CAO Office Use Only

Keep photocopy and proof of postage. Submit all documents to CAO by 1 April 2017. It is the responsibility of every applicant to ensure both pages of this form are filled in correctly.

Part 1: To be completed by HEAR Applicant

HEAR Applicant's Name:

Address:

CAO Number:

Date of Birth:

PPS Number:

Part 2: To be completed by applicant's Parent(s)/Guardian(s)

I authorise the release of information outlined below for the purposes of assessing a HEAR application.

Parent 1/Guardian 1 Signature:

Parent 2/Guardian 2 Signature:

Part 3: To be completed by DSP Official in Local Social Welfare Office

Parent 1/Guardian 1 Name:

PPS Number:

Please do not alter the year for which information is required on this form.

Total Social Welfare Income on all social welfare schemes* previously paid to this PPS number in the year 2015?

In receipt of means-tested social assistance payment(s) for at least 26 weeks or 6 months in the year 2015? ☐ YES ☐ NO

Name of Payment(s):

Payment 1:

Payment 2:

*Excluding Child Benefit, Early Childcare Supplement and Supplements paid under the Supplementary Welfare Allowance schemes.
This is page 1 of a 2 page form. Page 2 must be completed, signed and stamped.

Keep photocopy and proof of postage. Submit all documents to CAO by 1 April 2017. It is the responsibility of every applicant to ensure both pages of this form are filled in correctly.

Part 1: To be completed by HEAR Applicant

HEAR Applicant's Name:

Address:

CAO Number:

Date of Birth:

PPS Number:

Part 2: To be completed by applicant's Parent(s)/Guardian(s)

I authorise the release of information outlined below for the purposes of assessing a HEAR application.

Parent 1/Guardian 1 Signature_____
Parent 2/Guardian 2 Signature**Part 3: To be completed by DSP Official in Local Social Welfare Office**

Parent 1/Guardian 1 Name:

PPS Number:

Please do not alter the year for which information is required on this form.

**Total Social Welfare Income on all social welfare schemes*
previously paid to this PPS number in the year 2015?**

**In receipt of means-tested social assistance payment(s)
for at least 26 weeks or 6 months in the year 2015?**

☐ YES☐ NO

Name of Payment(s):

Payment 1:

Payment 2:

*Excluding Child Benefit, Early Childcare Supplement and Supplements paid under the Supplementary Welfare Allowance schemes.

Parent 2/Guardian 2 Name:

PPS Number:

Please do not alter the year for which information is required on this form.

Total Social Welfare Income on all social welfare schemes* previously paid to this PPS number in the year 2015?

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In receipt of means-tested social assistance payment(s) for at least 26 weeks or 6 months in the year 2015?

YES

NO

Name of Payment(s):

Payment 1:

Payment 2:

*Excluding Child Benefit, Early Childcare Supplement and Supplements paid under the Supplementary Welfare Allowance schemes.

All forms must be completed, signed and stamped by a DSP official. Forms that are not signed and stamped are invalid.

Name of DSP Official (BLOCK CAPITALS):

Signature of DSP Official

Date:

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DSP Official Stamp

HEAR is a college and university admissions scheme which offers places on reduced points and extra college support to school leavers from socio-economically disadvantaged backgrounds who are resident in the Republic of Ireland.

