

Early Learning Information RS7 Return Data Collection Specification

A guide for vendors of Student Management Systems
in the collection of RS7 Return data from ECE services

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1 Document Information

1.1 Document History

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1.2	30/01/15	<p>Changes in response to new Business requirements & ECE Service feedback</p> <ol style="list-style-type: none"> 1. Sessional persistence of Declaration details – <u>optional</u> development (section 9.4) 2. Processing of unused licence RS7 Returns (section 9.4) 3. Incorporation of information regarding services' process obligations when Staff Hour Count is zero and associated <u>optional</u> development (section 9.6) 4. Support for partial RS7 Return submissions (section 9.7) 5. User RS7 Return information & guidance content (section 9.8.1 and 14.1) including the <u>optional</u> development of payment schedule details 6. Audit requirements (section 11): <ol style="list-style-type: none"> a. RS7 Return retention period b. RS7 Return identification standard c. Suppression of ability to delete submitted RS7 Returns <p>N.B. An update to the wording presented in the Attestation section is pending. Exact wording will be confirmed when the Business requirement is signed off.</p>	Julie Radcliffe	No

Version Number	Revision Date	Summary of Changes	Author	Changes Marked
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1.2 Document Final Approval

This document requires the following approval:

Name	Signature/Date
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Sherra-Lee Tamaki Lead Adviser, Sector Enablement and Support Early Learning Information	Approved via email 22/06/2021
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1.3 Document Reviewers

The following persons have been provided the opportunity to provide feedback on the draft versions.

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2 Introduction

2.1 Document Purpose

The purpose of this document is to describe the requirements to automate the four monthly Returns submitted by Early Childhood Education (ECE) services to the Ministry of Education for children attending licensed ECE services (RS7 Return).

The RS7 Return tells the Ministry the number of funded child hours (FCHs) that are funded for each service, and the rate at which each FCH will be funded.

The majority of Early Childhood Education (ECE) services use a commercial or proprietary School Management System (SMS) to collect data relating to children and staff. SMS vendors have already developed (or are in the process of developing) their applications in order to support the transmission of ECE service data (relating to children and staff) to the Ministry.

This document specifies the requirements to expand the provision of data to the Ministry to include RS7 Return data. This document will:

- Detail the data required
- Define data constraints
- Define audit requirements
- Specify the transmission format

The data described within the document is required for input to the Ministry's EDUMIS system; the existing ECE funding system.

SMS vendors are not required to implement data manipulation or funding calculations as part of this development.

2.2 Intended Audience

This document is intended for the following audience:

- ECE SMS vendors
- ELI Web development team
- ELI Support vendor
- ELI BAU support team

2.3 Contacts

Any queries relating to this document should be made to: ELI.Queries@education.govt.nz

2.4 Document Glossary

Table 1: defines terms used within this document

Term	Definition
ECE	Early Childhood Education
ELI Early Learning Information	The Ministry of Education's Early Learning Information (ELI) system is primarily designed to collect and store information on children's enrolment and attendance in ECE.

Term	Definition
ELI Core	The Ministry data base that will store data received from SMS. Data must adhere to XSD validation and Business rules (see Appendix A: XSD Validation) to be loaded into ELI Core. Services/Service Providers will be informed of events that fail to load into ELI Core.
ELI Web	<p>A secure, web-based service that can be used by ECE Services that don't have an SMS to:</p> <ul style="list-style-type: none"> • Allocate NSNs • Record and submit ELI data • Automate the recording and submission of RS7 Return data
ERP	<p>The web based ELI Reporting Portal allows ECE Services to access a range of ELI reports on their data.</p> <p>ELI web reports provide all ECE Services with access to children's data that their Service has submitted to the Ministry. Reports will be available to view the next working day following receipt of data from the Service, assuming the data conforms to validations and business rules. Authorised users from ECE Services can select from a range of reports that display information about children at the Service such as a list of children's NSNs, enrolment, booking schedule, 20 Hours ECE, and attendance details.</p> <p>A report will be available to all ECE Services authorised to use the ELI Reporting Portal giving a report on each RS7 Return submitted electronically to the Ministry.</p>
Event	<p>Events happen as the result of business processes. An event is an occurrence that results in a change e.g. to information.</p> <p>Events relate to a single event and, by definition, are granular in level.</p>
FCH	Funded child hours
Funding Handbook	A handbook that states the funding rules and provides guidance for ECE services pursuant to Section 309 of the Education Act 1989, which provides for the payment of various subsidies to licensed Early Childhood services.
InfoHub	The Ministry of Education's external web service interface for the receipt of event data from sector organisations.

Term	Definition
Message	<p>A message is the mechanism used to transmit data from the source to one or multiple destinations.</p> <p>A message is usually composed of content (the data) bounded by a recognizable 'wrapper'.</p> <p>In the context of RS7:</p> <ul style="list-style-type: none"> • a message relates to a single RS7 submission • the message content must conform to a prescribed format (defined in this document) • be packaged in a standard wrapper (defined in the ELI InfoHub specification) • and be transmitted according to a set protocol (also defined in the ELI InfoHub specification)
MinEdu: Ministry of Education/Ministry	<p>The Ministry of Education is the Government's lead advisor on the education system, shaping direction for education agencies and providers and contributing to the government's goals of economic transformation, national identity, and families, young and old and sustainable development.</p>
Omitted	<p>In relation to the data validation logic checks specified throughout this specification, the term 'omitted' relates to a data value of zero or null</p>
RS7 Return	<p>The RS7 Return tells the Ministry the number of funded child hours (FCHs) that are funded for each service, and the rate at which each FCH will be funded.</p> <p>The RS7 is completed three times a year:</p> <ul style="list-style-type: none"> • February (payment on the first working day in March) • June (payment on the first working day in July) • October (payment on the first working day in November)
SHC	Staff hour count
UTF-8: Unicode transformation format 8-bit encoding form	<p>UTF-8 is the Unicode Transformation Format that serializes a Unicode scalar value (code point) as a sequence of one to four bytes.</p>
XML: Extensible mark-up language	<p>XML is a flexible way to create common information formats and share both the format and the data on the World Wide Web, intranets, and elsewhere. For example, computer makers might agree on a standard or common way to describe the information about a computer product (processor speed, memory size, and so forth) and then describe the product information format with XML. Such a standard way of describing data would enable a user to send an intelligent agent (a program) to each computer maker's Web site, gather data, and then make a valid comparison. XML can be used by any individual or group of individuals or companies that wants to share information in a consistent way.</p>

3 Document Scope

3.1 In Scope

The scope of this document covers the following in relation to the automated capture, submission and transmission of RS7 Return data:

- Data requirements
- Audit requirements
- Transmission format

3.2 Out of Scope

The following are out of scope of the developmental remit defined in this document:

- The manipulation of data prior to transmission
- The implementation of funding calculations
- Any ability to edit or delete data following submission

The following items are out of scope for this document:

- Method of passing information to the Ministry (InfoHub)
- Schema for passing data to the Ministry (ELI InfoHub specification)
- Technical design information

4 Background

4.1 What is the aim of the RS7 Return automation?

The development to automate transmission the RS7 Return aims to simplify and expedite the Ministry's collection of data from ECE services.

To date, ECE funding-related data has been supplied on paper-based RS7 forms that are physically submitted to the Ministry. On receipt, the data from the forms is manually entered in the Ministry's management information system (EDUMIS) and processed for payment.

The physical submission of RS7 forms to the prescribed Ministry timetable (five working days from the beginning of the processing month for next day payment) has proved challenging to some services and the reduction of New Zealand Post scheduled mail deliveries will exacerbate this situation.

4.2 What is the RS7 Return interface?

Most ECE services utilise an SMS in some format; either proprietary or commercial. As RS7 Return data is captured within SMS applications, these applications are the most efficient source of funding data. SMS vendors are being asked to develop their application to support the transmission of the funding data presently captured manually.

The Return data will be sourced from SMS systems and sent, in a defined format, to the Ministry.

The InfoHub interface is designed as a channel through which ECE services can push electronic records of requested data. The transmission process will follow the approach adopted to transmit ELI student and staff data to the Ministry.

The InfoHub interface is described more fully in separate documentation.

The RS7 Return data collection has been designed to be as flexible as possible. This means that you can implement a solution within your SMS in the way that best fits your current design.

5 Requirements

5.1 RS7 Return Requirements

The following overarching requirements should be applied to the RS7 Return (RR) development

Reference	Requirement detail	Category
RR-01	The service category will dictate the RS7 sections that should be presented for manual completion and auto-population – see RS7 Service Categorisation and RS7 data entry	Presentation
RR-02	Depending on service type - see RS7 Service Categorisation and RS7 data entry , the solution will provide fields for the auto-population of daily totals for: <ol style="list-style-type: none"> 1. Subsidy Funded Child Hours (under 2) 2. Subsidy Funded Child Hours (2 & over) 3. 20 Hours ECE Funded Hours (20 hours ECE) 4. 20 Hours ECE Funded Hours (Plus 10) 5. Staff Hour Count (ECE Qualified and Certificated) 6. Staff Hour Count (Not ECE Qualified and Certificated) 	Presentation
RR-03	It's recommended that the solution includes a total for each column of data: <ol style="list-style-type: none"> 1. Subsidy Funded Child Hours (under 2) 2. Subsidy Funded Child Hours (2 & over) 3. 20 Hours ECE Funded Hours (20 hours ECE) 4. 20 Hours ECE Funded Hours (Plus 10) 5. Staff Hour Count (ECE Qualified and Certificated) 6. Staff Hour Count (Not ECE Qualified and Certificated) 	Presentation
RR-04	The solution will provide instructions for completing Staff hour Count and Funded Child Hours information (see Appendix C: ELI Web screen shots)	Presentation
RR-05	The solution will provide an Advance Days panel for Kindergarten (All Day) and Ed & Care services. This will include: <ol style="list-style-type: none"> 1. Eight data entry fields i.e. a field for 'All Day' days and 'Sessional' Days for each of the four advance months for the period 2. Eight numbers showing the maximum number of days possible for 'All Day' days and 'Sessional' Days for each of the four advance months for the period 	Presentation

Reference	Requirement detail	Category
RR-06	<p>The solution will provide an Advance Days panel for Kindergarten (Sessional), Home-based and Playcentre services. This will include:</p> <ol style="list-style-type: none"> 1. Four data entry fields i.e. a field for. 'Number of funded days' the service will operate during a month' for each of the four advance months for this period 2. Four numbers showing the maximum number of days possible for each of the four advance months for the period 	Presentation
RR-07	<p>The advance months available in the Advance Months panel are:</p> <p>Oct to Jan period: March, April, May, June</p> <p>Feb to May period: July, August, September, October</p> <p>Jun to Sep period: November, December, January, February</p>	Presentation
RR-08	<p>The solution will provide a Declaration panel that will include:</p> <ol style="list-style-type: none"> 1. Some text explaining the declaration (see Appendix C: ELI Web screen shots) 2. Name 3. Contact number 4. Designation 	Presentation
RR-09	<p>The solution will display information about completing the RS7 Return on the main RS7 page (see Appendix C: ELI Web screen shots). This will include the due date for the return and the impact on payment if the date is missed.</p>	Presentation
RR-10	<p>Depending on service type - see RS7 Service Categorisation and RS7 data entry, the solution will provide two attestations for Certificated Teachers Salaries. The attestations will contain:</p> <ol style="list-style-type: none"> 1. Descriptive text 2. Yes/No selection 	Presentation
RR-11	<p>The solution will provide the ability to display a submitted RS7 (in its entirety) along with the submission date</p>	Presentation
RR-12	<p>The solution will provide the ability to display and print the auto-populated and user-entered data for review prior to submission</p>	Presentation & printing
RR-13	<p>The solution will not permit the submission of an RS7 if mandatory data has not been provided (according to the service type)</p> <p>It should be clear to users what data is missing</p>	Validation

Reference	Requirement detail	Category
RR-14	<p>The solution will display a warning upon submission of an RS7 Return if any of the following apply, however submission will still be permitted:</p> <p><u>At a daily level:</u></p> <ul style="list-style-type: none"> • No emergency closure has been recorded in the SMS application for the given day but FCH hours has been omitted • An Emergency Closure has been recorded for the given day but no FCH hours has been recorded <p><u>At a monthly level:</u></p> <ul style="list-style-type: none"> • No time has been auto-populated for any FCH entry for an entire month i.e. the system has no recorded hours for the count <p>The following checks apply only to Ed & Care and Kindergarten (All day) service types</p> <p><u>At a daily level:</u></p> <ul style="list-style-type: none"> • An emergency closure has been recorded for the given day, but both FCH and SHC hours have been recorded • No emergency closure has been recorded for the given day, SHC hour is present but FCH has been omitted¹ • No emergency closure has been recorded for the given day, FCH hour is present but SHC has been omitted 	Validation
RR-15	<p>The SMS application must log sufficient details to allow an audit investigation to identify the SMS user who submitted the RS7 Return.</p> <p>At a minimum this must include:</p> <ul style="list-style-type: none"> • Service Id (for Service Providers) • User ID or user name • Submission date • Submission time 	Submission

¹ **Note: In all validations specified, omitted relates to a data value of zero or null**

Reference	Requirement detail	Category								
RR-16	<p>The solution will display a warning if an RS7 Return has not been submitted and the pay period submission cut-off date is approaching. The warning should be issued 10 working days before the cut-off date.</p> <p>Services have 3 months in which to submit pay period data. (If the pay period data is not submitted electronically by the cut-off date then a paper submission will be required.) The application should issue the warning 10 working days before the cut-off date.</p> <p>The method used to inform services of an approaching cut-off date is at the discretion of the vendor e.g. a vendor may wish to issue a generic reminder via a 'notice board' or they may decide to inform only those services who have yet to submit an RS7. The approach adopted will depend on the application design and target audience.</p> <table border="0" data-bbox="327 698 1034 878"> <tr> <td data-bbox="327 698 614 734"><u>Pay period</u></td> <td data-bbox="614 698 1034 734"><u>Electronic submission cut-off date</u></td> </tr> <tr> <td data-bbox="327 745 614 781">February-May</td> <td data-bbox="614 745 1034 781">31st August</td> </tr> <tr> <td data-bbox="327 792 614 828">June-September</td> <td data-bbox="614 792 1034 828">31st December</td> </tr> <tr> <td data-bbox="327 840 614 875">October-January</td> <td data-bbox="614 840 1034 875">30th April</td> </tr> </table>	<u>Pay period</u>	<u>Electronic submission cut-off date</u>	February-May	31 st August	June-September	31 st December	October-January	30 th April	Submission
<u>Pay period</u>	<u>Electronic submission cut-off date</u>									
February-May	31 st August									
June-September	31 st December									
October-January	30 th April									
RR-17	<p>Services should be able to submit an RS7 form for a funding period as soon as the funding period completes i.e. RS7 submission for funding period:</p> <p>February-May can be submitted from 1st June</p> <p>June-September can be submitted from 1st October</p> <p>October-January can be submitted from 1st February</p>	Submission								
RR-18	<p>When submitting an RS7 Return, the solution will alert users if the form being submitted has the same Period Start Date as a previously submitted RS7 Return</p>	Submission								
RR-19	<p>If an SMS application currently provides the capability to summarize RS7 Return data to aid the manual completion of the RS7 form, vendors should maintain this functionality following the completion of the RS7 automation development</p> <p>Exception events may necessitate the submission of a paper-based RS7 Return</p>	Existing functionality								

6 RS7 Return Data Collection

The following sections detail the information that must be collected to support the automated collection of RS7 Return data.

All implementations of the RS7 XML schema must be tested against the Ministry's ELI Compliance site.

6.1 EntityIds

The RS7 schema makes use of unique EntityIds to identify the specific record being created. The Ministry recognises that vendors will utilise the identifier construct best suited to their solution. Vendors who do not presently employ database keys or alternative identifiers **may** wish to consider the use of Globally Unique identifiers (GUID). The use of GUIDs is recommended.

For each RS7 Return created, an EntityId must be allocated by the SMS application. The EntityId must be a unique reference, within an ECE service, for each RS7 generated.

6.2 RS7 Message Generation and Transmission

The XML related to an RS7 record should be created following the completion of the associated business process.

RS7 messages can be transmitted by the SMS application on a basis that suits both services and the SMS provider e.g. immediately upon generation of the RS7, as part of the ELI transmission schedule or decoupled from the ELI transmission process. The Ministry ELI ETL runs at 12:30am. To ensure RS7 Return data is loaded into the ELI BDS the day following RS7 Return **transmission**, it must be loaded into ELI Core before 12:30am².

The Ministry will publish a timetable for the submission of RS7 data in order to guarantee payment at the first opportunity following the end of the Pay Period. This information may be helpful to determine the optimum transmission process e.g. services who wish to submit RS7 Return data immediately prior to a data receipt cut-off date may want the data to be transmitted instantly rather than as part of a scheduled process.

² . If the data is transmitted after 12am but before 12:30am, it will be loaded into the ELI BDS the same day as transmission.

7 RS7 Header

7.1 Description

An RS7 Header is the top-level element in the XML Schema.

Required Data Inputs

Parameter	Type	Description	Requirement
ServiceId	String(50)	The MinEdu Identifier for the ECE Service	Mandatory
EventSource	String (100)	A string identifying the system and version that generated and sent the XML message using the format [SMS Name](space)v[SMS Version] e.g. MySMS v1.23	Mandatory
EventDateTime	DateTime	The date and time that the RS7 data was recorded	Mandatory

7.2 Creating an RS7

Every time an RS7 is generated, an EntityId must be created. The EntityId will uniquely identify that specific occurrence of the RS7 within an ECE service.

There will be no concept of RS7 Return data updates or deletions (as exists for ELI event data). If an ECE service realises previously submitted RS7 Return data was inaccurate, then another RS7 should be submitted with the same pay period start date.

8 Event 'Type' representation

In the following section the RS7 data attributes are ascribed a type. The table below defines each type representation.

Type	Representation
String	String of Unicode characters An empty string is never permissible. i.nil="true" should be used when no value exists.
Date	Presented and transferred as in ISO 8601 format See RFC 3339 ³ yyyy-mm-dd
Time	Presented and transferred as in ISO 8601 format See RFC 3339 hh:mm hh:mm:ss
DateTime	Presented and transferred as in ISO 8601 format See RFC 3339 yy-mm-ddThh:mm:ss
Reference data	Restricted to predefined code list values
Numbers	Whole numbers only If the parameter is mandatory then a value of zero is permitted If the parameter is optional then a value of null is also permitted
Names	Must contain only valid characters: <ul style="list-style-type: none"> • A-Z • a-z • space (0x20) • hyphen (0x2D) • single quote (0x27) • diacritics • tilde

Note that all characters in XML are unicode.

³ <http://tools.ietf.org/html/rfc3339>

9 RS7 Data

9.1 Description

SMS systems already record the data ECE services use to populate their paper-based RS7 Return. Some SMS systems offer ECE services a function that summarizes RS7 data to aid the manual completion of the RS7 Return form. Vendors are advised to persist this functionality following the completion of the RS7 automation development, as exception events may necessitate the submission of a paper-based RS7 Return.

Apart from the RS7 Return date and relevant Attestation and Declaration details (which should be user-entered), wherever possible, RS7 Return parameters should be auto-populated with the data recorded by ECE services in their SMS system.

Users must have the ability to review the populated form prior to the completion of the Attestations (if applicable) and Declaration sections. Should the user realise data is missing or in error, then they must have the ability to cancel out of the operation, remedy the omissions and/or errors and then generate another RS7.

Users must have the ability to print the RS7 following completion of the Attestations and Declaration sections and prior to submission. Vendors must also provide functionality to **view** a previously submitted RS7 Returns. Vendors may provide the ability to print historic (electronically) submitted RS7 Returns but this is not a mandatory requirement.

If an ECE service submits an RS7 form then realises there has been an omission or error, another RS7 should be generated, reviewed on-screen, authorised (via Attestations and/or Declaration) and submitted. Upon re-submission, the user should be informed that an RS7 has previously been submitted for the period.

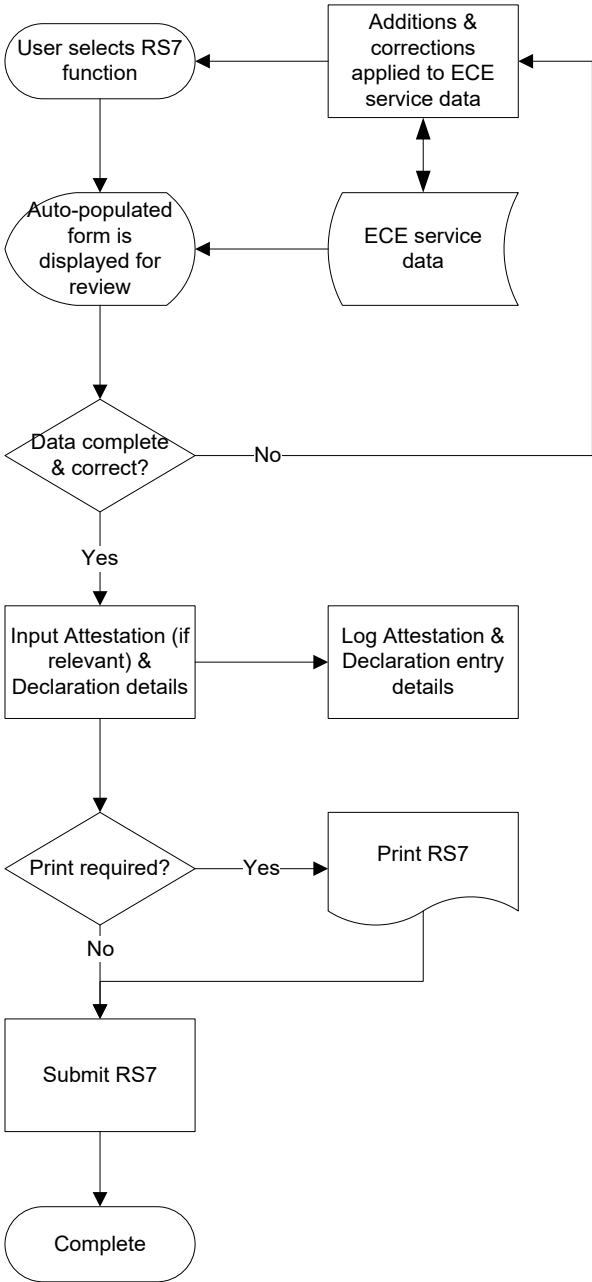
There is no requirement to provide any edit or delete capability in relation to submitted RS7s. The RS7 XML contains an EntityId but this is only to provide a unique identity for each submitted RS7 rather than to support subsequent changes to data content.

In order to support Ministry audit requirements, SMS systems should record the following, as a minimum, upon completion of the Attestations and/or Declaration sections:

- Service Id (for Service Providers)
- User Id
- Attestation/Declaration submission date
- Attestation/Declaration submission time

Vendors must apply the supplied XSD Validation (see [Appendix A: XSD Validation](#)). Application of the file will ensure the RS7 event XML is structured according to Ministry standards. Event transmission resulting in receipt of a '202 Accepted' is not confirmation that the event has successfully loaded into ELI Core. Events with malformed XML will be loaded into the dead letter queue and no **automatic** advice of failure is issued.

9.2 RS7 Functional flow



9.3 RS7 Service Categorisation and RS7 data entry

Service type → RS7 section ↓	Education & Care Services	Kindergarten All day	Home-based	Kindergarten Sessional	Playcentre
ECE Subsidy FCH	Yes	Yes	Yes	Yes	Yes
20 Hours ECE FCH	Yes	Yes	Yes	Yes	Yes
SHC	Yes	Yes			
'All Day' Advance days	Yes	Yes	Yes		
'Sessional' Advance days	Yes	Yes		Yes	
'Parent-led' Advance days					Yes
Attestation (Registered Teachers Salary)	Yes				
Attestation (Registered Teachers Parity)	Yes				
Declaration	Yes	Yes	Yes	Yes	Yes

9.4 Required Data Inputs

Parameter	Type	Description	Requirement
RS7ReturnEntityId	String (255)	<p>A reference to the RS7 Return record that is owned and allocated by the ECE Service</p> <p><u>Validation logic</u></p> <p>Must be a unique reference, within an ECE service, for each RS7 generated</p>	Mandatory
PeriodStartDate	Date	<p>The start Date of the period the return is for</p> <p>Valid dates will be provided by the Ministry</p> <p><u>Validation logic</u></p> <p>Must be a valid date</p> <p>Must be before the current date</p> <p>Must be the 1st of one of the following months: February; June; October (of the appropriate year) The period start date for the current pay period can only be entered on or after the permitted submission date</p> <p>e.g. for pay period October 2014 –January 2015, users must not be permitted to enter a period start date of 1st October 2014 until 1st February 2015 (see RR-17)</p> <p>The Start date must comply with the submission date restrictions i.e. Users cannot enter a Start date relating to pay period whose cut-off date has past</p> <p>e.g. On 1st September users should not be permitted to enter a Start Date of 1st February as the current date is after the Feb-May cut-off date of 31st August</p>	Mandatory

Parameter	Type	Description	Requirement
<p>Day Count data parameters must be auto-populated from SMS data</p> <p>The following elements are repeated within the DailyData/DayCounts element for each day that daily counts are being provided.</p> <p>It is recommended, but not mandatory, that a total is displayed of each count. If displayed, totals must not be included in the XML.</p> <p><u>Validation logic</u> (to be applied across Day Count data)</p> <p>The application will display a warning, but allow users to submit an RS7 Return, if:</p> <p><u>At a daily level:</u></p> <ul style="list-style-type: none"> • No emergency closure has been recorded but FCH hours has been omitted • An Emergency Closure has been recorded in the SMS application for the given day but no FCH hours has been recorded <p><u>At a monthly level:</u></p> <ul style="list-style-type: none"> • No time has been auto-populated for any FCH entry for an entire month i.e. the system has no recorded hours for the count <p>The following functionality is:</p> <ul style="list-style-type: none"> • <u>Optional</u> for the owners of proprietary SMS applications who do not, or have no intent to, have unused ECE service licence(s) • <u>Mandatory</u> for all commercial SMS applications and owners of proprietary applications who have unused ECE service licence(s) <p>If all day counts for the pay period are null or zero this indicates the submission of an RS7 Return for an unused ECE licence. The submission of null counts for the entire pay period results in processing errors in EDUMIS. To prevent downstream errors, in this scenario:</p> <ul style="list-style-type: none"> • <u>All</u> Day Counts must be set to zero in the RS7 Return xml (rather than null) • If Day Counts with no value are set to zero as a matter of course, then no additional development is required <p>The following checks apply only to Ed & Care and Kindergarten (All day) service types</p> <p>In conjunction with the information related to SHC=0 scenarios (see Zero Staff Hour Count), vendors may wish to incorporate advice/information within their application to remind services of their process obligations when SHC=0. This development is optional. The Ministry will review the information presented in any resulting solution for accuracy and applicability.</p> <p><u>At a daily level:</u></p> <ul style="list-style-type: none"> • An emergency closure has been recorded for the given day, but both FCH and SHC hours have been recorded • No emergency closure has been recorded for the given day, SHC hour is present but FCH has been omitted⁴ • No emergency closure has been recorded for the given day, FCH hour is present but SHC has been omitted <p>The Ministry assumes SMS applications only allow users to enter data for days covered by the ECE service's licence.</p> <p>If this is not the case then the SMS application should either:</p> <ul style="list-style-type: none"> • Apply relevant constraints in the application UI to prevent entry of data for unlicensed days or • Check the results of RS7 auto-population to ensure there is no data for non-licensed days. If data is detected then users should be warned but not prevented from submitting the RS7 (the days provided could be legitimate e.g. substitute days) 			

RS7 Return Data Collection Specification

Parameter	Type	Description	Requirement
DayCounts/CountsDate	Date	The date of the day for which the following counts are being provided <u>Validation logic</u> Must be a valid date Must be relevant to the PeriodStartDate	Mandatory for each day for which data is sent
DayCounts/ SubsidyFundedChildUnderTwoCount	Int (min: 0, max: 9999), or null	Count of hours for Subsidy Funded Children (Under Two) for the day <u>Validation logic</u> Must be an integer value, or null	Optional
DayCounts/ SubsidyFundedChildTwoAndOverCount	Int (min: 0, max: 9999), or null	Count of hours for Subsidy Funded Children (Two and Over) for the day <u>Validation logic</u> Must be an integer value, or null	Optional
DayCounts/ TwentyHoursFundedChildCount	Int (min: 0, max: 9999), or null	Count of hours for Twenty Hours Funded Children for the day <u>Validation logic</u> Must be an integer value, or null	Optional
DayCounts/ TwentyHoursFundedChildPlusTenCount	Int (min: 0, max: 9999), or null	Count of hours for Twenty Hours Funded Children (Plus Ten) for the day <u>Validation logic</u> Must be an integer value, or null	Optional
DayCounts/StaffHourQualifiedCount	Int (min: 0, max: 9999), or null	Count of hours for Qualified & Certificated Staff for the day Valid only for Ed & Care and Kindergarten (All day) services If the service is Kindergarten (Sessional), Home-based or Playcentre, any auto-populated values should be removed from the parameter. <u>Validation logic</u> Must be an integer value, or null	Optional

⁴ **Note: In all validations specified, omitted relates to a data value of zero or null**

RS7 Return Data Collection Specification

Parameter	Type	Description	Requirement
DayCounts/StaffHourNotQualifiedCount	Int (min: 0, max: 9999), or null	<p>Count of hours for non-Qualified & Certificated Staff for the day</p> <p>Valid only for Ed & Care and Kindergarten (All day) services</p> <p>If the service is Kindergarten (Sessional), Home-based or Playcentre, any auto-populated values should removed from the parameter</p> <p><u>Validation logic</u></p> <p>Must be an integer value, or null</p>	Optional

Parameter	Type	Description	Requirement
<p>The following elements are within the AdvanceMonthCounts/AdvanceMonthN elements for each repeated Advance Month of the RS7 period, where N is 1, 2, 3, or 4, e.g. AdvanceMonthCounts/AdvanceMonth2.</p> <p>Advance data parameters must be auto-populated from SMS data if possible. If the SMS application does not contain sufficient details to auto-populate the Advance Day Counts then, for each advance month, users should either be:</p> <ol style="list-style-type: none"> 1. Presented with editable default count values as relevant to the service type 2. Data entry fields relevant to the service type <p>For Kindergarten (All Day) and Ed & Care services, advance parameters will include:</p> <ul style="list-style-type: none"> • Eight data entry fields i.e. a field for 'All Day' days and 'Sessional' days for each of the four advance months for the period <p>SMS Vendors will display eight numbers showing the maximum number of days possible for 'All Day' days and 'Sessional' Days for each of the four advance months for the period (see RS7 Return – Advance Days screen for Ed & Care and Kindergarten (All Day)). If displayed, the values should not be included in the xml.</p> <p>For Kindergarten (Sessional) services, advance parameters will include:</p> <ul style="list-style-type: none"> • Four data entry fields i.e. a field for 'Sessional' days the service will operate during a month for each of the four advance months for this period <p>SMS vendors will display four numbers showing the maximum number of days possible for each of the four advance months for the period (see RS7 Return – Advance Days screen for Kindergarten (Sessional)). If displayed, the values should not be included in the xml.</p> <p>For Home-based services, advance parameters will include:</p> <ul style="list-style-type: none"> • Four data entry fields i.e. a field for 'All Day' days the service will operate during a month for each of the four advance months for this period <p>SMS vendors will display four numbers showing the maximum number of days possible for each of the four advance months for the period (see RS7 Return – Advance Days screen for Home-based). If displayed, the values should not be included in the xml.</p> <p>For Playcentre services (if relevant), advance parameters will include:</p> <ul style="list-style-type: none"> • Four data entry fields i.e. a field for 'Parent Led' days the service will operate during a month for each of the four advance months for this period <p>SMS vendors will display four numbers showing the maximum number of days possible for each of the four advance months for the period (see RS7 Return – Advance Days screen for Playcentre). If displayed, the values should not be included in the xml.</p> <p>The advance months available in the Advance Months panel are:</p> <ol style="list-style-type: none"> 1. Oct to Jan period: March, April, May, June 2. Feb to May period: July, August, September, October 3. Jun to Sep period: November, December, January, February <p><u>Validation logic</u> (to be applied across Advance Days data)</p> <p>The application will display a warning, but allow users to submit an RS7, if no advance day values have been entered for the entire Return period</p>			

RS7 Return Data Collection Specification

Parameter	Type	Description	Requirement
AdvanceMonthN/AllDayDaysCount	Int (min: 0, max: 99), or null	<p>The number of funded days the service will operate on 'All Day' days for this advance month</p> <p>Valid for:</p> <ul style="list-style-type: none"> • Ed & Care services • Kindergarten (All Day) • Home-based <p><u>Validation logic</u></p> <p>Must be an integer value, or null</p> <p>The number of days entered must not exceed the maximum number possible for the service in the given month</p> <p>Determination of the maximum value should be based on the month and the service's opening days (as defined under the service's licence agreement)</p> <p>For eligible service categories (Ed & Care, Kindergarten (All day) and Home-based), upon submission, users should be warned if one or more advance day counts is null or zero</p>	Optional
AdvanceMonthN/SessionalDaysCount	Int (min: 0, max: 99), or null	<p>The number of funded days the service will operate on 'Sessional' days for this advance month</p> <p>Valid for:</p> <ul style="list-style-type: none"> • Ed & Care services • Kindergarten (All Day) • Kindergarten (Sessional) <p><u>Validation logic</u></p> <p>Must be an integer value, or null</p> <p>The number of days entered must not exceed the maximum number possible for the service in the given month</p> <p>Determination of the maximum value should be based on the month and the service's opening days (as defined under the service's licence agreement)</p> <p>For eligible service categories (Ed & Care, Kindergarten (All day) and Kindergarten (Sessional)), upon submission, users should be warned if one or more advance day counts is null or zero</p>	Optional

Parameter	Type	Description	Requirement
AdvanceMonthN/ParentLedDaysCount	Int (min: 0, max: 99), or null	<p>The number of funded days the service will operate on 'Parent-Led' days for this advance month</p> <p>Valid for:</p> <ul style="list-style-type: none"> • Playcentre services <p><u>Validation logic</u></p> <p>Must be an integer value, or null</p> <p>The number of days entered must not exceed the maximum number possible for the service in the given month</p> <p>Determination of the maximum value should be based on the month and the service's opening days (as defined under the service's licence agreement)</p> <p>For eligible service categories (Playcentre), upon submission, users should be warned if one or more advance day counts is null or zero</p>	Optional

The following elements are within the Declaration element.

All parameters within the Declaration section **MUST** be manually entered by the application user. **There must be no auto-population of Declaration parameters unless the optional functionality detailed below has been developed.**

Optional functionality related to the persistence of Declaration parameters

Should it be beneficial to users e.g. when multiple RS7s are being submitted by a single person, then vendors may develop functionality that:

- Presents blank Declaration parameters when the RS7 function is selected for the first time in a user's session
- Persists the first-entered Declaration parameters for the duration of the user's session
- Allows the user to alter the pre-set Declaration parameters
- Clears/nullifies (i.e. does not save) the Declaration parameters when the user exits the SMS application or the session times out
- Forces the user to re-enter the Declaration parameters when they log back onto the application and select the RS7 Return function

The wording presented within the SMS application must conform to the prescribed Ministry text as provided in the screen shots below (see [Appendix C: ELI Web screen shots](#)).

Parameter	Type	Description	Requirement
Declaration/ RegisteredTeachersSalaries Attestation	Boolean (true or false), or null	<p>Flag indicating that the Attestation of Certificated Teachers' Salaries has been performed.</p> <p>The following text must be displayed:</p> <div style="border: 1px solid black; padding: 10px;"> <p>Services that want to access funding rates which reflect the proportion of certificated teachers used must pay all employed ECE and primary qualified certificated teachers at least the amount specified at Step 1, as defined in the ECE Funding Handbook available on the Education.govt.nz website.</p> <p>Is your service paying all employed ECE and primary qualified certificated teachers at least the amount specified at Step 1, as defined in the ECE Funding Handbook?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>By answering 'YES' to this question, your service is identified as meeting this funding condition. Your service will therefore have access to funding rates that reflect the proportion of certificated teachers used.</p> <p>By answering 'NO' to this question, your service is identified as having not met this funding condition. Your service will, therefore, be paid at the lowest level of funding.</p> </div> <p>Valid only for Ed & Care services only</p> <p><u>Validation logic</u></p> <p>The flag should only be presented to services with Certificated Teacher capability – see RS7 Service Categorisation and RS7 data entry</p> <p>Must not be pre-populated i.e. no default value should be set – users must actively select the value relevant to their service</p> <p>Must be a valid Boolean value, true or false</p>	Mandatory for services with Certificated Teacher capacity (see validation logic)

Parameter	Type	Description	Requirement
Declaration/RegisteredTeachersParityAttestation	Boolean (true or false), or null	<p>Flag indicating that the Attestation of Certificated Teachers' Parity has been performed.</p> <p>The following text must be displayed:</p> <div style="border: 1px solid black; padding: 10px;"> <p>Services that want to access higher parity funding rates must pay all employed ECE and primary qualified certificated teachers according to the full salary scale defined in the ECE Funding Handbook available on the Education.govt.nz website.</p> <p>If you selected yes to the above, is your service paying all employed ECE and primary qualified certificated teachers according to the full salary scale defined in the ECE Funding Handbook?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>By answering 'YES' to this question your service is identified as meeting this funding condition. Your service will have access to parity funding rates.</p> <p>By answering 'NO' to this question your service is identified as not meeting this funding condition. Your service will have access to base funding rates.</p> </div> <p><u>Validation logic</u></p> <ol style="list-style-type: none"> 1. Only display where Declaration/RegisteredTeachersSalariesAttestation = Yes 2. Mandatory 3. Must not be pre-populated i.e. no default value should be set – users must actively select the value relevant to their service. 4. Must be a valid Boolean value of true or false. 	Mandatory

Parameter	Type	Description	Requirement
Declaration text	Text	<p>The following declaration text must be displayed:</p> <div style="border: 1px solid black; padding: 5px;"> <p>To be completed by the Service Provider (or a person duly authorised by the Service Provider). You must complete the declaration in full or your application will not be processed.</p> <p>I certify that, to the best of my knowledge, the information contained on this form is true and correct.</p> <p>I understand that:</p> <ul style="list-style-type: none"> • 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 <p>then</p> <ul style="list-style-type: none"> • 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. <p>By signing this declaration, I am confirming that this funding claim is made in accordance with the conditions outlined in the current <i>Early Childhood Education Funding Handbook</i> and that the Ministry can withhold all or some of the funding if there is a breach of any of these conditions.</p> </div>	Mandatory

RS7 Return Data Collection Specification

Parameter	Type	Description	Requirement
Declaration/SubmitterName	String (2 to 100)	<p>The name of the person authorising the submission of the RS7 Return</p> <p><u>Validation logic</u></p> <p>Must be provided</p> <p>Must not be pre-populated i.e. no default value should be set – users must enter their name</p>	Mandatory
Declaration/ContactNumber	String (2 to 50)	<p>The phone number of the person authorising the submission of the RS7 Return</p> <p><u>Validation logic</u></p> <p>Must be provided</p> <p>Must not be pre-populated i.e. no default value should be set – users must enter their contact details</p>	Mandatory
Declaration/SubmitterDesignation	String (2 to 100)	<p>The designation of the person authorising the submission of the RS7 Return</p> <p><u>Validation logic</u></p> <p>Must be provided</p> <p>Must not be pre-populated i.e. no default value should be set – users must enter their designation</p>	Mandatory

9.5 Syntax

```

<RS7Return xmlns:i="http://www.w3.org/2001/XMLSchema-instance"
xmlns="http://eli.test/ELI.xsd">
  <ServiceId>5367</ServiceId>
  <EventSource>ESP</EventSource>
  <EventDateTime>2014-05-09T18:55:50.673</EventDateTime>
  <RS7ReturnEntityId>4</RS7ReturnEntityId>
  <PeriodStartDate>2014-02-01</PeriodStartDate>
  <DailyData>
    <DayCounts>
      <CountsDate>2014-02-01</CountsDate>
      <SubsidyFundedChildUnderTwoCount>11</SubsidyFundedChildUnderTwoCount>
      <SubsidyFundedChildTwoAndOverCount>20</SubsidyFundedChildTwoAndOverCount>
      <TwentyHoursFundedChildCount>3</TwentyHoursFundedChildCount>
      <TwentyHoursFundedChildPlusTenCount>4</TwentyHoursFundedChildPlusTenCount>
      <StaffHourQualifiedCount>5</StaffHourQualifiedCount>
      <StaffHourNotQualifiedCount>6</StaffHourNotQualifiedCount>
    </DayCounts>
    <DayCounts>
      <CountsDate>2014-02-02</CountsDate>
      <SubsidyFundedChildUnderTwoCount>30</SubsidyFundedChildUnderTwoCount>
      <SubsidyFundedChildTwoAndOverCount i:nil="true" />
      <TwentyHoursFundedChildCount i:nil="true" />
      <TwentyHoursFundedChildPlusTenCount i:nil="true" />
      <StaffHourQualifiedCount i:nil="true" />
      <StaffHourNotQualifiedCount i:nil="true" />
    </DayCounts>
    ... Repeated for all days with daily data
  </DailyData>
  <AdvanceMonthCounts>
    <AdvanceMonth1>
      <AllDayDaysCount>12</AllDayDaysCount>
      <SessionalDaysCount>22</SessionalDaysCount>
      <ParentLedDaysCount i:nil="true" />
    </AdvanceMonth1>
    <AdvanceMonth2>
      <AllDayDaysCount>30</AllDayDaysCount>
      <SessionalDaysCount>44</SessionalDaysCount>
      <ParentLedDaysCount i:nil="true" />
    </AdvanceMonth2>
    <AdvanceMonth3>
      <AllDayDaysCount>16</AllDayDaysCount>
      <SessionalDaysCount>6</SessionalDaysCount>
      <ParentLedDaysCount i:nil="true" />
    </AdvanceMonth3>
    <AdvanceMonth4>
      <AllDayDaysCount>26</AllDayDaysCount>
      <SessionalDaysCount>26</SessionalDaysCount>
      <ParentLedDaysCount i:nil="true" />
    </AdvanceMonth4>
  </AdvanceMonthCounts>
  <Declaration>
    <RegisteredTeachersSalariesAttestation>true</RegisteredTeachersSalariesAttestation>
  </Declaration>
</RS7Return>

```

RS7 Return Data Collection Specification

```
<RegisteredTeachersParityAttestation>true</RegisteredTeachersParityAttestation>  
<SubmitterName>A. Manager</SubmitterName>  
<ContactNumber>04 123 4567</ContactNumber>  
<Designation>Service Manager</Designation>  
</Declaration>  
</RS7Return>
```

9.6 Zero Staff Hour Count

The following is for information only and aims to raise SMS vendor' understanding of the process services should adopt for days that Staff Hour Counts (SHC) are zero.

Within an RS7 Return, the SHC can be zero for one of the two reasons. The reasons are listed below along with the action required when electronic RS7 Return submission is available within a service's SMS.

1. A service is forced to close for all or part of a day for reasons that classify as an Emergency Closure
 - a. The service must request approval for the EC from their local area office
 - b. The service is NOT required to submit the Approval letter to the ECE Operational Funding team in the Ministry National Office (MoE NO) – the issuance of an Approval letter by the local office will trigger the automatic electronic transmission of the letter to MoE NO (managed through KBase workflows)
2. Although a service is staffed on a particular day, no children attended
 - a. The service must notify MoE NO using the email address provided in the Funding Handbook (ece.funding@minedu.govt.nz). This is the standard ECE Funding Mailbox. The following text is taken from the latest Funding Circular:

Staff Hour Count (SHC): For services required to return SHC, any situations where you are claiming Funded Child Hours (FCH) and have no SHC data require an explanatory letter to be attached to your RS7. Without this, any day with a SHC of zero will not be funded. If you are submitting your RS7 data electronically, please email ece.funding@minedu.govt.nz for guidance on how to manage this process.

- b. If more than one instance of this type occurs in a pay period, only one letter with the dates and reasons for each absence is required (though a separate letter can be submitted for each day if this is preferred). The key action is to issue a notification to MoE NO that covers all instances of SHC equal to zero (due to child non-attendance) that have occurred in a pay period.
- c. Without notification, any day with a SHC of zero will **not** be funded

9.7 RS7 Submission

The submission of an RS7 Return is constrained by the following requirements:

1. The solution will display a warning if an RS7 Return has not been submitted and the pay period submission cut-off date is approaching. The warning should be issued a minimum 10 working days before the cut-off date.

Services have 3 months in which to submit pay period data. (If the pay period data is not submitted electronically by the cut-off date then a paper submission will be required.) The application should issue the warning 10 working days before the cut-off date.

The method used to inform services of an approaching cut-off date is at the discretion of the vendor e.g. a vendor may wish to issue a generic reminder via a 'notice board' or they may decide to inform only those services who have yet to submit an RS7. The approach adopted will depend on the SMS application design and target audience.

<u>Pay period</u>	<u>Electronic submission cut-off date</u>
February-May	31st August
June-September	31st December
October-January	30th April

2. Services should be able to submit an RS7 form for a funding period **as soon as the funding period completes** i.e. RS7 submission for funding period:

February-May can be submitted from 1st June

June-September be submitted from 1st October

October-January be submitted from 1st February

3. Note: Following vendor feedback, the Ministry have determined it will be acceptable for SMS vendors to develop a **deferred transmission** function. The function should:

- a. Permit services to submit their RS7 Return a **maximum of ten calendar** days before the end of the Pay Period. To the user, the RS7 Return will have been 'submitted' and no further action is required.
- b. Prevent the physical transmission of the RS7 Return until the first day of the month following the Pay Period end. In other words, the transmission of the RS7 Return should be deferred until the date relevant to the Pay Period (as specified in bullet point one above).

I.e. services will be able to submit the RS7 Return via their SMS front end e.g. on Friday 26th September, but the application will not transmit the event until Wednesday 1st October. This concession is specifically relevant to Pay Periods ending immediately prior to a holiday period.

Developing the deferred transmission function will mean service staff will not be forced to return to a service location in order to submit their RS7 Return on the 1st of the month.

If the deferred transmission scenario does not apply to an SMS vendor's business model or would not be supportable given the application deployment method, then the deferred transmission function need not be developed.

Development of the deferred transmission function is **optional** for **all** SMS vendors.

4. When submitting an RS7, the solution will alert users if the form being submitted has the same Period Start Date as a previously submitted RS7 – clearly identifying the Return as a re-submission

Furthermore, the SMS application must log sufficient details to allow an audit investigation to identify the SMS user who submitted the RS7 Return.

At a minimum this must include:

- Service Id (for Service Providers)

- User ID or user name
- Submission date
- Submission time

Following RS7 Return **submission** by SMS users, RS7 messages can be **transmitted** by the SMS application on a basis that suits both services and the SMS provider e.g. immediately upon submission of the RS7, as part of the ELI transmission schedule or de-coupled from the ELI transmission process. The Ministry ELI ETL (which includes RS7 Return data) runs at 12:30am. To ensure RS7 Return data is loaded into the ELI BDS the day following RS7 Return **transmission**, it must be loaded into ELI Core before 12:30am⁵.

5. In some instances (mainly in the Home-based sector), a service may have obtained prior Ministry approval to submit a partial RS7 Return claim followed by a 'wash-up' claim.

E.g. attendance for the first 3 months of a Pay Period is submitted for payment at the first opportunity with a subsequent RS7 claim submitted when the final attendance for the Pay Period is recorded. A late payment is made to reflect the additional data.

For commercial SMS vendors and all proprietary vendors where this scenario already applies, or could possibly apply, this is a **mandatory** requirement and the SMS application must support such a scenario.

Services must be able to submit an RS7 Return within the submission window, but the Daily Count data is not required to reflect the complete Pay Period.

As for any RS7 update/change, **all** available data for the Pay Period must be included in the re-submission event. i.e. If an RS7 is submitted that contains only the first 3 months of attendance then the last month of attendance is added and another RS7 submitted, the second RS7 must contain the attendance information for all 4 months

Note there is no obligation on the SMS application to determine if a service has Ministry approval to submit partial RS7 Return claims.

⁵ . If the data is transmitted after 12am but before 12:30am, it will be loaded into the ELI BDS the same day as transmission.

9.8 RS7 User Interface Content

As with the ELI data collection project, the Ministry has engaged with a software house to develop an RS7 data automation function for ECE services with no SMS. The new function has been developed within the existing ELI Web application.

Based on the ELI Web development, '[Appendix C: ELI Web screen shots](#)' provides a screen shot for each category of RS7 data captured. SMS vendors may wish to develop similar layouts however there is no requirement to do so.

Regardless of the screen layout adopted, the following screen sections are compulsory (with variation according to service category) and any explanatory text presented must match the section content.

The dates displayed should reflect the timings relevant to the period start date selected by the user.

9.8.1 RS7 Return – Create screen

Note: Written details of the changes required to the original Create screen have been replaced by the visual provided in Appendix C ([RS7 Return – Create screen](#)).

Within the 'Current Funding Period' section of the Create screen, the Ministry has attempted to de-couple the RS7 Return **submission** schedule from the **payment** schedule as the latter is variable. Feedback from services presently using the electronic RS7 Return function has indicated the current wording is misleading.

In light of this feedback, vendors may opt to provide users with payment schedule details. If such information is provided, it will be the vendor's responsibility to liaise with the Ministry to confirm the dates for display. Vendors will be answerable to their clients should the presentation of incorrect dates lead to delayed payment.

This is an **optional** development. As part of Acceptance testing, the Ministry will review any developed solution in terms of:

- Approach adopted
- Clarity of text displayed
- Accuracy of dates presented

Applications supporting the deferred transmission function may wish to add a further paragraph along the lines:

'Should the earliest Pay Period submission date i.e. 1st June, October of February, fall on a public holiday or at the start of a holiday period, services that have recorded **final** attendance for the Pay Period may submit their RS7 Return ahead of the 1st of the month. This ensures staff will not have to return to their service to complete submission on a holiday. The RS7 Return will be held by your application provider and sent to the Ministry on the valid submission date.'

The suitability of text presented will be assessed by the Ministry.

Section	Appendix reference
Completing the RS7 Return	RS7 Return – Create screen
Current Funding Period	RS7 Return – Create screen
Advance Days - descriptive text & column headings	RS7 Return – Advance Days screen for Ed & Care and Kindergarten (All Day) RS7 Return – Advance Days screen for Home-based RS7 Return – Advance Days screen for Kindergarten (Sessional) RS7 Return – Advance Days screen for Playcentre

Section	Appendix reference
Daily data - column headings	RS7 Return – Daily data screen
Attestation of certificated teachers' salaries	RS7 Return – Attestation for Ed & Care Service types
Attestation for Teachers Pay Parity	RS7 Return – Attestation for Ed & Care Service types
Declaration	RS7 Return – Declaration for all service types

10 RS7 Return Implementation Process

10.1 RS7 Return Compliance testing

As with the ELI development, SMS vendors will have access to the Ministry's Compliance environment for Compliance testing. Vendors will be expected to utilise this environment prior to Acceptance testing to demonstrate their ability to generate and transmit RS7 Return events to the Ministry's requirements (as detailed herein).

10.2 RS7 Return Acceptance testing

Once vendors have proven their ability to generate and transmit RS7 Return events in the Compliance environment, they will be required to partake in a diet of Acceptance testing.

As with ELI, Acceptance testing will be used to ensure the vendor development meets the requirements defined in this specification.

Vendors should be aware that restrictions in the processing date range accepted within the EDUMIS test instance will require some date restrictions to be relaxed during the Acceptance test phase. E.g. as of August 2014, EDUMIS is only accepting RS7 Return electronic data for February 14 to May 14 and advance days for Jul 14 to Oct 14. Vendors will be advised of the valid period relevant to their Acceptance test schedule.

In order to effectively test date-related requirements, it would be helpful if vendors had the ability to manipulate the system date or the date within their application (e.g. roll the date forward) to support Acceptance testing.

10.3 RS7 Return piloting

Prior to full rollout of the RS7 Return functionality to a vendor's client base, a nominated service(s) will participate in an RS7 Return pilot. It **may** be necessary to relax selected requirements to facilitate the pilot phase.

11 RS7 Return Audit Requirements

Given that services will no longer have a paper trail of RS7 Return submissions, the Ministry requires SMS vendors to develop functionality to support services' obligations under the audit requirements/records management act.

As a minimum, SMS applications must provide services with the ability to:

- Retain the last-submitted RS7 Return for any given Pay Period for a minimum period of 7 years
- Uniquely identify each submitted RS7 Return e.g. by using a naming convention that includes the service identifier and pay period

Additionally, services should **not** have the ability to:

- Delete the last-submitted RS7 Return for any given Pay Period before the retention period (of 7 years) has passed

12 Appendix A: XSD Validation

```

<?xml version="1.0" encoding="utf-8"?>
<xs:schema id="ELI"
  targetNamespace="http://eli.test/ELI.xsd"
  elementFormDefault="qualified"
  xmlns="http://eli.test/ELI.xsd"
  xmlns:mstns="http://eli.test/ELI.xsd"
  xmlns:elitypes="http://eli.test/ELI-types.xsd"
  xmlns:xs="http://www.w3.org/2001/XMLSchema">

  <xs:element name="RS7Return" type="RS7Return"/>

  <xs:complexType name="Event">
    <xs:sequence>
      <xs:element name="ServiceId" type="String50"/>
      <xs:element name="EventSource" type="String100"/>
      <xs:element name="EventDateTime" type="xs:dateTime"/>
    </xs:sequence>
  </xs:complexType>

  <xs:complexType name="RS7Return">
    <xs:complexContent>
      <xs:extension base="Event">
        <xs:sequence>
          <xs:element name="RS7ReturnEntityId" type="EntityId"/>
          <xs:element name="PeriodStartDate" type="RS7PeriodStartDate"/>
          <xs:element name="DailyData" type="RS7ReturnDailyData" minOccurs="0"/>
          <xs:element name="AdvanceMonthCounts" type="RS7AdvanceMonthCounts" minOccurs="0"/>
          <xs:element name="Declaration" type="RS7Declaration"/>
        </xs:sequence>
      </xs:extension>
    </xs:complexContent>
  </xs:complexType>

  <xs:complexType name="RS7AdvanceMonthCounts">
    <xs:sequence>
      <xs:element name="AdvanceMonth1" type="RS7AdvanceMonth" minOccurs="0"/>
      <xs:element name="AdvanceMonth2" type="RS7AdvanceMonth" minOccurs="0"/>
      <xs:element name="AdvanceMonth3" type="RS7AdvanceMonth" minOccurs="0"/>
      <xs:element name="AdvanceMonth4" type="RS7AdvanceMonth" minOccurs="0"/>
    </xs:sequence>
  </xs:complexType>

  <xs:complexType name="RS7AdvanceMonth">
    <xs:sequence>
      <xs:element name="AllDayDaysCount" type="RS7AdvanceCount" minOccurs="0" nillable="1"/>
      <xs:element name="SessionalDaysCount" type="RS7AdvanceCount" minOccurs="0" nillable="1"/>
      <xs:element name="ParentLedDaysCount" type="RS7AdvanceCount" minOccurs="0" nillable="1"/>
    </xs:sequence>
  </xs:complexType>

  <xs:complexType name="RS7Declaration">
    <xs:sequence>
      <xs:element name="RegisteredTeachersSalariesAttestation" type="xs:boolean" minOccurs="0" nillable="1"/>
    </xs:sequence>
  </xs:complexType>

```

```

    <xs:element name="RegisteredTeachersParityAttestation" type="xs:boolean"
minOccurs="0" nillable="1"/>
    <xs:element name="SubmitterName" type="String100min2"/>
    <xs:element name="ContactNumber" type="String50min2"/>
    <xs:element name="Designation" type="String100min2"/>
  </xs:sequence>
</xs:complexType>

<xs:complexType name="RS7ReturnDailyData">
  <xs:sequence>
    <xs:element name="DayCounts" type="RS7DayCounts" minOccurs="0" maxOccurs="unbound"
ed"/>
  </xs:sequence>
</xs:complexType>

<xs:complexType name="RS7DayCounts">
  <xs:sequence>
    <xs:element name="CountsDate" type="xs:date"/>
    <xs:element name="SubsidyFundedChildUnderTwoCount" type="RS7DayCount" minOccurs="
0" nillable="1" />
    <xs:element name="SubsidyFundedChildTwoAndOverCount" type="RS7DayCount" minOccurs
="0" nillable="1" />
    <xs:element name="TwentyHoursFundedChildCount" type="RS7DayCount" minOccurs="0" n
illable="1" />
    <xs:element name="TwentyHoursFundedChildPlusTenCount" type="RS7DayCount" minOccur
s="0" nillable="1" />
    <xs:element name="StaffHourQualifiedCount" type="RS7DayCount" minOccurs="0" nilla
ble="1" />
    <xs:element name="StaffHourNotQualifiedCount" type="RS7DayCount" minOccurs="0" ni
llable="1" />
  </xs:sequence>
</xs:complexType>

<xs:simpleType name="EntityId">
  <xs:restriction base="xs:string">
    <xs:minLength value="1"/>
    <xs:maxLength value="255"/>
  </xs:restriction>
</xs:simpleType>

<xs:simpleType name="String50">
  <xs:restriction base="xs:string">
    <xs:minLength value="1"/>
    <xs:maxLength value="50"/>
  </xs:restriction>
</xs:simpleType>

<xs:simpleType name="String100">
  <xs:restriction base="xs:string">
    <xs:minLength value="1"/>
    <xs:maxLength value="100"/>
  </xs:restriction>
</xs:simpleType>

<xs:simpleType name="String50min2">
  <xs:restriction base="xs:string">
    <xs:minLength value="2"/>
    <xs:maxLength value="50"/>
  </xs:restriction>
</xs:simpleType>

<xs:simpleType name="String100min2">

```

```
<xs:restriction base="xs:string">
  <xs:minLength value="2"/>
  <xs:maxLength value="100"/>
</xs:restriction>
</xs:simpleType>

<xs:simpleType name="RS7PeriodStartDate">
  <xs:restriction base="xs:date">
    <!-- Period start dates restricted to yyyy-02-01 or yyyy-06-01 or yyyy-10-01 -->
    <xs:pattern value="[0-9]{4}-(02|06|10)-01"/>
  </xs:restriction>
</xs:simpleType>

<xs:simpleType name="RS7AdvanceCount">
  <xs:restriction base="xs:int">
    <xs:minInclusive value="0" />
    <xs:maxInclusive value="99" />
  </xs:restriction>
</xs:simpleType>

<xs:simpleType name="RS7DayCount">
  <xs:restriction base="xs:int">
    <xs:minInclusive value="0" />
    <xs:maxInclusive value="9999" />
  </xs:restriction>
</xs:simpleType>

</xs:schema>
```

13 Appendix B: XML example

The following is a representative example of the event XML messages that can be sent to ELI.

13.1 RS7 Return

13.1.1 Create RS7 Return

```
<RS7Return xmlns:i="http://www.w3.org/2001/XMLSchema-instance"
xmlns="http://eli.test/ELI.xsd">
  <ServiceId>5367</ServiceId>
  <EventSource>ESP</EventSource>
  <EventDateTime>2014-05-09T18:55:50.673</EventDateTime>
  <RS7ReturnEntityId>4</RS7ReturnEntityId>
  <PeriodStartDate>2014-02-01</PeriodStartDate>
  <DailyData>
    <DayCounts>
      <CountsDate>2014-02-01</CountsDate>
      <SubsidyFundedChildUnderTwoCount>11</SubsidyFundedChildUnderTwoCount>
      <SubsidyFundedChildTwoAndOverCount>20</SubsidyFundedChildTwoAndOverCount>
      <TwentyHoursFundedChildCount>3</TwentyHoursFundedChildCount>
      <TwentyHoursFundedChildPlusTenCount>4</TwentyHoursFundedChildPlusTenCount>
      <StaffHourQualifiedCount>5</StaffHourQualifiedCount>
      <StaffHourNotQualifiedCount>6</StaffHourNotQualifiedCount>
    </DayCounts>
    <DayCounts>
      <CountsDate>2014-02-02</CountsDate>
      <SubsidyFundedChildUnderTwoCount>30</SubsidyFundedChildUnderTwoCount>
      <SubsidyFundedChildTwoAndOverCount i:nil="true" />
      <TwentyHoursFundedChildCount i:nil="true" />
      <TwentyHoursFundedChildPlusTenCount i:nil="true" />
      <StaffHourQualifiedCount i:nil="true" />
      <StaffHourNotQualifiedCount i:nil="true" />
    </DayCounts>
    ... Repeated for all days with daily data
  </DailyData>
  <AdvanceMonthCounts>
    <AdvanceMonth1>
      <AllDayDaysCount>12</AllDayDaysCount>
      <SessionalDaysCount>22</SessionalDaysCount>
      <ParentLedDaysCount i:nil="true" />
    </AdvanceMonth1>
    <AdvanceMonth2>
      <AllDayDaysCount>30</AllDayDaysCount>
      <SessionalDaysCount>44</SessionalDaysCount>
      <ParentLedDaysCount i:nil="true" />
    </AdvanceMonth2>
    <AdvanceMonth3>
      <AllDayDaysCount>16</AllDayDaysCount>
      <SessionalDaysCount>6</SessionalDaysCount>
      <ParentLedDaysCount i:nil="true" />
    </AdvanceMonth3>
    <AdvanceMonth4>
      <AllDayDaysCount>26</AllDayDaysCount>
```

```
<SessionalDaysCount>26</SessionalDaysCount>
<ParentLedDaysCount i:nil="true" />
</AdvanceMonth4>
</AdvanceMonthCounts>
<Declaration>
  <RegisteredTeachersSalariesAttestation>true</RegisteredTeachersSalariesAttestation>
  <RegisteredTeachersParityAttestation>true</RegisteredTeachersParityAttestation>
  <SubmitterName>A. Manager</SubmitterName>
  <ContactNumber>04 123 4567</ContactNumber>
  <Designation>Service Manager</Designation>
</Declaration>
</RS7Return>
```

14 Appendix C: ELI Web screen shots

14.1 RS7 Return – Create screen

Note: The required changes to the Create screen added in the previous version of the specification are summarised in the visual provided below.

The text should be altered as indicated below (addition of a chapter reference and numeric format of RCC contact details). Note, as well as the additional reference in the penultimate paragraph, the Resourcing Contact Centre email address is now resourcing@education.govt.nz.

Completing the RS7 Return

You can refer to Chapter 9 of the Early Childhood Funding Handbook for instructions on filling out this return. If you have any queries, you can call the Resourcing Contact Centre on

Current Funding Period

Submission after the due date will delay funding until the next available date.

Submission of a return for the current period can be done between 01/10/2014 and 31/12/2014, after which it will no longer be available for editing or submitting.

14.2 RS7 Return – Daily data screen

N.B. The screen shot below is relevant for Ed & Care and Kindergarten (All Day) services. Alternative service types should not include the Staff Hour Count columns. Note new wording in the heading above two right-most columns.

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You can refer to the Early Childhood Funding Handbook for further instructions.

	Subsidy Funded Child Hours		20 Hours ECE Funded Child Hours		Staff Hour Count ECE Qualified & Certified	
	Under 2	2 & over	20 Hours ECE	Plus 10	Yes	No
SAT 01	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SUN 02	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
MON 03	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TUE 04	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
WED 05	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
THU 06	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
FRI 07	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SAT 08	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SUN 09	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
MON 10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TUE 11	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
WED 12	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
THU 13	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
FRI 14	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SAT 15	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SUN 16	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
MON 17	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TUE 18	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
WED 19	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
THU 20	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
FRI 21	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SAT 22	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SUN 23	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
MON 24	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TUE 25	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
WED 26	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
THU 27	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
FRI 28	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

14.3 RS7 Return – Advance Days screen for Ed & Care and Kindergarten (All Day)

←
Back to RS7

Advance Days

Advance Days determine the number of days per month for which your service will receive advance funding.
 You can refer to the Early Childhood Funding Handbook for instructions on calculating Advance Days.

	'All Day' days		'Sessional' days	
	Number of funded days your service will operate	Maximum number of days possible	Number of funded days your service will operate	Maximum number of days possible
July 2014	<input type="text"/>	20	<input type="text"/>	21
August 2014	<input type="text"/>	22	<input type="text"/>	23
September 2014	<input type="text"/>	24	<input type="text"/>	25
October 2014	<input type="text"/>	26	<input type="text"/>	27

Save

14.4 RS7 Return – Advance Days screen for Home-based

Advance Days

Advance Days determine the number of days per month for which your service will receive advance funding.

	'All Day' days	
	Number of funded days your service will operate	Maximum number of days possible
July 2014	-	-
August 2014	-	-
September 2014	-	-
October 2014	-	-

14.5 RS7 Return – Advance Days screen for Kindergarten (Sessional)

Advance Days

Advance Days determine the number of days per month for which your service will receive advance funding.

	'Sessional' days	
	Number of funded days your service will operate	Maximum number of days possible
July 2014	-	-
August 2014	-	-
September 2014	-	-
October 2014	-	-

14.6 RS7 Return – Advance Days screen for Playcentre

Advance Days

Advance Days determine the number of days per month for which your service will receive advance funding.

	'Parent Led' days	
	Number of funded days your service will operate	Maximum number of days possible
July 2014	-	-
August 2014	-	-
September 2014	-	-
October 2014	-	-

14.7 RS7 Return – Attestation for Ed & Care Service types

If possible, the url (Education.govt.nz) should provide users with an active link. The active link is <https://www.education.govt.nz/early-childhood/funding-and-data/funding-handbooks/ece-funding-handbook/cover/>.

Although the display need not look identical to the example below, the **text** should read:

Attestation of Certificated Teachers' Salaries
<p>Services that want to access funding rates which reflect the proportion of certificated teachers used must pay all employed ECE and primary qualified certificated teachers at least the amount specified at Step 1, as defined in the ECE Funding Handbook available on the Education.govt.nz website.</p> <p>Is your service paying all employed ECE and primary qualified certificated teachers at least the amount specified at Step 1, as defined in the ECE Funding Handbook?</p> <p>By answering 'Yes' to this question, your service is identified as meeting this funding condition. Your service will therefore have access to funding rates that reflect the proportion of certificated teachers used.</p> <p>By answering 'No' to this question, your service is identified as having not met this funding condition. Your service will, therefore, be paid at the lowest level of funding.</p>
<p>(tick one only) <input type="radio"/> Yes <input type="radio"/> No</p>
<p>Services that want to access higher parity funding rates must pay all employed ECE and primary qualified certificated teachers according to the full salary scale defined in the ECE Funding Handbook available on the Education.govt.nz website</p> <p>If you selected yes to the above, is your service paying all employed ECE and primary qualified certificated teachers according to the full salary scale defined in the ECE Funding Handbook?</p> <p>By answering 'Yes' to this question your service is identified as meeting this funding condition. Your service will have access to parity funding rates.</p> <p>By answering 'No' to this question your service is identified as not meeting this funding condition. Your service will have access to base funding rates.</p>
<p>(tick one only) <input type="radio"/> Yes <input type="radio"/> No</p>

14.8 RS7 Return – Declaration for all service types

Refer to section 9.4 (Parameter - Declaration text) for the declaration wording that must be displayed to the user, and the fields that must be displayed with the RS7 declaration (i.e. Name, Phone Number and Designation).

Below is an indicative screenshot of the RS7 Declaration:

<p>Declaration</p> <p>To be completed by the Service Provider (or a person duly authorised by the Service Provider). You must complete the declaration in full or your application will not be processed.</p> <p>I certify that, to the best of my knowledge, the information contained on this form is true and correct.</p> <p>I understand that:</p> <ul style="list-style-type: none"> • 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 <p>then</p> <ul style="list-style-type: none"> • 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. <p>By signing this declaration, I am confirming that this funding claim is made in accordance with the conditions outlined in the current <i>Early Childhood Education Funding Handbook</i> and that the Ministry can withhold all or some of the funding if there is a breach of any of these conditions.</p>
