

Operational Guideline: COVID -19 Pandemic Part-Time Job Incentive Scheme for the Self-Employed

From [Department of Social Protection](#)

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PART 1: ENTITLEMENT

Description of Scheme

The Covid-19 Pandemic Part-Time Job Incentive Scheme for the Self-Employed (PTSE) is a new scheme for self-employed PUP and Jobseekers recipients who lost their employment as a consequence of Covid-19 and are returning to or increasing their self-employment for up to a maximum of 24 hours per week.

Applies to;

1. A Self-employed PUP recipient who earns more than the PUP threshold of €480 per month and no longer has an entitlement to PUP.

2. A self-employed person in receipt of a jobseekers payment who wishes to return to or increase their self-employment.

Legislation

The Covid-19 Part-Time Job Incentive Scheme for the Self-Employed (PTSE) is an administrative scheme and is not covered by legislation. It was announced in Budget 2021. The commencement date for the scheme is **16th October 2020**

Administration

The Covid-19 Part-Time Job Incentive Scheme for the Self-Employed (PTSE) is administered by the Department's Intreo Centres/Social Welfare Branch Offices.

All guidelines for staff on the operation of the COVID-19 Part-Time Job Incentive Scheme for the Self-Employed are issued by

Regional Support Unit

Address:

Gandon House, Amiens Street , Dublin 1

Qualifying Conditions Summary:

To qualify for the Covid-19 Part-Time Job Incentive Scheme for the Self-Employed (PTSE) a person must be self-employed and in receipt of the [COVID-19 Pandemic Unemployment Payment](#) (PUP) or in receipt of a [Jobseeker's Payment](#) in the week immediately prior to claiming this payment.

Qualifying Conditions in Detail:

To qualify for this payment a person must:

- a) Be self-employed
- b) Have been in receipt of a PUP or a Jobseekers' payment in the week immediately prior to their application
- c) Be aged between 18 and 66 years
- d) Be tax and PRSI compliant
- e) Be resident in the Republic of Ireland
- f) Return to or increase their self-employment for up to a maximum of 24 hours per week
- g) Submit a monthly review form (PTSE 02) self-declaring the number of hours worked each week in that 4 week period

h) Must be genuinely seeking to increase their hours of self-employment

There is no requirement for a person wishing to avail of the PTSE scheme to satisfy the Availability / Genuinely Seeking Work (GSW) conditions. This is however, still a requirement for Part-Time Job Incentive scheme.

Duration of PTSE

The PTSE will run for as long as the COVID-19 Pandemic Unemployment Payment (PUP) scheme is in operation. A person cannot receive payment on PUP (or another Social Protection scheme) and receive payment on this scheme at the same time.

Termination of PTSE

Entitlement to PTSE is terminated if the person is engaged in self-employment or a combination of self-employment and employment as an employee for 24 hours or more per week, or if their self-employment terminates.

Temporary Breaks in PTSE

Persons whose income falls below €480.00 in a 4 week period can close their claim for PTSE and re-apply for the PUP payment. If their income increases at a later stage the PUP claim should close and the person can re-apply for PTSE. Payment will issue provided all the conditions for the scheme are met.

Rates of Payment

Persons in receipt of PTSE are entitled to a flat rate payment per week with a higher flat rate paid to those currently in receipt of an Increase for a Qualified Adult on a Jobseeker's payment. This PTSE payment is not affected by the income received from self-employment.

A person in receipt of the PUP payment is being paid without an adult dependent rate and therefore is entitled to the single PTSE rate only.

PTSE will be paid instead of the PUP or a Jobseeker's payment. There is no Increase for a Qualified Child on PTSE.

Rates of payments are detailed:

- Single Rate: €128.60 per week
- €209.70 Rate (if you were being paid an Increase for an Adult Dependant on your Jobseekers claim immediately prior to application)

PART 2: CLAIMS, DECISION AND REVIEW PROCEDURES

Claims

Where a person satisfies the qualifying conditions for the scheme, they should complete the PTSE1 Application Form, available to download from www.gov.ie or e-mail forms@welfare.ie for a copy of the form. Completed forms should be e-mailed or posted to their [local Intreo Centre or Social Welfare Branch Office](#).

Decisions

The relevant Covid-19 Pandemic Unemployment Payment or the Jobseekers' payment claim is examined in conjunction with the details given on the PTSE1 application form to determine if the person is eligible for the scheme.

Where the conditions are met, the claim is awarded and the Award Communication PTSE 03 is issued manually to the person. The person is then given a PTSE 02 form for completion every 4 weeks and this must be submitted each month with the person self-declaring their weekly hours of self-employment. If there is a delay in returning this form payment will be suspended.

Where the conditions for PTSE are not met the relevant disallowance letter, PTSE 04 (Qualifying Payment Disallowance) or PTSE 05 (Self-Employed less than 24 hours) should be issued to the person.

Decisions regarding a person's entitlement to the Covid-19 Part-Time Job Incentive Scheme for the Self-Employed (PTSE) are decided by a Deciding Officer.

Reviews

As the scheme is a non-statutory scheme, there is no right of appeal to the Social Welfare Appeals Office. Any person who is dissatisfied with a decision may request a review by an officer of a higher grade.

PART 3: PROCEDURES FOLLOWING AWARD

Payment

PTSE is a weekly payment which is made by EFT or by post draft to the Post Office.

Maintenance

Intreo Centre/Social Welfare Branch Office staff must ensure that the form PTSE 02 form is received from the person **every four weeks** with their self-declaration as to their continued on-going eligibility for the payment. If a person does not send in their form on time then the claim is suspended.

Credits

If a self-employed person has only ever paid Class S PRSI contributions, they are not entitled to credits.