**2021 SCHEDULE FOR SUBMISSION OF CLAIMS TO DAFM**

1. **DEADLINES FOR SUBMISSION OF 2020/2021 SHEEP/CATTLE BREEDING INFRASTRUCTURE CLAIMS TO DAFM**

2. 

<table>
<thead>
<tr>
<th>Expenditure incurred by ICBF in the period</th>
<th>Latest date for submission of claim to DAFM</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 2020</td>
<td>2nd April, 2021</td>
</tr>
<tr>
<td>January – February 2021</td>
<td>15th April, 2021</td>
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<tr>
<td>March – April 2021</td>
<td>14th May, 2021</td>
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<tr>
<td>May – June 2021</td>
<td>16th July, 2021</td>
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<tr>
<td>July – August 2021</td>
<td>17th September, 2021</td>
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<tr>
<td>September – October 2021</td>
<td>19th November, 2021</td>
</tr>
<tr>
<td>November 2021</td>
<td>7th December, 2021</td>
</tr>
</tbody>
</table>

The Department will reject any claim submitted after these deadlines, unless DAFM considers the factor(s) contributing to the delay in ICBF submitting the claim constitute exceptional circumstances.

3. **2020/2021 CATTLE INFRASTRUCTURES PROGRAM**

Claims in respect of ICBF expenditure under the above program must be posted to DAFM on or before the deadlines set above.

Separate claims must be submitted in respect of payroll costs of fixed terms contractors engaged on the cattle program; these claims must also be posted to DAFM on, or before, the deadlines listed in the above timetable.

4. **2020/2021 SHEEP INFRASTRUCTURE PROGRAM**

Claims in respect of ICBF expenditure under the above program must be posted to DAFM on or before the deadlines set out in the above table.

Separate claims must be submitted in respect of payroll costs of fixed term contractors engaged on the Sheep program; these claims must also be posted to DAFM on, or before, the deadlines listed in the above timetable.

**NB:** Payment of applications received after 7th December, 2021 in the case of November expenditure, may not be processed in time for payment to issue by year-end. No carryover of late claims into 2022 will be permitted.
PRELIMINARY CHECKS TO BE UNDERTAKEN BY ICBF BEFORE SUBMISSION OF NDP CLAIMS TO DAFM 2021

ICBF agree to undertake the following checks before claims are submitted to the Department of Agriculture, Food and the Marine (DAFM).

1. **Letter and accompanying documentation:**
   - Excel spreadsheet – all entries should be checked for accuracy.
   - Appendices to letter – check each service provider is included, as appropriate.

2. **Contracts:**
   - DAFM must either have already received a contract valid on the date in question (in which case, ICBF must include reference to claim number on which the contract was submitted) or the contract must be included with the claim.
   - Contracted rate of pay/fee must agree with invoice/payroll.
   - If a generic contract is used, check that job title and other changed fields are correct and consistent within each contract.
   - Contract submitted must have been signed and dated by both parties.
   - No overlapping contracts. If there is an error or a contract, both parties need to sign a subsequent contract and details of changes (particularly fees/salary) to be notified to DAFM.
   - If a contract with a service provider includes names/job titles of individuals to carry out work with rates of pay applicable, invoices must include details of the hours worked by those individual/job titles, so that it is evident that the fee invoiced matches the contract.

3. **Tax Clearance Certificates (TCC):**
   - TCC is necessary for every service provider to whom €10,000 or more is paid in a calendar year.
   - Must be submitted with current claim or reference made to claim number containing the TCC.
   - Must be valid at time of transaction.

4. **Receipts**
   - Originals should be retained in ICBF, copy should be sent to DAFM.
   - Receipt should be either signed or include the fax covering sheet.

5. **Invoices**
   - Check that date of invoice is correct.
   - Dates worked per invoices, and accompanying timesheet, must agree with calendar.
   - Check calculation of total hours worked.
   - Hours worked must comply with upper limits per employment legislation.
   - All invoices must be certified for payment by relevant ICBF manager.
   - No invoices to be submitted for work undertaken or costs incurred by ICBF outside the period eligible under the programme.

6. **Recoupment rate**
   - Must agree with eligible rate per programme (50%/70%).
7. **Travel/Subsistence**
   - Do not include foreign travel without e-tickets/invoice as it will be deemed ineligible.
   - No unreceipted items should be claimed.
   - No taxis/tolls/meals should be submitted unless cleared in advance by DAFM.
   - Accommodation for foreign experts and weekly subsistence allowance for Sheep experts in Ireland will be paid, if otherwise eligible.

**N.B.** DAFM reserves the right to return any claims to ICBF where the above checks have not been undertaken.
In all such cases, the date of submission of the claim will be recorded as the date on which the claim, with preliminary checks undertaken, was posted by ICBF to DAFM.

Signed: ________________ Date: ________________
On behalf of ICBF