



An Stiúrtóireacht um Sheirbhísí  
Aonad Cúram Príomhúil,  
Ospidéal N. Lómáin  
An Mhuileann gCearr, Co. na hIarmhí  
Eircode- N91 X36E

National Contracts Office,  
Primary Care Strategy & Planning,  
St Loman's Hospital,  
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**Date: 18<sup>th</sup> of May 2022**

**Circular Number: NCO-05-2022**

### **Winter Plan- Covid 19 GP Winter Supports**

Dear Doctor,

Please find enclosed certified memo for completion in respect of the Winter Grant 2021/2022. GPs who have qualified and received the winter grant allocation need to provide evidence of qualifying costs incurred by them to the National Contracts Office by way of a certified memo countersigned by their Accountant. This will provide assurance that the grant was expended in line with circular NCO-11-2021/2022.

Each grant recipient will be required to submit separate fully completed individual certification. In the case of a grant recipient who is in a two doctor or multi doctor group practice, while each qualifying GP is required to submit his/her individual certification, the same cost(s) can only be submitted once. GP practices should also keep a record of relevant costs.

The previously indicated date of 30<sup>th</sup>, April 2022 (ref: circular NCO-11-2021/2022) for submission of completed certified memos has now been extended to 31<sup>st</sup>, July 2022. Please therefore ensure that completed Certified Memos are returned to the National Contracts Office by email to [gp.agreement@hse.ie](mailto:gp.agreement@hse.ie) **on or before 31st of July 2022.**

Yours sincerely,

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**Geraldine Crowley,  
Assistant National Director,  
Enhanced Community Care Programme &  
Primary Care Contracts**



HSE Ref:

**Certified Memo – Winter Support Grant 2021/2022 Part 1**

**Recipient’s Details – To be completed by the GP Winter Support Grant Recipient\***

GP Name	GP GMS Number	Medical Council Number	Email Address

*\*In practices where multiple GP’s have received an individual Winter Support Grant – individual Part 1 memos must be submitted per Winter Support Grant recipient. Relevant costs cited must not be duplicated within practices and total unique costs are required to cover the total amount received within a practice.*

I \_\_\_\_\_ of Practice Name \_\_\_\_\_ confirm receipt of a Winter Support Grant amount of € \_\_\_\_\_ from the HSE for 2021/ 2022 allocation period.

I hereby declare that the Winter Support Grant was used for incurred Relevant Costs (in accordance with the Criteria set out in the Memo ref: NCO-11-2021). I further declare that the Relevant Costs were incurred between 1<sup>st</sup> November 2021 and 31<sup>st</sup> March 2022 on additional Relevant Costs associated with participating in the accelerated covid booster programme including, but not limited to, higher staffing costs, Covid compliance including cleaning, staff training, increased telephone and IT infrastructure costs. Supporting documentation in respect of this claim should be available for forwarding to the HSE if requested for Audit and other accountability requirements.

I further confirm that the grant was not used for the purpose of issuing payments to GPs in the practice that hold GMS Contracts. The grant was not used to cover costs of practice nurses and/or practice secretaries contracted hours for which a subsidy is already in payment.

I understand that in case of failure to submit this certified memo, any and all uncertified amounts paid will be considered as unused/unverified and will be recouped from monthly payments to GPs in the practice through the PCERS System.

I hereby declare that the information I have given as part of this Memo is correct. I can confirm that the HSE may deal directly with me on all aspects of this certified memo.

*The HSE reserves the right to seek copies of vouched receipts as part of its grant allocation verification process.*

**GP Winter Support Grant Recipient (Signature)**

**GP (Print Name)**

\_\_\_\_\_

**GP (Signature)**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

<p>GP Practice Official Stamp</p>
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HSE Ref:

**Certified Memo – Winter Support Grant 2021/2022 Part 2**

**GP Winter Support Grant Recipient Details – To be completed by the Accountant\***

I \_\_\_\_\_ (Registered Accountant) hereby confirm that Dr \_\_\_\_\_ has incurred total Relevant Costs in the amount of € \_\_\_\_\_ relating to GMS GP Number \_\_\_\_\_ as per attached Part 1 declarations.

Registered Accountant (Signature)    Registered Accountant (Print Name):

\_\_\_\_\_

\_\_\_\_\_

Date:

\_\_\_\_\_

Accountants Official Stamp
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*\*In practices where more than 1 GP has received a Winter Support Grant – individual memos (Parts 1 & 2) must be submitted per grant recipient. Relevant cost items cannot be claimed for more than once whether by same GP or other GPs grant recipients in the same practice.*

Please indicate in what capacity you are certifying the amounts above –

- The Accountant to the practice responsible for the preparation of the practice annual accounts & revenue returns
- Other - Please specify: \_\_\_\_\_

Please tick Registered Accountancy Body

- ACCA     ICAI     ICAEW     ICAS     CPA Ireland     PAIBs
- CIMA     Other

If you ticked other please specify \_\_\_\_\_

**This certified memo must be completed and returned to [gp.agreement@hse.ie](mailto:gp.agreement@hse.ie) no later than the 31st July 2022**