

# Early Years Provider Portal Guidance

## Early Years Provider Portal User Guide

### For Early Years settings

This guide covers some of the main processes for Early Years applications. It does not cover all possible functions and may be updated. If you find something not listed in the guide that may be of use to Croydon Early Years team, please inform the Team so that this can be included in future editions.

Updated by Croydon Digital Service, 11 May 2023

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## 1. INTRODUCTION

The Early Years Provider Portal assists childcare providers in Croydon with the management of child data and the submission of termly Early Years Entitlement funding claims.

The online system also enables eligibility checking of 30 hours DERNs and checking of eligibility for Early Years Child Premium.

30 hour DERNs are issued directly to parents following their application to HMRC through [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

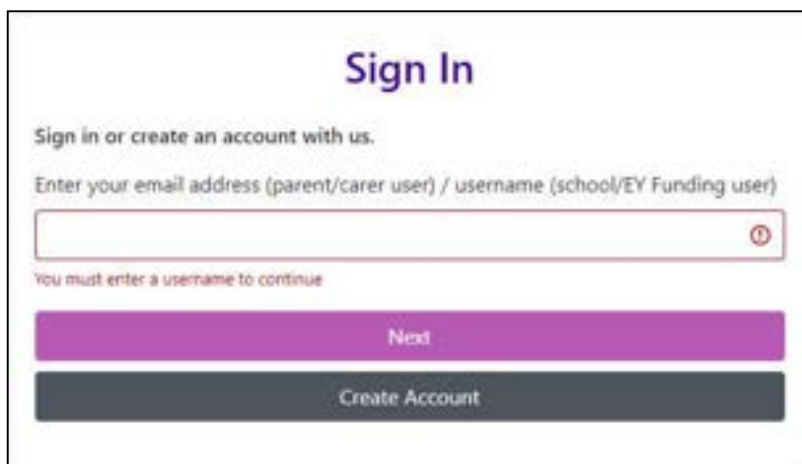
We recommend that you save/bookmark these links

- Early Years Provider Portal:  
<https://croydon.cloud.servelec-synergy.com/synergy/EarlyYearsFunding.aspx>
- Croydon Council's Parent, School and Provider Portal homepage:  
<https://croydon.cloud.servelec-synergy.com/Synergy/>

## 2. REGISTERING AND LOGGING ON TO THE EARLY YEARS PROVIDER PORTAL

Included in the email with this document is a link to the LIVE Croydon Early Years Provider Portal.

You will be provided with a Username and a "One Time Only" Password to enable you to login to the Provider Portal for the first time. ***You must not share your username and password with anyone else.***



Sign In

Sign in or create an account with us.

Enter your email address (parent/carer user) / username (school/EY Funding user)

You must enter a username to continue

Next

Create Account

When you first log in, you will be required to set up a new password which meets the system requirements.

Reset password

New Password \*

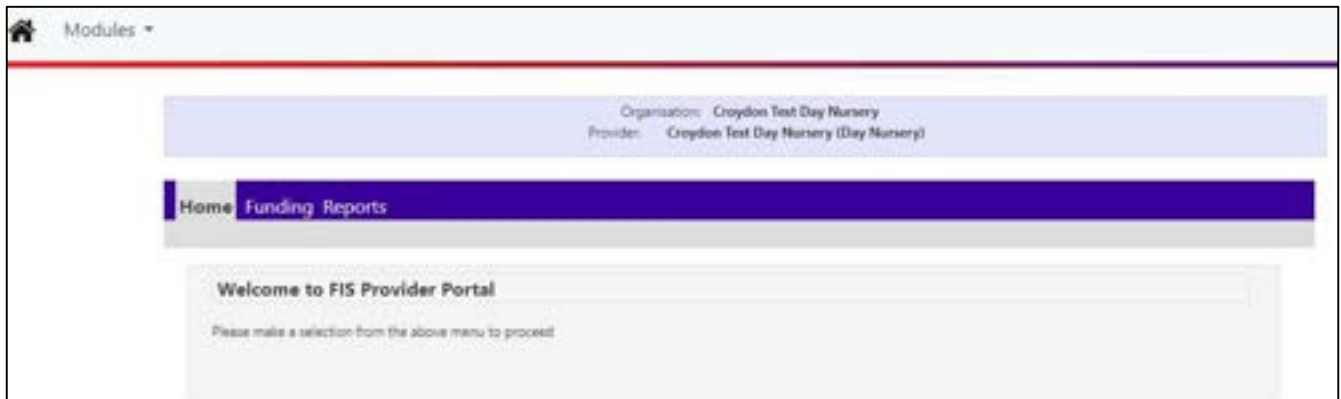
Password meets requirements

Confirm Password \*

Passwords match

Change Password

The Homepage of the Early Years Provider Portal will now be displayed.



There are 5 sections to the Early Years Provider Portal:

- **Home** – Overview of Croydon Early Years Funding
- **Forms** – Section to complete and submit forms to the Local Authority, for example the Early Years Census or Sufficiency Surveys.
- **Funding** – Split into the following sections:
  - Setting Funding Summary – termly financial statements showing funding claimed and estimates and actuals paid
  - Estimates – for submitting online estimates
  - Actuals – for submitting the termly Headcount
  - Adjustments –for submitting any adjustments after Headcount has closed
  - Eligibility Checker – for 30 Hours (DERN)
  - Registered Interests – parents expressing an interest in your setting for their child.
- **Sufficiency** – Not for immediate use.
- **Images** – image upload facility for your Early Years Setting.

## Early Years Provider Portal Timeout

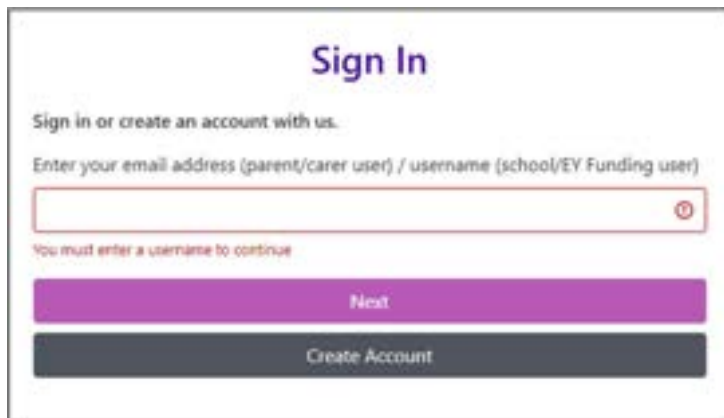
Please be aware that there is a 20-minute timeout on the Early Years Provider Portal.

Ensure that you save your updates to child records regularly.  
Any changes that have not been saved will be lost if the portal times out.  
You should return to the login screen and log in again.

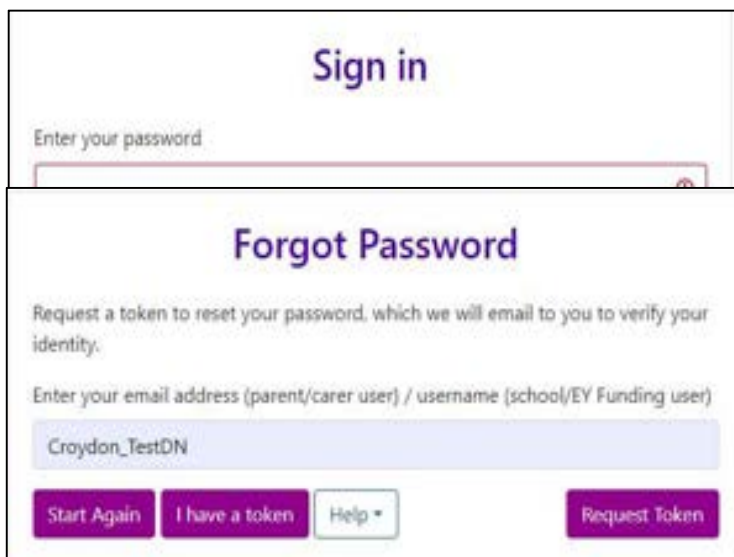
### 3. FORGOTTEN PASSWORD PROCEDURE

If you forget your password for the Early Years Provider Portal, you can reset your own password. You do not need to contact the Early Learning Sufficiency Team.

Go to the Early Years Provider Portal and enter your username and click on “Next”.



Click on “Forgot Password”



Click on the “Request Token” button.

An email is sent to you containing a token.



Copy the token from the email and paste it into the field required, as shown below.

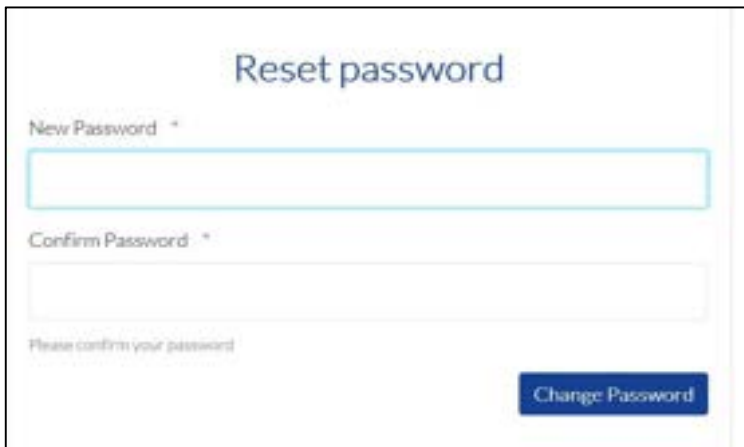
Enter Token

To reset your password, enter the token contained in the email that we sent you.

Token

Start Again Help Reset Password

You will then be able to reset your password.



Reset password

New Password \*

Confirm Password \*

Please confirm your password

Change Password

The image shows a 'Reset password' form. It has a title 'Reset password' at the top. Below it are two input fields: 'New Password \*' and 'Confirm Password \*'. The 'New Password' field is highlighted with a blue border. Below the 'Confirm Password' field is a small text label 'Please confirm your password'. At the bottom right of the form is a blue button labeled 'Change Password'.

## 4. RECORDING AND SUBMITTING ESTIMATED HOURS

The first task is to submit your estimated claimed hours for the term, via the Early Years Provider Portal directly, to the Early Learning Sufficiency Team.



Select the “Funding” tab and select “Estimates”.

On the left-hand panel, you will see displayed a list of Academic years. Click on the required Academic year, and the terms within the Academic year will be displayed.

If an estimate submission period is open, the term will be highlighted with a green Arrow as shown on the screenshot above. Select the Headcount period for which you wish to submit an estimate.

When the estimate window has closed, the term will be highlighted with a red Circle as above (Autumn 2022/2023).

You will be required to input an estimate for 2 year olds and 3 & 4 year olds separately. Select the Funding Type – 2-Year-old or 3 & 4 Year old from the middle panel.

**Estimate calculation: Funded hours per week x number of weeks per term.**

Select the 3- & 4-Year Olds Link

Input the number of estimated hours for the term and click on “Send Claim”.



### Submit Estimate: 2022/23 Spring - 2 Year Old CHANGE

Number of Weeks for this Term

Estimate Number of Funded Hours Per Week for this Term

Please enter both numbers, click 'Calculate', then 'Send Claim'

Calculate

Send Claim

You will receive a confirmation message that the submission has been successful.



Click on the "CHANGE" link to return to the Estimates tab, and select the 3 & 4 Year Old link to submit their estimate by following the process above.

### Submit Estimate: 2022/23 Spring - 3 & 4 Year Olds CHANGE

The estimates that you have submitted can now be accessed by the team. You can amend your estimates up until the time that they have been imported and processed by the Early Years team.

**If you wish to amend your estimates after this has been completed, then please contact the Early Learning Sufficiency Team by email – [child.care@croydon.gov.uk](mailto:child.care@croydon.gov.uk)**

**Please note:** When the estimates have been processed by the Early Learning Sufficiency Team, the Estimates section will be updated to show as "Ready to Process" and when paid, will show as "Processed" in the Early Years Provider Portal as shown below.



The screenshot shows a navigation bar with "Home", "Funding", and "Reports". Below it are links for "Summary", "Estimates", "Actuals", "Adjustments", and "Eligibility Checker". The main heading is "Estimates Head Count Records for 2022/23 - Spring". On the left, there are three tabs for "2022/23": "Summer" (Submission Period: 01-Apr-2022 to 31-Aug-2022), "Spring" (Submission Period: 01-Jan-2023 to 31-Mar-2023), and "Autumn" (Submission Period: 01-Sep-2022 to 31-Dec-2022). The "Spring" tab is selected. The main table has columns for "Funding Type", "Ready To Process", and "Processed". The "Ready To Process" and "Processed" columns are under the heading "Office use only".

Funding Type	Office use only	
	Ready To Process	Processed
2 Year Old	✓	
3 & 4 Year Olds	✓	✓

The “Summary” tab under “Funding” will also be updated to show the estimate amounts that have been accepted, any that have been paid, and any amounts outstanding.



There is a summary sheet for both 2 Year Olds and 3 & 4 Year Olds – to move between them, click on the “CHANGE” button.



Clicking “CHANGE” will then offer the option to select Summary via Funding Type:



The Summary will be shown for the term and year group selected:

Summary: 2022/23 Autumn - 3 & 4 Year Olds CHANGE

Estimates	
Term Length (Weeks)	14.00
▶ Provider Rate applied	£5.00
<b>Estimate Funding</b>	
Sessions Per Week	0.00
Term Funding Amount	£0.00
Interim %	85.00%
Interim Amount Payable	£0.00
<hr/>	
Total Interim Amount Paid to Date (Before Adj)	£0.00
<hr/>	
Interim Amount Payable Balance	£0.00

Processed No  
 Processed Date

Rate x Hours may not equal Totals as rounding is applied per child.  
 The totals shown are the sum of the funding amounts per child.

Actuals	
Term Length (Weeks) Term Time	14.00
Term Length (Weeks) Stretched	14.00
▶ Provider Rate applied to child funding	£5.00
<b>Universal Funding</b>	
Funded Hours for Term	0.00
Funding Amount @ Provider Rate	£0.00
<hr/>	
Universal Funding Amount	£0.00
<b>Extended Funding</b>	
Funded Hours for Term	0.00
Funding Amount @ Provider Rate	£0.00
<hr/>	
Extended Funding Amount	£0.00
<b>Totals</b>	
Funded Hours for Term	0.00
Funding Amount @ Provider Rate	£0.00
Child Weightings	£0.00
<hr/>	
Term Funding Amount	£0.00
Interim Amount Paid (Before Adj)	£0.00
<hr/>	
Term Funding Amount Balance	£0.00
Adjustments Paid with Final Payment	£0.00
<hr/>	
Actual Amount Paid (Inc. Adj)	£0.00

Processed No  
 Processed Date

**5. SETTING UP A HEADCOUNT CLAIM**

**There is no child register to keep updating, just a rolling headcount claim each term that needs checking. This means that once children have been added to the claim they will continue to appear on each term's claim until you delete them – providing they attend each term.**

**FINDING YOUR HEADCOUNT CLAIM**

When the time comes to submit your termly Headcount claim, log back into the Early Years Provider Portal and Select the “Funding” tab and then “Actuals”.

Select the appropriate Academic Year from the panel on the left, and the Headcount period for which you wish to make a claim. The green arrow will highlight that the Headcount submission period is open.

Home Funding Reports

Summary Estimates Actuals Adjustments Eligibility Checker

### Select Year and Term

2022/23

- Summer  
 Submission Period: 01-Apr-2022 to 31-Aug-2022
- Spring  
 Submission Period: 01-Jan-2023 to 31-Mar-2023
- Autumn  
 Submission Period: 01-Sep-2022 to 31-Dec-2022

You will be required to input the actuals for 2 year olds and 3 & 4 year olds separately. Select the Funding Type – either 2 Year old or 3 & 4 Year old from the middle panel.

Home Funding Reports

Summary Estimates Actuals Adjustments Eligibility Checker

### Actuals Head Count Records for 2022/23 - Autumn

2022/23

- Summer  
 Submission Period: 01-Apr-2022 to 31-Aug-2022
- Spring  
 Submission Period: 01-Jan-2023 to 31-Mar-2023
- Autumn  
 Submission Period: 01-Sep-2022 to 31-Dec-2022

Funding Type	Office use only	
	Ready To Process	Processed
<input checked="" type="checkbox"/> 2 Year Old		
<input checked="" type="checkbox"/> 3 & 4 Year Olds		

The Childcare Sufficiency Team will carry forward any children on the previous term's Headcount claim. If you did not submit a Headcount claim for any child/children the previous term, then it is likely that you will need to re-input the details of the child/children that you wish to claim for this term.

You will see that any children who have been carried forward from the previous term will now be listed, and you can choose to continue to claim for them in this Headcount period, or to delete them from your claim.

Home Funding Reports

Summary Estimates Actuals Adjustments Eligibility Checker

Submit Actual: 2022/23 Spring - 3 & 4 Year Olds CHANGE

Add Child Send Claim

Status	Child	Universal Sessions (Inc Adj)	Extended Sessions (Inc Adj)	Total Funding Amount for Term (Inc Adj)	Child Weightings	Eligibility Status
X	Test, Malcolm (01-Apr-2019)	165.00	0.00	£1639.85		
X	Test, Rajita (01-Feb-2019)	165.00	0.00	£1639.85		

Add Child Send Claim

## DELETING A CHILD FROM YOUR HEADCOUNT CLAIM

To delete a child from your Headcount claim, click on the Black cross in the left hand panel shown below.

Home Funding Reports

Summary Estimates Actuals Adjustments Eligibility Checker

Submit Actual: 2022/23 Spring - 3 & 4 Year Olds

Add Child Send Claim

Status	Child
X	Test, Malcolm (01-Apr-2019)
X	Test, Rajita (01-Feb-2019)

Add Child Send Claim

You will be asked to you to confirm that you wish to delete the child from your Headcount claim – Select “Yes”

**Request Delete**

Are you sure you want to request the deletion of child: Test, Malcolm from this headcount record?  
Delete requests are automatically submitted but can be cancelled.

This information will be forwarded to the Early Years team when your headcount claim is submitted.

## UPDATING EXISTING CHILD RECORDS

You will be required to update **every** child record on the Headcount claim. For each child, you will need to input the Universal Hours (and Extended Hours if applicable) each term. They do not carry forward from term to term.

For each child record, ensure that:

- Forename, Middle Name and Surname should be the legal names given to the child – as recorded on the birth certificate that you have been provided with.
- Proof of Date of Birth must be seen, and the tick box checked to confirm that you have seen it.

- Ethnicity is required for the Early Years Census submission – please select from the drop down list.
- SEN COP Stage – the only three options that you should select are “**No Special Education Need**” or “**EHCP**” (Education Health Care Plan) if you are sure the child has one – please do not select any other options. It is important to select the correct option for data quality and Early Years Census returns.
- Address should always be the child’s main residential address – this MUST not be a school or a nursery address. Users are able to input the postcode and click search to display a list of addresses they are able to select from. See examples below:

Search for an Address

Primary

Postcode\*

Please select an item from the list ...

Please select an item from the list ...

- Flat 1, Bradley House, Bromley High Street, London, E3 3BA
- Flat 10, Bradley House, Bromley High Street, London, E3 3BA
- Flat 11, Bradley House, Bromley High Street, London, E3 3BA
- Flat 12, Bradley House, Bromley High Street, London, E3 3BA
- Flat 13, Bradley House, Bromley High Street, London, E3 3BA
- Flat 14, Bradley House, Bromley High Street, London, E3 3BA
- Flat 15, Bradley House, Bromley High Street, London, E3 3BA
- Flat 16, Bradley House, Bromley High Street, London, E3 3BA
- Flat 17, Bradley House, Bromley High Street, London, E3 3BA
- Flat 18, Bradley House, Bromley High Street, London, E3 3BA
- Flat 19, Bradley House, Bromley High Street, London, E3 3BA
- Flat 2, Bradley House, Bromley High Street, London, E3 3BA
- Flat 20, Bradley House, Bromley High Street, London, E3 3BA
- Flat 21, Bradley House, Bromley High Street, London, E3 3BA
- Flat 22, Bradley House, Bromley High Street, London, E3 3BA
- Flat 23, Bradley House, Bromley High Street, London, E3 3BA
- Flat 24, Bradley House, Bromley High Street, London, E3 3BA
- Flat 3, Bradley House, Bromley High Street, London, E3 3BA
- Flat 4, Bradley House, Bromley High Street, London, E3 3BA

FIS Provider Portal - Part of the Spring FIS Suite

Address

Address Line 1\*

Address Line 2

Address Line 3

Locality

Town

County

Postcode\*

The address is then populated once this has been selected from the list. Click confirm to set this as the final address.

- **Parent/Carer Details tab:** please check the details and/or complete any missing information:
  - This information can be obtained from the Parent Declaration Form. Please use the full legal names.

- **You must complete/update the section below when the child is a funded 3 & 4 year old, to give permission for EYPP & 30 hours checks to be completed.**

Home Funding Reports

Summary Estimates Actuals Adjustments Eligibility Checker

**Name: Malcolm Test DOB: 01-Apr-2019**

Summary Child Details **Parent / Carer Details** Funding Details Documents Notes

Entering Parent/Carer details enables us to check whether the child is eligible for Early Years Pupil Premium (EYPP) funding, and whether the child is eligible for extended hours.

Please ensure you input details for all records that have given their permission to do so, as this ensures you receive the additional funding. Please also ensure that the correct consent boxes are selected as per the usage of the details.

Details are optional but if entered then at least Forename, Surname and NI or NASS Number must be filled in.

**Parent / Carer Details**

Forename

Surname

DOB

NI or  NASS Number

Tick to give consent to Eligibility Checking for  EYPP  30H

**Partner Details**

Forename

Surname

DOB

NI or  NASS Number

Tick to give consent to Eligibility Checking for  EYPP  30H

Save Cancel \*denotes mandatory fields

**Please note - if you add parent details when the child is 2 years old, these details will pull through when the child is transferred to the 3 & 4 year old list.**

**However, you will need to revisit the parent details section when they are a 3 & 4 year old funded child to select the EYPP and 30 hours consent boxes (please see the section - "ADDING A NEW 3 & 4 YEAR OLD CHILD TO YOUR FUNDING CLAIM" for details).**

- **Funding Details tab:** This is where you can add the funding details of your claim for this child:

Home Funding Reports

Summary Estimates Actuals Adjustments Eligibility Checker

Name: Malcolm Test DOB: 01-Apr-2019

Summary Child Details Parent/Carer Details Funding Details Documents Notes

**Funding Details**

Start Date\* 01-Jan-2023

End Date\* 31-Mar-2023

Default Term Dates

Weeks Attended in Term\* 11.00

Present during Census

Attends Two Days or More

Nominated for DAF\*  Yes  No

Stretching Entitlement

**Universal Funded Hours per Week**

Universal Hours\* 15.00

**Extended Funded Hours per Week**

Extended Hours\* 0.00

30H Eligibility Code

30 Hours Free Childcare

Eligible for 30H

**Total Funded Hours per Week**

Total Funded: 15.00

**Attendance Days**

Attends Monday  Yes  No

Attends Tuesday  Yes  No

Attends Wednesday  Yes  No

Attends Thursday  Yes  No

Attends Friday  Yes  No

Attends Saturday  Yes  No

Attends Sunday  Yes  No

**Non-Funded Hours per Week**

Non-Funded Hours\* 0.00

If this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carer

**Maximum Values Allowed:**

Number of Weeks: 11.00

Universal Weekly Hours: 15.00

Universal Termly Hours: 165.00

Universal Yearly Hours: 570.00

Extended Weekly Hours: 15.00

Extended Termly Hours: 165.00

Extended Yearly Hours: 570.00

Save Cancel \*denotes mandatory fields

- Click on 'Default Term Dates' button to generate the claim period start and end date (this does not affect funding claims and does not require specific start and end dates to be added).
- Weeks Attended in Term - this should reflect the number of funded weeks as per the NEF claims calendar. The Portal will not allow you to enter more weeks than can be claimed for in a particular term.

**Mid-term starters - If a child starts mid-term, you must contact the previous provider where the child attended to ask how many hours they have reduced their claim by, therefore informing you of what is left to claim for the term. Children should not be added to your claim ahead of their start date. Instead, please add the child during the adjustment period and request the hours for the remainder of the term. You will then need to add the child to your claim the following term.**

- Please ensure that the "Present during census" box is also ticked for every child who is present during census week in the Spring Term.
- Tick the "Attends Two Days or More" tick box if applicable.
- Nominated for DAF (*3 and 4 Year old child only*) - Select "Yes" in order to claim DAF for the child at your setting. Please note that if the child splits their hours between two settings, only one setting can claim DAF for the child. Select "No" if DAF is not to be claimed.
- Universal Hours: Add the number of universal funded hours per week, the Portal will not allow you to enter more than 15 hours per week on a standard offer.



- Extended Hours (*3 and 4 Year old child only*) – enter the number of extended hours to be claimed. **Please ensure that you claim the maximum number of Universal Hours before claiming Extended Hours in your termly headcount.**
- 30 Hours Eligibility Code (*3 and 4 Year old child only*) – enter the DERN supplied by the parent. Click on the “30 Hours Free Childcare” button to perform a check on the DERN. A tick will appear in the “Eligible for 30H” tick box if the check is successful and a message will appear to confirm eligibility.



If the check is unsuccessful, you will need to double check that the information you have input is correct and that the parent has given you the correct DERN.

 A screenshot of a web form titled "Extended Funded Hours per Week". It contains two input fields: "Extended Hours\*" with the value "15" and "30H Eligibility Code" with the value "73108209999". Below these is a blue button labeled "30 Hours Free Childcare". At the bottom, there is a label "Eligible for 30H" with a checked checkbox.

**Please see section 11 for the '30 Hour Code Validation Results' regarding other messages you may receive when validating a code**

- Total Funded Hours per Week (*3 and 4 Year old child only*) – this will be automatically calculated by your input in the Universal and Extended Hours fields
- Attendance Days: Although this section is not mandatory, it should be completed to show the days attended by the child.
- Non-Funded Hours: This field must be completed and refers to any privately paid childcare hours a child receives per week.

Please ensure that all required information fields marked in **bold** with an asterisk\* have been completed – these are mandatory fields and you will be unable to **SAVE** the record if information is missing. You will receive the following error:



Once you have completed all the required fields you are ready to save this child's record. Please select the blue “SAVE” button.

Once you have updated the existing children on the Headcount claim, you can add any new 2 or 3 & 4 year old children to your Headcount claim – see sections 6 and 7 below.

## 6. ADDING A NEW 2 YEAR OLD CHILD TO YOUR HEADCOUNT CLAIM

Ensure the Actuals tab is selected. Click on the “Enter EY Voucher” button.

**DO NOT** use the 'Add Child' button to add a 2 year old child to your claim, as there is nowhere to add a 2 year old funding voucher code via this route.

Status	Child	Funded Sessions (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings
Awaiting LA Download	Test, Colin (09-Sep-2020)	55.00	£331.65	
New, Awaiting LA Download	Test, Kingor (09-Sep-2020)	165.00	£994.95	
Awaiting LA Download	Test, Shank (05-Jun-2020)	165.00	£994.95	

Complete the required details in the pop up box.

Enter the Voucher Code, Child's Date of Birth and Child Surname then press the “Submit” button.

EY Claim

Please enter a valid Voucher Code, together with the Child's Date of Birth and Surname.

Voucher Code\*  
Child Date of Birth\*  
Child Surname\*

\*denotes mandatory fields

Submit Cancel

This will automatically pull through the child's personal information linked to that EY Voucher code from the parent's application.

Where a code does not work, you will need to double check that the information you have input is correct and that the parent has given you the correct EY Voucher code, child date of birth and Surname.

You will then be required to add information to each of the different tabs within the funding section.

Please ensure that all required information fields marked in **bold** with an asterisk\* have been completed – these are mandatory fields and you will be unable to “SAVE” the record if information is missing.

There are 4 tabs to complete:

- **Child Details tab:** please check the details and complete any missing information:

**Child Details**

Forename\*

Middle Name

Surname\*

DOB\*

Proof of DOB

Gender\*  Male  Female

Preferred Surname

Ethnicity\*

SEN COP Stage\*

**Address**

Address Line 1\*

Address Line 2

Address Line 3

Locality

Town

County

Postcode\*

\*denotes mandatory fields

- Forename, Middle Name and Surname should be the legal names given to the child – as recorded on the birth certificate that you have been provided with.
- Proof of Date of Birth must be seen and the tick box checked to confirm that you have seen it.
- Ethnicity is required for the Early Years Census submission – please select from the drop down list.
- SEN COP Stage – the three options that you should select are **“No Special Education Need”** or **“EHCP” (Education Health Care Plan) if you are sure the child has one – please do not select any other options**. It is important to select the correct option for data quality and Early Years Census returns.
- Address should always be the child’s main residential address – this **MUST** not be a school, or nursery address. The address must be manually entered and should conform to a certain format. See examples below:

**Search for an Address**

Primary

Postcode\* E3 3BA

Search

Please select an item from the list ...

- Flat 1, Bradley House, Bromley High Street, London, E3 3BA
- Flat 10, Bradley House, Bromley High Street, London, E3 3BA
- Flat 11, Bradley House, Bromley High Street, London, E3 3BA
- Flat 12, Bradley House, Bromley High Street, London, E3 3BA
- Flat 13, Bradley House, Bromley High Street, London, E3 3BA
- Flat 14, Bradley House, Bromley High Street, London, E3 3BA
- Flat 15, Bradley House, Bromley High Street, London, E3 3BA
- Flat 16, Bradley House, Bromley High Street, London, E3 3BA
- Flat 17, Bradley House, Bromley High Street, London, E3 3BA
- Flat 18, Bradley House, Bromley High Street, London, E3 3BA
- Flat 19, Bradley House, Bromley High Street, London, E3 3BA
- Flat 2, Bradley House, Bromley High Street, London, E3 3BA
- Flat 20, Bradley House, Bromley High Street, London, E3 3BA
- Flat 21, Bradley House, Bromley High Street, London, E3 3BA
- Flat 22, Bradley House, Bromley High Street, London, E3 3BA
- Flat 23, Bradley House, Bromley High Street, London, E3 3BA
- Flat 24, Bradley House, Bromley High Street, London, E3 3BA
- Flat 3, Bradley House, Bromley High Street, London, E3 3BA
- Flat 4, Bradley House, Bromley High Street, London, E3 3BA

FD Provider Portal - Part of the Springg FD Suite

**Address**

Address Line 1\* Flat 13

Address Line 2 Bradley House

Address Line 3 Bromley High Street

Locality

Town London

County

Postcode\* E3 3BA

Cancel Enter Manually Confirm

The address is then populated once this has been selected from the list. Click confirm to set this as the final address.

**Parent/Carer Details tab:** please check the details and complete any missing information:

- o This information can be obtained from the Parent Declaration Form. Please use the full legal names.
- o You must re-enter this section when the child is a funded 3 & 4 year old, to give permission for EYPP & 30 hours checks to be completed.

Home Funding Reports

Summary Estimates Actuals Adjustments Eligibility Checker

Name: Barry Test DOB: 01-Aug-2019

Summary Child Details Parent / Carer Details Funding Details Documents Notes

Entering Parent/Carer details enables us to check whether the child is eligible for Early Years Pupil Premium (EYPP) funding, and whether the child is eligible for extended hours.

Please ensure you input details for all records that have given their permission to do so, as this ensures you receive the additional funding. Please also ensure that the correct consent boxes are selected as per the usage of the details.

Details are optional but if entered then at least Forename, Surname and NI or NASS Number must be filled in.

**Parent / Carer Details**

Forename:   
 Surname:   
 DOB:   
 No or  NASS Number   
 Tick to give consent to Eligibility Checking for:  EYPP  30H

**Partner Details**

Forename:   
 Surname:   
 DOB:   
 No or  NASS Number   
 Tick to give consent to Eligibility Checking for:  EYPP  30H

Save Cancel \*denotes mandatory fields

Please note if you add parent details when the child is 2 years old, these details will pull through when the child is transferred to the 3 & 4 year old list.

However, you will need to revisit the parent details section when they are a 3 & 4 year old funded child to select the EYPP and 30 hours consent boxes (please see the section - "ADDING A NEW 3 & 4 YEAR OLD CHILD TO YOUR FUNDING CLAIM" for details).

- **Funding Details tab:** This is where you can add the funding details of your claim for this child:

Home Funding Reports

Summary Estimates Actuals Adjustments Eligibility Checker

Name: Barry Test DOB: 01-Aug-2019

Summary Child Details Parent / Carer Details Funding Details Documents Notes

**Funding Details**

Start Date\*:   
 End Date\*:   
  
 Weeks Attended in Term\*:   
 Present during Circuit:   
 Attends Two Days or More:   
 Nonmaternal for DAF\*:  Yes  No  
 Stretching Entitlement:   
 Universal Funded Hours per Week:   
 Universal Hours\*:   
 Extended Funded Hours per Week:   
 Extended Hours\*:   
 30H Eligibility Code:   
  
 Eligible for 30H:   
 Total Funded Hours per Week:   
 Total Funded:

**Attendance Days**

Attends Monday:  Yes  No  
 Attends Tuesday:  Yes  No  
 Attends Wednesday:  Yes  No  
 Attends Thursday:  Yes  No  
 Attends Friday:  Yes  No  
 Attends Saturday:  Yes  No  
 Attends Sunday:  Yes  No

**Non-Funded Hours per Week**

Non-Funded Hours\*:   
 \* If this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carer

**Maximum Values Allowed:**

Number of Weeks: 11.00  
 Universal Weekly Hours: 15.00  
 Universal Termly Hours: 165.00  
 Universal Yearly Hours: 570.00  
 Extended Weekly Hours: 15.00  
 Extended Termly Hours: 165.00  
 Extended Yearly Hours: 570.00

Save Cancel \*denotes mandatory fields

- Click on 'Default Term Dates' button to generate the claim period start and end date (this does not affect funding claims and does not require specific start and end dates to be added).
- Weeks Attended in Term - this should reflect the number of funded weeks as per the NEF claims calendar. The Portal will not allow you to enter more weeks than can be claimed for in a particular term.

**Mid-term starters - If a child starts mid-term, you must contact the previous provider where the child attended to ask how many hours they have reduced their claim by, therefore informing you of what is left to claim for the term. Children should not be added to your claim ahead of their start date. Instead, please add the child during the adjustment period and request the hours for the remainder of the term. You will then need to add the child to your claim the following term.**

- Please ensure that the “Present during census” box is also ticked for every child.
- Tick the “Attends Two Days or More” tick box if applicable.
- Universal Hours: Add the number of universal funded hours per week, the Portal will not allow you to enter more than 15 hours per week.
- Attendance Days: Although this section is not mandatory, it should be completed to show the days attended by the child.
- Non-Funded Hours: This field must be completed and refers to any privately paid childcare hours a child receives per week.

Please ensure that all required information fields marked in **bold** with an asterisk\* have been completed – these are mandatory fields and you will be unable to **SAVE** the record if information is missing. You will receive the following error:



Once you have completed all the required fields you are ready to save this child's record. Please select the blue “SAVE” button. The following screen will appear which shows details of the child you have just entered.

Repeat the process again for each 2 year old child you need to add by selecting the “Enter EY Voucher” button and adding each child.

Home Funding Reports

Summary Estimates Actuals Adjustments Eligibility Checker

Submit Actual: 2022/23 Spring - 3 & 4 Year Olds CHANGE

In 30H grace period

Add Child Send Claim

	Status	Child	Universal Sessions (inc Adj)	Extended Sessions (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
!	New: Awaiting LA Download	Test, Barry (01-Aug-2019)	165.00	165.00	£1679.70		31-Dec-2022 - 09-Apr-2023 Grace Period: 17-Jul-2023
!	New: Awaiting LA Download	Test, Craddock (15-May-2019)	165.00	165.00	£1679.70		31-Dec-2022 - 07-Feb-2023 Grace Period: 17-May-2023
	X	Test, Malcolm (01-Apr-2019)	165.00	0.00	£1639.85		
	X	Test, Rajina (01-Feb-2019)	165.00	0.00	£1639.85		

Add Child Send Claim

**Please remember that once a child has been successfully added to your rolling claim, they will appear on all subsequent claims until you delete them.**

**2 year olds will be rolled into the 3 & 4 year olds list when they reach this entitlement age.**

When you have successfully entered all the required children to your claim, you can then click on the "Send Claim" button to submit your Headcount claim for 2 Year old children to the Early Years team.

Home Forms Funding

Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests

Submission Successful

The next step is to add any new 3 & 4 year old children to your Headcount claim. You can navigate easily to the 3 & 4 year old section by clicking on "Change" as indicated above.

## 7. ADDING A NEW 3 & 4 YEAR OLD CHILD TO YOUR CLAIM

Ensure that the “Actuals” tab is selected, and then the appropriate Academic year, Headcount term from the left hand panel and then select “3 & 4 Year Olds” as the Funding Type from the middle panel.

Select either of the 'Add Child' buttons to add a child to your Headcount claim.

Status	Child	Universal Sessions (Inc Adj)	Extended Sessions (Inc Adj)	Total Funding Amount for Term (Inc Adj)	Child Weightings	Eligibility Status
X	Test, Malcolm (01-Apr-2019)	185.00	0.00	£1829.85		
X	Test, Rajita (01-Feb-2019)	185.00	0.00	£1829.85		

You will then be required to add information to each of the different tabs within the child record. Please ensure that all required information fields marked in **bold** with an asterisk\* have been completed – these are mandatory fields and you will be unable to “SAVE” the record if information is missing. There are 4 tabs to complete:



## Child Details Tab:

- Forename, Middle Name and Surname should be the legal names given to the child – as recorded on the birth certificate.
- Ethnicity is required for the Early Years Census submission – please select from the drop down list.
- SEN COP Stage – the three options that you should select are **“No Special Education Need”, “SEN Support” or “EHCP” (Education Health Care Plan)** – **please do not select any other options**. It is important to select the correct option for data quality and Early Years Census returns.
- Address should always be the child’s main residential address – this **MUST** not be a school, or nursery address. The address has to be manually entered and should conform to a certain format. See examples below:

**Address**

Address Line 1\* Flat 13

Address Line 2 Bradley House

Address Line 3 Bromley High Street

Locality

Town London

County

Postcode\* E3 3BA

Cancel Enter Manually Confirm

- **Parent/Carer Details tab:** You need to complete this section if you want to claim EYPP or Extended hours (DERN) for a child.

Home Funding Reports

Summary Estimates Actuals Adjustments Eligibility Checker

Child Details Parent / Carer Details Funding Details Documents Notes

Entering Parent/Carer details enables us to check whether the child is eligible for Early Years Pupil Premium (EYPP) funding, and whether the child is eligible for extended hours.

Please ensure you input details for all records that have given their permission to do so, as this ensures you receive the additional funding. Please also ensure that the correct consent boxes are selected as per the usage of the details.

Details are optional but if entered then at least Forename, Surname and NI or NASS Number must be filled in.

**Parent / Carer Details**

Forename

Surname

DOB

NI or  NASS Number

Tick to give consent to Eligibility Checking for:  EYPP  30H

**Partner Details**

Forename

Surname

DOB

NI or  NASS Number

Tick to give consent to Eligibility Checking for:  EYPP  30H

Save Cancel \*denotes mandatory fields

- o This information can be obtained from the Parent Declaration Form. Please use the full legal names for Parents/Carers.
- o Ensure sure that you have ticked the “Consent to eligibility checking” tick box for EYPP or 30 Hours as applicable.

- **Funding Details tab:** This is where you can add the funding details of your claim for this child:

Home Funding Reports

Summary Estimator Actuals Adjustments Eligibility Checker

Child Details Parent / Carer Details **Funding Details** Documents Notes

**Funding Details**

Start Date\*

End Date\*

**Default Term Dates**

Weeks Attended in Term\*

Present during Census

Attends Two Days or More

Nominated for DAF\*  Yes  No

Stretching Entitlement

Universal Funded Hours per Week

Universal Hours\*

Extended Funded Hours per Week

Extended Hours\*

30H Eligibility Code

**30 Hours Free Childcare**

Eligible for 30H

Total Funded Hours per Week

Total Funded:

**Attendance Days**

Attends Monday  Yes  No

Attends Tuesday  Yes  No

Attends Wednesday  Yes  No

Attends Thursday  Yes  No

Attends Friday  Yes  No

Attends Saturday  Yes  No

Attends Sunday  Yes  No

**Non-Funded Hours per Week**

Non-Funded Hours\*

⚠ If this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carer

**Maximum Values Allowed:**

Number of Weeks: 11.00

Universal Weekly Hours: 15.00

Universal Termly Hours: 165.00

Universal Yearly Hours: 570.00

Extended Weekly Hours: 15.00

Extended Termly Hours: 165.00

Extended Yearly Hours: 570.00

\*denotes mandatory fields

Save Cancel

- Click on 'Default Term Dates' button to generate the claim period start and end date (this does not affect funding claims and does not require specific start and end dates to be added).
- Weeks Attended in Term - this should reflect the number of funded weeks as per the Early Years team claims calendar. The Portal will not allow you to enter more weeks than can be claimed for in a particular term.

**Mid-term starters - If a child starts mid-term, you must contact the previous provider where the child attended to ask how many hours they have reduced their claim by, therefore informing you of what is left to claim for the term. Children should not be added to your claim ahead of their start date. Instead, please add the child during the adjustment period and request the hours for the remainder of the term. You will then need to add the child to your claim the following term.**

- Please ensure that the “Present during census” box is also ticked for every child who is present during census week in the Spring Term.
- Tick the “Attends Two Days or More” tick box if applicable.
- Nominated for DAF – Select “Yes” in order to claim DAF for the child at your setting. Please note that if the child splits their hours between two settings, only one setting can claim DAF for the child. Select “No” if DAF is not to be claimed.

- Universal Hours: Add the number of universal funded hours per week, the Portal will not allow you to enter more than 15 hours per week on a standard offer or more than 11.1 hours per week on a stretched offer.
- Extended Hours – enter the number of extended hours to be claimed. **Please ensure that you claim the maximum number of Universal Hours before claiming Extended Hours in your termly headcount.**
- 30 Hours Eligibility Code – enter the DERN supplied by the parent. Click on the “30 Hours Free Childcare” button to perform a check on the DERN. A tick will appear in the “Eligible for 30H” tick box if the check is successful and a message will appear to confirm eligibility.



If the check is unsuccessful, you will need to double check that the information you have input is correct and that the parent has given you the correct DERN.

 A screenshot of a web form titled "Extended Funded Hours per Week". It contains two input fields: "Extended Hours\*" with the value "15" and "30H Eligibility Code" with the value "73108209999". Below these is a blue button labeled "30 Hours Free Childcare". At the bottom, there is a label "Eligible for 30H" with a checked checkbox.

**Please see section 11 for the '30 Hour Code Validation Results' regarding other messages you may receive when validating a code**

- Total Funded Hours per Week – this will be automatically calculated by your input in the Universal and Extended Hours fields
- Attendance Days: Although this section is not mandatory, it should be completed to show the days attended by the child.
- Non-Funded Hours: This field must be completed and refers to any privately paid childcare hours a child receives per week.

Please ensure that all required information fields marked in **bold** with an asterisk\* have been completed – these are mandatory fields and you will be unable to “**SAVE**” the record if information is missing. You will receive the following error:



Once you have completed all the required fields you are ready to save this child's record. Please select the blue “SAVE” button. The following screen will appear which shows details of the child you have just entered.

Home Forms **Funding** Images

Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests

Submit Actual: 2020 - 2021 Autumn - 3 & 4 Year Old CHANGE

Add Child Send Claim

	Status	Child	Universal Hours (Inc Adj)	Extended Hours (Inc Adj)	Total Funding Amount for Term (Inc Adj)	Child Weightings	Eligibility Status
	New, Unsubmitted Child	Riley, Test3 (01-Mar-2017)	210.00	210.00	£1667.40		31-Aug-2020 - 08-Dec-2020 Grace Period: 17-Mar-2021

Add Child Send Claim

When you have successfully entered all the required children to your claim, you can then click on the “Send Claim” button to submit your Headcount claim for 3 & 4 Year old children to the Early Years team.

If successful, you will see the following message:

Home Forms **Funding** Images

Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests

Submission Successful

## 8. DISABILITY ACCESS FUNDING (DAF)

If you wish to claim Disability Access Funding for a 3 or 4 year old child at your setting with Disability Living Allowance, you must ensure that you have ticked “Yes” for the “Nominated for DAF” question on the Funding Details tab (the parent should have also completed the corresponding section on the Parent Declaration Form). If you do not wish to want to claim for DAF for a child, please select “No”.

**Please note this is a mandatory question and must be answered “Yes / No” in order to proceed.**

Child Details Parent / Carer Details **Funding Details** Documents Notes

**Funding Details**

Start Date\* 01-Jan-2023

End Date\* 31-Mar-2023

**Default Term Dates**

Weeks Attended in Term\* 10

Present during Census

Attends Two Days or More

**Nominated for DAF\***  Yes  No

Stretching Entitlement

Follow the current procedure for providing documentation to the Local Authority. (add screenshot to show how to attach file)

## 9. EARLY YEARS PUPIL PREMIUM

EYPP can only be claimed for 3 & 4 year old funded children. Childcare providers must have a Parent Declaration Form with the required details for checking eligibility completed and signed.

Please complete the Parent/Carer Details tab when adding a new child to your rolling headcount funding claim. Ensure that all Parent/Carer details have been fully completed and that the tick box giving consent to eligibility checking has been ticked.

**Please note: If you added the child when they were a funded 2 year old, you will need to go back into the parent details when they first reach 3 years of age and select the consent buttons shown below.**

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Funding', and 'Reports'. Below the navigation bar, there are tabs for 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. The main content area displays the name 'Ursula Test' and DOB '01-Jun-2019'. Below this, there are tabs for 'Summary', 'Child Details', 'Parent / Carer Details', 'Funding Details', 'Documents', and 'Home'. The 'Parent / Carer Details' tab is active, showing a form with the following fields: Forename (Ursula), Surname (Test), DOB (01-Jun-2019), and a radio button for 'N1 or NASS Number' (NNT234567). At the bottom of the form, there is a highlighted yellow section with the text 'Tick to give consent to Eligibility Checking for' and two radio buttons: 'EYPP' and '30H'.

The funding application will automatically check and confirm eligibility for EYPP, and then add the EYPP supplement to your rolling claim for the child. **This is the only way to claim EYPP for a child.**

### **EYPP eligibility for other reasons than economic:**

If you have been made aware that the child is eligible for EYPP and received necessary parent permissions, this will be checked by the funding application and the EYPP supplement will be added to your claim. Please note, you must have seen evidence that the child is eligible for EYPP due to their previously looked after child status.

Once EYPP has been added, this remains in place regardless of a change in parent circumstances.

For all EYPP checks that are not eligible, funding application will continue to make regular termly checks on all parent details provided. If the status changes to eligible, the EYPP supplement will be added to the claim.

## 10. ADDING ADJUSTMENTS TO YOUR FUNDING CLAIM

If you wish to make any changes to your current term's headcount funding claim when it has been submitted, and the Headcount window has closed, you can do so when the Adjustments window is open. The Early Years team will provide you with details of the dates of the Adjustment window for each term.

When the Adjustment window is open, click on the "Funding" tab and select "Adjustments". Select the appropriate Term from the left hand panel and the relevant "Funding Type" for which you wish to make an adjustment.

Select the existing child record that you wish to adjust and follow the steps below, or select "Enter EY Voucher" (2 year old child only), or "Add Child" (3 & 4 year old child only) as appropriate if you wish to add a new child to your headcount funding claim.

Select either "More Hours" or "Less Hours" from the drop down menu, and input the number of hours you wish to increase/decrease the claim by in the box to the right of the drop down. Then insert your reason for the adjustment in the "Reason" section.

For example, if you have claimed 210 universal hours in total for a child in the term and you want to reduce this by 15 universal hours: select 'Less Hours' and then type in the number of hours you want to reduce it by:

**To clarify - this is the number of hours you want to increase or decrease the total term's claim by, rather than the weekly number of hours you wish to claim for in total for the child. *Please ensure that you deduct Extended Hours before deducting any Universal Hours.***

Select "Save". This will then update the hours claimed for the child.

		Unsubmitted Claim	Test, Malcolm (01-Apr-2019)	-15.00	0.00	150.00	0.00	£1585.50
--	--	-------------------	-----------------------------	--------	------	--------	------	----------

When you have completed all your adjustments, select the "Send Claim" button to submit your adjustments to the NEF Team.

### 11. 30 HOUR CODE VALIDATION RESULTS

The below result is an example you will receive when a 30 hour code is eligible for funding:



The following message is an example of what you would see when a 30 hour code is not eligible for funding. If you receive this message, double check that the following information is correct:

- Child's DOB
- Parent's National Insurance Number
- 30 hour code (DERN)




Eligibility for extended sessions was not obtained. You will only be able to claim for universal sessions.

The below result is what you will see if code is found but not eligible for funding in current term:

The Eligibility Code has been found, but does not cover the standard term start date (01-Sep-2019) therefore extended sessions cannot be claimed this term. You may only claim for universal sessions.

Please note, when a code is in the grace period, you will see the following message against a child's record:

In 30H grace period

Child Name	Universal Hours (Inc Adj)	Extended Hours (Inc Adj)	Total Funding Amount for Term (Inc Adj)	Child Weightings	Eligibility Status
 Test0, Test (11-Oct-2015)	60.00	60.00	£464.40		04-Sep-2019 - 03-Dec-2019 Grace Period: 29-Feb-2020

Parents must be advised to reconfirm their code every 3 months. If parents are no longer eligible or have failed to reconfirm their code, the extended hours cannot be claimed past the grace period end date.

If you have any questions about the validity of a 30 Hour Code (DERN) please contact the Early Years team on [childcare@croydon.gov.uk](mailto:childcare@croydon.gov.uk).

## 12. UNDERSTANDING YOUR FUNDING SUMMARY

Your main Financial Funding “Summary” can be found under the Funding tab. Select “Summary”.



It shows on the left panel the Estimates you have submitted and been paid, and the Actuals on the right panel broken down into Universal Funding, Extended Funding, Child Weightings which will be EYPP and Deprivation combined. Adjustments (including DAF) and a Final Total will be shown.

Summary: 2022/23 Spring - 3 & 4 Year Olds CHANGE

Estimates	
Term Length (Weeks)	11.00
▶ Provider Rate applied	£5.00
<b>Estimate Funding</b>	
Sections Per Week	50.00
Term Funding Amount	£2799.50
Interim %	75.00%
Interim Amount Payable	£2099.63
<hr/>	
Total Interim Amount Paid to Date (before Adj)	£2099.63
<hr/>	
Interim Amount Payable Balance	£0.00
<hr/>	
Processed	Yes
Processed Date	20-Feb-2023

Rate x Hours may not equal Totals as rounding is applied per child.  
The totals shown are the sum of the funding amounts per child.

Actuals	
Term Length (Weeks) Term Time	11.00
Term Length (Weeks) Stretched	11.00
▶ Provider Rate applied to child funding	£5.00
<b>Universal Funding</b>	
Funded Hours for Term	495.00
Funding Amount @ Provider Rate	£2519.55
▶ Child Weightings Total	£267.30
<hr/>	
Universal Funding Amount	£2786.85
<b>Extended Funding</b>	
Funded Hours for Term	160.00
Funding Amount @ Provider Rate	£839.85
▶ Child Weightings Total	£0.00
<hr/>	
Extended Funding Amount	£839.85
<b>Totals</b>	
Funded Hours for Term	660.00
Funding Amount @ Provider Rate	£3359.40
Child Weightings	£267.30
<hr/>	
Term Funding Amount	£3626.70
Interim Amount Paid (before Adj)	£2099.85
<hr/>	
Term Funding Amount Balance	£1527.07
Adjustments Paid with Final Payment	£2400.00
<hr/>	
Actual Amount Paid (Inc. Adj)	£3927.07
<hr/>	
Processed	Yes
Processed Date	27-Feb-2023

You can also view a Summary of Funding for individual children by viewing the “Summary” within the child's record on your “Actuals” list.

Home Funding Reports

Summary Estimates Actuals Adjustments Eligibility Checker

Save not available, due to the status being 'Unsubmitted Adjustments Claim'.

Name: Malcolm Test DOB: 01-Apr-2019

Summary Child Details Parent / Carer Details Funding Details Documents Notes

Term Start Date	01-Jan-2023	<b>Universal Funding</b>	
Term End Date	31-Mar-2023	Funded Hours Per Week	15.00
No of weeks attended	11.00	Funded Hours for Term	165.00
Nominated for DAF	Yes		
▶ Provider Total Rate	£5.09	<b>Funding Amount @ Provider Rate</b>	<b>£839.85</b>
		<b>Child Weightings</b>	<b>£0.00</b>
		<b>Universal Funding Amount</b>	<b>£839.85</b>
		<b>Totals</b>	
		Funded Hours Per Week	15.00
		Funded Hours for Term	165.00
		<b>Total Funding (excl. Adj)</b>	<b>£839.85</b>
		Total amount from Adjustments	£800.00
		Total amount from Pending Adjustments	£-76.35
		<b>Total Funding For Term (inc Adj)</b>	<b>£1563.50</b>

The Summary provides an overview of the amount of funding received or requested (if the claim has not yet been processed) for that child.

### 13. ELIGIBILITY CHECKER (30 Hours)

If you would like to check if a child's 30 hour code (DERN) is eligible before adding them to your rolling headcount claim, please use the "Eligibility Checker". This is found on the Funding tab and then click on the "Eligibility Checker".

Home Funding Reports

Summary Estimates Actuals Adjustments Eligibility Checker

Select Year and Term

2022/23

Summer

Spring

Autumn

Next click on the blue "30 Hours Free Childcare" button:

## Eligibility Checker

Use this area to check if a child is eligible for extended hours. Please click the button below and provide the details as required.

Data Protection Notice - a record of the check is maintained for monitoring purposes. The information supplied is NOT stored by the system.

[30 Hours Free Childcare](#)

This will then bring up an information box for you to complete with the 30 hour code (DERN) details. Please ensure all the fields with an asterisk have been completed and the consent for eligibility check tick box. Then press the blue "Submit" button:

The screenshot shows a form titled "30 Hours Free Childcare". It contains the following fields and elements:

- Instruction: "Please enter a valid Eligibility Code and Child Date of Birth, together with Parent/Carer Details. Partner Details are optional but if entered then all fields, except Forename, must be filled in."
- Fields with asterisks (mandatory):
  - Eligibility Code\*
  - Child Date of Birth\*
  - Parent/Carer Forename\*
  - Parent/Carer Surname\*
  - Parent/Carer NI Number\*
- Consent: "Consent must be given for this" with a checkbox for "Eligibility Check".
- Optional Partner Fields:
  - Partner Forename
  - Partner Surname
  - Partner NI Number
- Legend: "\*denotes mandatory fields"
- Buttons: "Submit" and "Cancel"

If the details are correct and matched with the information held on the Eligibility Checking Service (ECS), you will see the following result:

The screenshot shows the result page of the eligibility checker. It features a navigation bar with "Home", "Forms", "Funding", and "Images". Below the navigation bar, there is a breadcrumb trail: "Summary", "Estimates", "Actuals", "Adjustments", "Eligibility Checker", and "Registered Interests". A green success message is displayed:

The details provided have been found:  
Eligibility Code: 73108209999  
Code Start Date: 31-Aug-2020  
Code End Date: 08-Dec-2020  
Grace Period End Date: 17-Mar-2021

Below the message, the "Eligibility Checker" section is repeated, including the instruction, data protection notice, and the "30 Hours Free Childcare" button.

Please remember to check if the validity start date is eligible for funding within the term you want to claim extended hours. If not, the extended hours will not be accepted when you add the child to your funding claim.

Please note: if a code check is completed in here, this information is not retained. The 30 hour code (D

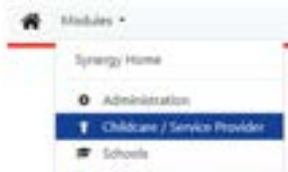
ERN) details must be added and validated when you add the child to your funding claim.

## 14. Provider Portal reports

You are able to export the data from each headcount into a spreadsheet, word document or pdf.

To run the report –

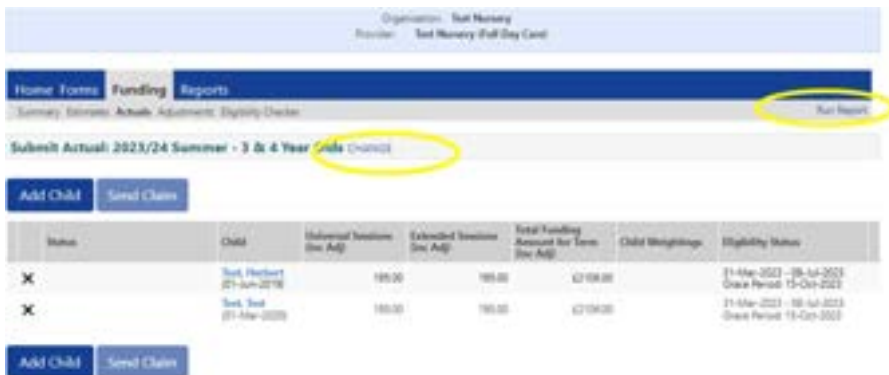
- Click Modules, Childcare/Service Provider,



- Click on Funding, then Actuals
- Choose on either 2 Year Old or 3 & 4 Year Olds



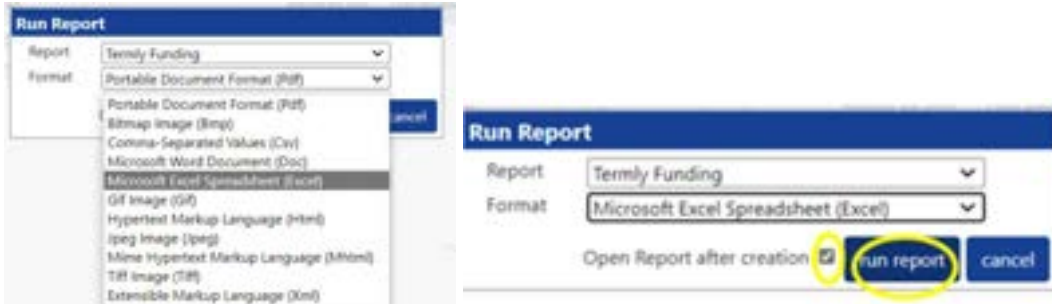
- The following screen will show your children and their funding
- To the top right of the screen click 'Run Report'
- To go back to the previous screen to choose your other age group click on 'Change'



- Click on 'Report' dropdown and choose the report that you want to run.



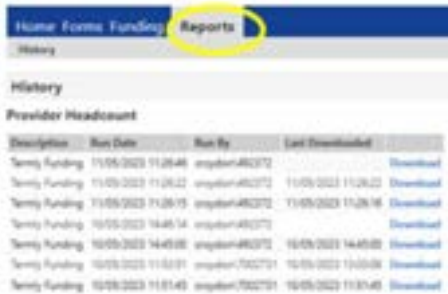
- Click on the 'Format' drop down and choose the format you wish to run the report in (the default is set to PDF).



- Once you have chosen your output format click in the tick box to 'Open Report after creation'
- Then click on 'run report'
- The report will open up in your chosen format
- You can save these reports to a specified area on your PC.

Child ID	Surname	Forename	Date of Birth	Gender	Universal Hours	Extended Hours	EEF/Ofsted/Qualification	Universal Funding Amount	Universal & EEF Funding Amount	Extended Funding Amount	Total Funding Amount	Eligibility Status
261148	Tea	Harriet	11/06/2019	W	12%	2%	20.00	£1,203.00	£1,203.00	£1,203.00	£1,206.00	11/01/2021 - 06/30/2023 Generic Period End Date 30/10/2023
261147	Tea	Tea	11/01/2020	M	12%	2%	20.00	£1,203.00	£1,203.00	£1,203.00	£1,206.00	11/01/2021 - 06/30/2023 Generic Period End Date 30/10/2023

- Your reports will also be saved in the 'Reports' tab



## 15. Early Years Team Contact details

If you need any further advice or guidance, please feel free to contact the Early Learning Sufficiency Team.

<b>Postal address:</b>	Early Learning Sufficiency Team Croydon Council Bernard Weatherill House 8 Mint Walk Croydon CR0 1EA
<b>Email</b>	<a href="mailto:child.care@croydon.gov.uk">child.care@croydon.gov.uk</a>

<b>Telephone Numbers:</b>	020 726 6000 then our extensions are:  Ann 24297 Lisa 23969 Shirley 24209
<b>Websites:</b>	<a href="http://www.croydon.gov.uk/early-years">www.croydon.gov.uk/early-years</a> <a href="http://www.familyspacecroydon.gov.uk">www.familyspacecroydon.gov.uk</a>