# 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 <u>www.childcarechoices.gov.uk</u>

We recommend that you save/bookmark these links

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

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 acc	ount with us.
Enter your email addres	s (parent/carer user) / username (school/EY Funding user)
	0
You must enter a username to	continue
	Next

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

Reset passy	word
New Pastword *	
Pass-and meets regulations	
Confirm Password *	
Personal de materia	
	Charger Destaura

The Homepage of the Early Years Provider Portal will now be

#### displayed.

ñ	Modules *
	Organisation: Oroydon Test Day Nursery Provider: Oroydon Test Day Nursery (Day Nursery)
	Home Funding Reports
	Welcome to FIS Provider Portal
	Please make a selection from the above menu to process!

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 o
     Eligibility Checker for 30 Hours (DERN) o 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. FORGOTTON 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".

	Sign In
Sign in or create	an account with us.
Enter your email	ddress (parent/carer user) / username (school/EV Funding use
	Q
bu must enter a user	name to continue
2	Next
a.	

Click on "Forgot Password"

Enter your passwor	d	
		0
	Forgot Passv	word
Request a token to identity.	reset your password, which w	e will email to you to verify your
Enter your email ad	ldress (parent/carer user) / use	ername (school/EY Funding user)
1200012080200208		

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 I	oken
fo reset your password, enter the token co rou. Foken	ntained in the email that we sent
No an anna aire 's cair air an air an an ta t	
a12bd851-5f87-4602-a71c-bb2b55668efe	

You will then be able to reset your password.

	Nese	r hassw	oru	
New Password	•			
Confirm Passwor	rd *			
Please confirm your p	sameent			

#### 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.

	Organisation: Croy Providen: Croydon Tes	don Test Day Nursery it Day Nursery (Day Nursery)		
Home Funding Reports Summary Estimates Actuals Adjust	ments Eligibility Checker			
Estimates Head Count Rec	ords for 2022/23 - Spring			
2022/23		Office use only	ý .	
Summer Submission Pariod	Funding Type	Ready To Process	Processed	
01-4pr-2022 to 31-Aug-2022	a 2 Year Old	*		
d Spring Submision Parlod 01-San-2020 to 31-Mar-2003	🖌 3 & 4 Year Olds			
Autumn     Submission Period:     01-Sep-2022 to 31-Geo-2022				

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".

Number of We	eks for this Term 11.00		
stimate Numb	per of Funded Hours Per We	ek for this Term 0.00	
lease enter bo	oth numbers, click 'Calculate	', then '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 – <u>child.care@croydon.gov.uk</u>

**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.

Home Funding Reports	5			
Summary Estimates Actuals Adju	stments Eligibili	ty Checker		
Estimates Head Count Re	cords for 20	022/23 - Spring		
2022/23	1000		Office use on	y .
Summer Summer		Funding Type	Ready To Process	Processed
01-Apr-2022 to 31-Aug-2022		2 Year Old	-	
<ul> <li>Spring</li> <li>Submission Period: 91-Jan-2025 to 31-Mar-2025</li> </ul>		3 & 4 Year Olds	~	*
O Autumn Submission Relat 91-Sep-2022 to 31-Dec-2022				

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.

Summary Head Count	Records for 2022/23 - Spring	
2022/23		
Summer	Funding Type	
Spring	2 Year Old	
Autumn	3 & 4 Year Olds	

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

Summary Head Count I	Records for 2022/23 - Spring	
2022/23		
Summer	Funding Type	
Spring	2 Year Old	
Autumn	3 & 4 Year Olds	

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

Funding Reports

veres Eligibility Chester n Acture Adust

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

		The totals shown are the sum of the funding amounts p	w child
Estimates		Actuals	
Term Length (Weeks) Provider Rate applied	14.00 45.09	Term Length (Weeks) Term Time Term Length (Weeks) Stretched Provider Rate applied to child funding	
Extinuete Funding			
Sessions Per Week	0.00	Universal Funding	
Term Funding Amount	60.00	Funded Hours for Term	
Interim S	85.00%	Funding Amount @ Provider Rate	
interim Amount Payable	60.00		
		Universal Funding Amount	
Intal Interim Amount Paid to Date	80.00	Extended Funding	
(before Adj)		Funded Hours for Term	
		Funding Ammunt @ Provider Kate	
Interim Amount Payable Balance	£0.00		-
		Extended Funding Amount	
		Totals	
		Funded Hours for Term	
		Funding Amount @ Provider Rate	
		Child Weightings	
Processed	140		-
Processed Date		Term Funding Amount	
		Interim Amount Paid Defore Adj	
			-
		Term Funding Amount Balance	
		Adjustments Reid with Final Reyment	
			-
		Actual Amount Paid Druc, Adj)	

Printeriated Processed Date

Rate a Hours may not equal Totals as rounding is applied per child.

14.00 14.00

£5.09

10.00

65.00

60.00

0.00

63.00

63.00

0.00

63.00 \$8.00

10.00 10.00

63.00

£0.00

68.00

No

#### 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	
Ø Summer	
Submission Period: 01-Apr-2022 to 31-Aug-2022	
A Spring	
Submission Period: 01-Jan-2028 to 31-Mar-2028	
Ø 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.

2/21		Office and end	
Summer Summer	Funding Type	Ready To Process	9 Processed
Apr-2022 to 31-Aug-2022	@ 2 Year Old		
Spring mission Reniad Ien-2023 to 31-Man-2023	a 3 & 4 Year Olds	Titles	
Autumn minisk Pariod. Jap-2002 to 31-Dac-2002			

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 Repo	irts djustments: Eligibility Checker					
Submit Actual: 2022/23	Spring - 3 & 4 Year C	Dids CHANGE				
Add Child Send Clai	m					
Status	Child	Universal Sessions (inc Adj)	Extended Sessions (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
×	Test, Malcolm (01-Apr-2019)	165.00	0.00	£1639.85		
×	Test, Rojita (01-Feb-2019)	165.00	0.00	£1639.85		
Add Child Send Clai	m					

#### **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.



You will be asked to you to confirm that you wish to delete the child from your Headcount claim - Select "Yes"

Request	t Delete
Are you sure you want to request the deletion of Delete requests are automatically submitted but	child: Test, Malcolm from this headcount record? can be cancelled.
Yes	No

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:

Primary	Law Street	
Postcode*	E3.38A	
	Search	
Please select an item from	n the list	¥
Please select an item from	the list	-
Flat 1, Bradley House, Bron	nley High Street, London, E3 38A	
Flat 10, Bradley House, Bri	omley High Street, London, ES 38A	
Flat 11, Bradley House, Bro	omley High Street, London, E3 384	
Flat 12, Bradley House, Bro	omley High Street, London, £3 38A	- 1
Flat 13, Bradley House, Bri	omley High Street, London, £3 SEA	
Flat 14, Bradley House, Bro	onley High Street, London, E3 38A	
Flat 15, Bradley House, Bro	omley High Street, London, E3 38A	
Flat 16, Bradley House, Bri	ominy High Street, London, E3 38A	
Flat 17, Bradley House, Bri	omley High Street, London, E3 38A	
Flat 18, Bradley House, Bro	onley High Street, London, E3 38A	
Flat 19, Bradley House, Bri	onley High Street, London, E3 38A	
Flat 2, Bradley House, Bron	nley High Street, London, E3 38A	
Flat 20, Bradley House, Bro	smley High Street, London, E3 38A	
Flat 21, Bradley House, Bri	onley High Street, London, E3 38A	
Flat 22, Bradley House, Bro	omley High Street, London, E3 384	- 5
Flat 23, Bradley House, Bro	onley High Street, London, E3 38A	
Flat 24, Bradley House, Bro	smiley High Street, London, E3 38A	
Flat 3, Bradley House, Brok	miey High Street, London, E3 384	
Flat 4. Bradley House, Bron	nley High Street, London, E3 36A	

Address Line 1*	Flat 13
Address Line 2	Bradley House
Address Line 3	Bromley High Street
Locality	
Town	London
County	
Postcode*	E3 38A
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/or complete any missing information:
  - o 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.

me: Malcolm Test DOB: 01-A	upr-2019				
mary Orlid Details Revent / Carler Det	alis Funding Deta	a Documents I Ad	net		
Entering Parent/Carer details enable extended hours.	es us to check wh	ether the child is elig	able for Early years Pupil Premium (EVPP) f	unding, and whet	her the child is eligible
Please ensure you input details for that the correct consent boxes are	all records that ha selected as per th	we given their permi e usage of the detail	zzion to do so, zs this ensures you receive s.	the additional fur	nding. Please also ensu
Details are optional but if entered to	hen at least Foren	ame, Sumame and 7	al or NASS Number must be filled in		
Parent / Carer Details			Partner Details		
Forename			Forename	[	
Sumame			Sumame	1	
DOB			DOB	-	
I No or NASS Number	-		□ Ni or □ NASS Number	0	
Tick to give consent to Eligibility Checking for	EX66	C SH	Tick to give consent to Eligibility Checking for	EYPP	🗆 зон
ave Cancel "denote	n mandatory Talds				
Please note - if you	add paren	t details whe	en the child is 2 years old,	these deta	ails will pull
through when the c	hild is tran	sferred to th	ie 3 & 4 year old list.		

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

e: Malcolm Test DOB: 01	-Apr-2019		
ry   Child Details   Reart / Geler	Deteis Funering Deteils Document	n. Neter	
Funding Details		Attendance Days	
itart Date*	01-Jan-2028	Attends Monday	O Yes # No
ind Date*	31-Mar-2028	Atlands Tuesday	O Yes @ No
	Data de Terre Data	Attends Wednesday	O ves # No
	Default term Date	Atlends Thursday	O Ves # No
Veeks Attended in Term*	11.00	Atlands Hiday	O Yes # No
veterit during Censul	0	Attends Saturday	O yes # No.
Itlends Two Days or More	ñ	Attends dunday	O yes @ No
iominated for DAF*	The second		
trietching Entitlement			
Universal Funded Hours per W	leek	Non-Funded Hours per We	ek
Iniversal Hours*	15.00	Non-Funded Hours*	(d.00
Intended Funded Hours per W	lask	if this child attends anothe	er setting as well as yours, be use to ents
Ixtended Hours"	0.00	hours as per what has been a	greed with the child's parent/carer
on sigibility code	1000	-	
S19117-0176-0199	Constant of the local division of the	Maximum Values Allowed	
	30 Hours Free Childo	Number of Weeks: 11,00	
ligible for 304		Concernal Manufile Income 15.6	
and the second		Universal Termity Hours: 165.	00
Istal Funded Hours per Week	ALC: NO DECISION	Universal Yearly Houric \$70.0	10
otal Punced.	13.00	Extended Weekly Hours: 15.1	00
		Extended Sermly Hours: 165.	00

- 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.

Extended Funded Hours per	Week
Extended Hours*	15
30H Eligibility Code	73108209999
	30 Hours Free Childcare
Eligible for 30H	2
and the second	0.0

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.

<u>DO NOT</u> 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.

Summ	ary Estima	nes Actuals Adjustments Eligibility	Checker			
Subn	nit Actu	al: 2022/23 Spring - 2 Yea	ar Old CHANGE			
Add	Child	Enter EY Voucher Sen	d Claim			
		Status	Child	Funded Sessions (inc Adj)	Total Funding Amount for Term (Inc Adj)	Child Weightings
0	2	Availing LA Download	Test, Colin (09-Sep-2020)	55.00	6331.65	
0	2	New, Awaiting LA Download	Test, Kinger (09-Sep-2020)	165.00	£994.95	
0	2	Awaiting LA Download	Test, Shark (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.

ty G
or enter a valid Voucher Code, together with the Orig
alter Gold*
to Date of Britin
id Summers*
id Summer <sup>4</sup>

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:

e: Barry Test DOB: 01	-Aug-2019		
Child Details Resert / C	arer Details   Funding Details   Documents   Notes		
Child Details		Undate Address	
orename*	tarry.	opone sources	
tiddle Name		Address	
umame*	Test	Address Line 1*	Basement To Tenth Floor
08*	01-Aug-2019	Address Line 2	8 Semard Weatherill House Mil
and to DOB	0	Address Line 3	
ender*	🖾 Male 🗆 Female	Locality	
referred Surname		Town	Croydon
thnicity*	Information Not Vet Obtained 💙	County	
EN COP Stape*	No Special Educational need	Postcode*	CR0 1EA

- 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:

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South South Flease select an item from the list Rubo solution for the list Rubo solut	south t. an item from the list	Postcode*	122.204
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Address Line 1"	Flat 13
Address Line 2	Bradley House
Address Line 3	Bromley High Street
Locality	
Town	London
County	
Postcode*	E3 38A
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.

may 1 Discount   Nett / Gen Des	Anting Deters   Deciments   In	261	
Entering Parent/Carer details enable extended hours.	s us to check whether the child is elig	plate for Early Years Pupil Premium (\$1991) f	unding, and whether the shild is eligible
Hease ensure you input details for a that the correct consent boxes are a	Il records that have given their permi elected as per the usage of the detail	ission to do so, as this ensures you receive s.	the additional funding. Flease also enti-
Details are optional but if entered th	nerv at least Forename, Sumame and t	N or NASS Number must be filled in.	
Parent / Carer Details		Partner Details	
Forename	Kosha	Forename	
Sumame	Test	Sumaria	
006	01-Aug-1991	DOB	
No or 🛛 NASS Number	NN1098764	Ni or      NASS Number	
Tick to give consent to Eligibility Checking for	🖸 EVDD 🖸 30H	Tick to give consent to Eligibility Checking for	C 5/99 C 304

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:

et Barry Test DOB: 01-Au	vg-2019		
en   Orio Secoli   Amert./ Gen.)	Beats, Funding Dealth _ Description	- Sem.	
Funding Details		Attendator Days	
Hart Oute*	01-Jan-2025	Attends Monday	O He O No
Ind Date*	11.449-2023	Attends Tuesday	O Yes O Ne
	Darlas in Territor Darlas	Attends Webhesday	O We O No
	Course term Date	Atlends Thursday	O tes O Ala
vocks Actionated in Term"	11.00	Attends Priday	O her O his
heart during Census		America Saturday	O Tes O Alla
Itends Two Days or Mare	5	Atlends Sunday	O Net O No
iominated for DAP*	# Yes O No		
heaving brittenent	0		
Intvienal Funded Hours per W	look .	Non-Funded Hours per Wile	*
Internal Hears*	[15:00	Non-Funded Hours*	9.9
Intended Funded Hours per W	No.	e fitis chid attends anothe	visiting as well as yours, be sure to enter t
atended Hours*	15:00	hours as per what has been a	pread with the child's parent/carer
On Digitality Code	73112229999		
	10 House Conception	Manual Values Allowed	
	SU HOUS HEE CRADO	Number of Hiteld: \$1.00	The second s
10-04-101-30H	10	Winese Versia mours PSD	•
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	11200	Extended Week's Hours 15.0	10
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- 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.

Subr	nit /	Actual: 2022/23 Spring -	3 & 4 Year Old	IS CHANGE					
Ade	ich p	ild Send Claim							
		Status	Child	Universal Sessions Line Adj)	Extended Sessions (inc Adj)	Total Funding Amount for Term (inc Ad)	Child Weightings	Eligibility Status	
0	2	New, Availing LA Dovnicad	Test, Barry (01-Aug-2018)	165.00	165.00	£1879.70		31-Dec-2022 - 09-Apr-2023 Grace Period: 17-Jul-2023	a
0.	2	New Analting LA Download	Test, Craddock (15-May-2019)	185.00	165.00	11679.70		31-Oct-2022 - 07-Feb-2023 Grade Period: 17-May-2023	8
	×		Test, Malcolm (01-Apr-2019)	165.00	0.00	£1639.85			
	×		Test, Rojita	165.00	0.00	£1639.85			

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 Crecker 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.

Home Funding Report	5		
Summary Estimates Actuals Adju-	nimenti Digibility Checker		
Actuals Head Count Reco	ords for 2022/23 - Autumn		
2022/23		Office use on	b
S Summer Laboration Turnet	Funding Type	Ready To Process	Processed
11 Apr 2022 (s. 11 Aug 2014	a 2 Year Old		
Spring     Laterature Partial     Transition     Transition     Transition	# 3.8:4 Year Olds		
C Automa Schenzen-Perset 17 fan 2021 y 11 fan 2021			

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

nimary Estimates Actuals i	Idjustments Bigislity Checker					
bmit Actual: 2022/2	3 Spring - 3 & 4 Year O	Nds CHANGE				
Add Child Send Cla	im					
Status	Ches	Universal Sessions (inc Adj)	Extended Sessions (Inc. Adj)	Total Funding Amount for Term (Inc Adj)	Child Weightings	Eligibility Status
Status X	Child Text, Malcolm (01-Apr-2019)	Universal Sessions (inc Adj) 165.00	Extended Sessions (Inc Adj) 0.00	Total Funding Amount for Term (Inc Adj) £1639.05	Child Weightings	Dispibility Status

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:

Details   Parent / Carer Details	Funding Details   Documents   Notes		
Child Details		Search for an Address	
Forename*		Primary	
Middle Name		Postcode*	8
Sumame*			
DOB*			Landan .
Proof of DOB	0	Address	
Gender*	Male     Periale	Address Line 1*	
Preferred Sumame		Address Line 2	
Ethnicity*	Information Not Vet Ontainer	Address Line 3	
SEN COP Stage*	En value Heath and Care E	Locality	
		Town	
		County	
		Postcode*	

- 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:

Primary	E	
Postcode*	E3 38A	
	Search	
Please select an item from	the list	¥
Please select an item from	the list	-
Flat 1, Bradley House, Bron	nley High Street, London, E3 38A	
Flat 10, Bradley House, Bro	miley High Street, London, ES 38A	
Flat 11, Bradley House, Bro	miley High Street, London, E3 384	
Flat 12, Bradley House, Bro	mley High Street, London, E3 38A	
Flat 13, Bradley House, Bro	mkey High Street, London, 63 SBA	
Flat 14, Bradley House, Bro	miley High Street, London, E3 38A	
Flat 15, Bradley House, Bro	miley High Street, London, E3 38A	
Flat 16, Bradley House, Bro	miley High Street, London, E3 SBA	
Flat 17, Bradley House, Bro	mley High Street, London, E3 38A	
Flat 18, Bradley House, Bro	mley High Street, London, E3 38A	
Flat 19, Bradley House, Bro	miley High Street, London, E3 38A	
Flat 2, Bradley House, Bron	viey High Street, London, E3 38A	
Flat 20, Bradley House, Bro	mley High Street, London, 83 38A	
Flat 21, Bradley House, Bro	eviey High Street, London, E3 38A	
Flat 22, Bradley House, Bro	miley High Street, London, E3 384	- 2
Flat 23, Bradley House, Bro	miley High Street, London, E3 28A	
Flat 24, Bradley House, Bro	miky High Street, London, £3 38A	
Flat 3, Bradley House, Bron	niey High Street, London, E3 38A	
Elat 4. Brachev Mouse Enter	Ney High Sheet, London, E3 36A	

Address Line 1*	Flat 13
Address Line 2	Bradley House
Address Line 3	Bromley High Street
Locality	
Town	London
County	
Postcode*	E3 38A
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.

Details   Relet / Cele Details   Austing Details   Documents   Austes		
Entering Parent/Cerer details enables us to check whether the child is eig extended hours.	plaie for Sarly Years Pupo Premium (D199) 1	unding, and whether the child is eligible for
Please ensure you input details for all records that have given their permitted the contect consent tokies are selected as per the usage of the detail	islar ta da sa, as this ensures you receive L	the additional funding. Please also ensure
Details are optional but if entered then at least Forename, Sumame and I	N or NASS Number must be filled in	
Parent / Carer Defails	Partner Details	
forename	Forename	
Surfaire	Sumane	1
Dos	Dos	
O NI DE LO NASS NUTBER	LO NEEP LO NASS NUMBER	
Trouto give consent to Eighbility 🛛 EriW 🔅 30H	Tick to give consent to Eiglbility Characteristics	G EV# 0 30H

- o This information can be obtained from the Parent Declaration Form. Please use the full legal names for Parents/Carers.
- 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:

work   Perent / Carel Decement   Pur	nding Datalty   Documents   Notae			
Funding Details		Attendance Davs		
Hart Date*		Attends Monday	O Yes O No	
ind Date*		Attends Tuesday	O Ves O No	
	Dela Marine Dela	Attends Wednesday	O Yes O No	
	Default Term Dates	Attends Thursday	O Vec O No.	
Veeks Attended in Term*		Attends Friday	O West O Not	
resent during Census	<b>D</b>	Attends Saturday	O Ver O No	
ittends Two Days or More	0	Attends Sunday	O Ver O Na	
iominated for DAF*	O via O No.		O TES O TRO	
bretching Entitlement	0			
Iniversal Funded Hours per W	Vinele	Non-Funded Hours per We	¢.	
Iniversal Hours*		Non-Funded Hours*		
xtended Funded Hours per V	Veek		r setting as well as yours, be sure to	enter the
xtended Hours*		hours as per what has been a	preed with the child's parent/carer	
OH Eligibility Code				
	10 Hours Free Childe	Maximum Values Allowed:		
Include they William	and the state of t	Number of Weeks: 11.00		
spiple for part		Universal Weekly Hours: 15.0	0	
fotal Funded Hours per Week	0	Universal Termiy Hours: 165.0	90 0	
otal Funded:				
		Extended Weekly Hours: 15.4 Extended Termin Hours: 165.1	0 30	
		Extended Yearly Hours: \$78.6	0	

- 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.

V The Eligibility Code has been found and eligibility for extended hours has been obtained.	
---	--

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.

<b>Extended Funded Hours pe</b>	r Week
Extended Hours*	15
30H Eligibility Code	73108209999
	30 Hours Free Childcare
Eligible for 30H	×.

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	ry Estimates Actuals Adjustments	PS Eligibility Checker	Registered Intensits				
Submi	it Actual: 2020 - 2021 Au	tumn - 3 & 4 1	fear Old CHANGE				
Add	Child Send Claim						
	Status	CAM	Universal Hours (Inc Adj)	Extended Hours (loc Adj)	Total Funding Amount for Term (Inc Ad)	Child Weightings	Eligibility Status
0 0	New, Unsubmitted Child	Rilley, Test3 (01-Mar-2017)	210.00	210.00	£1667.40		31-Aug-2020 - 08-Dec-2020 Grace Period: 17-Mar-2021

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 Adj	atments. Eligibility Checker. Registered Interests
Submission	Saccessful	

#### 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.

Funding Details	
Start Date*	01-Jan-2023
End Date*	31-Mar-2023
	Default Term Dates
Weeks Attended in Term*	10
Present during Census	8
Attends Two Days or More	0
Nominated for DAF*	Yes C No
Stretching Entitlement	0

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 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.

Summary Estimates Actuals Adju	atments Eligibility Checker			
Adjustments Head Count	Records for 2022/23 - Spring			
2022/23		Actuals (Offic	e use only)	
Summer Summer	Funding Type	Ready To Process	Processed	Editable
N AN 2021 to 11 Aug 2023	2 Year Old			
📽 Spring Laboration Poince 11 Jan - Hill I to 11 Mar 2001		-	*	
Autumn Submasion Period				

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 side of the drop down. Then insert your reason for the adjustment in the "Reason" section.

ame: Malcolm Test I	OOB: 01 Apr-201	9				
mmary   Child Details   Fe	et/GreiDeles 3 Sin	drg Deals   Dearrens	Panding A	Suthan Little		
Universal Pending Adjust	tment			Extended Pending Arija	atment	
Number of Sessions Reason (500 characters)	More Hours Less Hours			Number of Setsions Reason (500 characters)	<b>v</b>	
Maximum Values Allows			4	Maximum Values Alles	ed:	-
Universal Territy Hours: B	5.00			Extended Territy Hours: Schender Territy Hours:	165.00	

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.* 

ne: Malcolm Test DOB: 01-Apr-2019	
way   Did Deals   Reart/Gen Deals   Anding Deals   Down	ets Pending Adjustment Interes
Universal Pending Adjustment	Extended Pending Adjustment
Number of Sessions Less Hours   I5 Resson (500 characters)	Number of Sessions
Child has left the setting	
Child has left the setting Maximum Values Allowed:	Maximum Values Allowed:

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

0 C Unsubmitted Claim Dr-Apr. 2019	-15.00	0.00	150.00	0.00	£1543.50	
---------------------------------------	--------	------	--------	------	----------	--

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:

V The Eligibility Code has been found and eligibility for extended sessions has been obtained.	
--	--

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)



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

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

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

Child Name	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
Testit, Test	60.00	60.00	£464.40		04-Sep-2019 - 03-Dec-2019 Grave Rected: 29-Set-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 <u>childcare@croydon.gov.uk</u>.

#### 12. UNDERSTANDING YOUR FUNDING SUMMARY

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

Home Funding Reports
Summary Estimates Actuals Adjustments Eligibility Checker

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 Estimates Actuals Adjustments Eligibility Checker

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

		The totals phose are th
Estimates		
Term Length (Weeks)	11.00	Term Langth (Illeeks) Tr
<ul> <li>Provider Rate applied</li> </ul>	45.09	Term Length (Weeks) S
Estimate Funding		<ul> <li>Provider Rate apple</li> </ul>
Sessions Ren Week	50.00	Universal Funding
Term Funding Amount	£2799.50	Funded Hours for Term
Interim %	75.00%	Funding Amount @ P
Interim Amount Payable	62099.63	Child Weightings
Total Interim Amount Paid to Date	62099.63	Universal Funding Am
(Denine Hull)		Extended Funding
		Funded Hours for Term
Interim Amount Payable Balance	£0.00	Funding Amount @ P
		Child Weightings
		Extended Funding An
		Totals
		Funded Hours for Term
Private	740	Funding Amount @ P
Processed Date	20-feb-2023	Child Weightings
		Term Funding Amoun
		Interim Amount Paid Ib
		Term Funding Amoun
		Adjustments Paid with
		Actual Amount Paid (

Rate x Hours may not equal locals to rounding is applied	per child.
The totals shown are the sum of the funding amounts pe	- cold
Actuals	
Term Length (Nieeka) Term Time	11.00
Term Length (Weeks) Stretched	11.00
Provider Rate applied to child funding	11.00
Universal Funding	
Funded Hours for Term	495.00
Funding Amount @ Provider Rate	\$2519.55
<ul> <li>Child Weightings Total</li> </ul>	6267.30
Universal Funding Amount	\$2786.85
Extended Funding	
Funded Hours for Term	165.00
Funding Amount @ Provider Rate	6839.85
Child Weightings Total	80.03
Extended Funding Amount	6839.85
Totals	
Funded Hours for Term	660.00
Funding Amount @ Provider Rate	£3359.40
Child Weightings	\$267.30
Term Freedom Amount	(3626.70
interim Amount Tald Dating Adl	43000 AL
Term Funding Amount Balance	£1527,07
Adjustments Paid with Final Payment	£2400.00
Actual Amount Paid (Inc. Adj)	63927.07
Processed	Yes
Descented Cone	27.548.2023

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

housed counter strates within	no participation		
Save not available, due to the	status being 'Unsubmitted Adjustments Claim'.		
ame: Malcolm Test DOB: 0	1-Apr-2019		
mmary Oxid Details Parent / Care	Details   Funding Details   Documents   Notes		
Term Start Date	01-Jan-2023	Universal Funding	
Term End Date No of weeks attended Nominated for DAF	31-Mar-2023 11.00 Yes	Funded Hours for Term	15.00 165.00
Provider Total Rate	£5.09	Funding Amount @ Provider Rate Child Weightings	£839.85 £0.00
		Universal Funding Amount	£839.85
		Totals	
		Funded Hours Per Week Funded Hours for Term Total Funding (excl. Adj) Total amount from Adjustments Total amount from Pending Adjustments	15.00 165.00 £839.85 £500.00 £-76.33
		Total Funding For Term (inc Adj)	£1563.50

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	e Funding Reports		
Summa	sary Estimates Actuals Adjustments Eligibility Checker		
Select	t Year and Term		
2022/23			
Summer			
Spring			
Auturn	a.		

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



**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:

	30 Hours Free Childcare
Please enter a valid Eligibility Code at Partner Details are optional but it ent	of Oxid Date of Einth, together with PanntyCaser Details, and then all fields, except Forename, must be filled in.
Uigibility Code*	
Child Date of Birth*	
Farent/Carer Forename	
Parent/Carer Sumame	
Facerd/Carer NI Number*	
Consent must be given for this	Digibility Check
Partner Forename	
Partner Samame	
Partner Ni Number	
*denotes mandatory fields	
Submit Cancel	

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



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 form 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

	Departmenter Provider Back	Sell Rensery every Full Day Carel		
Home Forms Funding	Reports			-
Lowest Law, or Achada Jr. or	trefs Equilip Date:			
Actuals Head Count Recor	rda for 2023/24 - Summer			
N214		Other one only		
d Submat	Funding Type	Ready To Process	Present	
16+96 (0111) [1:94 (001)	1 Thursday			
	× 15 ( the Day			

- 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'

The second second	ng Reports					Mik
nit Actual 2023	24 Summer - 3 & 4 %	ar Shile Cronici				
dOM Sends	Jame					
t Châl - Sinds	Child	Universit Sections (inc. Adj	Extended locations See Adji	Tetal Funding Assault for Term Disc Adji	Oxid Unightings	Eligibility Suma
ttotal Sends	Collar Collar Technology	Universit Destines Des Adg	Extended Treatment Sec Adji 101.00	Tetal Funding Assault for Term Tine Adji C <sup>2</sup> (0.00	Child Weightings	Magdading Status [1-10m_202] - (0-10-202) Status Person (5-201-202)

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

Run Repo	ort			
Report	Termly Funding	~		
Format	Termly Funding			
	Open Report after creation	run report cancel		

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

in Repo	rt				
Report	Territy Funding	¥			
format	Portable Document Format (PdP)	¥			
	Portable Document Format (Rdf) Bitmap Image (Bmp) Comma-Separated Values (Doc) Microsoft Word Document (Doc)	and a	Run Repo	ort	
	Microsoft Expel Spenadulaert (Excel)		Report	Termly Funding	~
	Gif Image (Gif) Interested Markon Lannuage Briterio		Format	Microsoft Excel Spreadsheet (Excel)	~
	lipeg Image (beg) Mine Hypertext Markup Language (Mitini TH Image (TH) Extensible Markup Language (Xmi)	8		Open Report after creation	ort) can

- 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.

Chele ID	Derivers.	Persona .	Date of Brits	Dender	-	Timer-	ITW/Depresition	Long a	Criteria II.		Total Foreiting	Elighting Statut
361768	1	(Inst last )	0,04,0011		15	340	10.00	17741-00	11,01.0.00	1200.00	E1.004.00	Multin VALIA - MUMU/MULA Stratic Physical Unit Date 33/19/9803
20047	Test.	Teel	00.00/0004	м.	38	389	40.00	81,00,00	12018	12018	47,096.00	34,905/2011 - 08/07/2013 direase Period (Ind Data 15/10/2013

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

History	ne Funding A	eports		
History				
Previder Has	adcount			
Description	Bury Date	Butly	Last Translanded	10-10
Service Randorg	1105/3023 112646	mphone0372		Description
Series Funding	1149-2023 1126-22	marker All 12	11/06/2023 11/26/23	Description
Yerry Louise	11055023 112615	material and	1145-2023 1126-16	Description
Service Punding	1015-002 144514	equipricition (		Destined
Service Numbers	100520319-144508	transforming to	1045/2022 1445/07	Instant
Service Rendered	vieto bizz vident	mader/102701	10-05-000210-040-04	Incident
Service Funding	10108-0003 1101-00	angular (SECTO)	10050023118548	Instant

#### **15. Early Years Team Contact details**

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

Postal address:	Early Learning Sufficiency Team Croydon Council Bernard Weatherill House 8 Mint Walk Croydon CR0 1EA
Email	child.care@croydon.gov.uk

Telephone Numbers:	020 726 6000 then our extensions are: Ann 24297 Lisa 23969 Shirley 24209
Websites:	www.croydon.gov.uk/early-years www.familyspacecroydon.gov.uk