

Guide on how to check you have successfully submitted an Adjustment headcount

5 Step Process

1

Log on to the Provider Portal with your usual login details

2

Click on 'Funding' at the top of the screen

3

Click 'Adjustments' at the top of the screen

4

Click the applicable term (e.g. Summer)

5

Check the age group you want to check (e.g. 2 year olds)

On 2 year olds you will find 3 buttons, **Add child**, **Enter EY Voucher**, & **Send claim**. if your claim has been submitted successfully the SEND CLAIM button will be a lighter blue compared to the other two buttons

On Three and Four year olds you will find 2 buttons, **Add child & send claim**. if your claim has been submitted successfully the SEND CLAIM button will be a lighter blue compared to the other two button

You may notice on this list a black exclamation mark in a yellow triangle, this is to advise you that the code is in it's grace period, you may want to advise the parent/carer to renew their codes.

You will also notice on your list of children an white exclamation mark in a red circle with Awaiting LA Download or Deletion and in the funded hours or expanded hours you will find the total number of hours you are claiming for each child for the term.

You will see the number of hours you are claiming for the term in the **Pending Adj Hours** or **Pending extended Adj Hours** columns.

For additional support please email:

child.care@croydon.gov.uk or

Early.learning@croydon.gov.uk

