Guide on how to complete an Actual Headcount for New 2yo child working families

17 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 'Actuals' at the top of the screen

4   Click the term you are completing the headcount for (e.g. Autumn, Spring or Summer)

5   Click the 2yo age group

6   working family (11-digit code)

        Click Add Child

        Child details

        Complete All fields marked with a * (Asterix)

        Click save

7   Parent/Carer Details tab

        Please make sure you add parent /carer date of birth and NI Number. Please then tick Working Family Eligibility and/or Additional Support and if parents have completed the EYPP section on the parental agreement, please tick EYPP box.

8   Click Funding Details Tab

        Click Default term dates—You **MUST** not edit the dates or the number of weeks unless you are an independent/private school who are only open 36 weeks of the year

        Census Information

        You **MUST** tick present during Census

9   Only tick nominated for DAF if the child is in receipt of DLA (Disability Living Allowance) - you **must** upload a copy of the DLA award letter from the DWP

Croydon
Early Learning
Team

CROYDON
www.croydon.gov.uk

10   Enter number of hours into Funded Hours per week box

11   Click Child Eligible box

If a green tick appears you can continue to Expanded funded hours per week

If a red X appears you can continue to point 13

12   Enter 11-digit eligibility code

If a green tick appears you can add the number of expanded hours the child does (cannot exceed 15 hours)

13   Cont'd from point 10

If a red cross appeared in Funded hours per week

Continue to Expanded Funded hours per week

Key in the number of hours the child does with you each week (this cannot exceed 30.00 hours)

14   Non-funded hours per week

= number of hours over the funded hours

i.e. eligible for 30 hours, child does 35 hours per week

=number of non-funded hours = 5.00

15   Census information

Funded entitlement weeks = 38.00

Expanded entitlement weeks = 38.00

These boxes **must** not exceed 38.00 weeks, these are the number of weeks providers can claim funding for.

16   Click Save

17   If you've added all the hours for your children and you have hours and a total in each column

Click send claim

Croydon
Early Learning
Team

CROYDON
www.croydon.gov.uk

To Note:

Working parent codes must be valid from the last day of the previous term.

Term you want to use code	Date code must start on or before
Spring	31st December
Summer	31st March
Autumn	31st August

Working parent codes can not be used in a new setting during a grace period

All working parent codes must be checked and validated prior to offering a place

All codes are only valid from the term after the child turns the age you want to claim for

Failure to click the send the claim button will result in funding not being received.

For additional support please email:

child.care@croydon.gov.uk or Early.learning@croydon.gov.uk

Croydon
Early Learning
team

CROYDON
www.croydon.gov.uk