

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 you are completing the headcount for
- 6 A child you claimed for last term should be listed.
Click on the child's name, check the child & parent carer details are correct.
If you are claiming for a new child please see the guide for completing an actual headcount for new 2yo children
- 7 Click Funding Details Tab
Select default term dates—you **MUST** not change the number of weeks unless you are an independent/private school only open for 36 weeks
Census Information
You **MUST** tick present during Census
- 8 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
- 9 Enter number of hours into Funded Hours per week box (cannot exceed 15.00 hours)
- 10 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 12



- 11 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)
- 12 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, this is the maximum 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



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

