

## Guide on how to complete an Actual Headcount for RAS only 2yo children

### 15 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 If RAS family (6-character code) continue  
Click Enter EY Voucher  
Complete All fields marked with a \* (Asterix)  
Click submit
- 7 If the code is valid the system will pull through the child and parent carer details
- 8 Parent/Carer Details tab  
Providing the parent/carers have completed the EYPP section of the parental agreement please tick boxes listed below  
EYPP  
Additional support
- 9 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 36 weeks of the year  
Census Information  
You **MUST** tick present during Census



- 10 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
- The DAF claim will be rejected if DLA documentation not uploaded
- 11 Enter number of hours into Funded Hours per week box (cannot exceed 15.00 hours)
- 12 Non-funded hours per week  
= number of hours over the funded hours  
i.e. eligible for 15 hours, child does 20 hours per week  
=number of non-funded hours = 5.00
- 13 Census information  
Funded entitlement weeks = 38.00  
These boxes **must** not exceed 38.00 weeks, these are the number of weeks providers can claim funding for.
- 14 Click Save
- 15 If you've added all the hours for your children and you have hours and a total in each column  
Click send claim

For additional support please email:  
[child.care@croydon.gov.uk](mailto:child.care@croydon.gov.uk) or [Early.learning@croydon.gov.uk](mailto:Early.learning@croydon.gov.uk)

