

# Guide on how to complete an Adjustment Headcount

## 20 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 term you are completing the headcount for (e.g. Summer).
- 5 Click the age group you are completing the headcount for (e.g. 2 year old).
- 6 If you want to add a new child who started after the actual closed please go to number 14
- 7 If a child has left you and you need to decrease the hours you've claimed  
Click on the child's name
- 8 You'll be taken to the pending adjustment tab
- 9 Click dropdown menu and select less hour
- 10 Type in the number of hours you owe back to the LA
- 11 In the description box please type the following  
Child left \_\_/\_\_/2024
- 12 Click save  
Check figures correct in columns
- 13 Click send claim



- 14 To add a new child  
Click the age group you want to add to
- 15 Click add child
- 16 Complete all fields on following tabs  
Child details  
Parent/carer details
- 17 Pending adjustments tab  
Select more hours from the dropdown menu
- 18 In the description box please type  
New Child started \_\_/\_\_/2024
- 19 Click save
- 20 Check figures in columns correct  
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](mailto:child.care@croydon.gov.uk) or [Early.learning@croydon.gov.uk](mailto:Early.learning@croydon.gov.uk)

