

# Online Provider Portal help guide

## How to claim child-level funding (Actuals)

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### About this guide

This is a step-by-step guide for how to claim child-level funding (also known as Actuals) using the Online Provider Portal, which includes:

- Universal Early Years Funded Entitlement (EYFE) for for 3 and 4 year olds
- Local Authority (LA) Issued 2 year old EYFE
- EYFE for Working Families, including for 2 year olds and Extended EYFE for 3 and 4 year olds
- Early Years Pupil Premium (EYPP)
- Disability Access Fund (DAF)

Inclusion funding does not require you to claim on the portal

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## Note on internet browsers

It is recommended you use an up to date internet browser. If you experience technical difficulties, try updating or use an alternative browser, such as Google Chrome, Microsoft Edge, Mozilla Firefox etc.

## Before you start

### Have these things ready

- Hours per week for children that are continuing a funded place with you
- Details of new children you wish to claim for
- Parent/carer details including NI number for any new EYFE for Working Families, DAF or EYPP claims
- Eligibility codes for any new EYFE for Working Families children
- LA Issued codes for any new 2 year old children awarded LA Issued 2 year old EYFE by WSCC
- Evidence issued by other Local Authorities for LA Issued 2 year old EYFE

### Things to note

- Children of eligible age are carried forward from your previous term's claim, but with zero funded hours - every child record requires you to act if you wish to claim for them
- Ensure that you only claim for children attending during the week that the advertised headcount day falls in, or have an absence reason that is stipulated in the [Provider Declaration](#).
- You do not need to complete your whole claim in one portal session, your progress is saved automatically. Note that the portal signs you out after a few minutes of activity - if you are part way through adding a new child at the time, their data isn't saved and you'll need to start adding the child again on your next portal visit
- You **must** press the **Send Claim** button before the submissions deadline for us to receive your claim
- Temporary EYFE for Working Families eligibility codes are sometimes issued by HMRC. These may begin with '11' and may take 48 hours from time of issue to become available for eligibility checking – bear this in mind if you are unable to verify eligibility
- If you claimed last term, but don't have any funded children this term, you must remove the child[ren] from your claim and press the **Send Claim** button

### If you require assistance signing into the portal

- Find help [online](#)

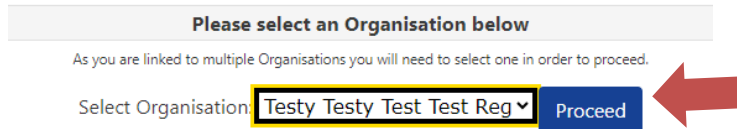
### If you require information about the differences between standard and stretched funding

- Find help in the document called [Claims Process](#)

## How to open your claim on the portal

1. [Sign in](#) to the portal.

If your account has access to more than one provider, choose the appropriate one (either day nursery, pre-school or childminder) from the list at the top of the screen after you have signed in.



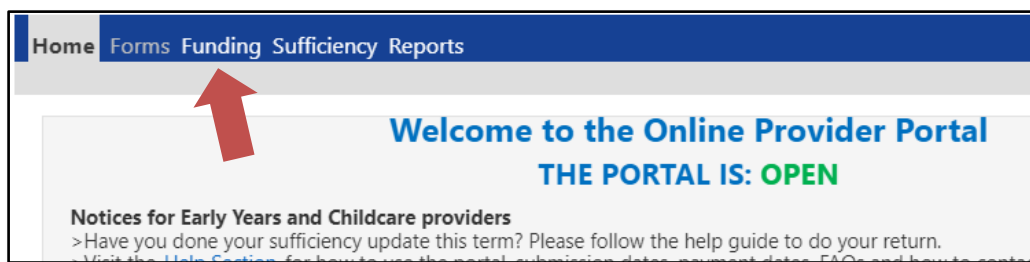
Please select an Organisation below

As you are linked to multiple Organisations you will need to select one in order to proceed.

Select Organisation: Testy Testy Test Test Reg Proceed

A red arrow points to the 'Proceed' button.

2. Choose **Funding** in the top menu.



Home Forms **Funding** Sufficiency Reports

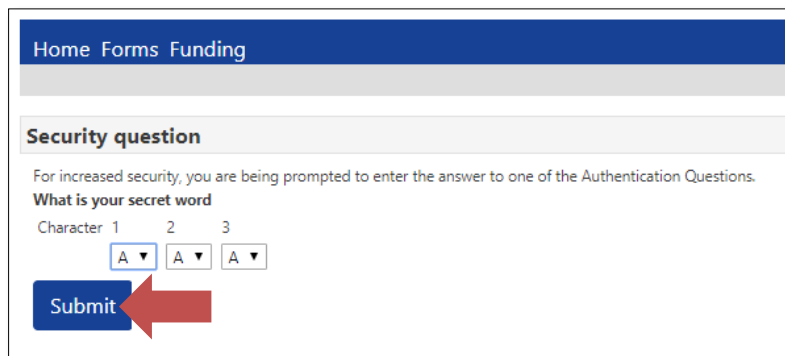
Welcome to the Online Provider Portal  
THE PORTAL IS: OPEN

Notices for Early Years and Childcare providers  
>Have you done your sufficiency update this term? Please follow the help guide to do your return.  
Visit the [Help Section](#) for how to use the portal, submission dates, payment dates, FAQs and how to contact us.

A red arrow points to the 'Funding' menu item.

3. To access the **Funding** area of the portal, you must pass through a Security Question. Enter three characters from your secret word (note which three the portal is asking for) then press the **Submit** button.

If this is the first time accessing the Funding area of the portal, or you've had your account reset by us, your secret word will be defaulted to 'WSCC'.



Home Forms Funding

Security question

For increased security, you are being prompted to enter the answer to one of the Authentication Questions.

What is your secret word

Character 1 2 3

A A A

Submit

A red arrow points to the 'Submit' button.

**4. This step is for users that have the default Secret Word (WSSC) only**

If this is the first time accessing the **Funding** area of the portal, or you have had your secret word reset by us, you'll be prompted to change your default secret word to one of your own choosing.

First, click on the text *What is your secret word (Provider)* so that it becomes highlighted (may take a moment to highlight if using a mobile or tablet device).

Then enter the old and new answer, into the boxes - the answers are case sensitive.

Press the **Save** button.

Please change your authentication questions below

If an asterisk is displayed in front of an authentication question then the question has not yet been assigned a personal answer.

What is your secret word (Provider)

One or more of your authentication questions is still set to the default answer. Please update these to a personal answer to allow continuation to the requested screen.

Old Answer:

New Answer:

Confirm New Answer:

Save

After changing your answer you'll need to press **Childcare/service provider** at the top left of the window to return to the portal, and select **Funding** from the main menu again.

Childcare/service provider

Account Security Authentication Questions

Please change your authentication questions

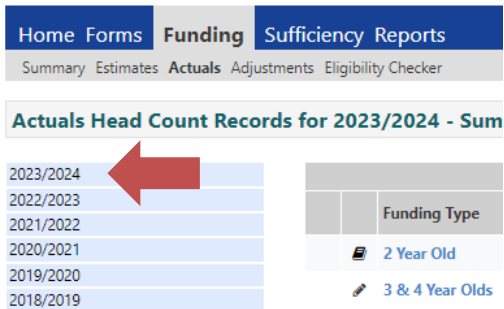
If an asterisk is displayed in front of an authentication question then the question has not yet been assigned a personal answer.

What is your secret word (Provider)


- Choose **Actuals** from the **Funding** sub-menu.



- You may need to click to expand the current year to see the terms within.



- The green paper plane icon next to a term denotes that submissions are open - press it.

A red no-entry icon  denotes that submissions are not open at this time, check [here](#) for the next submission date. This page will also tell you about which forms are required to be submitted termly and which are as and when required.



- Claims for 2 year olds are done separately from 3 and 4 year olds – remember to complete both if applicable to you.

Select a **Funding type** to open your claim.



## Overview of the main claim screen

9. The main claim screen is where all actions take place. It displays children that have been carried forward from last term's claim who are still age-eligible, and any children that you add this term.

Status	Child	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
X	Fiction, Jonathan (01-Jan-2022)	0.00	180.00	£2398.60		28-Feb-2024 - 10-Jul-2024 Grace Period: 31-Dec-2024

### Buttons (appear top and bottom of the main claim screen)

- **Add Child** – used to add a new child to the claim
- **Send Claim** – used to send your claim to us. This button is only available to you when you make a change to at least one child on your claim. Pressing it only sends us the child records that have been changed since you last pressed the button
- **Enter EY Voucher** – only appears on the 2 year old EYFE claim screen and is not used

### First column (warning symbols)

- An exclamation mark in a yellow triangle denotes the child was in their grace period for EYFE for Working Families at the time you last checked their eligibility from within their claim
- An exclamation mark in a red circle denotes that you have edited the child's claim but have not yet sent it to us, which will disappear when you send your claim. If you have sent it to us, this may appear for a new child awaiting LA Download, which you can confirm by viewing the **Status** column.

### Second column (delete and undo buttons)

- A delete button with which you can remove a child from your claim.
- An undo arrow is available next to a child's name if you are permitted to undo whatever action you have undertaken, for example to discard changes made to that child's claim

### Remaining columns (from left to right)

- **Status** – Tells you the status of a child's claim.
  - Blank – there are no changes to this child's claim waiting to be sent to us
  - Unsubmitted Claim – you've edited the child's claim but not yet sent it to us
  - Awaiting LA Download – you've edited the child's claim and sent it to us
  - New, Unsubmitted Child – you've added a child but not yet sent it to us
  - New, Awaiting LA Download – you've added a child and sent it to us
  - Awaiting LA Deletion - you've deleted a child that was carried over from last term
- **Child name**
- **Universal hours** - How many universal hours you are claiming for (only appears for 3 and 4 year olds)

- **Extended hours** - How many extended hours you are claiming for (only appears for 3 and 4 year olds)
- **Funded hours** – How many LA Issued 2 year old EYFE hours you are claiming for (only appears for 2 year olds)
- **Expanded hours** – How many EYFE for Working Families hours you are claiming for (only appears for 2 year olds)
- **Total funding amount for the term** - monetary calculation of expected funding for the child
- **Child weightings** – displays *EYPP+DEP* if the child has EYPP confirmed, otherwise blank (only appears for 3 and 4 year olds)
- **Eligibility status** – displays EYFE for Working Families eligibility code start date, end date, and grace period end date at the time you last checked their eligibility from within their claim

### Suggested termly claim routine

10. The main bulk of your termly claim administration may be easier to manage if you follow our suggested claim routine (the steps in this guide follow this routine):

- [1] Remove children carried over from your last claim that you no longer wish to claim for
- [2] Add hours to the children continuing with you, and edit any other details in their claim
- [3] Add any new children that you wish to claim for
- [4] Send your claim by pressing the Send Claim button

Note that outside of this routine you can add, remove or edit any child's claim at any time while submissions are open, remembering to send us the changes to your claim using the Send Claim button

If this is your first claim only [3] and [4] (above) are applicable this term


## Removing children from your claim

11. You must remove children from your claim if you are not claiming for them this term

This may be because:

- they have carried over from last term's claim but are no longer attending
- they have carried over from last term's claim but no hours are to be claimed this term
- you added them to your claim this term but subsequently need to remove them

Press delete **X** next to a child and agree to the prompt

Home Forms Courses Funding Sufficiency Staff							
Summary Estimates <b>Actuals</b> Adjustments Eligibility Checker							
Submit Actual: 2020/2021 Summer - 3 & 4 Year Olds CHANGE							
Add Child		Send Claim					
Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status	
<b>X</b>	Test, Stacey (04-Mar-2017)	0.00	0.00	£ 0.00			
 <b>X</b>	That, Katie (28-Mar-2017)	0.00	0.00	£ 0.00	EYPP + DEP	05-Jul-2018 - 22-Mar-2019 Grace Period: 31-Aug-2019	

When you press the delete button:

- children added this term will disappear from your list immediately
- children carried over from last term will not disappear immediately - their status will change to **Awaiting LA deletion** and we'll remove them from your claim after you send it to us later on



## Editing children carried forward from last term

Children of eligible age are carried forward from the previous term, but with zero hours. This is a safeguard to prevent accidental and fraudulent claims

Every child carried forward that you wish to claim funding form requires you to act, namely:

- reviewing the child's personal details, amending if necessary
- reviewing the parent's personal details, if applicable, amending if necessary
- adding the number of Universal and Extended (if applicable) hours you wish to claim (3 and 4 year olds)
- adding the number of LA Issued (Funded) or Working Families (Expanded) hours you wish to claim (2 year olds olds)
- claiming EYPP for the first time, if applicable
- claiming DAF for the first time, if applicable

12. Click on a child's name to open their claim

Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
✘	Test, Stacey (04-Mar-2017)	0.00	0.00	£ 0.00		
⚠ ✘	That, Katie (28-Mar-2017)	0.00	0.00	£ 0.00	EYPP + DEP	05-Jul-2018 - 22-Mar-2019 Grace Period: 31-Aug-2019

13. The claim opens, organised into five tabs of data. The **Summary** tab is the first one and is for your information only.

Name: Stacey Test DOB: 04-Mar-2017	
Term Start Date	01-Apr-2021
Term End Date	31-Aug-2021
No of weeks attended	12
Nominated for DAF	No
▶ Provider Total Rate	£4.56

14. Go to the **Child Details** tab – review the details and amend them if anything has changed

The screenshot shows a web form with four tabs: 'Child Details', 'Parent / Carer Details', 'Funding Details', and 'Notes'. The 'Child Details' tab is active. On the left, there are fields for: Forename\* (Testly), Middle Name, Surname\* (Robinson), DOB\* (04-May-2019), Proof of DOB (checked), Gender\* (Male, Female), Preferred Surname, Ethnicity\* (White, British), and SEN COP Stage\* (N - No Special Educational ne). On the right, there is a 'Search for an Address' section with Primary (1) and Postcode\* (PO19 7RG) fields, a 'Search' button, and an 'Address' section with Address Line 1\* through Address Line 3, Locality, Town, County, and Postcode\* fields, and an 'Enter Manually' button.

No matches were found. Please check your search criteria and try again or enter address manually.

You can enter a house number and Postcode and search for an address rather than manually entering. However, if you get the red error message that reads “No matches were found. Please check your search criteria and try again or enter address manually”, click ‘Enter Manually, enter the information in the applicable fields, then click ‘Confirm’.

The screenshot shows a 'Search for an Address' dialog box. It has fields for Primary (1) and Postcode\* (PO19 1RG) with a 'Search' button. Below is an 'Address' section with fields for Address Line 1\* through Address Line 3, Locality (Westhampknett), Town (Chichester), County (West Sussex), and Postcode\* (PO19 1RG). A 'Cancel' button is on the left, and 'Enter Manually' and 'Confirm' buttons are at the bottom. A red box highlights the search results area.

15. **This step is only required if claiming EYFE for Working Families and/or EYPP under economic criteria only**

Go to the **Parent / Carer** details tab, review the details, and amend them if anything has changed

If claiming EYPP (economic criteria only) or EYFE for Working Families for this child for the first time, add the details and tick the relevant box[es] to state which funding is applicable

If adding or changing anything, read the instruction text on the page and note the following:

**EYPP**

- Only one parent's details are required as household income is reflected across both parents' National Insurance records at HMRC
- Parental details are only required for EYPP claims under economic criteria - EYPP claims under non-economic criteria are covered in a later step

**Working Families EYFE**

- The parent/carer must be the one who applied for the eligibility check with HMRC

**Consent**

- The parent provided consent when they completed the Parent Declaration form through you
- Without consent the system will prevent you from carrying out an eligibility check

Summary Child Details **Parent / Carer Details** Funding Details Notes

Entering Parent/Carer details enables us to check whether the child is eligible for Early Years Pupil Premium (EYPP) funding, and whether the child is eligible for expanded hours.

Please ensure you input details for all records that have given their permission to do so, as this ensures you receive the additional funding. Please also ensure that the correct consent boxes are selected as per the usage of the details.

<b>Parent / Carer Details</b>		<b>Partner Details</b>	
Forename	<input type="text" value="Sally"/>	Forename	<input type="text"/>
Surname	<input type="text" value="Fiction"/>	Surname	<input type="text"/>
DOB	<input type="text" value="04-Feb-1980"/>	DOB	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>
Contact Number	<input type="text"/>	Contact Number	<input type="text"/>
<input checked="" type="checkbox"/> NI or <input type="checkbox"/> NASS Number	<input type="text" value="AA111111A"/>	<input type="checkbox"/> NI or <input type="checkbox"/> NASS Number	<input type="text"/>
Tick to give consent to Eligibility Checking for	<input checked="" type="checkbox"/> EYPP <input checked="" type="checkbox"/> Working Family Eligibility	Tick to give consent to Eligibility Checking for	<input type="checkbox"/> EYPP <input type="checkbox"/> Working Family Eligibility

16. Go to the **Funding Details** tab

**Note for providers claiming stretched funding only** - the portal calculates the Maximum Values Allowed for the child in a red box (bottom right). These are based on the system maximum, and are not specific to your setting or any individual child. For example, if your provider stretches EYFE for 19 weeks over Summer term, you may find the maximum weeks says 20. You should still claim only 19 weeks. If the Maximum Values Allowed do not meet your expectations, contact us.

**Maximum Values Allowed:**  
 Number of Weeks: 20  
 Funded Weekly Hours: 14.50  
 Funded Termly Hours: 225.00  
 Funded Yearly Hours: 570.00  
 Extended Weekly Hours: 14.50  
 Extended Termly Hours: 225.00  
 Extended Yearly Hours: 570.00

Firstly, review, amend or complete the items below:

Summary
Child Details
Parent / Carer Details
Funding Details
Notes

**Funding Details**

Start Date\*

End Date\*

**Default Term Dates**

Weeks Attended in Term\*

Present during Census

Attends Two Days or More

Nominated for DAF\*  Yes  No

Stretching Entitlement

---

**Funded Hours per Week**

Hours\*

**Extended Funded Hours per Week**

Extended Hours\*

Eligibility Code

**Check Eligibility Code**

Eligible for Extended Hours

---

**Total Funded Hours per Week**

Total Funded:

**Attendance Days**

Attends Monday  Yes  No

Attends Tuesday  Yes  No

Attends Wednesday  Yes  No

Attends Thursday  Yes  No

Attends Friday  Yes  No

Attends Saturday  Yes  No

Attends Sunday  Yes  No

---

**Non-Funded Hours per Week**

Non-Funded Hours\*

⚠ if this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carers

**Maximum Values Allowed:**  
 Number of Weeks: 12  
 Funded Weekly Hours: 15.00  
 Funded Termly Hours: 180.00  
 Funded Yearly Hours: 570.00  
 Extended Weekly Hours: 15.00  
 Extended Termly Hours: 180.00  
 Extended Yearly Hours: 570.00

**Start and End dates** - Do not amend these dates from the Default dates displayed. If no dates are showing, press the 'Default Term Dates' button to populate them.

**Weeks attended in Term** - If you are claiming on a term-time only or self-stretched basis, enter the number of weeks you are claiming for, up to the standard number of weeks in a term (Autumn 14, Spring 12 and Summer 12). If claiming stretched funding you can increase these up to the number shown in the Maximum Values Allowed box.

**Present during census** - You must tick this box every term – it denotes that the child attended during headcount week.

**Attends two days or more** - Answer not required.

**Nominated for DAF** - If you wish to claim [Disability Access Funding \(DAF\)](#) for a child, you should select 'Yes' next to Nominated for DAF. By selecting this, you are confirming that the child is in receipt of Disability Living Allowance (DLA), and this must be recorded on the Parent Declaration form. You do not need to select "Yes" if you have received DAF within the last year.

The first time you claim DAF, we require you to send us a copy of the following documents by email\*:

- proof of eligibility for the child receiving Disability Living Allowance, issued by the Department for Work and Pensions (DWP)
- a fully completed and up-to-date Parent Declaration form for the child, signed prior to headcount

**Stretching entitlement** (only visible to providers that claim stretched) – If claiming stretched funding for this child, tick the box. If claiming term-time only or self-stretched for this child, untick the box.

**Attendance Days** - Answer not required.

### 17. Steps 17 and 18 are for adding hours for 2 year olds only.

Under **Funding Type**, select either Disadvantaged Funding or Working Family Funding

- **Disadvantaged Funding** is LA Issued 2 year old EYFE
- **Working Family Funding** is EYFE for Working Families for 2 year olds.

You will only be able to select one, and a child can only receive funding under one of the two criteria per term. Depending on which you choose, the form will change.

### 18. All claims are subject to the following limitations:

- Half hour increments are permitted, for example 7.5
- For term-time or self-stretched claims, the maximum number is 15
- For stretched claims, the maximum is the number shown in the **Maximum Values Allowed** box

#### A) Disadvantaged Funding

Enter the number of **Funded Hours per week**. Proceed to step 22.

The screenshot shows a web form for funding details. The 'Funding Details' section includes: Start Date (15-Apr-2024), End Date (30-Aug-2024), Weeks Attended in Term\* (12), Present during Census (checked), Nominated for DAF\* (radio button selected), and Funding Type\* (radio button selected for Disadvantaged Funding). The 'Attendance Days' section has radio buttons for each day of the week. The 'Funded Hours per Week' section has a text box containing '15' and another text box for 'Additional Hours per Week' containing '0.00'. A red arrow points to the '15' in the text box. Below the text boxes is a 'Maximum Values Allowed' box with the following text: 'Number of Weeks: 12', 'Funded Weekly Hours: 15.00', 'Funded Termly Hours: 180.00', and 'Funded Yearly Hours: 570.00'. A small note above the box says: 'if this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carer'.

## B) Working Family Funding

Enter the number of **Expanded Hours per week**.

If you claimed for extended hours previously the **Eligibility Code** will be present, otherwise enter it.

Eligibility must be checked electronically to be able to progress with the claim. Press the **Check Eligibility Code** button. Proceed to step 21.

The screenshot shows the 'Funding Details' section of a form. It includes fields for 'Start Date' (15-Apr-2024), 'End Date' (30-Aug-2024), 'Weeks Attended in Term\*' (12), 'Present during Census' (checked), 'Nominated for DAF\*' (Yes), and 'Funding Type\*' (Working Family Funding). The 'Expanded Hours per Week' field is set to 15.00, and the 'Eligibility Code' is 5000000000. A blue 'Check Eligibility Code' button is visible. To the right, the 'Attendance Days' section has radio buttons for each day of the week. Below this, the 'Non-Funded Hours per Week' field is set to 0.00. A red box titled 'Maximum Values Allowed' shows: Number of Weeks: 12, Expanded Weekly Hours: 15.00, Expanded Termly Hours: 180.00, and Expanded Yearly Hours: 570.00.

## 19. Steps 19 and 20 are for adding hours for 3 and 4 year olds only.

All claims are subject to the following limitations:

- Half hour increments are permitted, for example 7.5
- For term-time or self-stretched claims, the maximum number is 15
- For stretched claims, the maximum is the number shown in the **Maximum Values Allowed** box

Enter the number of **Funded Hours per week**, or enter zero if not claiming Universal hours

The screenshot shows the 'Funding Details' section of a form. It includes fields for 'Start Date' (15-Apr-2024), 'End Date' (30-Aug-2024), 'Weeks Attended in Term\*' (12), 'Present during Census' (checked), 'Attends Two Days or More' (checked), 'Nominated for DAF\*' (No), and 'Funding Type\*' (Working Family Funding). The 'Funded Hours per Week' field is set to 15.00, and the 'Extended Hours' field is set to 15. A red arrow points to the 'Funded Hours per Week' field. The 'Eligibility Code' is 50123456789. A blue 'Check Eligibility Code' button is visible. To the right, the 'Attendance Days' section has radio buttons for each day of the week. Below this, the 'Non-Funded Hours per Week' field is set to 2.00. A red box titled 'Maximum Values Allowed' shows: Number of Weeks: 12, Funded Weekly Hours: 15.00, Funded Termly Hours: 180.00, Funded Yearly Hours: 570.00, Extended Weekly Hours: 15.00, Extended Termly Hours: 180.00, and Extended Yearly Hours: 570.00.

20. Enter the number of **Extended Funded Hours per week**

If you are not claiming extended hours, enter zero and go to step 22 now

If you claimed for extended hours previously the **Eligibility Code** will be present, otherwise enter it.

Eligibility must be checked electronically to be able to progress with the claim. Press the **Check Eligibility Code** button.

The screenshot shows a web form with the following sections and fields:

- Funding Details:** Start Date\* (15-Apr-2024), End Date\* (30-Aug-2024), Weeks Attended in Term\* (12), Present during Census (checked), Attends Two Days or More (checked), Nominated for DAF\* (No), Stretching Entitlement (unchecked).
- Attendance Days:** Radio buttons for Attends Monday through Sunday (all unchecked).
- Funded Hours per Week:** Hours\* (15.00).
- Extended Funded Hours per Week:** Extended Hours\* (15), Eligibility Code (50123456789), Eligible for Extended Hours (unchecked).
- Non-Funded Hours per Week:** Non-Funded Hours\* (2.00).
- Maximum Values Allowed:** Number of Weeks: 12, Funded Weekly Hours: 15.00, Funded Termly Hours: 180.00, Funded Yearly Hours: 570.00, Extended Weekly Hours: 15.00, Extended Termly Hours: 180.00, Extended Yearly Hours: 570.00.
- Total Funded Hours per Week:** Total Funded: (30.00).

## 21. This step relates to EYFE for Working Families claims only

The portal displays the results of the eligibility check with either a green or red coloured banner

### Green banner (Eligibility code check successful)

A green banner denotes that the eligibility check was successful, and a tick appears next to **Eligible for Extended Hours** to indicate that the check is complete. Go to step 20 to continue the claim.

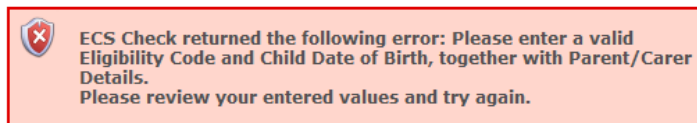


### Red banner (Eligibility code check unsuccessful)

An error message in a red banner denotes that the check was unsuccessful. There are three possible errors - follow the guidance below to attempt to resolve your particular error:

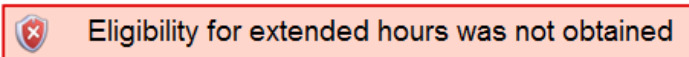
You cannot claim EYFE hours if this check is unsuccessful.

- If, after completing this step, eligibility cannot be verified, for **3 and 4 year olds**, you must enter a zero for Extended hours and claim Universal hours for the child only. If you resolve the issue with the parent before the submission deadline, re-enter the Extended hours into the claim and re-check eligibility.
  - For **2 year olds**, you will be unable to claim EYFE for Working Families, and must not enter any hours or submit a claim.
- **Unable to perform the check**



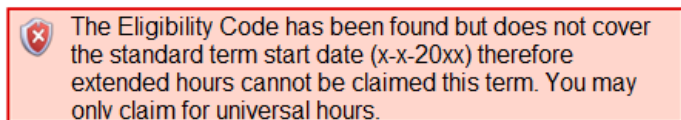
The check was unsuccessful because at least one of the items listed in the error message is missing, or not in the correct format. Fix the mistake, then press the **Check Eligibility Code** button again.

- **Eligibility not obtained**



The portal checked this claim electronically with HMRC, but it is not a match. Check that the eligibility code, child's date of birth, and parent details are correct, noting that the parent that applied for the code must be in the Parent/Carer tab. Fix the data, then press the **Check Eligibility Code** button again.

- **Code found but does not cover the term start date**



The code details are a match with HMRC, but the child is not eligible this term because the code start date is after the start of term. Use the portal's Eligibility Checker to obtain the eligibility start date (refer to the Eligibility Checker [help guide](#) for what to look for). If you believe the child should be eligible this term (because the parent has evidence of applying or reconfirming before the start of term) please send the details (code, parent's details and child's details) and any evidence to us by email [free.entitlement@westsussex.gov.uk](mailto:free.entitlement@westsussex.gov.uk) and we will advise you.



22. Enter the number of **Non-Funded Hours per Week** that the child attends your provision, or enter zero if none

- Half hour increments are permitted, for example 7.5
- This figure has no bearing on your claim, but is part of the Census required for the DfE

The screenshot shows the 'Funding Details' tab with the following information:

- Funding Details:** Start Date: 15-Apr-2024, End Date: 30-Aug-2024, Weeks Attended in Term: 20.
- Attendance Days:** Radio buttons for Attends Monday through Sunday (Yes/No).
- Non-Funded Hours per Week:** A text input field containing '4', highlighted with a yellow box and a red arrow.
- Maximum Values Allowed:**
  - Number of Weeks: 20
  - Funded Weekly Hours: 14.50
  - Funded Termly Hours: 225.00
  - Funded Yearly Hours: 570.00
  - Extended Weekly Hours: 14.50
  - Extended Termly Hours: 225.00
  - Extended Yearly Hours: 570.00

23. Go to the **Notes** tab

- Notes that may help support a claim now, or record changes to circumstances that may prove useful at a later date, can be added to the child’s claim by either a provider or the Early Years Funding team
- Examples of things you may wish to record are shown in the screenshot below
- Notes that have been added previously show in the **Notes History** on the right hand side

If appropriate, **Add a new note** to the left hand side – it will be added to **Notes History** when you save the child’s claim later

The screenshot shows the 'Notes' tab with the following content:

- Add a new note:** A text input area containing the word 'Adopted', with a red arrow pointing to it.
- Notes History:**
  - Child increased hours on 01/09/17, amended parent declaration to reflect this.
  - Child moved from xxx nursery on 04/09/17.
  - Child changed surname - previous name Smith.
  - Child due to leave setting on 01/10/17. Will transfer funding to new setting.
  - Child claiming 10 hours here and 5 hours at xxx

## 24. This step is only required when claiming EYPP under non-economic criteria for the first time

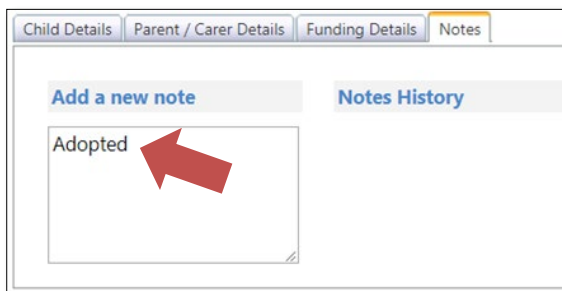
Go to the **Notes** tab

To claim EYPP under non-economic criteria, you must add the relevant criteria as a note for us to pick up – you only need to do this once for a child, it will remain in place in the child’s claim

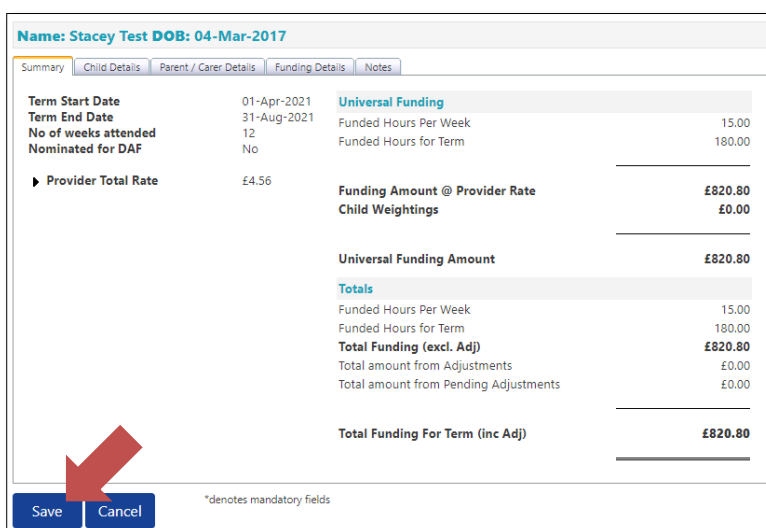
The permissible criteria are:

- **Adopted** – you have seen evidence of an adoption certificate
- **SGO** – you have seen evidence that the child left care under a Special Guardianship Order
- **Residency** - you have seen evidence that the child left care under a Residency Order
- **CLA (Name of local authority)** – you have been told that the child was looked after for one day or more in the current term. Specify which local authority and we will check and confirm eligibility. We attempt to identify these children early from our own records however we realise that parents may make this information known to you first

Add the relevant criteria as a new note – it will be added to **Notes History** when you save the child’s claim later



25. You’ve now reviewed the child’s claim and added the hours to be claimed - save it by pressing the **Save** button found at the end of any of the tabs within the child’s claim



Name: Stacey Test DOB: 04-Mar-2017			
Summary   Child Details   Parent / Carer Details   Funding Details   Notes			
Term Start Date	01-Apr-2021	<b>Universal Funding</b>	
Term End Date	31-Aug-2021	Funded Hours Per Week	15.00
No of weeks attended	12	Funded Hours for Term	180.00
Nominated for DAF	No		
▶ Provider Total Rate	£4.56	Funding Amount @ Provider Rate	£820.80
		Child Weightings	£0.00
		Universal Funding Amount	£820.80
<b>Totals</b>			
		Funded Hours Per Week	15.00
		Funded Hours for Term	180.00
		<b>Total Funding (excl. Adj)</b>	£820.80
		Total amount from Adjustments	£0.00
		Total amount from Pending Adjustments	£0.00
		<b>Total Funding For Term (inc Adj)</b>	£820.80

\*denotes mandatory fields

26. The screen changes back to your main claim screen

Note that the child that you just reviewed appears in the list with:

- a status of **Unsubmitted Claim** (because you have not yet sent it to us)
- for 3 and 4 year olds, the **Funded hours** (Universal) and/or **Extended hours** that you input
- for 2 year olds, the **Funded hours** or **Expanded hours** that you input
- a calculation of the **Total Funding Amount for the Term**

Home Forms Funding Sufficiency Reports							
Summary Estimates Actuals Adjustments Eligibility Checker							
Submit Actual: 2023/2024 Summer - 2 Year Old CHANGE							
Add Child		Enter EY Voucher		Send Claim			
	Status	Child	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
X		Fiction, Jonathan (01-Jan-2022)	0.00	180.00	£2398.60		28-Feb-2024 - 10-Jul-2024 Grace Period: 31-Dec-2024



27. Open the next child on your claim that requires reviewing and repeat the steps. When all carried forward claims have been reviewed, move on to the next section (adding new children).

- You can see which children are left to review as they have zero hours in their Universal and Extended/Funded and Expanded
- If you have lots of children on your claim, they will be arranged in pages of 10 – ensure that you go through the pages to edit all children carried forward

Home Forms Courses Funding Sufficiency Staff							
Summary Estimates Actuals Adjustments Eligibility Checker							
Submit Actual: 2020/2021 Summer - 3 & 4 Year Olds CHANGE							
Add Child		Send Claim					
	Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
!	Unsubmitted Claim	St, Stacey (4-Mar-2017)	180.00	0.00	£820.80		
X		That, Katie (28-Mar-2017)	0.00	0.00	0.00	EYPP + DEP	



## Adding new children to your claim

28. Press the **Add Child** button

Note that for 2 year old EYFE claims an additional button called **Enter EY Voucher** is visible next to the **Add Child** button – this button is not in use

The screenshot shows a navigation bar with 'Home', 'Forms', 'Funding', and 'Sufficiency Reports'. Below it are sub-links: 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. A 'Submit' button is visible with a red arrow pointing to it. Below the navigation is a header for '2023/2024 Summer - 2 Year Old CHANGE'. At the bottom of the navigation area are three buttons: 'Add Child', 'Enter EY Voucher', and 'Send Claim'. Below this is a table with the following data:

Status	Child	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
X	Fiction, Jonathan (01-Jan-2022)	0.00	180.00	£2398.60		28-Feb-2024 - 10-Jul-2024 Grace Period: 31-Dec-2024

29. A new child claim opens.

The data is split into four tabs, complete the **Child Details** tab first.

When selecting **Ethnicity** you cannot use **Unknown** – if the answer is not known you may use **Not Obtained**, or if the parent declined to provide it you may use **Refused**

The screenshot shows the 'Child Details' form with the following fields:

- Child Details**
  - Forename\*: Dan
  - Middle Name:
  - Surname\*: Test
  - DOB\*: 15-Oct-2018
  - Proof of DOB:
  - Gender\*:  Male  Female
  - Preferred Surname:
  - Ethnicity\*: White, British
  - SEN COP Stage\*: N - No Special Educational ne
- Address**
  - Address Line 1\*: 999 Tower Street
  - Address Line 2:
  - Address Line 3:
  - Locality:
  - Town: Chichester
  - County: West Sussex
  - Postcode\*: PO19 1RG

30. This step is only required if claiming EYFE for Working Families and/or EYPP under economic criteria

Go to the **Parent / Carer** details tab

If claiming EYPP (economic criteria only) or EYFE for Working Families for this child:

- add the parent/carers details
- tick the box to say whether you are supplying an NI or a NASS number
- tick the relevant box[es] to state which funding is applicable

Read the instruction text on the page and note the following:

**EYPP**

- Only one parent's details are required as household income is reflected across both parents' National Insurance records at HMRC
- Parental details are only required for EYPP claims under economic criteria - EYPP claims under non-economic criteria are covered in a later step

**EYFE for Working Families**

- The parent/carers must be the one who applied for the eligibility check with HMRC

**Consent**

- The parent provided consent when they completed the Parent Declaration form through you
- Without consent the system will prevent you from carrying out an eligibility check

Summary Child Details **Parent / Carer Details** Funding Details Notes

Entering Parent/Carer details enables us to check whether the child is eligible for Early Years Pupil Premium (EYPP) funding, and whether the child is eligible for expanded hours.

Please ensure you input details for all records that have given their permission to do so, as this ensures you receive the additional funding. Please also ensure that the correct consent boxes are selected as per the usage of the details.

Parent / Carer Details		Partner Details	
Forename	<input type="text" value="Sally"/>	Forename	<input type="text"/>
Surname	<input type="text" value="Fiction"/>	Surname	<input type="text"/>
DOB	<input type="text" value="04-Feb-1980"/>	DOB	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>
Contact Number	<input type="text"/>	Contact Number	<input type="text"/>
<input checked="" type="checkbox"/> NI or <input type="checkbox"/> NASS Number	<input type="text" value="AA111111A"/>	<input type="checkbox"/> NI or <input type="checkbox"/> NASS Number	<input type="text"/>
Tick to give consent to Eligibility Checking for	<input checked="" type="checkbox"/> EYPP <input checked="" type="checkbox"/> Working Family Eligibility	Tick to give consent to Eligibility Checking for	<input type="checkbox"/> EYPP <input type="checkbox"/> Working Family Eligibility

31. Go to the **Funding Details** tab

**Note for providers claiming stretched funding only** - the portal calculates the Maximum Values Allowed for the child in a red box (bottom right). These are based on the system maximum, and are not specific to your setting or any individual child. For example, if your provider stretches EYFE for 19 weeks over Summer term, you may find the maximum weeks says 20. You should still claim only 19 weeks. If the Maximum Values Allowed do not meet your expectations, contact us.

Maximum Values Allowed:
Number of Weeks: 20
Funded Weekly Hours: 14.50
Funded Termly Hours: 225.00
Funded Yearly Hours: 570.00
Extended Weekly Hours: 14.50
Extended Termly Hours: 225.00
Extended Yearly Hours: 570.00

Enter the following:

- **Start and End dates** - Do not amend these dates from the Default dates displayed. If no dates are showing, press the 'Default Term Dates' button to populate them.
- **Weeks attended in Term** - If you are claiming on a term-time only or self-stretched basis, enter the number of weeks you are claiming for, up to the standard number of weeks in a term (Autumn 14, Spring 12 and Summer 12). If claiming stretched funding you can increase these up to the number shown in the Maximum Values Allowed box.
- **Present during census** - You must tick this box every term – it denotes that the child attended during headcount week.
- **Attends two days or more** - Answer not required.
- **Nominated for DAF** - If you wish to claim [Disability Access Funding \(DAF\)](#) for a child, you should select 'Yes' next to Nominated for DAF. By selecting this, you are confirming that the child is in receipt of Disability Living Allowance (DLA), and this must be recorded on the Parent Declaration form. You do not need to select "Yes" if you have received DAF within the last year.  
The first time you claim DAF, we require you to send us a copy of the following documents by email\*:
  - proof of eligibility for the child receiving Disability Living Allowance, issued by the Department for Work and Pensions (DWP)
  - a fully completed and up-to-date Parent Declaration form for the child, signed prior to headcount
- **Stretching entitlement** (only visible to providers that claim stretched) – If claiming stretched funding for this child, tick the box. If claiming term-time only or self-stretched for this child, untick the box.
- **Attendance Days** - Answer not required.

Summary Child Details Parent / Carer Details **Funding Details** Notes

**Funding Details**

**Start Date\***

**End Date\***

**Default Term Dates**

**Weeks Attended in Term\***

Present during Census

Attends Two Days or More

**Nominated for DAF\***  Yes  No

Stretching Entitlement

**Funding Type\***

Disadvantaged Funding

Working Family Funding

---

**Expanded Funded Hours per Week**

**Expanded Hours\***

Eligibility Code

**Check Eligibility Code**

Eligible for Expanded Hours

**Attendance Days**

Attends Monday  Yes  No

Attends Tuesday  Yes  No

Attends Wednesday  Yes  No

Attends Thursday  Yes  No

Attends Friday  Yes  No

Attends Saturday  Yes  No

Attends Sunday  Yes  No

---

**Non-Funded Hours per Week**

**Non-Funded Hours\***

! if this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carer

**Maximum Values Allowed:**

Number of Weeks: **12**

Expanded Weekly Hours: **15.00**

Expanded Termly Hours: **180.00**

Expanded Yearly Hours: **570.00**

**32. Steps 32 and 33 are for adding hours for 2 year olds only. Go to step 34 to add hours for 3 and 4 year olds**

Under **Funding Type**, select either Disadvantaged Funding or Working Family Funding

- **Disadvantaged Funding** is LA Issued 2 year old EYFE
- **Working Family Funding** is EYFE for Working Families for 2 year olds.

You will only be able to select one, and a child can only receive funding under one of the two criteria per term. Depending on which you choose, the form will change.

**33. All claims are subject to the following limitations:**

- Half hour increments are permitted, for example 7.5
- For term-time or self-stretched claims, the maximum number is 15
- For stretched claims, the maximum is the number shown in the **Maximum Values Allowed** box

**A) Disadvantaged Funding**

Enter the number of **Funded Hours per week**. Proceed to step 37.

The screenshot shows the 'Funding Details' section of a form. The 'Funding Type' is set to 'Disadvantaged Funding'. The 'Funded Hours per Week' field is highlighted with a yellow box and a red arrow. Below this field, a red box contains the following information:

Maximum Values Allowed:	
Number of Weeks:	12
Funded Weekly Hours:	15.00
Funded Termly Hours:	180.00
Funded Yearly Hours:	570.00

**B) Working Family Funding**

Enter the number of **Expanded Hours per week**.

If you claimed for extended hours previously the **Eligibility Code** will be present, otherwise enter it.

Eligibility must be checked electronically to be able to progress with the claim. Press the **Check Eligibility Code** button. Proceed to step 36.

The screenshot shows the 'Funding Details' section of a form. The 'Funding Type' is set to 'Working Family Funding'. The 'Expanded Hours per Week' field is highlighted with a yellow box and a red arrow. Below this field, a red box contains the following information:

Maximum Values Allowed:	
Number of Weeks:	12
Expanded Weekly Hours:	15.00
Expanded Termly Hours:	180.00
Expanded Yearly Hours:	570.00



**34. Steps 34 and 35 are for adding hours for 3 and 4 year olds only.**

All claims are subject to the following limitations:

- Half hour increments are permitted, for example 7.5
- For term-time or self-stretched claims, the maximum number is 15
- For stretched claims, the maximum is the number shown in the **Maximum Values Allowed** box

Enter the number of **Universal Funded Hours per week**, or enter zero if not claiming Universal hours

The screenshot shows the 'Funding Details' section of a form. The 'Funded Hours per Week' field is set to 15.00, with a red arrow pointing to it. The 'Maximum Values Allowed' box is highlighted in red and contains the following information:

Maximum Values Allowed:	
Number of Weeks:	12
Funded Weekly Hours:	15.00
Funded Termly Hours:	180.00
Funded Yearly Hours:	570.00
Extended Weekly Hours:	15.00
Extended Termly Hours:	180.00
Extended Yearly Hours:	570.00

**35. Enter the number of Extended Funded Hours per week**

If you are not claiming extended hours, enter zero and go to step 37 now

If you claimed for extended hours previously the **Eligibility Code** will be present, otherwise enter it.

Eligibility must be checked electronically to be able to progress with the claim. Press the **Check Eligibility Code** button.

The screenshot shows the 'Funding Details' section of a form. The 'Extended Hours' section is highlighted with a red bracket. The 'Check Eligibility Code' button is visible. The 'Maximum Values Allowed' box is also visible, showing the same limits as in the previous screenshot.

### 36. This step relates to EYFE for Working Families claims only

The portal displays the results of the eligibility check with either a green or red coloured banner

#### Green banner (Eligibility code check successful)

A green banner denotes that the eligibility check was successful, and a tick appears next to **Eligible for Extended Hours** to indicate that the check is complete. Go to step 20 to continue the claim.



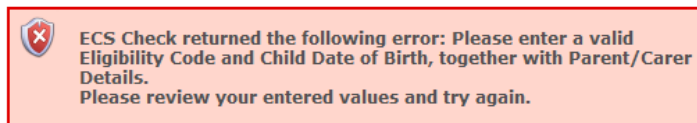
#### Red banner (Eligibility code check unsuccessful)

An error message in a red banner denotes that the check was unsuccessful. There are three possible errors - follow the guidance below to attempt to resolve your particular error:

You cannot claim EYFE hours if this check is unsuccessful.

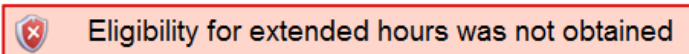
- If, after completing this step, eligibility cannot be verified, for **3 and 4 year olds**, you must enter a zero for Extended hours and claim Universal hours for the child only. If you resolve the issue with the parent before the submission deadline, re-enter the Extended hours into the claim and re-check eligibility.
- For **2 year olds**, you will be unable to claim EYFE for Working Families, and must not enter any hours or submit a claim.

- **Unable to perform the check**



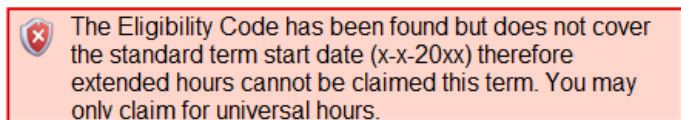
The check was unsuccessful because at least one of the items listed in the error message is missing, or not in the correct format. Fix the mistake, then press the **Check Eligibility Code** button again.

- **Eligibility not obtained**



The portal checked this claim electronically with HMRC, but it is not a match. Check that the eligibility code, child's date of birth, and parent details are correct, noting that the parent that applied for the code must be in the Parent/Carer tab. Fix the data, then press the **Check Eligibility Code** button again.

- **Code found but does not cover the term start date**



The code details are a match with HMRC, but the child is not eligible this term because the code start date is after the start of term. Use the portal's Eligibility Checker to obtain the eligibility start date (refer to the Eligibility Checker [help guide](#) for what to look for). If you believe the child should be eligible this term (because the parent has evidence of applying or reconfirming before the start of term) please send the details (code, parent's details and child's details) and any evidence to us by email [free.entitlement@westsussex.gov.uk](mailto:free.entitlement@westsussex.gov.uk) and we will advise you.

37. **Attendance Days** - answer is not required

The screenshot shows the 'Funding Details' form with the 'Attendance Days' section highlighted by a red bracket. The 'Attendance Days' section includes radio buttons for 'Yes' and 'No' for each day of the week: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. The 'Non-Funded Hours per Week' field is set to 2.00. A red box highlights the 'Maximum Values Allowed' section, which lists: Number of Weeks: 12, Funded Weekly Hours: 15.00, Funded Termly Hours: 180.00, Funded Yearly Hours: 570.00, Extended Weekly Hours: 15.00, Extended Termly Hours: 180.00, and Extended Yearly Hours: 570.00.

38. Enter the number of **Non-Funded Hours per Week** that the child attends your provision, or enter zero if none

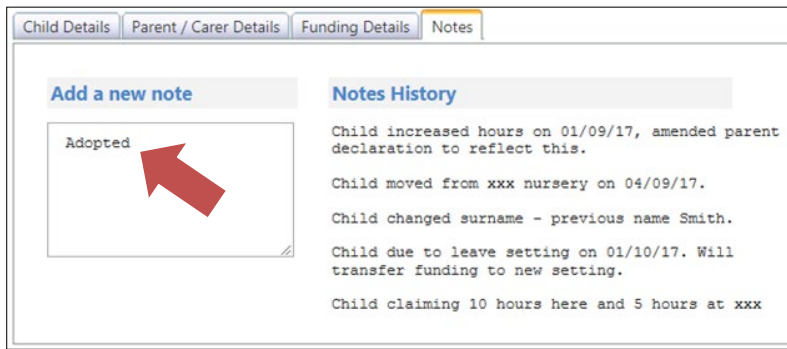
- Half hour increments are permitted, for example 7.5
- This figure has no bearing on your claim, but is part of the Census required for the DfE

The screenshot shows the 'Funding Details' form with a red arrow pointing to the 'Non-Funded Hours per Week' field, which is set to 2.00. The 'Attendance Days' section is visible but not highlighted. The 'Maximum Values Allowed' section is also visible, showing the same values as in the previous screenshot.

39. Go to the **Notes** tab

- Notes that may help support a claim now, or record changes to circumstances that may prove useful at a later date, can be added to the child's claim by either a provider or the Early Years Funding team
- Examples of things you may wish to record are shown in the screenshot below
- Notes that have been added previously show in the Notes History on the right hand side

If appropriate, **Add a new note** to the left hand side – it will be added to **Notes History** when you save the child's claim later



#### 40. This step is only required when claiming EYPP under non-economic criteria

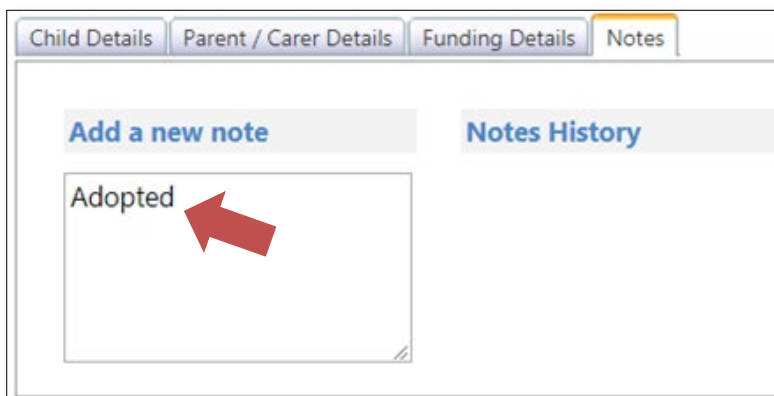
Go to the **Notes** tab

To claim EYPP under non-economic criteria, add the relevant criteria as a note for us to pick up – you only need to do this once for a child, it will remain in place for your next claim

The permissible criteria are:

- **Adopted** – you have seen evidence of an adoption certificate
- **SGO** – you have seen evidence that the child left care under a Special Guardianship Order
- **Residency** - you have seen evidence that the child left care under a Residency Order
- **CLA (Name of local authority)** – you have been told that the child was looked after for one day or more in the current term. Specify which local authority and we will check and confirm eligibility. We attempt to identify these children early from our own records however we realise that parents may make this information known to you first.

Add the criteria as a new note under **Add a new note** to the left hand side – it will be added to **Notes History** when you save the child's claim later



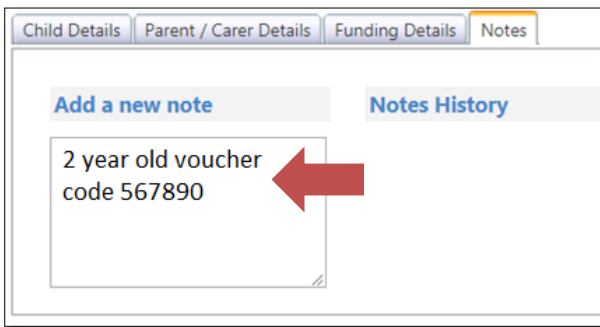
41. This step is only required when claiming for 2 year old child awarded LA Issued 2 year old EYFE

Go to the **Notes** tab

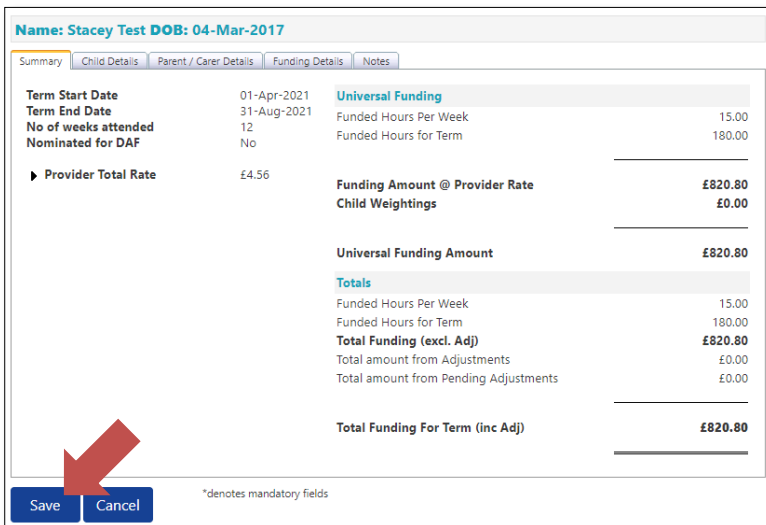
To claim LA Issued 2 year old EYFE for a child, add their 6 digit voucher code (from the parent's funding award letter) as a note for us to pick up – you only need to do this once for a child, it will remain in place for your next claim

- If LA Issued 2 year old funding was approved by another Local Authority, state which one and add their code or reference instead

Add the code as a new note under **Add a new note** to the left hand side – it will be added to **Notes History** when you save the child's claim later



42. You've now finished adding the data for the new child - save the child's claim by pressing the **Save** button at the end of any of the tabs



Name: Stacey Test DOB: 04-Mar-2017	
Term Start Date	01-Apr-2021
Term End Date	31-Aug-2021
No of weeks attended	12
Nominated for DAF	No
Provider Total Rate	£4.56
Funding Amount @ Provider Rate	£820.80
Child Weightings	£0.00
Universal Funding Amount	£820.80
<b>Totals</b>	
Funded Hours Per Week	15.00
Funded Hours for Term	180.00
Total Funding (excl. Adj)	£820.80
Total amount from Adjustments	£0.00
Total amount from Pending Adjustments	£0.00
Total Funding For Term (inc Adj)	£820.80

43. The screen changes back to your main claim screen

Note that the child that you added appears in the list with:

- a status of **New, Unsubmitted child** (because you have not yet sent it to us)
- the **Funded hours** (Universal) and/or **Extended hours** that you input for 3 and 4 year olds
- the **Funded hours** (LA Issued) or **Expanded hours** that you input for 3 and 4 year olds
- a calculation of the **Total Funding Amount for the Term**

Home Forms **Funding** Sufficiency Reports

Summary Estimates **Actuals** Adjustments Eligibility Checker

Submit Actual: 2023/2024 Summer - 2 Year Old CHANGE

Add Child Enter EY Voucher Send Claim

	Status	Child	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
X		Fiction, Jonathan (01-Jan-2022)	0.00	180.00	£2398.60		28-Feb-2024 - 10-Jul-2024 Grace Period: 31-Dec-2024

44. Add more children by repeating the steps. When all new children have been added, move on to the next section (Sending your claim to us).

Home Forms **Funding** Sufficiency Reports

Summary Estimates **Actuals** Adjustments Eligibility Checker

Submit Actual: 2023/2024 Summer - 2 Year Old CHANGE

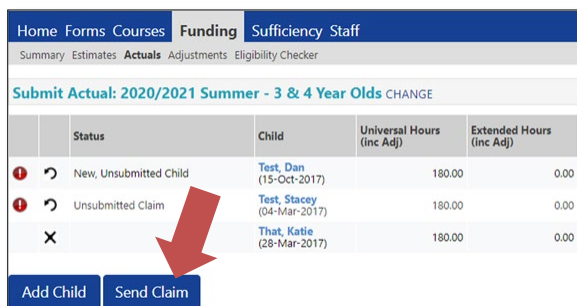
Add Child Enter EY Voucher Send Claim

	Status	Child	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
X		Fiction, Jonathan (01-Jan-2022)	0.00	180.00	£2398.60		28-Feb-2024 - 10-Jul-2024 Grace Period: 31-Dec-2024

## Sending your claim to us

45. Before sending your claim to us, check your list of children to ensure that:
- children to be funded have either **Universal** or **Extended Hours**, or both
  - children that are no longer to be funded have a status of **Awaiting LA deletion**

Press the **Send Claim** button



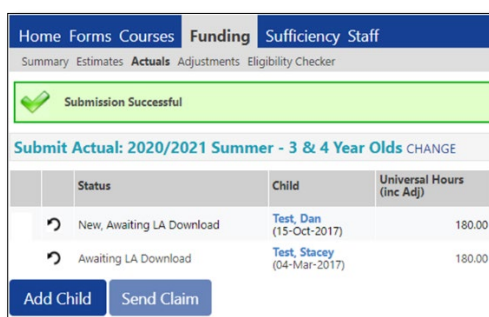
	Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)
+	New, Unsubmitted Child	Test, Dan (15-Oct-2017)	180.00	0.00
+	Unsubmitted Claim	Test, Stacey (04-Mar-2017)	180.00	0.00
X		That, Katie (28-Mar-2017)	180.00	0.00

Buttons: Add Child, Send Claim

About the **Send Claim** button:

- It only sends your claim for the funding type that you are in (e.g. 3 and 4 year olds)
- It instructs the portal to send us anything that you have added, changed or removed (children with a status of **unsubmitted**)
- You must press it before submissions close for us to get your claim
- Press it again if you make further changes later on
- The button becomes unavailable after you press it because there are no changes waiting to be sent to us - it will become active if you add, delete or edit a child
- The button disappears after submissions close

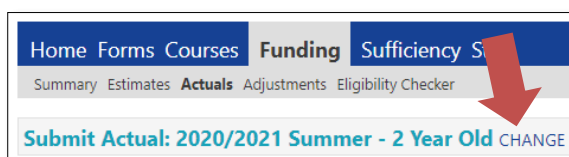
A green banner denotes that you have successfully submitted your claim. Children that had a status of **Unsubmitted** now have a status of **Awaiting LA Download** – when process your data the status of all your children will revert to blank



	Status	Child	Universal Hours (inc Adj)
+	New, Awaiting LA Download	Test, Dan (15-Oct-2017)	180.00
+	Awaiting LA Download	Test, Stacey (04-Mar-2017)	180.00

Buttons: Add Child, Send Claim

Remember: Claims for 2 year old EYFE are done separately from claims for 3 and 4 year old EYFE. Ensure you complete your claim for both funding types if applicable, **and send us both** – you can move between age groups by pressing **CHANGE** from any claim screen

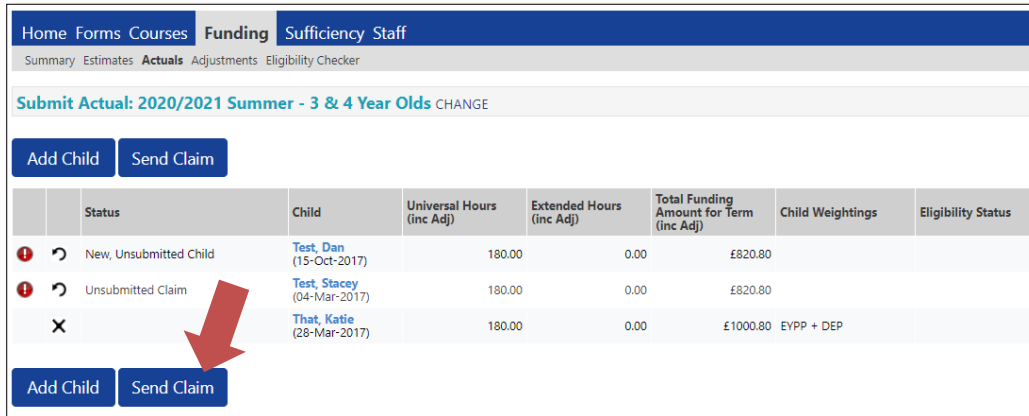


Submit Actual: 2020/2021 Summer - 2 Year Old CHANGE

## Editing your claim further before the deadline

46. You can make further changes to your claim after you have sent it to us, up to the submission deadline. When the deadline has passed, your claim becomes read-only and the buttons for **Add Child** and **Send Claim** disappear.

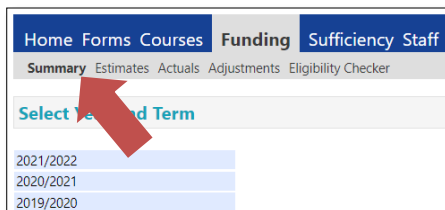
Add, remove or edit child claims as per the earlier steps in this guide. You can edit any child irrespective of their status. The **Send Claim** button becomes active after you change your claim, press it to send us your latest changes.



	Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
!	New, Unsubmitted Child	Test, Dan (15-Oct-2017)	180.00	0.00	£820.80		
!	Unsubmitted Claim	Test, Stacy (04-Mar-2017)	180.00	0.00	£820.80		
X		That, Katie (28-Mar-2017)	180.00	0.00	£1000.80	EYPP + DEP	

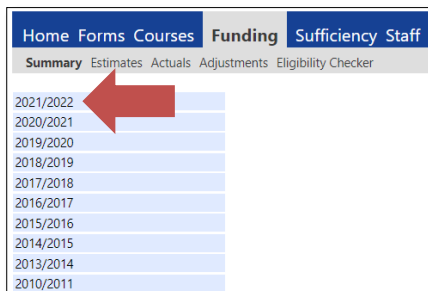
## Viewing your payment summary (after payment)

47. You can view a summary of your payment on the portal after payment has been made – go to the **Summary** tab in the **Funding** sub-menu



Select Year and Term
2021/2022
2020/2021
2019/2020

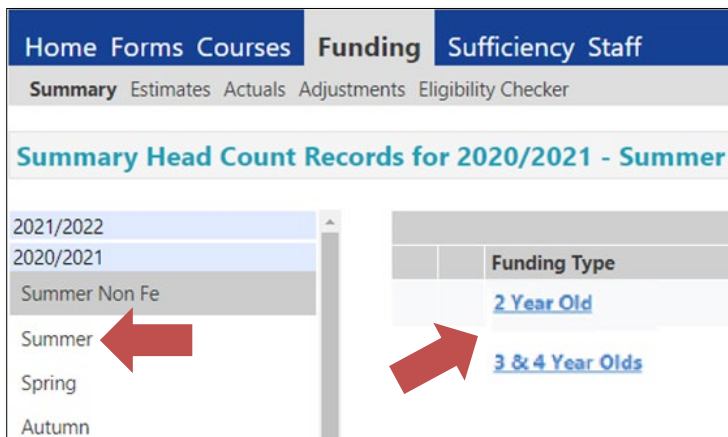
48. Select a year to expand it to view the terms within



Summary
2021/2022
2020/2021
2019/2020
2018/2019
2017/2018
2016/2017
2015/2016
2014/2015
2013/2014
2010/2011



49. On the left hand side of the window select the appropriate term (Spring, Summer or Autumn), then select the **Funding Type** you wish to view on the right hand side of the window



50. A summary of your Actuals payment appears on the right hand side of the summary

Note that:

- The summary may be blank if your submission has not yet been accepted by us. More information will appear as your claims are accepted, EYPP eligibility verified, and DAF approved. Note that EYPP is not checked until after the portal is closed.
- Look for a **Processed Date** at the end of the summary to determine if the payment has been released.
- You can expand parts of the summary using ▶ to see further information.
- You can view a summary for another term or age group by pressing **CHANGE**.

Summary: 2023/2024 Summer - 3 & 4 Year Olds **CHANGE**

Rate x Hours may not equal Totals as rounding is applied per child.  
The totals shown are the sum of the funding amounts per child.

Estimates		Actuals	
Term Length (Weeks)	12	Term Length (Weeks) Term Time	12
▶ Provider Rate applied	£5.51	Term Length (Weeks) Stretched	20
<b>Estimate Funding</b>		▶ Provider Rate applied to child funding	£5.51
Hours Per Week	0.00	<b>Funding</b>	
<b>Term Funding Amount</b>	<b>£0.00</b>	Funded Hours for Term	0.00
Interim %	70.00%	<b>Funding Amount @ Provider Rate</b>	<b>£0.00</b>
<b>Interim Amount Payable</b>	<b>£0.00</b>	<b>Funding Amount</b>	
<b>Total Interim Amount Paid to Date (before Adj)</b>		<b>£0.00</b>	
<b>Interim Amount Payable Balance</b>		<b>£0.00</b>	
Processed		No	
Processed Date		No	
		<b>Extended Funding</b>	
		Funded Hours for Term	0.00
		<b>Funding Amount @ Provider Rate</b>	<b>£0.00</b>
		<b>Extended Funding Amount</b>	
		<b>£0.00</b>	
		<b>Totals</b>	
		Funded Hours for Term	0.00
		<b>Funding Amount @ Provider Rate</b>	<b>£0.00</b>
		<b>Child Weightings</b>	<b>£0.00</b>
		<b>Term Funding Amount</b>	
		<b>£0.00</b>	
		Interim Amount Paid (before Adj)	£0.00
		<b>Term Funding Amount Balance</b>	
		<b>£0.00</b>	
		Adjustments Paid with Final Payment	£0.00
		<b>Actual Amount Paid (Inc. Adj)</b>	
		<b>£0.00</b>	
		Processed	No
		Processed Date	No

END