

Online Provider Portal help guide

How to claim child-level funding (Actuals) – Adding new children

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 3 and 4 year olds
- Local Authority (LA) Issued 2 year old EYFE
- EYFE for Working Families, including for 9 months plus, 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

You should follow our [introductory guide first](#) in order to access the actuals on the Online Provider Portal and delete any children who you no longer wish to claim for. You should also [update any existing children's claims](#) before adding new children.

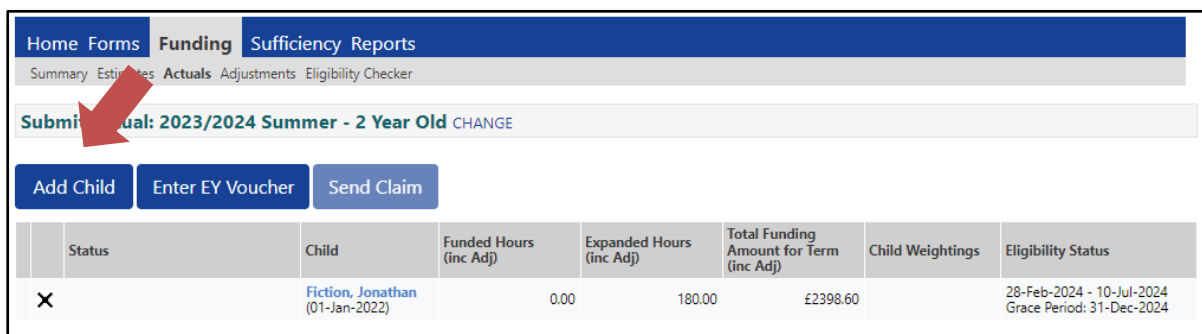
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Adding new children to your claim

1. Use our introductory guide to navigate the the headcount you wish to add the child to. 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.



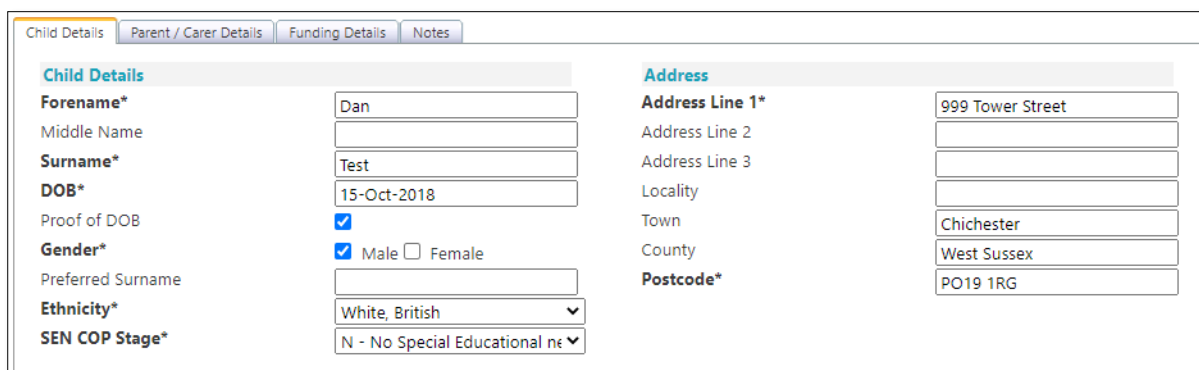
Status	Child	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
X	Fiction, Jonathan (01-Jan-2022)	0.00	180.00	£2398.60		28-Feb-2024 - 10-Jul-2024 Grace Period: 31-Dec-2024

2. A new child claim opens.

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

The **SEN COP Stage** will automatically be set to **No Special Educational Need**. If you need to amend this, set this to **SEN Support**. Please do not select any other options.

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**



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

3. You must complete this step if you wish to:

- claim for EYFE for Working Families (note all claims for 9 months plus children require this)
- claim for EYPP under economic criteria
- check if a 2 year old approved for EYFE for Working Families but not already approved for LA Issued EYFE is eligible (2 year olds only)

You can skip to step 4 if:

- the child in question is claiming only Universal EYFE or 2 year old LA Issued EYFE, and either;
- you do not have consent to check for EYPP under economic criteria, or;
- the child is eligible for EYPP under non-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

LA Issued EYFE (for 2 year olds claiming Working Families EYFE only)

- This check is only for children not already approved for LA Issued EYFE who have been approved for Working Families EYFE, and is to check if the child is eligible for both. If the parent has provided evidence of approval by either WSCC or another Local Authority, you do not need to check eligibility on the online provider portal.
- Only one parent's details are required as household income is reflected across both parents' National Insurance records at HMRC
- Please add an email address so we may send confirmation to the parent of approval if they are found to be eligible.
- Note this only checks against economic criteria. The child may be eligible under other criteria.

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, EYFE for Working Families and Local Authority (LA) Issued EYFE (current 2 year olds only).

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.

Note: LA Issued eligibility checks are against economic criteria only. Children may be eligible under non-economic criteria. You do not need to run this check if you have seen evidence of approval by WSCC or another local authority.

Parent / Carer Details

Forename

Sally

Surname

Fiction

DOB

01-Feb-1993

Email

sally.fiction@email.com

Contact Number

☐ NI or ☐ NASS Number

AA111111A

Tick to give consent to Eligibility Checking for

☒ EYPP☒ Working Family Eligibility☒ LA Issued EYFE

Partner Details

Forename

Surname

DOB

Email

Contact Number

☐ NI or ☐ NASS Number

Tick to give consent to Eligibility Checking for

☐ EYPP☐ Working Family Eligibility☐ LA Issued EYFE

Switch

Consent for Eligibility Checking:

EYPP: The Surname, DOB and NI or NASS Number will also be required for this data to be used for an Eligibility Check.

Working Family: The Surname and NI Number will also be required for this data to be used for an Eligibility Check.

LA Issued EYFE: The Surname, DOB and NI Number will also be required for this data to be used for an Eligibility Check.

4. 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

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.

Each time you wish to claim DAF (maximum once per year), you must submit required evidence to us via our [DAF evidence form](#). A fully completed parent declaration and evidence of current approval for Disability Living Allowance (DLA) are required.

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.

Child Details	Parent / Carer Details	Funding Details	Notes
Funding Details Start Date* 01-Sep-2025 End Date* 02-Jan-2026 Default Term Dates Weeks Attended in Term* 12 Present during Census <input checked="" type="checkbox"/> Attends Two Days or More <input type="checkbox"/> Nominated for DAF* <input type="radio"/> Yes <input checked="" type="radio"/> No Stretching Entitlement <input type="checkbox"/>			
Funded Hours per Week Hours* 15 Extended Funded Hours per Week Eligible for Extended Hours <input checked="" type="checkbox"/> Eligibility Code 5011111111 Click to check eligibility for EYFE for Working Families Check Eligibility Code Extended Hours* 15 Total Funded Hours per Week Total Funded: 30.00		Attendance Days Attends Monday <input type="radio"/> Yes <input type="radio"/> No Attends Tuesday <input type="radio"/> Yes <input type="radio"/> No Attends Wednesday <input type="radio"/> Yes <input type="radio"/> No Attends Thursday <input type="radio"/> Yes <input type="radio"/> No Attends Friday <input type="radio"/> Yes <input type="radio"/> No Attends Saturday <input type="radio"/> Yes <input type="radio"/> No Attends Sunday <input type="radio"/> Yes <input type="radio"/> No Non-Funded Hours per Week Non-Funded Hours* 6 Census Information Funded Entitlement Weeks 38 Extended Entitlement Weeks 38 Please enter the number of weeks you expect to claim Funded/Extended hours for this child across their eligibility year. This should be in line with the parent declaration form.	
Maximum Values Allowed: Number of Weeks: 14 Funded Weekly Hours: 15.00 Funded Termly Hours: 210.00 Funded Yearly Hours: 570.00 Extended Weekly Hours: 15.00 Extended Termly Hours: 210.00 Extended Yearly Hours: 570.00			
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			

5. Step 5 is for 9 Months Plus and 2 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 total number of hours per week is 30
- If a child is eligible for both LA Issued EYFE and EYFE for Working Families, LA Issued EYFE should be used first. The maximum claim from each entitlement is 15 hours per week.
- For stretched claims, the maximum is the number shown in the **Maximum Values Allowed** box

A) 2 year old LA Issued EYFE

The Funded Hours per week section should only be used if:

- You have seen evidence of approval for 2 Year Old LA Issued EYFE by WSCC or another local authority.
- You are submitting a claim for EYFE for Working Families and have consent from the family to check if the child is also eligible for 2 Year Old LA Issued EYFE.

If you have seen evidence of approval for 2 Year Old LA Issued EYFE, you do not need to click 'Check Eligibility'. Simply enter the number of hours per week in the 'Hours' field up to a maximum of 15 hours.

Funded Hours per Week

Eligible for Funded Hours ✗

You **do not** need to run this check if you have already been provided evidence that the child has been approved for **2 year old LA Issued EYFE** by WSCC or another local authority. Please only click if the child is approved for EYFE for Working Families and you wish to check if the child is also eligible for LA Issued EYFE.

Check Eligibility

Hours*

If you have not seen evidence of approval, but are submitting a claim for EYFE for Working Families and have consent from the family to check if the child is also eligible for 2 Year Old LA Issued EYFE (and no evidence of a prior approval is available), click 'Check Eligibility'

Funded Hours per Week

Eligible for Funded Hours ✗

You **do not** need to run this check if you have already been provided evidence that the child has been approved for **2 year old LA Issued EYFE** by WSCC or another local authority. Please only click if the child is approved for EYFE for Working Families and you wish to check if the child is also eligible for LA Issued EYFE.

Check Eligibility

Hours*

If the check is successful, a green confirmation banner will appear at the top of the screen, and the red cross next to 'Eligible for Funded Hours' will change to a tick.

✓ The LA Issued EYFE Check has come back as found and eligibility for Funded Hours has been obtained.

You can now enter up to 15 hours (per week) in the hours field.

Funded Hours per Week

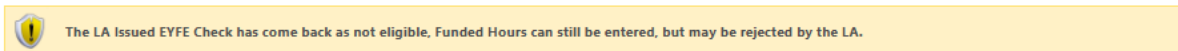
Eligible for Funded Hours ✓

You **do not** need to run this check if you have already been provided evidence that the child has been approved for **2 year old LA Issued EYFE** by WSCC or another local authority. Please only click if the child is approved for EYFE for Working Families and you wish to check if the child is also eligible for LA Issued EYFE.

Check Eligibility

Hours*

If the check is unsuccessful, a yellow banner will appear at the top of the screen, and the red cross next to **Eligible for Funded Hours** will remain.



Whilst you can still enter hours in the **Hours** field, these will be declined if no pre-existing approval exists so you should enter '0'. All hours should be claimed via EYFE for Working Families instead.

B) Working Family Funding (9 months Plus and 2 year olds with Working Families eligibility codes)
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.

6. Steps 6 and 7 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 hours you wish to claim per week in **Funded Hours per week**, or enter zero if not claiming Universal hours.

Summary

Child Details

Parent / Carer Details

Funding Details

Notes

Funding Details

Start Date*

06-Jan-2025

End Date*

18-Apr-2025

Default Term Dates

Weeks Attended in Term*

12

Present during Census

☒

Attends Two Days or More

☐

Nominated for DAF*

☐ Yes
☒ No

Funded Hours per Week

Hours*

15

Extended Funded Hours per Week

Extended Hours*

15

Eligibility Code

50111111111

Check Eligibility Code

Eligible for Extended Hours

☐

Total Funded Hours per Week

Total Funded:

30.00

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*

6.00

Census Information

Funded Entitlement Weeks

47.00

Extended Entitlement Weeks

0.00

Records the Number of Weeks the Child is expected to stretch their Funded/Extended hours across the Child's eligibility year, in line with the parental declaration form.

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

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

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

If you are not claiming extended hours, enter zero and go to step 9 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.

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

Funding Details

Start Date* 06-Jan-2025
End Date* 18-Apr-2025
Default Term Dates
Weeks Attended in Term* 12
Present during Census ☒
Attends Two Days or More ☐
Nominated for DAF* ☐ Yes ☒ No

Funded Hours per Week

Hours* 15

Extended Funded Hours per Week

Extended Hours* 15
Eligibility Code 50111111111
Check Eligibility Code
Eligible for Extended Hours ☐

Total Funded Hours per Week

Total Funded: 30.00

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* 6.00

Census Information

Funded Entitlement Weeks 47.00
Extended Entitlement Weeks 0.00
Records the Number of Weeks the Child is expected to stretch their Funded/Extended hours across the Child's eligibility year, in line with the parental declaration form.

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

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

8. 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.

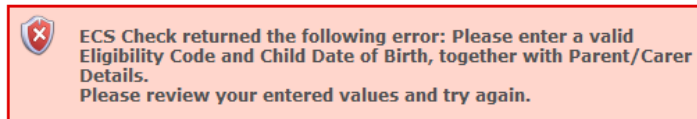


Red banner (Eligibility code check unsuccessful)

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:

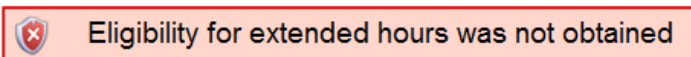
You cannot claim EYFE hours if this check is unsuccessful.

- 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 unless the child has been approved for 2 year old LA Issued EYFE.
 - For **9 Months Plus** 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**



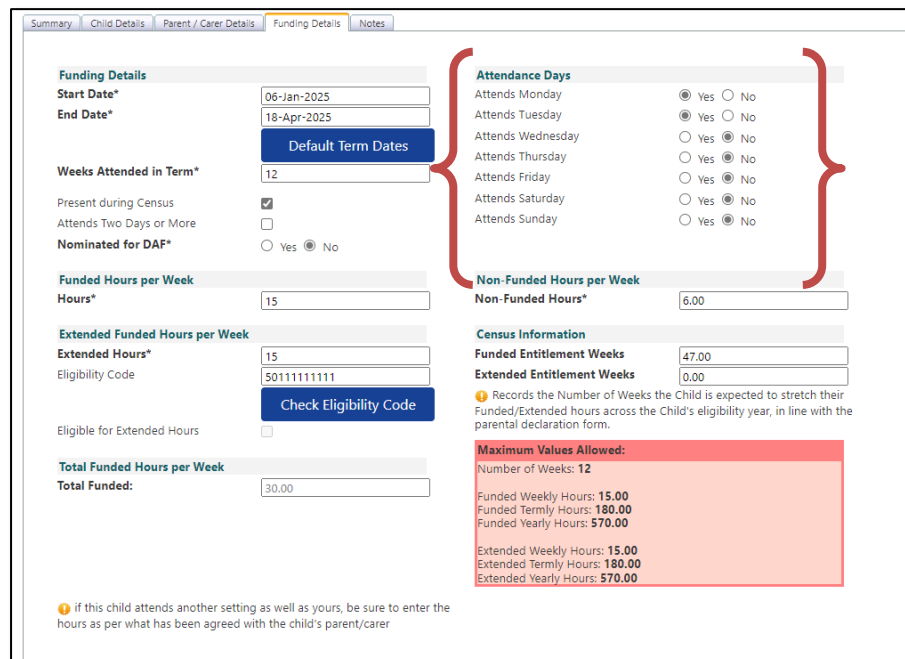
The portal checked this claim electronically with HMRC, but it is not a match. Check that the eligibility code, child's date of birth, and parent details are correct, noting that the parent that applied for the code must be in the Parent/Carer tab. Fix the data, then press the **Check Eligibility Code**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

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

 The Eligibility Code has been found but does not cover the standard term start date (x-x-20xx) therefore extended hours cannot be claimed this term. You may only claim for universal hours.

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 complete a [Working Families eligibility code query form](#).

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



Funding Details

Start Date* 06-Jan-2025

End Date* 18-Apr-2025

Default Term Dates

Weeks Attended in Term* 12

Present during Census ☒

Attends Two Days or More ☐

Nominated for DAF* ☐ Yes ☒ No

Funded Hours per Week

Hours* 15

Extended Funded Hours per Week

Extended Hours* 15

Eligibility Code 501111111111

Check Eligibility Code

Eligible for Extended Hours ☐

Total Funded Hours per Week

Total Funded: 30.00

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* 6.00

Census Information

Funded Entitlement Weeks 47.00

Extended Entitlement Weeks 0.00

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

ⓘ 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

10. 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

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

Funding Details

Start Date* 06-Jan-2025

End Date* 18-Apr-2025

Default Term Dates

Weeks Attended in Term* 12

Present during Census ☒

Attends Two Days or More ☐

Nominated for DAF* ☐ Yes ☒ No

Funded Hours per Week

Hours* 15

Extended Funded Hours per Week

Extended Hours* 15

Eligibility Code 501111111111

Check Eligibility Code

Eligible for Extended Hours ☐

Total Funded Hours per Week

Total Funded: 30.00

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* 6.00

Census Information

Funded Entitlement Weeks 47.00

Extended Entitlement Weeks 0.00

Records the Number of Weeks the Child is expected to stretch their Funded/Extended hours across the Child's eligibility year, in line with the parental declaration form.

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

ⓘ 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

11. In 'Census Information' you will see one or two of three possible fields:

- Funded Entitlement Weeks (This is for Universal EYFE and 2 year old LA Issued EYFE)
- Extended Entitlement Weeks (This is for Extended EYFE for Working Families if child is accessing EYFE for 3 & 4 year olds)
- Expanded Entitlement Weeks (This is for EYFE for Working Families if child is under 3)

You must enter the number of weeks you claim per year.

- For term time only, this will be 38 (or less)
- For stretched providers, this will be between 39 and 52
- For self-stretched, this will be 38

The submission will provider an error message if the contents of this field, multiplied by the number of hours per week is more than 570. For example, if 'Funded Hours per week' are 15, and 'Funded Entitlement Weeks' are 39 or more, this will error, and you will need to amend the information in order to save the record.

Funded Hours per Week Hours* <input type="text" value="15"/>	Non-Funded Hours per Week Non-Funded Hours* <input type="text" value="6.00"/>
Extended Funded Hours per Week Extended Hours* <input type="text" value="15"/> Eligibility Code <input type="text" value="5011111111"/> <input type="button" value="Check Eligibility Code"/>	Census Information Funded Entitlement Weeks <input type="text" value="38"/> Extended Entitlement Weeks <input type="text" value="38"/> <small>Records the Number of Weeks the Child is expected to stretch their Funded/Extended hours across the Child's eligibility year, in line with the parental declaration form.</small>
Eligible for Extended Hours <input type="checkbox"/>	

12. 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

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

Add a new note

Adopted

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

13. **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

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

Add a new note

Adopted

Notes History

14. This step is only required when claiming for 2 year old LA Issued EYFE

Go to the **Notes** tab

To claim LA Issued 2 year old EYFE for a child, add their 6-digit eligibility 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

The screenshot shows the 'Notes' tab of a web application. On the left, under 'Add a new note', there is a text input field containing the text '2 year old eligibility code 123456'. A red arrow points to this input field. On the right, under 'Notes History', there is a box that says 'No Historical Notes'.

15. 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

The screenshot shows the 'Summary' tab of a web application. At the top, it says 'Name: Stacey Test DOB: 04-Mar-2017'. Below this are tabs for 'Summary', 'Child Details', 'Parent / Carer Details', 'Funding Details', and 'Notes'. The 'Summary' tab is active. It displays a table of funding details. At the bottom left, there are 'Save' and 'Cancel' buttons. A red arrow points to the 'Save' button. At the bottom right, there is a note: '*denotes mandatory fields'.

Universal Funding	
Term Start Date	01-Apr-2021
Term End Date	31-Aug-2021
No of weeks attended	12
Nominated for DAF	No
Funded Hours Per Week	15.00
Funded Hours for Term	180.00
Provider Total Rate	£4.56
Funding Amount @ Provider Rate	£820.80
Child Weightings	£0.00
Universal Funding Amount	£820.80
Totals	
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

16. 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 2 year olds
- the **Expanded hours** that you input for 9 Months Plus
- 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

17. Add more children by repeating the steps.

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

If you do not need to add any further new children and have completed your claims for all children in this age group, go to the next section on how to send your claim.

Sending your claim to us

18. Before sending your claim to us, check your list of children to ensure that:

- children to be funded have either **Funded** and/or **Extended/Expanded Hours** as required
- 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
	That, Katie (28-Mar-2017)	180.00	0.00

Buttons: Add Child, Send Claim

About the **Send Claim** button:

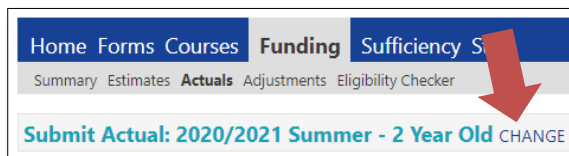
- It only sends your claim for the funding type that you are in (e.g. 3 and 4 year olds)
- It instructs the portal to send us anything that you have added, changed or removed (children with a status of **unsubmitted**)
- It will warn you if you have children with zero hours still on your claim, and give you the opportunity to fix it before you submit
- 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 9 Months Plus EYFE, 2 year old EYFE 3 and 4 year old EYFE are all separate. Ensure you complete your claim for all funding types if applicable, **and send us all three** – you can move between age groups by pressing **CHANGE** from any claim screen



Once you have updated and added all children for all age groups you claim for, and clicked **Send Claim** on each age group, the process is completed. Note you may edit your claims after clicking **Send Claim** if you need to. The following section shows how to do this.

You may receive queries from the FE Finance Team or Early Years Funding Team following your submission. Queries can include routine data checks, or may be to resolve issues such as clashes of hours between multiple providers, or too many hours being claimed in one year. You may also in some circumstances find your claim has been rejected. To resolve these, you can follow our [post-submission guidance](#).

Editing your claim further before the deadline

(Note this section is also included in our guidance for updating children's claims)

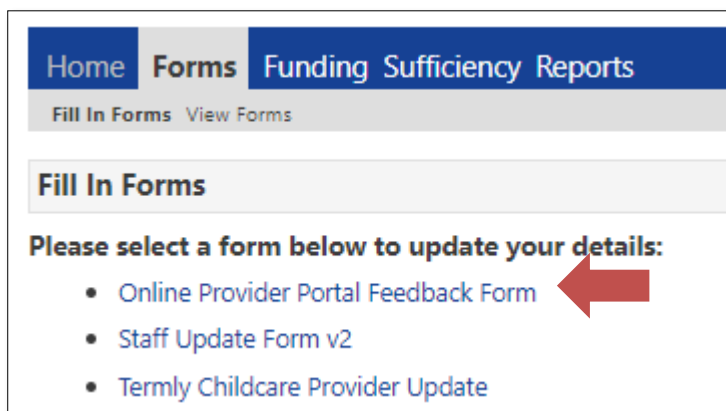
19. You can make further changes to your claim after you have sent it to us, up to the submission deadline. When the deadline has passed, your claim becomes read-only and the buttons for **Add Child** and **Send Claim** disappear.

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.

Home Forms Courses Funding Sufficiency Staff								
Summary Estimates Actuals Adjustments Eligibility Checker								
Submit Actual: 2020/2021 Summer - 3 & 4 Year Olds CHANGE								
<div>Add Child Send Claim</div>								
	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, Stacey (04-Mar-2017)	180.00	0.00	£820.80			
X		That, Katie (28-Mar-2017)	180.00	0.00	£1000.80	EYPP + DEP		
<div>Add Child Send Claim</div>								

THIS IS THE END OF THIS GUIDANCE DOCUMENT

If you have any feedback for how this guidance could be improved, you can complete an Online Provider Portal Feedback Form found under Forms on the OPP.



Home Forms Funding Sufficiency Reports

Fill In Forms View Forms

Fill In Forms

Please select a form below to update your details:

- [Online Provider Portal Feedback Form](#)
- [Staff Update Form v2](#)
- [Termly Childcare Provider Update](#)