

Online Provider Portal help guide

How to claim child-level funding for children starting after headcount (Adjustments)

About this guide

This is a step-by-step guide for how to claim child-level funding for children starting after headcount using the Online Provider Portal via Adjustments.

Childcare providers must claim for all children who start accessing Early Years Funded Entitlement (EYFE) before headcount via the provider's actuals submission.

You can still claim funding for children who start after headcount. You can do this in the following circumstances where the child starts:

- before the Department for Education (DfE) Census Day (see the [EYFE Provider Declaration](#) for further information on DfE Census Day)
- after the DfE Census Day and is:
 - eligible for EYFE for Working Families
 - in the 9 months plus age group
- after the DfE Census Day and is approved for and age-eligible for Early Learning for 2 year olds (LA Issued) EYFE
- after the DfE Census Day and:
 - is eligible for Universal EYFE or EYFE for Working Families 2, 3 or 4 year olds only
 - has a valid exceptional reason for starting after Census Day applies

Exceptional reasons may include, but are not limited to:

- the family moved into West Sussex after headcount
- the child with an additional need has started with a provider and is being supported by a professional such as:
 - a GP
 - portage
 - speech and language therapist
 - health visitor

You can find further examples in the [Early Years Funded Entitlement provider declaration](#).

If you need guidance on what to claim, particularly if you are a provider who wishes to claim on a self—stretched basis, please feel free to contact the Early Years Funding Team at EYFE@westsussex.gov.uk.

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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

- Details of the new child(ren) you wish to claim for
- Parent/carer details including NI number for any new EYFE for Working Families, DAF or EYPP claims
- 11-digit eligibility codes for any new EYFE for Working Families children
- 6-digit 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 Earling Learning for 2 year olds (LA Issued EYFE)

Things to note

- The Early Years Funding Team is unable to begin processing adjustment requests until actuals have been paid to providers who receive two payments per term. This is because any new adjustments may create clashes with actuals claims which have not yet been finalised. After this date, please allow up to 21 working days for us to process your claim, though we anticipate these will be processed more quickly than this.
- You **must** press the **Send Claim** button before the submissions deadline for us to receive your claim. The submissions deadline for adjustments is the final day of the term.
- Adjustments must only be submitted for a positive number of hours. You cannot send hours back to us using adjustments. Please contact EYFE@westsussex.gov.uk if you wish to discuss returning any EYFE funding for a child.
- 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 require assistance signing into the portal

- Find help [online](#)

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

- Find help on our [Providing EYFE](#) webpage.

How to submit adjustments

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



2. On the portal home screen, click **Funding**.

Organisation: Testy Testy Test Test Reg
Provider: Test Fsd Record (Family Activities) ▼

[Home](#) [Forms](#) [Funding](#) [Sufficiency](#) [My Details](#)

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 guidance on how to use the portal, submission dates, payment dates, FAQs and how to contact us. (Right-click on the link and choose 'Open in new tab' or 'window')

Notices for family activity and support providers

- Update your Family Information Service website advert by completing the 'FSD form' in the FORMS menu. If you have more than one activity or service, select the appropriate one from the list at the top of this page before you complete a form. Remember to press the SUBMIT button when you have finished the form. Please allow 10 days for your webpage to update.



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



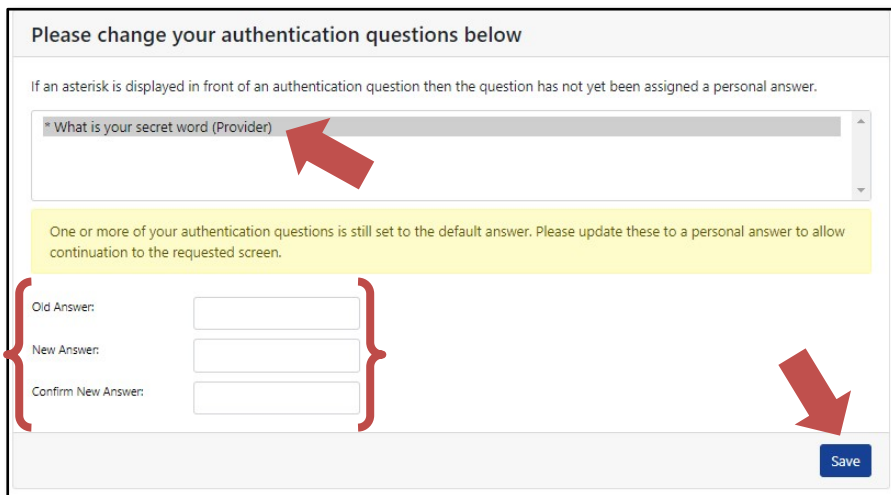
4. This step is for users that have the default Secret Word (WSSC) only

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.

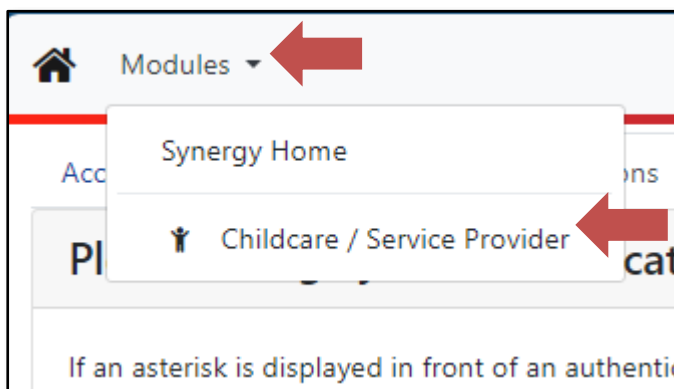
First, click on the text *What is your secret word (Provider)* so that it becomes highlighted (may take a moment to highlight if using a mobile or tablet device).

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

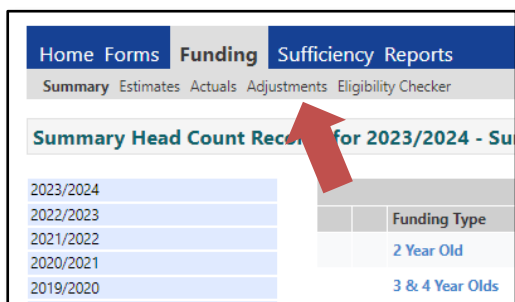
Press the **Save** button.



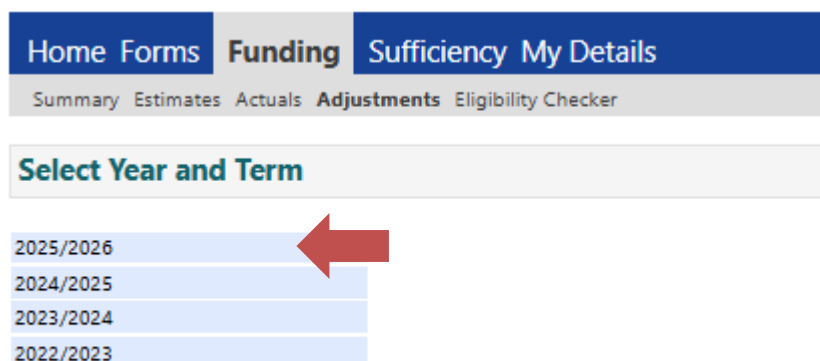
After changing your answer you'll need to click **Modules** at the top left of the window and click **Childcare/service provider** to return to the portal, and select **Funding** from the main menu again.



5. Choose **Adjustments** from the **Funding** sub-menu.

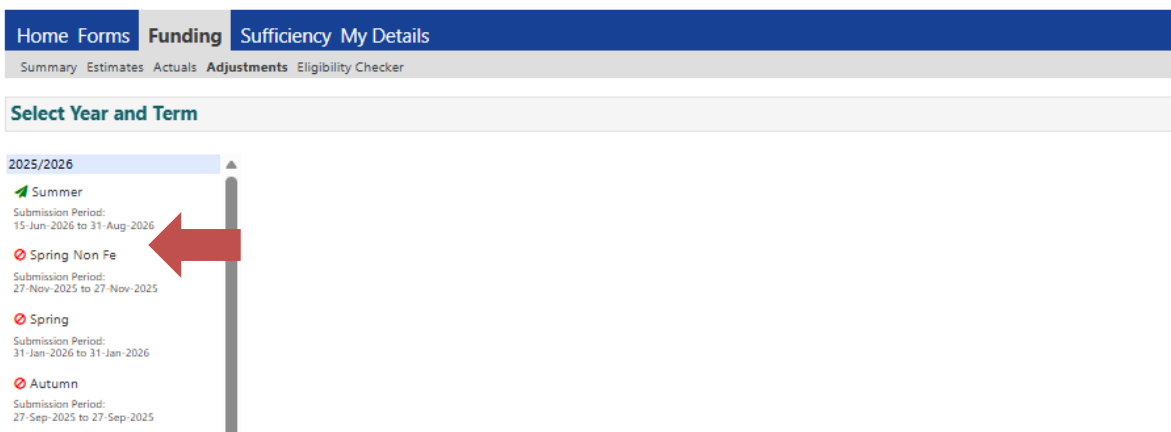


6. You may need to click to expand the current year to see the terms within.



7. 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. Adjustments may only be submitted after the actuals submission deadline, and must be submitted before the last day of the term.



8. Claims for 9 months plus, 2 year olds and 3 & 4 year olds are all separate.

Select a **Funding type** to open the main Adjustments claim.

Home Forms Funding Sufficiency My Details

Summary Estimates Actuals **Adjustments** Eligibility Checker

Adjustments Head Count Records for 2025/2026 - Summer

2025/2026

Summer
Submission Period: 15-Jun-2026 to 31-Aug-2026

Spring Non Fe
Submission Period: 27-Nov-2025 to 27-Nov-2025

Spring
Submission Period:

Funding Type		Actuals (Office use only)	
		Ready To Process	Processed
	2 Year Old		
	3 & 4 Year Olds		
	9 Months Plus		

Overview of the main Adjustments claim screen

9. The main Adjustment claim screen is where all actions take place. If you have claimed actuals this term, all of these children will appear here too.

You may submit an adjustment for children starting or increasing EYFE hours after headcount. Exceptional reasons are required for:

- 2-year-olds (not eligible for LA EYFE) starting after DfE Census Day
- all 3-4-year-olds starting after DfE Census Day

If increasing EYFE hours, only include extra hours not already claimed in your actuals.

If rejected, see the reason and next steps on the **Summary** tab of the child's record.

If the child is starting before DfE Census Day, update your termly census via **My Details** so they are included.

Submit Adjustments: 2025/2026 Summer - 2 Year Old [CHANGE](#)

► Not Paid - Total: £2105.40

Add Child Enter EY Voucher Send Claim

	Status	Child	Pending Adj Hours	Pending Expanded Adj Hours	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
	New, Unsubmitted Child	Baguette, Ham (22-Aug-2023)	90.00	0.00	90.00	0.00	£783.00	
		Croissant, Almond (21-Feb-2024)	0.00	0.00	0.00	242.00	£2105.40	19-Nov-2025 - 17-Aug-2026 Grace Period: 31-Dec-2026
	Claim Rejected	Danish, Custard (01-Jan-2024)	120.00	0.00	120.00	0.00	£1044.00	

Add Child Enter EY Voucher Send Claim

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 an action is required. This could be a rejected claim, or that you have made amendments you have yet to submit. These should disappear once you click Send 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. Please do not click this for any children you previously submitted on actuals, as this will delete the actuals 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, this denotes that either you have not edited the claim, or we have processed changes previously 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. (This will only show if we are still processing actuals and have not carried out the deletion you requested).
 - Claim Rejected – you have submitted the adjustment, but we have rejected this. You can view a message on how to resolve by clicking the child's name and viewing the message on the **Summary** tab.
- **Child** – name and DOB
- **Pending Adj hours** – If you have already submitted an adjustment request, Universal or Early Learning for 2 year olds (LA Issued) EYFE will appear here until accepted.
- **Pending Expanded/Extended hours** - If you have already submitted an adjustment request, EYFE for Working Families hours will appear here until accepted.
- **Funded hours** – How many Universal EYFE (for 3 and 4 year olds) or LA Issued EYFE (for 2 year olds) hours you are claiming. Does not appear on 9 months plus. Will include any approved adjustment hours.
- **Extended hours** - How many extended hours you are claiming for (only appears for 3 and 4 year olds). Will include any approved adjustment hours.
- **Expanded hours** – How many EYFE for Working Families hours you are claiming (only appears for 9 Months Plus and 2 year olds). Will include any approved adjustment hours.
- **Total funding amount for the term** - monetary calculation of expected funding for the child

- **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

10. If you wish to claim an adjustment for a new child, click Add Child. If you wish to submit a request for additional EYFE hours for a child, click the child's name in the list.

Add Child

Voucher

Send Claim

		Status	Child	Pending Adj Hours	Pending Expanded Adj Hours	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
		New, Unsubmitted Child	Baguette, Ham (22-Aug-2023)	0.00	0.00	90.00	0.00	£783.00	
			Croissant, Almond (21-Feb-2024)	0.00	0.00	0.00	242.00	£2105.40	19-Nov-2025 - 17-Aug-2026 Grace Period: 31-Dec-2026
		Claim Rejected	Danish, Custard (01-Jan-2024)	120.00	0.00	120.00	0.00	£1044.00	

Add Child

Enter EY Voucher

Send Claim

Child Details tab

11. If you clicked an existing child's name, click to open the **Child Details** tab. Follow steps 11 – 20, but instead of adding information, please check and update as required.

If this is a new child, you will already be on this tab. Steps 11-20 will show you how to complete the **Child Details**, **Parent / Carer Details** and **Funding Details** tab.

Note: Much of the process for claiming adjustments is very similar to submitting actuals. There are however minor differences. Primarily, you will not be able to add hours on the Funding Details screen, and instead will add this information on the Pending Adjustment tab.

The **SEN COP Stage** will be **No Special Educational Need** unless you amended this previously. If you need to amend this now, set this to **SEN Support**. This is appropriate if SEND and a need for additional support is identified.

Please do not select any other options, or amend any SEN COP Stage other than **No Special Educational Need**.

- If the SEN COP Stage is set to **SEN Support** or **Education, Health and Care Plan**, the **SEN Special Need Primary dropdown** may appear. If this has not yet been set, you must select one from the dropdown menu. You may choose to enter a secondary one as well. Note that the two SEN Special Need dropdowns may not appear each term, so you do not need to, and will be unable to answer these if this is the case.

When selecting **Ethnicity** you cannot use **Unknown** – if the parent declined to provide it you may use **Refused**

Child Details Details Funding Details Documents Notes

Child Details

Forename* Testly

Middle Name

Surname* Robinson

DOB* 04-May-2021

Proof of DOB ☒

Gender* ☐ Male ☒ Female

Preferred Surname

Ethnicity* White - British

SEN COP Stage* SEN Support

SEN Special Need Primary Braille

SEN Special Need Secondary

Search for an Address

Primary 1

Postcode* PO19 7RG

Search

Address

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

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’.

Search for an Address

Primary

1

Postcode*

PO19 1RG

Search

Address

Address Line 1*

1 Fiction Street

Address Line 2

Address Line 3

Locality

Westhampknett

Town

Chichester

County

West Sussex

Postcode*

PO19 1RG

Cancel

Enter Manually

Confirm

Parent/Carer Details tab

12. 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 13 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/carer 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.

Funding Details tab

13. 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 - Add the start date and end date to reflect the adjustment you wish to add. For example, if the child is term time only in Summer 2026 and you wish to claim for a child starting 11 May 2026, you would put 11 May 2026 as the **Start Date**, and 21/07/2026 as the **End Date**.

If you claimed for the child in your actuals and your adjustment request is for an increase in hours, leave the Start and End Dates as they are.

Weeks attended in Term – Cannot be modified in adjustments.

Present during census - You must tick this box if the child started attending on or before the DfE Census Day. If they started after, ensure this is unticked.

Attends two days or more - Answer not required.

Nominated for DAF – You must tick either **Yes** or **No**. 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](#) or the Online Parent Declaration 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. This box will be greyed out and inaccessible if you already claimed for the child at headcount.

Attendance Days - Answer not required.

14. **This step is just for 2 year olds who have not been approved for Early Learning for 2 year olds (LA Issued EYFE)**

If you have seen evidence of approval for Early Learning for 2 year olds (LA Issued EYFE), you do not need to click 'Check Eligibility'. Note that you are not able to add the hours on this tab.

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 Early Learning for 2 year olds (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 

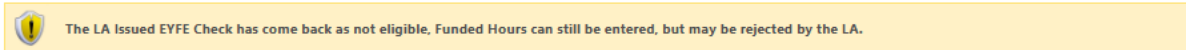
Hours*

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 submit the adjustment to include Funded hours, which for 2 year olds are Early Learning for 2 year olds (LA Issued).

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 submit a request for Funded hours for a 2 year old in this scenario, this claim will be declined if there is no pre-existing approval. All hours should be claimed via EYFE for Working Families instead.

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.

Hours*

0.00

✗

←

Check Eligibility

15. This step relates to EYFE for Working Families claims only

- If you claimed for **Extended** or **Expanded** 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.

Expanded Funded Hours per Week

Eligible for Expanded Hours

Eligibility Code

Click to check eligibility for EYFE for Working Families

Expanded Hours*

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/Expanded Hours** to indicate that the check is complete. Go to step 17 to continue the claim.



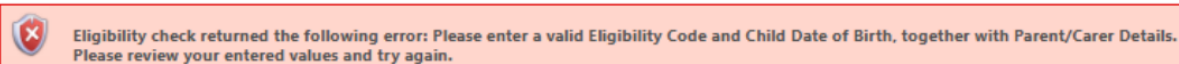
Red banner (Eligibility code check unsuccessful)

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.

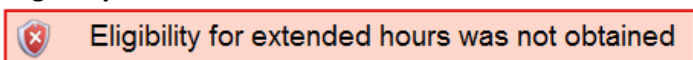
- If, after completing this step, eligibility cannot be verified, for **3 and 4 year olds**, you will only be able to submit an adjustment for Universal EYFE.
- For **2 year olds**, you will be unable to claim EYFE for Working Families, and must not enter any hours or submit an adjustment claim unless the child has been approved for Early learning for 2 year olds (LA Issued EYFE).
- For **9 Months Plus** you will be unable to claim EYFE for Working Families.

• 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](#).

16. 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

Non-Funded Hours per Week	
Non-Funded Hours*	6.00
Census Information	
Funded Entitlement Weeks	38
Extended Entitlement Weeks	38
 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.	

Pending Adjustment tab

17. Click the **Pending Adjustment** tab. This tab is where you will enter information of the hours you wish to claim for.

- For **9 months plus**, you will just have an **Expanded Pending Adjustment** box. This is for all Working Family hours.
- For **2 year olds**, you will have:
 - **Pending Adjustment** – This is for **Early Learning for 2 year olds** only, and is capped at 15 hours per week or stretched equivalent. You must not enter any EYFE for Working Families hours in this box.
 - **Expanded Pending Adjustment** – For **EYFE for Working Families**. This is capped at 30 hours per week or stretched equivalent. If used with Early Learning for 2 year olds, the cap is 15 hours per week or stretched equivalent. You may use both boxes if the child is eligible for both entitlements.
- For **3 and 4 year olds**, you will have:
 - **Pending Adjustment** – This is for **Universal EYFE** only, and is capped at 15 hours per week or stretched equivalent. You must not enter any EYFE for Working Families hours in this box.
 - **Extended Pending Adjustment** – For **Extended EYFE for Working Families**. This is capped at 15 hours per week or stretched equivalent. You may use both boxes if the child is eligible for both entitlements

Child Details
Parent / Carer Details
Funding Details
Pending Adjustment
Notes

Complete all other tabs first.

On Funding Details:

- Set the Start Date and End Date to the child's first and last day EYFE will be accessed this term.
- Tick Present During Census if starting before DfE Census Day, and untick if after
- Complete Census Entitlement Weeks based on a full year (e.g. 38 or less if term time only or self-stretched, and more if stretched)

Select **More Hours** and enter total term hours. In **Reason**, include:

- Hours per week x weeks. If the claim is stretched, please add (stretched) in brackets. Add the date the child will start accessing these hours.
- Exceptional reason (if required)
- 6-digit Early Learning for 2 year olds code if approved by West Sussex. If approved by another local authority, please specify which local authority, the eligibility code, and the start date of the child's eligibility.
- EYPP criteria (e.g. Adopted, CLA, SGO)

Any requests for Less Hours will be declined.

Pending Adjustment
Number of Hours
More Hours
150
Reason (500 characters)
15 hours x 10 weeks (stretched) 22/06/2026
Reason: Child moved from Dorset 6 May 2026
Early Learning Eligibility: 345678
Adopted

Expanded Pending Adjustment
Number of Hours
More Hours
150
Reason (500 characters)
15 hours x 10 weeks (stretched) 22/06/2026

Maximum Values Allowed:
Funded Termly Hours: 195.00
Funded Yearly Hours: 570.00

Maximum Values Allowed:
Expanded Termly Hours: 390.00
Expanded Yearly Hours: 1140.00

Save
Cancel

*denotes mandatory fields

Next to **Number of Hours**, select More Hours from the dropdown and enter the total number of hours you are requesting for the term in the field on the right of the dropdown. For example, if you wish to claim 15 hours per week over 10 weeks, enter 150 hours.

In the **Reason** box:

- Enter the number of hours per week x the number of weeks, e.g. **15 hours x 10 weeks**. If the claim is stretched (and not term time only or self-stretched) please also add **(Stretched)** in brackets. Add the date the child will start accessing these hours.
- If an exceptional reason is required, state this on the next line, e.g. **Reason: Child moved from Dorset on 6 May 2026**
- If you are claiming Early Learning for 2 year olds, you must provide details in the **Pending Adjustment Reason** field as well.
 - For children approved by WSCC, add **Early Learning for 2 year olds: XXXXXX**, with the X's replaced with the 6-digit number issued by WSCC
 - If approved out of county, add the approving local authority, the approval code (which may differ in format between LA's) and the start date of the child's eligibility, e.g. **Early Learning for 2 year olds: Brighton E12345 01/05/2026**
- If the child is eligible for EYPP under non-economic criteria, please specify which criteria. The options 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.

If you are claiming from two entitlements, (e.g. Universal and Extended EYFE, or Early Learning for 2 year olds and EYFE for Working Families), you only need to add the exceptional reason, Early Learning for 2 year olds eligibility and non-economic EYPP criteria to one of the Reason boxes. However, both boxes must have the hours per week and number of weeks specified. See previous screenshot for an example.

18. Once all information has been entered, click **Save**. A red error message may appear if you have missed any required information. Once this is fixed, you can click Save again.

Pending Adjustment

Number of Hours More Hours

Reason (500 characters)

15 hours x 10 weeks (stretched) 22/06/2026
Reason: Child moved from Dorset 6 May 2026
Early Learning Eligibility: 345678
Adopted

Maximum Values Allowed:
Funded Termly Hours: 195.00
Funded Yearly Hours: 570.00

Expanded Pending Adjustment

Number of Hours More Hours

Reason (500 characters)

15 hours x 10 weeks (stretched) 22/06/2026

Maximum Values Allowed:
Expanded Termly Hours: 390.00
Expanded Yearly Hours: 1140.00

The following errors need to be fixed before the record can be saved:
 Forename must be entered (Child Details Tab)
 Surname must be entered (Child Details Tab)
 DOB must be entered (Child Details Tab)
 Gender must be entered (Child Details Tab)
 Ethnicity: Value cannot be '<unknown>' (Child Details Tab)
 Address Line 1 must be entered (Child Details Tab)
 Postcode must be entered (Child Details Tab)
 Term Start Date must be entered (Funding Details Tab)
 Term End Date must be entered (Funding Details Tab)
 Nominated for DfES must be entered (Funding Details Tab)

Save *denotes mandatory fields

19. You will be returned to the age groups Adjustments overview screen. Once any rejected claims have been addressed and any new adjustments have been added, click **Send Claim**.

Submit Adjustments: 2025/2026 Summer - 2 Year Old CHANGE ?

▶ **Not Paid** - Total: £2105.40

Add Child **Enter EY Voucher** **Send Claim**

	Status	Child	Pending Adj Hours	Pending Expanded Adj Hours	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
!	New, Unsubmitted Child	Baguette, Ham (22-Aug-2023)	90.00	0.00	90.00	0.00	£783.00	
✗		Croissant, Almond (21-Feb-2024)	0.00	0.00	0.00	242.00	£2105.40	19-Nov-2025 - 17-Aug-2026 Grace Period: 31-Dec-2026
!	Claim Rejected	Danish, Custard (01-Jan-2024)	120.00	0.00	120.00	0.00	£1044.00	

Add Child **Enter EY Voucher** **Send Claim**

This will send the claim through to the Early Years Funding Team to process.

- The Early Years Funding Team will only begin processing adjustments after actuals have been paid for providers who receive two payments per term. This is because processing adjustments at the same time could result in clashes with actuals and delay actuals payments. See the [How providers receive funding payments](#) web page for these payment dates.
- Once these actuals payments have been processed, please allow up to 21 working days for your adjustment claim to be processed. We anticipate these will be processed quicker than this in most cases.
- Once a claim has been accepted and approved, it will appear in the **Not Paid** tab which you can expand on the age groups Adjustments overview screen.
- This will then move to the **Paid as Adjustments** tab, which will appear once an adjustment has been paid that term. (Please note emails will no longer be sent to confirm approval. You will need to login in to check the status of your request).
- However, your claim may be rejected, which will lead to an automated email being sent to you. You will need to log back in, open the child record under Adjustments, and address the message on the Summary page. Continue to step 20 for instructions on how to view rejection messages.

Dealing with rejected claims

20. Follow steps 1-9 to log into the Online Provider Portal and open the Adjustments screen for the relevant age group. You can also click the link on the home page of the Online Provider Portal to be taken straight to this screen

Home Forms Funding Sufficiency My Details

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 guidance on how to use the portal, submission dates, payment dates, FAQs and how to contact us. (Right-click on the link and choose 'Open in new tab' or 'window')

Notices for family activity and support providers

- Update your Family Information Service website advert by completing the 'FSD form' in the FORMS menu. If you have more than one activity or service, select the appropriate one from the list at the top of this page before you complete a form. Remember to press the SUBMIT button when you have finished the form. Please allow 10 days for your webpage to update.

Post-Headcount/Exceptional Payment Request form

To claim funding for children who request a place after headcount in exceptional circumstances please [visit our webpage](#) and complete a Post-Headcount/Exceptional Payment Request form.

An exceptional reason for starting after headcount is not required for a child:

- in the 9 months plus age group approved for EYFE for Working Families. The child must have a valid 11-digit eligibility code with a 'Code Start Date' prior to the beginning of the term, and a 'Code End Date' after the child's first day of funding (use the Working Families eligibility checker to verify the code can be used before submitting your request)
- approved for 2 year old local authority (LA) Issued EYFE who is not already attending a West Sussex childcare provider - children awarded EYFE under this criteria can start at any point in the term

Notifications

These records have been edited but not yet claimed.

There are unsubmitted and rejected child funding records for Provider: **Test Nursery (Little Moos) - Day nursery**

2025/2026 Summer - 2 Year Old (1 unsubmitted, 1 rejected)

21. In the **Status** column, any rejections will have a status of **Claim Rejected**. Click the child's name to open the record.

Add Child Enter EY Voucher Send Claim

	Status	Child	Pending Adj Hours	Pending Expanded Adj Hours	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
!	New, Unsubmitted Child	Baguette, Ham (22-Aug-2023)	90.00	0.00	90.00	0.00	£783.00	
X		Croissant, Almond (21-Feb-2024)	0.00	0.00	0.00	242.00	£2105.40	19-Nov-2025 - 17-Aug-2026 Grace Period: 31-Dec-2026
!	Claim Rejected	Danish, Custard (01-Jan-2024)		0.00	120.00	0.00	£1044.00	

Add Child Enter EY Voucher Send Claim

22. Click the **Summary** tab. The rejection reason will appear in the **Claim Rejected** box. Please read this carefully and make any necessary amendments to the claim. You can then click **Save** and then **Send Claim** to return this to us to reconsider.

Name: Custard Danish DOB: 01-Jan-2024

Summary Child Details Parent / Carer Details Funding Details Pending Adjustment Notes

Term Start Date 10-May-2026
Term End Date 31-Aug-2026
No of weeks attended 0
Nominated for DAF No

► Provider Total Rate £8.70

Claim Rejected
Dear Colleague Your adjustment request has been rejected, as this child is not eligible for Early Learning for 2 year olds (LA Issued EYFE). If the child has been approved by another local authority, please add details as per instructions on the Pending Adjustment tab. If the child is instead eligible for EYFE for Working Families, please ensure all hours are entered as an Expanded adjustment instead. You will need to verify the 11-digit code on the Funding Details tab in order to save and send this request.

Funding
Funded Hours Per Week 0.00
Funded Hours for Term 0.00

Funding Amount @ Provider Rate £0.00
Child Weightings £0.00

► Pending Amount £0.00

Totals
Funded Hours Per Week 0.00
Funded Hours for Term 0.00
Total Funding (excl. Adj) £0.00
Total amount from Adjustments £0.00
Total amount from Pending Adjustments £1044.00

Total Funding For Term (inc Adj) **£1044.00**

23. If, following a rejection, you wish to cancel the request, you can click Undo .

Add Child Enter EY Voucher Send Claim

	Status	Child	Pending Adj Hours	Pending Expanded Adj Hours	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
	 New, Unsubmitted Child	Baguette, Ham (22-Aug-2023)	90.00	0.00	90.00	0.00	£783.00	
		Croissant, Almond (21-Feb-2024)	0.00	0.00	0.00	242.00	£2105.40	19-Nov-2025 - 17-Aug-2026 Grace Period: 31-Dec-2026
	 Claim Rejected	Danish, Custard (01-Jan-2024)	120.00	0.00	120.00	0.00	£1044.00	

Add Child Enter EY Voucher Send Claim

Click **Yes** to the Confirm Delete or Confirm Undo pop up that appears.

Confirm Delete

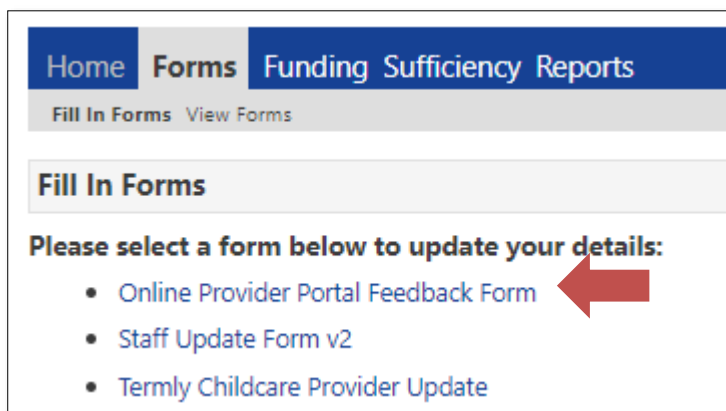
Are you sure you want to delete child: Danish, Custard from this headcount record?

Yes 

- Confirm Delete will appear for a child you have not claimed for before.
- Confirm Undo will appear for a child you did claim for on actuals, and the adjustment was for additional hours. After confirming undo by clicking Yes, **do not click the** . This will delete your actuals claim as well.

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](#)