The Provider Portal for Free Early Education and Care Funding

A Guide for private, voluntary, independent providers and schools with Governor run nursery provision offering 3 and 4 year old Extended Entitlement (30 hours) and 2 year old funding

May 2019
The information in this guide is relevant to Private, Voluntary and Independent Providers.

Schools with a ‘Governor run nursery’ provision (i.e. where children are not recorded as pupils of the school and are therefore recorded on the Early Years Census) should also use this guide.
A. Provider Portal - logging in and changing your password

The web address for the Portal is:
https://educationandchildcare.kirklees.gov.uk/SynergyWebsite_Live/

Click on ‘Sign In’ at the top right hand corner of the screen.

The following screens will then display for you to enter your e-mail address or user name and then your password. Your provider can have several different users set up to use the portal providing each user has their own individual e-mail address. Please contact the FEEC Team to set up new users.

Please note that if you have a Kirklees Parent Portal account and use your email address to sign in to the Parent Portal, then you will not be able to sign in to the Provider Portal with the same email address. You will need to sign in with your Provider Portal username instead.

Please note passwords are case sensitive; however user names are not.
Once logged in you will see the screen below; to access the ‘Provider Portal’ click on Modules in the top left hand corner and select Childcare/Service Provider from the drop down list.

The Home page will then be displayed:

Forgotten Passwords: Your password can be reset from the Password Sign In screen by clicking on ‘Forgot Password’. The following screen will display:
Enter your User Name and click ‘Request Token’. You will receive an email to your registered e-mail address with a token to reset your password.

Copy and paste the token into the ‘Token’ field, making sure that all characters are selected, before selecting ‘Reset Password’. Enter your new password in the ‘New Password’ and ‘Confirm Password’ fields and click ‘Change Password’.

Password standards: Passwords must be a minimum of 8 characters, use at least one alphabetic character, contain a number, contain an uppercase character, cannot be the same as your user name and cannot be a previously used password.
Locked Account: If you try to login with an incorrect password three or more times, your account will be locked; please contact the FEEC Team who will unlock your account. Then click on ‘Forgot Password’ to reset your password.

Changing your password: – Click on your provider initials at the top right hand corner of the screen; this would be the ‘SN’ in the example below and select ‘Account Management’ from the drop down list.

Select ‘Change Password’

Enter your current password and select ‘Next’. Enter your new password, confirm your new password and select ‘Change Password’.

Important: The Provider Portal contains personal data about children and their parents/guardians. Do not write down log in details and ensure you always log off when you have finished working. If a staff member who knows the log in details leaves your provider, you must change the password.
B. Warning messages and reminders

1. Important reminders and information will be displayed on the Portal Home screen.

2. You may see a message warning that ‘There are unsubmitted child funding records for provider’. This means you have added a new child or made an amendment to your claim but have not submitted it to the FEEC Team.

3. Warning message for current term: double click on message and Send Claim.

4. Claims cannot be submitted if they relate to past paid terms. You can view the record by double clicking on the message; the child record which was not submitted will be depicted with .
C. Forms library

a) **Termly Funding Confirmation Forms** - used to confirm the number of funded children and the total funded hours your provider is claiming.

b) **Early Years Census** – providers with funded children in the spring term must complete this form in January; this is a Department for Education (DFE) requirement.

c) **Notification of Child Leaving a Funded Place** – submit when a child leaves their funded place during the funded period (before end of term).

d) **Child Starting After Headcount** – use to claim funding for children starting after headcount date. This form is published after final/actual payment has been processed and is available until 10 working days before the end of term (the final date that late claims/starters can be accepted).

e) **Child Increasing/Decreasing Hours Form** – use if a child accessing a funded place increases or decreases funded hours during the term.

f) **Application to Transfer FEEC Place** – where a Parent Agreement is in place providers can claim 20 provider working days’ notice for leavers. If children meet ‘very exceptional circumstances’, the new provider can apply for funding during the notice period. Please phone the FEEC Team for advice before submitting this form.

g) **The Kirklees Agreement - PVI and Academies** - submission of this form confirms that the provider has accepted the terms and conditions required for inclusion in the Kirklees List of Approved Early Education and Care Providers.

h) **30 Hours** – gathers information about how providers offer the Extended Entitlement.

i) **Contact Details Form for FEEC Providers** – use to update the contact details of the person who deals with FEEC funding.
j) **Childcare Audit** - used annually to update information about your provision.

k) **Childcare Vacancy Update** – use regularly to update childcare vacancies. Recommended providers complete once a month.

l) **New Bank Details Form** - to provide/change bank details for funding payments.

m) **Staff Vacancy Form** - used by PVI providers to provide details of job vacancies, which we will advertise free of charge on the Kirklees Council website.

Note: some forms are only available on the portal at certain times of the year or term to help prevent the wrong or unnecessary form being used.

**How to access and submit Forms**

1. Select ‘Forms’.
2. Click on the relevant form to open.

3. Please fully complete the form; some forms have multiple pages and you will need to click on Next Page. Some forms have mandatory fields that will not allow the form to be submitted unless these are filled.

4. Once the form is fully complete, click on Submit Form
5. You should see a green submission successful message.

6. Submitted forms are checked regularly. We will contact providers with queries or a response/decision if applicable as soon as possible.

7. Once your form has been processed you will receive an e-mail. If you do not receive an e-mail within 5 working days please contact the FEEC Team to confirm we have received your form.

8. You can view previously submitted forms by selecting ‘View Forms’.
D. Funding Headcount Navigation

1. Select ‘Funding’
2. Select ‘Summary’
3. **Select Year and Term**

   ![Select Year and Term Image]

4. Please select the relevant funding age group by clicking on 2 Year Olds or 3 & 4 Year Olds

   ![Select Age Group Image]


6. To change to a different term select **CHANGE**

7. If your provider has different provider types under one registration, for example a day nursery, an out of school club and a holiday club you can view all these with the same user name and password. Select ‘Change’ next to organisation name.

   ![Change Organisation Image]

Then select the provider name from the drop down list:
E. Estimate claims


Important note: Please submit an estimate figure if you would like to receive an estimate payment; submitting your actual claim will not trigger an estimate payment.

1. Select ‘Funding’
2. Select ‘Estimates’
3. Click on the relevant year and term.
4. You will see the ‘Submission Period’ dates, these are the dates during which you can submit or update your estimate for that term.

5. Click on the icon to open the term.
6. If you see the following icon the submission dates for that term are closed.
7. 2 year old and 3 & 4 year old estimates are submitted separately. Please select the relevant funding age group by clicking on 2 Year Olds or 3 & 4 Year Olds

8. Input the number of weeks as 12 weeks in Spring and Summer and 14 weeks in Autumn term. Independent schools who provide less than 38 weeks a year should input the exact number of funded weeks they are providing each term.
9. Input estimated weekly funded hours and click Calculate. The total number of hours for the term will be calculated for you.
When estimating for stretch children, calculate the total funded hours a child will claim in the term and divide by the number of standard weeks for the term. For example in the summer term the stretch claim could be 198 hours (11 hours x 18 weeks), $198 \text{ hours} \div 12 \text{ weeks} = 16.5$.

10. Select **Send Claim** and you should see a ‘Submission Successful’ message.

**Notes:**

- If your estimated hours change after your original submission, you can resubmit your estimate up until the estimate deadline date.
- The estimate payment made on the first day of term is 40%.
- The second estimate payment of 40% will be paid in week 5 or 6 (depending on the term). You do not need to submit another estimate unless your estimate figure has increased or decreased.
- If you are submitting an updated estimate after the first payment please submit the total new figure; for example if you submitted your original estimate as 150 weekly hours and have two new children claiming 15 hours each - submit your revised estimate as 180 weekly hours rather than just submitting the additional 30 hours.
- If you missed the first estimate deadline and did not receive a payment, then providing you submit an estimate by the estimate update deadline 80% will be paid on the second payment.
F. Actual claims, Extended Entitlement (30 hours) & EYPP


1. Select 'Funding'
2. Select 'Actuals'
3. Click on the relevant year and term.
4. You will see the 'Submission Period' these are the dates during which you can submit your actual claim for that term.

![Select Year and Term]

5. Click on the ⌚️ icon to open the term.
6. If you see the following icon ⏳ the submission dates for that term have ended.
7. 2 year old and 3 & 4 year old claims are submitted separately. Please select the relevant funding age group by clicking on 2 Year Olds or 3 & 4 Year Olds

![Actuals Head Count Records for 2019/20 - Autumn]

8. Children from the previous term will be carried forward to the new term unless they are now legal school age. 2 year old children are automatically transferred to the 3&4 year old claim.
Adding children to your claim

If the child is stretching please see section I.

1. Select Add Child, the screen will open to ‘Child Details’ tab.

   Data quality is vital; you must take and use a copy of the birth certificate or passport to ensure the full legal name (including middle names) and date of birth is entered correctly.

2. Complete the Child Details section. All fields marked with * are mandatory. Enter child’s name exactly as shown on the birth certificate or passport and include all middle names.

3. DOB format is DD/MM/YYYY or DD-MM-YYYY or use the calendar. The record will fail if you enter as 30092015.

4. In address line 1 enter house number or house name & street name. Enter town in town line & postcode in postcode line, a space must be entered in the middle of the postcode (ignore Locality & County).

5. Select Ethnicity and ‘SEN COP Stage’; these are mandatory fields. SEN can be one of the following four options: 'EHC Plan', 'No Special Education Need', 'SEN Support' or 'Statement of SEN'.

6. If claiming for 'Extended Hours' go to 'Parent/Carer Details' tab and enter parent name and National Insurance number from the '30 Hours Eligibility Consent Form' available on the Provider Website. Select ‘Tick to give consent to Eligibility Checking’ for 30H. Second parent (partner) is optional. Note: parent date of birth is not required to check 30 hours but should be entered if applying for Early Years Pupil Premium - EYPP.

7. If the parent/carers have completed section 2 of the Parent Agreement, they have given consent to check eligibility for Early Years Pupil Premium (EYPP). Click on
the ‘Parent/Carer Details’ tab and enter parent name, date of birth and National Insurance or National Asylum Support Service (NASS) Number. Select ‘Tick to give consent to Eligibility Checking’ for EYPP. If applying under left care via adoption, special guardianship or care order criteria, you will need to send a copy of the order to the FEEC Team via FEEC Upload.

8. Select the ‘Funding Details’ tab.

9. Term dates are automatically populated by clicking Default Term Dates. 

Note: change term dates for children starting after headcount day or for children leaving during the term. The FEEC Team will amend term dates based on information submitted on ‘Notification of Child Leaving a Funded Place’ forms.

10. Enter number of ‘Weeks attended in term’. For non-stretch children this will be 12 weeks in Summer/Spring and 14 weeks in Autumn. If you are claiming part of a term for leavers or late starters then claim the exact number of weeks (including the notice period for leavers).
Note: Independent schools offering less than 38 weeks should submit the exact number of weeks they are providing each term. Weeks can be divided into days, i.e. a provider open 10 weeks 3 days would enter 10.6 weeks.

11. ‘Present during Census’ box should be ticked for all children who are registered at your provider by Headcount day.

12. ‘Attends Two Days or More’: it is not possible to claim more than 10 funded hours per day so if a child is accessing more than 10 hours [over two days or more] then please tick this box. If you have not ticked ‘Attends Two Days or More’ the ‘Maximum Values Allowed’ table will display with the maximum hours based on child attending one day i.e. a maximum of 10 hours per week.

13. Once you have ticked ‘Attends Two Days or More’ the figures in the ‘Maximum Values Allowed’ table will display a maximum claim of 15 universal or extended hours per week. For a child that attends two days a week and is eligible to extended hours the maximum weekly claim would be 20 funded hours.

14. For children in receipt of Disability Living Allowance, parents can nominate a provider to receive a £615 annual payment. ‘Nominated for DAF’ (Disability Access Fund) for most children will therefore be ‘No’. If selecting ‘Yes’ you need to send a DAF application form and evidence the child is in receipt of DLA. Please see Provider Website for more details on DAF.

15. If the child is stretching please tick ‘Stretching Entitlement’ and see Section I for further guidance.

16. Enter the ‘Universal Hours’ funded per week up to a maximum of 15 hours. A value has to be entered so if no universal hours are taken at your provider please enter 0 (zero).

17. If the child is eligible to Extended Hours enter the code in the ‘30H Eligibility Code’ box and click ‘30 Hours Free Childcare’ to perform the eligibility check [you must also add the parent/carer details before this check can be performed].
Eligible children:

Children not eligible for the current term:

Although the child has an eligible code, the Extended Entitlement cannot be claimed this term. This could be because the code was issued too late to claim for the term or the child is already in the Grace Period. A child has to already be accessing the Extended Entitlement to qualify for the Grace Period.

Children who are not eligible:

If you enter an invalid code or the parent is not eligible for 30 hours you will see the message above onscreen. Check the details entered are correct or try entering the second parent details if you have them. Data accuracy is vital therefore please double check details are correct with the parents before contacting the FEEC Team.

18. If the child is eligible to Extended Entitlement then enter the ‘Extended Hours’ per week up to a maximum of 15 hours. A value has to be entered into this box therefore if the child is not accessing any of the Extended Entitlement at your provider please enter 0 (zero).

19. Enter ‘Non-funded’ hours per week (number of hours paid for by the parent, if any). If no non-funded hours are taken, enter zero (0) as there must be a value in this field.
20. Tick which days of the week child attends in 'Attendance Days'
21. Click on Save
22. Status will change to 'Add Pending'.

23. Repeat process for all new children.
24. Select Send Claim
25. Once you have submitted the claim using the Send Claim button, you will see a 'Submission Successful' message highlighted in green and the child status will change to 'Add Pending, Submitted'. 
26. **Unsubmitted records**: If you see a red exclamation mark icon at the side of the child’s name and the Status is ‘Add Pending’ this means you have not yet pressed Send Claim and is a warning that the record has not been submitted to the FEEC Team. Unsubmitted records can result in an incorrect payment.

27. When the FEEC Team have imported the record the child’s status will show as ‘Unchanged’.

**Amending children**

1. To amend a child’s record double click on the child’s name.

2. The screen will open the ‘Summary’ tab which provides details of the funding and payment details for that child.

3. Click on ‘Child Details’ to check child name and address are correct.
4. If claiming for ‘Extended Hours’ go to ‘Parent/Carer Details’ tab and enter parent name and National Insurance number from the ’30 Hours Eligibility Consent Form’ available on the Provider Website. Select ‘Tick to give consent to Eligibility Checking’ for 30H. Second parent (partner) is optional. Note: parent date of birth is not required to check 30 hours but should be entered if applying for Early Years Pupil Premium - EYPP.

5. Select ‘Funding Details’ tab to review and amend the child’s funding details.

6. If the child is eligible for ‘Extended Entitlement’ enter the voucher code in the ‘30H Eligibility Code’ box and click on 30 Hours Free Childcare to run the eligibility check (you need to add the parent/carer details before this check can be performed).
7. You will receive a message on screen confirming whether or not the child is eligible to the Extended Entitlement.

8. If the child is eligible to Extended Entitlement then enter the ‘Extended Hours’ per week up to a maximum of 15 hours. A value has to be entered into this box therefore if the child is not accessing any of the Extended Entitlement at your provider please enter 0 (zero).

9. Click on Save.

10. Child status will change to ‘Edit Pending’. You will see there is a red exclamation mark icon at the side of the child’s name - this means you have not yet pressed Send Claim and is a warning that the record has not been submitted to the FEEC Team. Unsubmitted records can result in an incorrect payment.

11. To cancel amendments at the pending stage click on the icon next to the child’s name and click ‘Yes’ to confirm you are ‘sure you want to undo your pending changes’.

12. Click on Send Claim.
13. After sending the claim the child status will change to ‘Edit Pending, Submitted’. The Send Claim button will now be unavailable; if you make more amendments to your claim the button will become available again.

14. When the FEEC Team have imported the record the child’s status will show as ‘Unchanged’.

15. You can continue to make amendments up until the termly deadline.

Deleting children from your claim

1. Click on the icon next to the child’s name to delete the child from your claim.
2. Select **Yes** to delete the child

3. Status will change to *Delete Pending, Submitted*.

4. If you have deleted a child in error this can be cancelled by clicking **?</** next to the child’s name and confirming you are sure you want to cancel the deletion.

5. When the FEEC Team have processed the delete the child will no longer be visible. If you later realise you have deleted a child in error you will need to add them back as a new child using the *Add Child* button.

**Adding Child Notes**

1. You can enter notes when adding or editing a child record on your claim.
2. Click on the 'Notes' tab in the child record and type your notes into ‘Add a new note’ field.

Notes should be added in the following circumstances:

- Children starting after headcount date.
- If you have amended the child’s core details e.g. name or date of birth.
- Child has left Local Authority care through adoption, special guardianship order or a child arrangements order and are therefore eligible to Early Years Pupil Premium. Providers will need to obtain a copy of the order from the parent/carer and send it to the FEEC Team via the document upload facility FEEC Upload.
- Children whose funding is split with another provider and therefore your provider is not claiming for the full term.
- Children leaving your provider during the term.
30 Hours Eligibility Checker

You can use the Eligibility Checker to check a child is eligible to 30 hours before offering a place, [please note: the validity end date of the code could be before the start of the next term, therefore parents will need to re-confirm their eligibility with HMRC]. The Eligibility Checker does not save the data and you will need to re-enter the information on the ‘actual’ claim; therefore you may prefer to add the child directly to your claim if the term is available, and perform the eligibility check there.

1. To perform an eligibility check click on 30 Hours Free Childcare

2. Enter the parent/child data collected on the ‘30 Hours Eligibility Consent Form’ available on the Provider Website. Second parent/partner data is optional.

3. Click on Submit then the Portal will check the validity of the voucher code and display a response with the ‘Validity Start date’, ‘End date’ and ‘Grace Period End date’. Please see section F on adding new children for example messages.
G. Grace Periods (30 Hours)

All Eligibility codes for 30 Hours are issued with a Grace Period End Date. The Grace Period enables parents to retain funding up to the end of the grace period should they become ineligible for 30 hours.

1. All children currently eligible to 30 hours will have a Grace Period End Date displayed. 30 hours funding will cease if the parent has not reconfirmed their eligibility with HMRC or if parent circumstances have changed and they are no longer eligible to 30 hours.

2. The council will perform at least six eligibility rechecks each year. Once the recheck has taken place we will notify providers by e-mail and ask you to log onto the Portal to see which children are in the Grace Period and what date their Grace Period (Extended hours funding) ends.

3. Children who are in the Grace Period will be identified by the warning icon next to their name. In the example below ‘Stacey Starfish’ is in the Grace Period as the validity end date (displayed in the ‘Eligibility Status’ column) has passed - the first date displayed is the validity start date; the second date is the validity end date.

*Note:* If the parent has reconfirmed their eligibility with HMRC the validity date will update when either the provider or the FEEC Team performs an eligibility check. To view when the last check was performed click on the child’s name, on the summary tab the ‘30H Eligibility last checked’ date will be shown.
4. If a child has the Grace Period warning icon then providers should contact parents and remind them to reconfirm their eligibility with HMRC or they will not be able to access the Extended Entitlement after the Grace Period has expired. If the parents are no longer eligible they will not be able to claim extended hours after the Grace Period.

5. Grace period end dates are always one of the following dates: 31 March, 31 August or 31 December.

6. For term time only children Grace Period funding will cease at end of the school term. This could be before or after the Grace Period end date.

7. If the child is stretching then funding for the Grace Period will continue until the end of the ‘stretched term’ i.e. during the school holidays.

Recheck Dates

<table>
<thead>
<tr>
<th>Eligibility recheck</th>
<th>Local Authority eligibility recheck date suggested by DFE</th>
<th>Validity End Dates</th>
<th>Grace Period End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring: Mid-term</td>
<td>11 - 18 February</td>
<td>1 Jan - 10 February</td>
<td>31 March</td>
</tr>
<tr>
<td>Summer: Start of term</td>
<td>24 March - 1 April</td>
<td>11 February - March</td>
<td>31 August</td>
</tr>
<tr>
<td>Summer: Mid-term</td>
<td>27 May - 2 June</td>
<td>1 April - 26 May</td>
<td>31 August</td>
</tr>
<tr>
<td>Autumn: Start of term</td>
<td>24 August - 1 September</td>
<td>27 May - 31 August</td>
<td>31 December</td>
</tr>
<tr>
<td>Autumn: Mid-term</td>
<td>22 October - 29 October</td>
<td>1 September - 21 October</td>
<td>31 December</td>
</tr>
<tr>
<td>Spring: Start of term</td>
<td>24 December - January</td>
<td>22 October - 31 December</td>
<td>31 March</td>
</tr>
</tbody>
</table>

**Important Note:** Children whose Grace Period End Date has already passed are not eligible for extended hours in the following term so will **not** have a ‘Grace Period’ warning icon because their eligibility to 30 hours has already ended. The extended hours will be 0 (zero).
H. Submitting claims using 2 year old voucher codes

1. Eligible 2 year olds are issued with a unique EY voucher code. For children resident in another local authority area but claiming at Kirklees providers please do not accept a voucher or letter from another local authority. **Do not add children without a valid EY code as they may not be eligible for funding.**

2. Select ‘**Funding**’ then select ‘**Actuals**’ and select the relevant 2 year old term.

3. Click **Enter EY Voucher**, enter the voucher code, child’s date of birth and surname. Note: enter date of birth in format DD/MM/YYYY or DD-MM-YYYY.

![Image of EY Voucher Portal]

4. The code is unique and will only work if the child’s surname and date of birth entered on the Portal match the application the parent submitted to Kirklees. If incorrect details are added three times, the portal will lock for a short period of time. If the code does not work please contact the FEEC Team.

![Image of EY Voucher Portal]

5. After submitting the voucher details, the screen defaults to the ‘**Summary**’ screen.

6. Select the ‘**Child Details**’ tab to check child name matches the birth certificate and that the address is correct. Ethnicity and SEN COP must be completed.

7. Select the ‘**Funding Details**’ tab; please complete funding details.
8. When you have completed all the details click **Save**.

9. Press **Send Claim**.

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I. Stretch claims

To register your provider to offer stretch please contact the FEEC Team on 01484 225752 or e-mail feecteam@kirklees.gov.uk

Please see ‘Delivery of Free Early Education and Care for Two, Three and Four year olds – A guide for Private, Voluntary and Independent Providers’ available on the **Provider Website** for more detailed guidance on stretch.

**Important information on Stretching**

- The school holidays at the end of term are included in the stretch period, for example the summer holidays in July and August are funded as part of summer term.

- Providers have discretion in how they offer the stretched entitlement and can choose the period they wish to offer stretch and the length of the sessions to be included in the stretched offer. For example if a provider wants to offer a 12/24 weekly hour stretch model the number of weeks claimed would be 47.5 weeks rather than 51 weeks.

- Generally the maximum number of stretch weeks that will be funded each year is 51 weeks. In years when the number of weeks including Easter holidays is more than 51 weeks, parents can either pay for any hours accessed in the extra weeks or not access a place. For children accessing 10 hours or less per week on stretch (20 hours if accessing extended entitlement); the number of weeks will not be limited to 51 weeks if there are more weeks in the stretch financial year (up to 54 weeks). However providers will need to take into account that some children may be accessing hours at another provider.

- Children moving into a reception or school nursery class in the autumn term (September) providers must limit hours to the maximum allowed for a standard non-stretch claim in the summer term which is 180 hours (universal entitlement) or 360 hours (extended entitlement).
- If a child is accessing funding one day a week then the maximum weekly claim is 10 hours. For a child attending two days a week the maximum weekly claim is 20 hours.

- Stretch should not be confused with spreading a bill over 12 equal monthly payments. Providers can offer flexible annual invoicing options to spread the cost evenly throughout the year without offering or claiming on stretch.

Submitting Stretch claims on Provider Portal

1. Select **Funding**, select **Actuals** and then select the relevant term.

2. Enter information on ‘**Child Details**’ tab and if applying for the Extended Entitlement and/or EYPP fill in ‘**Parent/Carer Details**’ tab.

3. In the ‘**Funding Details**’ tab tick the child for ‘**Stretched Entitlement**’

4. **Guidance on how many weeks to claim each term.**
   
   a) If your provider offers stretch over a set pattern of weeks annually, for example 49 weeks, claim the number of weeks you are offering stretch places that term, for example 18 weeks in summer term, 16 weeks in autumn and 15 weeks in spring would total 49 weeks – you can vary the number of weeks per term each year as term lengths do change.
b) Providers should not claim for more weeks than they are open, so for example if your provider is closed for one full week at Christmas or in the summer holidays then do not claim for that week. Childminders should not claim for full weeks they are on holiday/leave. If you are closed for a partial week, e.g. bank holidays, it is not necessary to reduce the number of weeks claimed.

5. Enter number of weekly ‘Universal Hours’ (maximum 12 hours per week).

6. Enter number of weekly ‘Extended Hours’ (maximum 12 hours per week). Remember to add parent/carer details, the 30H eligibility code and click

7. Each term has a maximum number of hours that can be claimed each term which will be displayed in a table:

![Maximum Values Allowed:](image)

<table>
<thead>
<tr>
<th>Number of Weeks</th>
<th>Universal Weekly Hours: 12</th>
<th>Universal Termly Hours: 204</th>
<th>Universal Yearly Hours: 570</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extended Weekly Hours: 12</td>
<td>Extended Termly Hours: 204</td>
<td>Extended Yearly Hours: 570</td>
<td></td>
</tr>
</tbody>
</table>

8. If a parent requests to take a child off stretch and claim term time only please contact the FEEC team to discuss.
J. Termly Funding Confirmation Process

When you have submitted your online claim it is a requirement to separately confirm your funding figures using the ‘Termly Funding Confirmation’ forms. If there is a variance between the number of hours and children submitted on the claim and the number of hours and children quoted on the confirmation form, we will contact you to establish why and determine whether there has been an omission from the claim.

Please use your Registers and Parent Agreements to complete your confirmation to ensure you have not missed a child from your claim on the Provider Portal and also check you have no unsubmitted records before the termly claim deadline.

1. Select Forms.

2. Select the relevant ‘Termly Funding Confirmation form.

Please select a form below to update your details:

- 30 Hours
- Child Increasing or Decreasing hrs After Headcount
- Notification of Child Leaving a Funded Place 60/617
- Revised Kiddos Agreement 2017-18 PVI & Academies
- Termly Funding Confirmation for 2 Yr olds x2
- Termly Funding Confirmation for 3/4 Yr olds
3. Enter the following details on the Termly Funding Confirmation Form:

- Total number of funded children
- Total number of funded termly hours (total weekly funded hours x number of weeks in term).

Example for autumn term - 10 children accessing 15 funded hours would be calculated as follows:

\[10 \text{ children} \times 15 \text{ hours} \times 14 \text{ weeks} = 2100 \text{ funded hours}.\]

Note: Stretch children will be accessing more weeks so don’t forget to include this in your calculation.

K. Viewing Payment Summary and Adjustments

*Important note: Funding amounts are not updated until the FEEC Team have imported your claim.*

1. Select Funding
2. Select Summary
3. Select Year and Term

4. Select Funding Type 2 Year Olds or 3&4 Year Olds.
Important notes

- Funding adjustments can be positive or negative (negative are denoted in brackets).
- The payment date shown is the date the FEEC Team processed the payment, not the date the payment is received by provider.
- Early Years Pupil Premium (EYPP) is only paid on Universal hours.
- IDACI deprivation funding is paid on both Universal and Extended hours.

5. Click on the icon next to Child Weightings Total for further information (IDACI & EYPP).

6. To view the funding summary for individual children select the 'Actuals' tab.

7. Double clicking on a child’s name will provide full details of payment relating to that specific child. To view funding weightings for that child click on the icon next to Child Weightings Total for further information (IDACI & EYPP).
8. Claims must be imported by the FEEC Team for payment information to be up to date. If the child’s status shows as ‘Unchanged’ then the record has been imported and the information should be accurate. If the status is ‘Edit pending/submitted’ or ‘Add pending/submitted’, then please wait until the record status is ‘Unchanged’.

Viewing adjustments

1. Select ‘Funding’

2. Select ‘Adjustments’
3. **Select Year and Term** - click on the 🔄 icon to open the term.

![Term Selection](image1)

4. Select Funding **Type 2 Year Olds** or **3&4 Year Olds**.

5. Click on the ⬤ icon to view full details of the adjustment. Note adjustments can show as paid or unpaid.

![Adjustments View](image2)

6. You will then see full details of the adjustment including amount and reason.

![Adjustment Details](image3)

7. If you require further information about the adjustment please contact the FEEC Team.

**Free Early Education and Care Team Contact details:**

**Telephone:** 01484 225752

**E-mail:** feecteam@kirklees.gov.uk

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**L. Sufficiency Data Collection**

For guidance on using the ‘**Sufficiency**’ tab, please see the [guide for PVI Day Nurseries and Pre-Schools](#). If you are a childminder, please see the [guide for childminders](#).