The Provider Portal for Free Early Education and Care Funding

A Guide for private, voluntary and independent providers and schools

November 2022

Kirklees
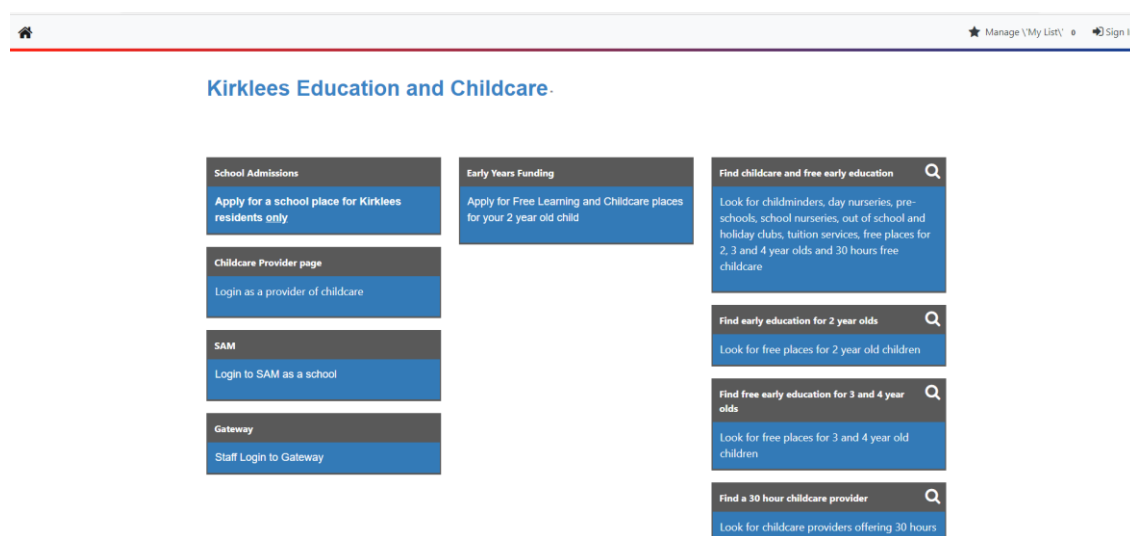COUNCIL

Contents

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 corner of the screen.

The following screens will then display for you to enter your e-mail address or username 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 emailaddress 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, usernames are not.

The following statement will then display; select 'Accept' to continue. If you do not accept, you will not be able to continue logging in.

Once logged in you will see the screen below; to access the 'Provider Portal' click on Modules in the top left corner and select 'Childcare/Service Provider' from the drop down list.
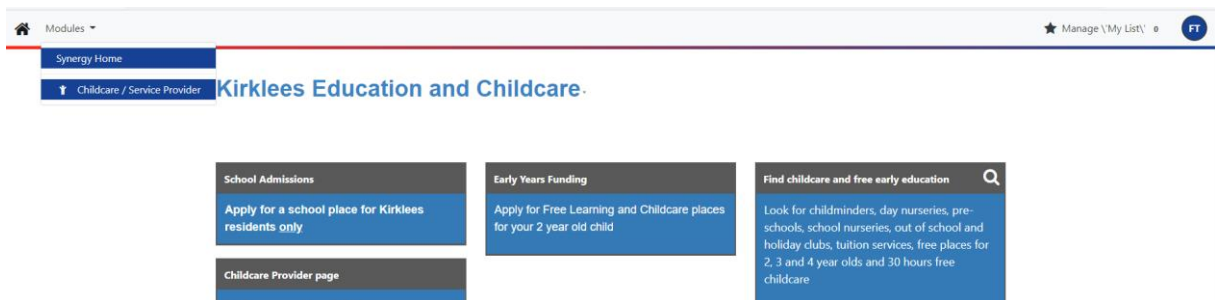
The Home page will then be displayed:
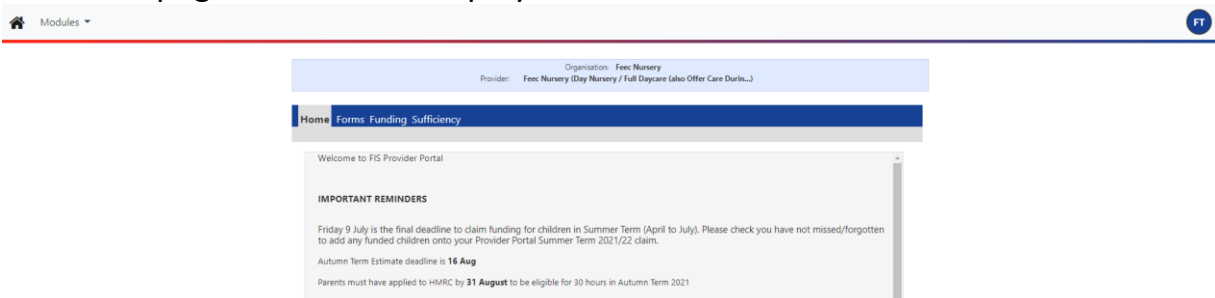
<u>Forgotten Password</u>: Your password can be reset from the Password Sign Inscreen by clicking on 'Forgot Password'. The following screen will display:

Forgot Password

Request a token to reset your password, which we will email to you to verify your identity.

Enter your email address, or if you are a Gateway user, Childcare Provider or SAM user please enter your username.

You must enter a username to request a token

[Start Again] [I have a token] [Help ▾] [Request Token]

Enter your username and select 'Request Token'. You will receive an email to your registered e-mail address with a token to reset your password.

Enter Token

To reset your password, enter the token contained in the email that we sent you.

Token

15424bcb-aaf6-48b3-aee2-abc45bab3738

[Start Again] [Help ▾] [Reset 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'.

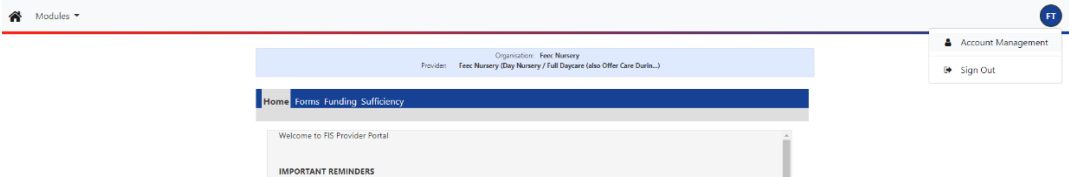## Reset password

New Password *

Confirm Password *

Please confirm your password

[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 previouslyused password.

<u>Locked Account</u>: 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.

<u>Changing your password</u>: – Click on your provider initials in the top right corner of the screen; this would be the 'FT' in the example below and select 'Account Management' from the drop down list.

Select 'Change Password'
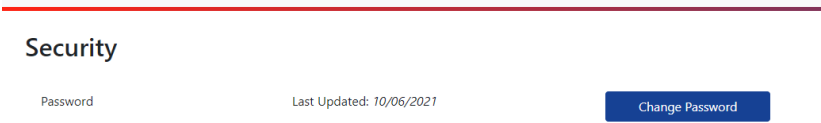
Enter your current password and select 'Next'. Enter your new password, confirm your new password and select 'Change Password'.

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 Homescreen.

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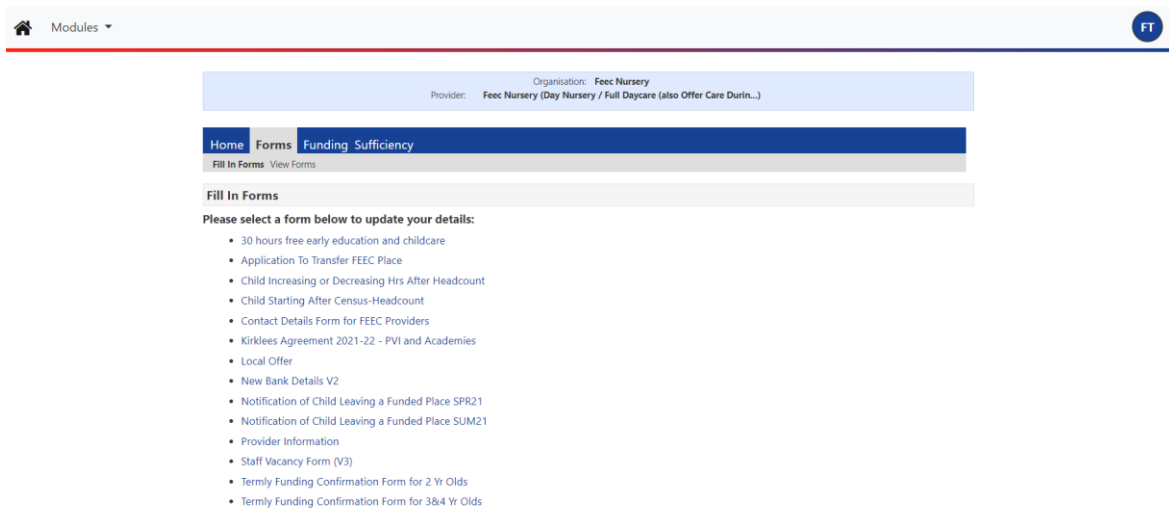
e) Child Increasing/Decreasing Hours – use if a child accessing a funded place increases or decreases funded hours during the term.

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 Free Early Education and Childcare – 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.
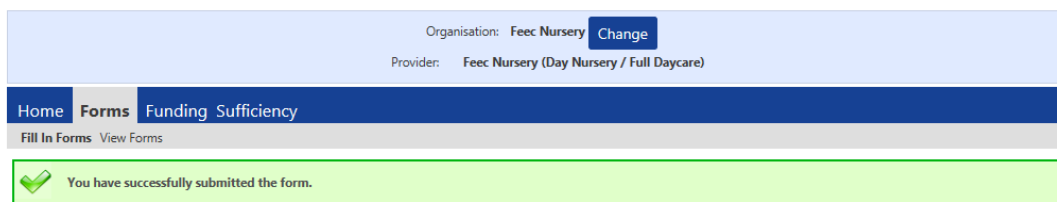
How to access and submit Forms

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

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

5. You can move through 'Summary', 'Estimates', 'Actuals', 'Adjustments' and 'Sufficiency' within a term.

6. To change to a different term select CHANGE

7. If your provider has different provider types under one registration (for example aday nursery, an out of school club and a holiday club) you can view all these with the same user name and password. Select the required provider name from the drop down list:

E. Estimate claims

Please refer to the Calendar claims deadlines and payments document on our website for deadline dates.

Important note: Please submit an estimate figure if you would like to receive an estimatepayment; submitting your actual claim will <u>not</u> 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 youcan 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 selectthe 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 <u>weekly</u> funded hours and click Calculate. The total number ofhours for the term will be calculated for you.

When estimating for stretch children, calculate the total funded hours a child willclaim 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 hours ÷ 12 weeks = 16.5.

10.	Select Send Claim and you should see a 'Submission Successful' message

Notes:

- Estimates are **not** applicable to maintained schools

- If your estimated hours change after your original submission, youcan 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 estimateunless your estimate figure has increased or decreased.

- If you are submitting an updated estimate <u>after</u> the first payment please submit the total new figure; for example if you submitted youroriginal estimate as 150 weekly hours and have two new children claiming 15 hours each - submit your revised estimate as 180 weeklyhours 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 estimateupdate deadline 80% will be paid on the second payment.

F. Actual claims, Extended Entitlement (30 hours) & EYPP

Please refer to the Calendar claims deadlines and payments document on our website
https://www.kirklees.gov.uk/beta/working-with-children/free-early-education-funding-
documents.aspx for deadline dates.

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.

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

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 <u>must</u> take and use a copy of the birth certificate or passport to ensure the full legal name (including middle names) and date ofbirth is entered correctly.

2. Complete the **Child Details** section. All fields marked with * are mandatory. Enterchild'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 willfail if you enter as 30092015.

4. Enter the child's postcode and the house number or name in the **Primary** address field, then select the Search button.

5. If the address is found, you can select the address from the drop-down list and the fields will be pre-populated. If the address is correct, then select 'Confirm'.

6. If the address is not matched, you will get the warning message in red at the bottom. Please check with the parent that they have provided the correct information. If the information is correct but the address will not match on the Portal, you will need to enter the address manually. Select 'Enter Manually'.

7. Complete all the relevant address fields, including 'Address Line 1', 'Town' and 'Postcode'.

8. Then select 'Confirm'

9. Once the address has been confirmed, you can amend it by selecting 'Update Address'. Amendments should be made if the address is wrong or if the address has changed.

10. Select Ethnicity and 'SEN COP Stage'; these are mandatory fields. SEN can be one of the following three options: *'EHC Plan', 'No Special Education Need'* or *'SEN Support'.*

11. 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 toEligibility 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.*

12. If the parent/carer has 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

13. Select the **'Funding Details'** tab

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

Note: change the 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.

15. 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.

16. 'Present during Census': box should be ticked for all children who are registered at your provider by Headcount day. For schools, this only applies to those with children who are included in the Early Years Census, i.e. some 2-year old's and those with a governor run nursery provision.

17. '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.

18. 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.

Maximum Values Allowed:

Number of Weeks: **14.00**

Universal Weekly Hours: **15.00**
Universal Termly Hours: **210.00**
Universal Yearly Hours: **570.00**

Extended Weekly Hours: **15.00**
Extended Termly Hours: **210.00**
Extended Yearly Hours: **570.00**

19. 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 needto send a DAF application form and evidence the child is in receipt of DLA. Please see Provider Website for more details on DAF.

20. If the child is stretching please tick 'Stretching Entitlement' and see Section I forfurther guidance.

21. Enter the 'Universal Hours' funded per week up to a maximum of 15 hours. A value must be entered so if no universal hours are taken at your provider pleaseenter 0 (zero).

22. 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 (youmust 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 orthe child is already

in the Grace Period. A child needs to already be accessing the Extended Entitlement to qualify for the Grace Period.

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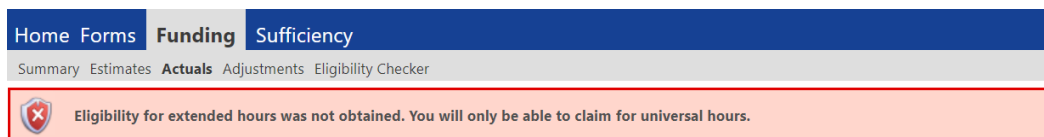
If you enter an invalid code or the parent is not eligible for 30 hours you will see the message above onscreen. Check the details entered are correct or try entering the second parent details if you have them. Data accuracy is vital therefore please doublecheck details are correct with the parents before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

23. If the child is eligible to Extended Entitlement then enter the 'Extended Hours' per week up to a maximum of 15 hours. A value <u>must</u> be entered into this box therefore if the child is not accessing any of the Extended Entitlement at your provider please enter 0 (zero).

24. 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.

25. Tick which days of the week child attends in 'Attendance Days'

26. Click on Save

27. Status will change to 'New, Unsubmitted Child'.

28. Repeat process for all new children.

29. Select Send Claim

30. 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 willchange to 'New, Awaiting LA download'. The Send Claim button will now be greyed out as there are no new records to send.

31. Unsubmitted records: If you see a red exclamation mark icon at the side of the child's name ⬤ - and the Status is 'New, Unsubmitted Child', this means you have not yet pressed Send Claim and is a warning that the record has not been submitted tothe FEEC Team. Unsubmitted records can result in an incorrect payment.

32. Once the FEEC Team have imported the record, the child's status will be blank.

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.

Home	Forms	**Funding**	Sufficiency

Summary Estimates **Actuals** Adjustments Eligibility Checker

Name: Christine McVie DOB: 12-Oct-2017

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

Child Details

Forename*	Christine
Middle Name	
Surname*	McVie
DOB*	12-Oct-2017
Proof of DOB	☑
Gender*	☐ Male ☑ Female
Preferred Surname	
Ethnicity*	Other Ethnic Group
SEN COP Stage*	No Special Educational need

Address

Address Line 1*	Kirkgate Buildings
Address Line 2	Byram Street
Address Line 3	
Locality	
Town	Huddersfield
County	
Postcode*	HD1 1BY

Save Cancel   *denotes mandatory fields

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 <u>Provider Website</u> Select 'Tick to give consent toEligibility 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.*

Home	Forms	**Funding**	Sufficiency

Summary Estimates **Actuals** Adjustments Eligibility Checker

Name: Christine McVie DOB: 12-Oct-2017

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

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

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

Details are optional but if entered then at least Forename, Surname and NI or NASS Number must be filled in.

Parent / Carer Details

Forename	Elle
Surname	Perfect
DOB	15-Feb-1955
☑ NI or ☐ NASS Number	AB345678C
Tick to give consent to Eligibility Checking for	☑ EYPP ☑ 30H

Partner Details

Forename	
Surname	
DOB	
☐ NI or ☐ NASS Number	
Tick to give consent to Eligibility Checking for	☐ EYPP ☐ 30H

Save Cancel   *denotes mandatory fields

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 and tick the consent box 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 must 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 'Unsubmitted Claim'. 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 'Awaiting LA Download'. The Send Claim button will now be unavailable; if you make moreamendments to your claim the button will become available again.

14. Once the FEEC Team have imported the record the child's status will be blank.

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 <mark>Yes</mark> to delete the child

Request Delete

Are you sure you want to request the deletion of child: McVie, John from this headcount record?
Delete requests are automatically submitted but can be cancelled.

[Yes] [No]

3. Status will change to 'Awaiting LA Deletion' and a red exclamation mark will appear alongside to highlight the requested change to the record.

Home Forms **Funding** Sufficiency

Summary Estimates **Actuals** Adjustments Eligibility Checker

Submit Actual: 2021/22 Autumn - 3 & 4 Yr Old CHANGE

⚠ In 30H grace period

[Add Child] [Send Claim]

	Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
⚠ ✕		Buckingham, Lindsay (25-Jan-2018)	210.00	210.00	£1860.60		01-Mar-2021 - 11-Aug-2021 Grace Period: 31-Dec-2021
✕		Fleetwood, Mick (15-Jun-2018)	210.00	0.00	£974.40	ID5	
✕		Green, Peter (15-Nov-2017)	170.00	170.00	£1553.80	ID3	01-Oct-2020 - 14-Oct-2021 Grace Period: 31-Dec-2021
✕		McVie, Christine (12-Oct-2017)	210.00	0.00	£1085.70	EYPP,ID4	
❗ ↺	Awaiting LA Deletion	McVie, John (15-Dec-2017)	0.00	0.00	£8.50	ID1	
✕		Nicks, Stevie (16-Jan-2018)	210.00	0.00	£974.40	ID4	11-Jan-2021 - 14-Apr-2021 Grace Period: 31-Aug-2021

[Add Child] [Send Claim]

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.

Cancel Delete
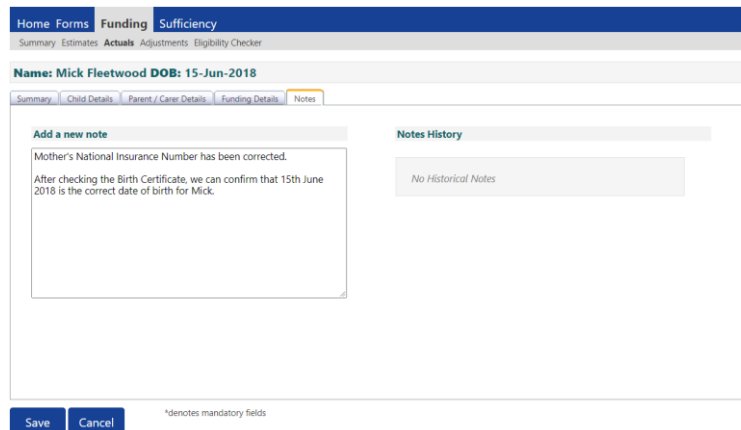
Are you sure you want to cancel the deletion of child: McVie, John from this headcount record?

[Yes] [No]

5. Once 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 backas 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 guardianshiporder 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
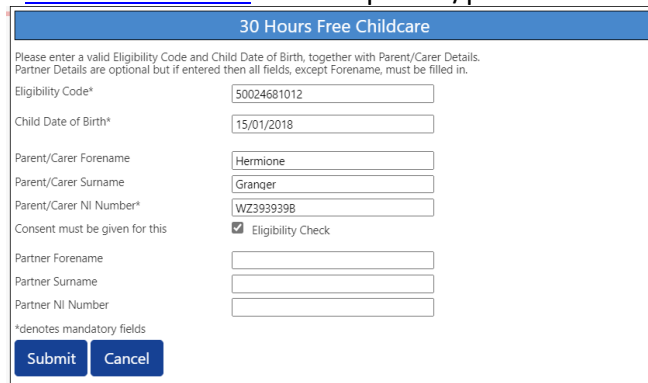
You can use the Eligibility Checker to check a child is eligible to 30 hours before offering a place, (please note: the validity end date of the code could be before the start of the next term, therefore parents will need to re-confirm their eligibility with HMRC). The Eligibility Checker does not save the data and you will need to re-enter the information on the 'actual' claim; you therefore 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.
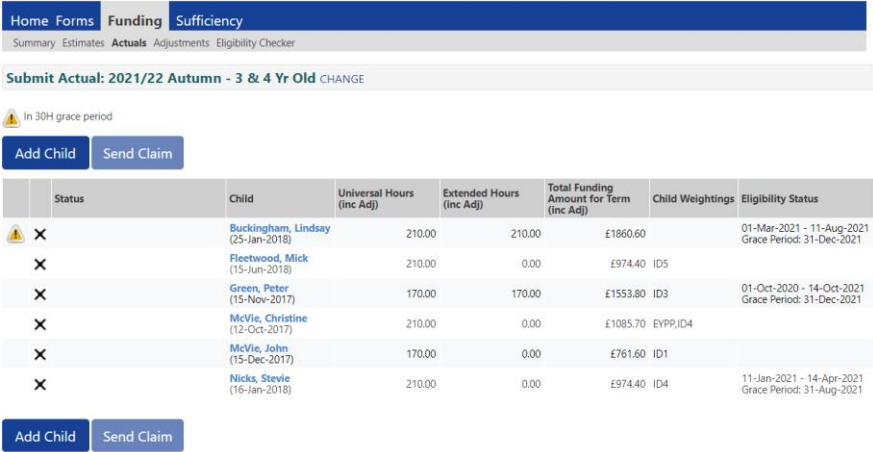
3. Click on Submit then the Portal will check the validity of the voucher code and display a response with the 'Validity Start date', 'End date' and 'Grace Period End date'. Please see section F on adding new children for example messages.

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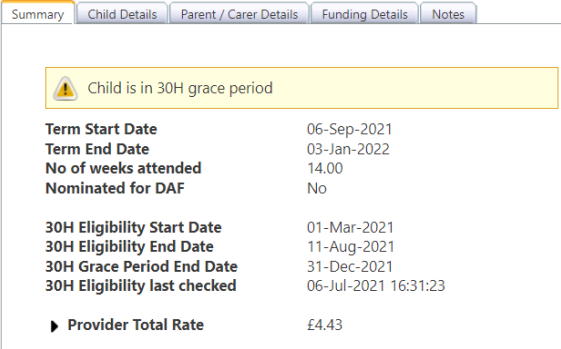
All Eligibility codes for 30 Hours are issued with a Grace Period End Date. The Grace Period enables parents to retain funding up to the end of the grace period should they become ineligible for 30 hours.

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 logon to 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 'Lindsay Buckingham' 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 contactparents 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, 31August or 31 December.

6. For term time only children Grace Period funding will cease at end of theschool 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.
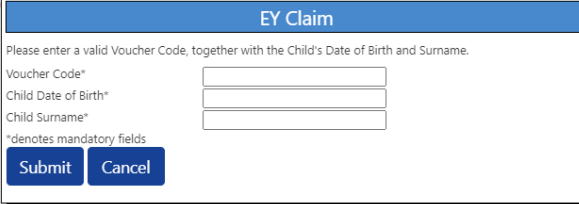
Recheck Dates

Eligibility re-check	Local Authority eligibility recheck date suggested by DFE	Validity End Dates	Grace Period End Dates
Spring: Mid-term	11 - 18 February	1 Jan - 10 February	31 March
Summer: Start of term	24 March - 1 April	11 February - 31 March	31 August
Summer: Mid-term	27 May - 2 June	1 April - 26 May	31 August
Autumn: Start of term	24 August – 1 September	27 May - 31 August	31 December
Autumn: Mid-term	22 October - 29 October	1 September - 21 October	31 December
Spring: Start of term	24 December – 6 January	22 October - 31 December	31 March
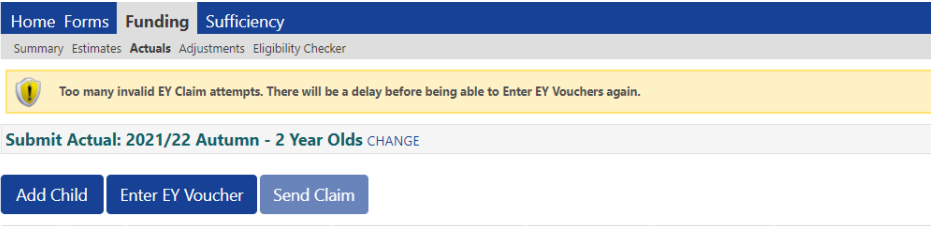
Important Note: Children whose Grace Period End Date has already passed are not eligible for extended hours in the following term so will not have a 'Grace Period' warning icon ⚠ because their eligibility to 30 hours has already ended. The extended hours will be 0 (zero).

H. Submitting claims using 2 year old voucher codes

1. Eligible 2 year old's 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.

EY Claim
Please enter a valid Voucher Code, together with the Child's Date of Birth and Surname.
Voucher Code*
Child Date of Birth*
Child Surname*
*denotes mandatory fields
Submit   Cancel

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. Ifincorrect details are added three times, the portal will lock for a short period oftime. If the code does not work please contact the FEEC Team.

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⚠ Too many invalid EY Claim attempts. There will be a delay before being able to Enter EY Vouchers again.
Submit Actual: 2021/22 Autumn - 2 Year Olds CHANGE
Add Child   Enter EY Voucher   Send Claim

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 certificateand 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

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 'Stretching Entitlement'

4. Enter the number of weeks in the term the child is stretching over. 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, 16weeks 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 Christmasor 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 termwhich will be displayed in a table:

Maximum Values Allowed:
Number of Weeks: **17.00**

Universal Weekly Hours: **12.00**
Universal Termly Hours: **210.00**
Universal Yearly Hours: **570.00**

Extended Weekly Hours: **12.00**
Extended Termly Hours: **210.00**
Extended Yearly Hours: **570.00**

8. If a parent requests to take a child off stretch and claim term time only, pleasecontact the FEEC team to discuss.

J. Termly Funding Confirmation Process

Once you have submitted your online actual 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.

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 children x 15 hours x 14 weeks = 2100 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 <u>Funding</u>

2. Select <u>Summary</u>

3. **Select Year and Term**

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Select Year and Term

2021/22
  Summer
  Autumn
2020/21

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

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Summary: 2021/22 Autumn - 3 & 4 Yr Old CHANGE

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

Estimates	
Term Length (Weeks)	14.00
▶ Provider Rate applied	£4.43
Estimate Funding	
Hours Per Week	0.00
Term Funding Amount	**£0.00**
Interim %	80.00%
Interim Amount Payable	**£0.00**
Total Interim Amount Paid to Date (before Adj)	**£0.00**
Interim Amount Payable Balance	**£0.00**
Number of Payments Due	2 / 2
Next Payment Amount Due (before Adj)	**£0.00**
Fully Processed	No

Actuals	
Term Length (Weeks) Term Time	14.00
Term Length (Weeks) Stretched	17.00
▶ Provider Rate applied to child funding	£4.43
Universal Funding	
Funded Hours for Term	1180.00
Funding Amount @ Provider Rate	**£5227.40**
▶ **Child Weightings Total**	**£275.90**
Universal Funding Amount	**£5503.30**
Extended Funding	
Funded Hours for Term	380.00
Funding Amount @ Provider Rate	**£1683.40**
▶ **Child Weightings Total**	**£23.80**
Extended Funding Amount	**£1707.20**
Totals	
Funded Hours for Term	1560.00
Funding Amount @ Provider Rate	**£6910.80**
Child Weightings	**£299.70**
Term Funding Amount	**£7210.50**
Interim Amount Paid (before Adj)	£0.00
Term Funding Amount Balance	**£7210.50**
Adjustments Paid with Final Payment	£0.00
Actual Amount Paid (Inc. Adj)	**£0.00**
Processed	No
Processed Date	

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).

▼ Child Weightings Total	£275.90
1 child with Early Years Pupil Premium (£0.53)	£111.30
1 child with I D A C I Band 1 (£0.05)	£8.50
1 child with I D A C I Band 3 (£0.14)	£23.80
2 children with I D A C I Band 4 (£0.21)	£88.20
1 child with I D A C I Band 5 (£0.21)	£44.10

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).

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Name: Christine McVie DOB: 12-Oct-2017

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

		Universal Funding	
Term Start Date	06-Sep-2021	Funded Hours Per Week	15.00
Term End Date	03-Jan-2022	Funded Hours for Term	210.00
No of weeks attended	14.00		
Nominated for DAF	No		
		Funding Amount @ Provider Rate	**£930.30**
▶ **Provider Total Rate**	£4.43	▼ Child Weightings	£155.40
		Early Years Pupil Premium (£0.53)	£111.30
		I D A C I Band 4 (£0.21)	£44.10
		Universal Funding Amount	**£1085.70**
		Totals	
		Funded Hours Per Week	15.00
		Funded Hours for Term	210.00
		Total Funding (excl. Adj)	**£1085.70**
		Total amount from Adjustments	£0.00
		Total amount from Pending Adjustments	£0.00
		Total Funding For Term (inc Adj)	**£1085.70**

Save   Cancel   *denotes mandatory fields

8. Claims must be imported by the FEEC Team for payment information to be up to date. If the child's status is blank then the record has been imported and the information should be accurate. If the status is 'Awaiting LA Download' or 'New, Awaiting LA download', then please wait until the record status is blank.

Viewing adjustments

1. Select 'Funding', then select 'Adjustments'

2. Select Year and Term - click on the ✈ icon to open the term.

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

4. Click on the ▷ icon to view full details of the adjustment. Note adjustments canshow as paid or unpaid.

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

Type	Date Added	Child Name	Date of Birth	No. of Hours	Override Rate per Hour	Total Child Weighting Amount	Total Amount @ Provider Rate	Amount	Reason
Child	06-Aug-2021	Nicks Stevie	15-Feb-2018	35.00		£7.35	£155.05	£162.40	Increased hours w/c 7th June; 7wks*5hrs = 35hrs

6. Adjustments can be positive or negative. If you require further information about the adjustment please contact the FEECTeam.

Free Early Education and Care Team Contact details:

Telephone: 01484 225752

E-mail: feecteam@kirklees.gov.uk

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.

M. FAQs

Q. 'The child I am trying to add to the Portal attends for 15 hours (or more), but the Portal will only allow me to add the child for 10 hours. Why is this?'

A. The maximum number of funded hours that can be claimed in one day is 10 hours. To submit a child that attends for more than 10 hours over two or more days, please ensure the 'Attends Two Days or More' box is ticked. The Portal will then allow you to add more than 10 hours in Universal and 10 hours in Extended.

Q. 'The FEEC team are saying I have not submitted my claim but I have added all the new children and amended records as necessary on the Portal. What is the problem?'

A. Once you have completed your funding claim on the Portal, you need to ensure you press the 'Send Claim' button so your claim can be imported by the FEEC team. Once you have pressed the button, it will be greyed out until any further amendments are made and the record status will change to either 'New, Awaiting LA Download' for new children added or 'Awaiting LA Download' for amended children. Once the record has been imported by the FEEC team, the status will be blank.

		Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
⚠	✕		Buckingham, Lindsay (25-Jan-2018)	210.00	210.00	£1860.60		01-Mar-2021 - 11-Aug-2021 Grace Period: 31-Dec-2021
❗	↻	New, Unsubmitted Child	Fleetwood, Mick (15-Jun-2018)	210.00	0.00	£930.30		
	✕		Green, Peter (15-Nov-2017)	170.00	170.00	£1553.80	ID3	01-Oct-2020 - 14-Oct-2021 Grace Period: 31-Dec-2021
	✕		McVie, Christine (12-Oct-2017)	210.00	0.00	£1085.70	EYPP,ID4	
	✕		McVie, John (15-Dec-2017)	170.00	0.00	£761.60	ID1	
	✕		Nicks, Stevie (16-Jan-2018)	210.00	0.00	£974.40	ID4	11-Jan-2021 - 14-Apr-2021 Grace Period: 31-Aug-2021

Q. 'Will the Portal give me a warning if another provider has already claimed funding for a child I am adding to my claim?'

B. No, the Portal does not have this capability and would not allow access to other providers' data. If there is an overclaim of hours for a child, we will contact all involved providers to discuss and resolve. Providers should ask the parent or guardian if they are claiming elsewhere; if they are, the provider(s) and hours must be declared on the Parent Agreement.

Q. 'Can I make changes to my claim after the claim deadline?'

A. Yes; you can make amendments to existing children and add new children who have started later in the term until the final payment has been processed, at which time you will no longer be able to edit that term. You need to be aware that making changes to the funding details of existing children may mean your claim no longer balances to your 'Termly Funding Confirmation Form' and this will need resolving before payment can be released.

Q. 'We have been unable to obtain a child's ethnicity, or the parent/guardian has refused to provide it; do I have to enter an ethnicity and SEN COP stage?'

A. This is mandatory information that the LA must collect. There is an option to select 'Information not obtained' or 'Refused' for ethnicity and 'No Special Educational Need' for SEN stage if this information cannot be collected. The system will not allow submission without a value in these fields.

Ethnicity*   Information not Obtained ⌄

SEN COP Stage*   No Special Educational need ⌄

Q. 'What does Nominated for DAF mean?'

A. DAF stands for Disability Access Fund and is a source of funding intended to support children with a disability to access the free entitlement. A lump sum payment of £615 is available each financial (April to March) year to providers who have eligible funded three and four year old children in receipt of Disability Living Allowance (DLA).

Details of the funding are as follows:

- Payment of £615 will be made to the provider in the first term the child accesses their free three and four year old place.
- Children do not need to take up all of their entitlement to 570 hours to be eligible for DAF.
- Children should be registered with the provider at Headcount/Census week (Third Thursday in January, third Thursday in May, first Thursday in October) to qualify for payment.
- DAF funding can only be paid to one provider annually therefore if a child accesses their free entitlement at more than one provider, the parents must nominate which provider receives the DAF funding.
- Any equipment or resources purchased using DAF funding will remain the property of the provider.
- Four year olds in reception class are not eligible for DAF funding.
- Two year old funded children are not eligible for DAF funding.
- Where a child resides in Kirklees but attends a provider in a different local authority, the provider's local authority is responsible for funding the DAF and eligibility checking.
- Where a child resides in another local authority but attends a provider located in Kirklees Council then Kirklees Council is responsible for funding the DAF and eligibility checking.
- Providers must be approved providers of Early Education and Care to receive DAF payments.

For the majority of children, the answer to 'Nominated for DAF' will be 'No', but for those children in receipt of DLA there is an application process for the funding;

1. Download the Parent Information and Application Form from: http://www.kirklees.gov.uk/beta/working-with-children/free-early-education-funding-documents.aspx (Parent information and forms section).

2. Parent and Provider should complete and sign the application form.

3. Providers should send a copy of the signed application form and a copy of the most recent Disability Living Allowance (DLA) letter from the Department of Work and Pensions (DWP) via the secure document upload facility www.kirklees.gov.uk/feecupload

4. If you are unable to scan and upload documents via the internet, alternatively

you can post to: FEEC Team, 1st Floor Kirkgate Buildings, Byram Street, Huddersfield, HD1 1BY.

5. The FEEC team will check the application and evidence and confirm via e-mail to the Provider if the child is eligible.

6. The DAF payment will be processed with the final payment, following submission of the actual claim for the term.