



Early Years Provider Portal

A guide for childcare settings

Version: October 2025



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1. Introduction

The Provider Portal has been designed to offer a secure and convenient way to share information with Lancashire County Council. This document includes step-by-step instructions to help you access the Provider Portal, submit your childcare service details to the Family Information Service and submit Early Education Funding (EEF) claims for all eligible children aged 9 months to school age.

Please read this document before submitting any information, as this will help you understand the process of logging into the Provider Portal, updating your records and submitting your headcount and supplementary claims correctly.

For assistance with any issues accessing or using the Provider Portal please contact us by email on fee234@lancashire.gov.uk quoting your name, the setting/child minder name, the Ofsted Registration number, and brief details of what the issue is, and we will respond.

2. Early Education Funding (EEF) general rules

- ❖ You cannot claim more than 15 Extended hours per week/570 hours per year.
- ❖ No session can be longer than 10 hours per day.
- ❖ There is no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register).
- ❖ No session can be delivered before 6.00am or after 8.00pm.
- ❖ Children can only claim EEF across a maximum of two sites in a single day
- ❖ Government funding is intended to cover the cost to deliver 15 or 30 hours a week of EEF high quality, flexible childcare places. It is not intended to cover the cost of meals, consumables, additional hours, or additional services.
- ❖ You can charge for meals and snacks as part of the EEF entitlement place and charge for consumables such as nappies or sun cream and for services such as trips and musical tuition. Parents should therefore expect to pay for these, although these charges cannot be a condition of accessing a place. Where Parents are unable or unwilling to pay for meals and consumables, you are responsible for setting your own policy on how to respond, with options including waiving or reducing the cost of meals and snacks or allowing Parents to supply their own meals. You should be particularly mindful of the impact of additional charges on the most disadvantaged Parents.
- ❖ You cannot charge Parents “top-up” fees (the difference between your usual fee and the funding you receive from the Local Authority to deliver EEF places) or require Parents to pay a registration fee as a condition of taking up their child’s EEF place.
- ❖ You must ensure you show the funded hours at a £0 charge on the Parent’s invoice before any charges for additional hours/services are made.
- ❖ You must retain evidence of the child’s Date of Birth, for example, a copy of the birth certificate or passport.
- ❖ You must have a signed Parental Agreement in place for the term(s) you are claiming EEF.
- ❖ You must have attendance records that reflect the actual hours of attendance that you are claiming for.

- ❖ Headcount/census date is always a Thursday. As some child attendance patterns do not include a Thursday, we have extended this to headcount/census week, being the Monday to Sunday including the headcount/census date. Therefore, any child present or planned present the week of headcount/census day should be included in your headcount claim. Also ensure that the Present During Census box is ticked.
- ❖ If a 9 month-2-year-old child is eligible for the expanded hours they must have received a Working Families valid Eligibility Code. You cannot claim funding until you have checked the validity of the code as you will be required to enter the code via the Provider Portal when you make the claim. You cannot include any 2-year-old children in your claim without a valid code.
- ❖ If a 2-year-old is eligible for the funded/expanded hours they must have received a LCC Golden Ticket Letter containing their unique EY voucher code or a Working Families valid Eligibility Code. You must obtain a copy of the letter/valid eligibility code before you offer a 2-year-old funded place. You cannot claim funding until you have seen a copy of the letter/checked the validity of the code as you will be required to enter the code via the Provider Portal when you make the claim. You cannot include any 2-year-old children in your claim without a valid code.
- ❖ If a 2-year-old child is eligible for the 'funded' 15 hours before the start of the current term but delays their start date to part way through a term, then you can only claim pro rata for the remainder of the term.
- ❖ If a 9 month – 2 year old child or 2-year-old child only becomes eligible for the working families 'expanded' hours part way through the current term, you can only claim for the child from the start of the following term.
- ❖ If a 3 or 4-year-old is eligible for the 'funded' 15 hours before the start of the current term but delays their start date to part way through a term, then you can only claim pro rata for the remainder of the term.
- ❖ If a 3 or 4-year-old child only becomes eligible for the working families 'extended' 15 hours part way through the current term, you can only claim for the child from the start of the following term.

EEF term dates

EEF term dates **do not** match school term dates and are the same dates each year.

Term	Term dates
Autumn	1 September – 31 December
Spring	1 January – 31 March
Summer	1 April – 31 August

Maximum weeks/hours allowed per term/year

The maximum number of weeks/hours each child can claim in a term/year is detailed below: **Important note: If a child claims their full 15/30 hours per week you will not be able to claim funding for every week in the term, as there are more calendar weeks in a term than there are funded weeks. The number of weeks in the term is defaulted to the termly maximum i.e. 14, 11 or 13, therefore, you must update the number of hours to ensure you do not claim more hours than the termly maximum allowed. However,**

you can choose to 'stretch' the funding and claim less hours per week over more than 38 weeks of the year.

Term	Maximum funded weeks per term	Maximum funded hours (2YO Golden Ticket & 3&4 YO Universal Hours)	Maximum Extended /Expanded Hours per term (Working Families Entitlement)	Total maximum hours per term if eligible for Funded and Extended /Expanded hours
Autumn	14	210	210	420
Spring	11	165	165	330
Summer	13	195	195	390

Stretching the entitlement

It is possible to stretch the EEF funding over the academic year by claiming less than the maximum 15 Funded or the 15 Extended/Expanded hours per week. If this is the case, please note:

- ❖ If the total 'stretched' hours for the academic year are still equal to the maximum number of funded hours allowed in the term/year, it is easier for you to enter this on your headcount claim as the standard number of weeks and hours for that term, for example, if a parent claims the full 570 funded hours and 570 extended hours over 51 weeks of the year, which equates to 22.35 hours actual attendance per week, claim the standard hours in each term, for example, in the Spring term you would claim 11 weeks and 15 funded hours and the same for the extended hours. This will avoid any rounding issues.
- ❖ If the total 'stretched hours' for the academic year are less than the full entitlement, you need to divide the total hours the child is attending in the academic year by 38 (i.e. as the Provider Portal does not allow you to claim for more than 38 weeks in an academic year. For example: if a child attends 10hrs a week over 52 weeks of the year, you will claim 13.68 hrs in each termly headcount (i.e. child attends 10hrs per week over 52 weeks = 520 hrs in total, divided by 38 weeks = 13.68hrs per week in the termly headcount claim).
- ❖ Hours can only be stretched over an academic year (1 September to the following 31 August), if a child starts part way through the academic year or only qualifies to claim the entitlement part way through the academic year they will only be able to claim pro-rata using the funding still available for the remainder of the academic year. i.e. if a child starts on the 1 January or only becomes eligible to claim the funding from 1 January, they will only be able to claim for Spring = 165 hours and Summer 195 hours. And the same if a child only starts 1 April or only becomes eligible to claim the funding from the 1 April, they will only be able to claim the funding for the summer term = 195 hours.

Banking the entitlement

Where a parent is taking less than their annual entitlement it is possible to bank the EEF funding. If this is the case, please note:

- ❖ You cannot assume that the parent will want to bank hours, so these must be agreed with the parent, at the outset, which term the parent would like to use their banked hours.
- ❖ Where a parent is unsure if they will need to bank any hours to be used later, you may decide to claim the additional hours as and when needed on an ad hoc basis via the supplementary process rather than having to repay the funding.
- ❖ For all banked hours used you must also keep a record of the actual dates that these have been taken, for audit purposes.
- ❖ If at the end of the academic year the parent has not used all the hours that have been banked, you must notify the local authority so that these can be re-paid.

3. Additional Funding

Early Years Pupil Premium (EYPP)

The purpose of EYPP is to improve the educational outcomes of socio-economically disadvantaged children who are eligible for the early years entitlements in an early years setting.

EYPP eligibility

Eligibility for EYPP is based on the following criteria:

- ❖ Income Support
- ❖ Income-based Jobseeker's Allowance
- ❖ Income-related Employment and Support Allowance
- ❖ Support under part six of the Immigration and Asylum Act 1999
- ❖ The guaranteed element of State Pension Credit
- ❖ Universal Credit - your household income must be less than £7,400 a year after tax, not including any benefits you get.

Children may also get EYPP if they are currently being looked after by a local authority in England or Wales or have left care in England or Wales through:

- ❖ Adoption
- ❖ Special guardianship order
- ❖ A child arrangements order

Claiming EYPP

Early Years Pupil Premium (EYPP) is available for all eligible children aged 9 months and over who are accessing 15 hours of Early Education Funding. It is the responsibility of Early Years providers to identify children from low-income families who may qualify. Providers must obtain parental/carers consent to share information with the Local Authority by ensuring a signed Parental Agreement is in place.

At the beginning of each term, children who were eligible for EYPP in the previous term and have been carried forward will continue to have the EYPP indicator shown in the

online Provider Portal. For newly attending children, the Local Authority will carry out EYPP eligibility checks based on the submissions made via the Provider Portal by the specified deadlines.

All required information for EYPP eligibility checks must be entered under the parent/carer tab when submitting a headcount claim. EYPP payments will not be issued if any of the necessary details are missing, as eligibility is automatically assessed alongside the termly headcount payment.

The parent/carer information submitted via the Provider Portal is uploaded by the Local Authority to the national Eligibility Checking Service (ECS). If any details are incorrect, we will be unable to determine eligibility. Additionally, if the consent box is not ticked, the parent/carer information will not be included in the ECS upload. This may result in settings missing out on EYPP funding, even if the child is otherwise eligible.

EYPP for Child Looked After (CLA) / Adoption / Special Guardianship Order (SGO)

The Local Authority will check its records for any children looked after (CLA) within Lancashire and mark them accordingly. However, if you believe a child is CLA and you have not received EYPP funding after the headcount payment, please send a secure email to fee234@lancashire.gov.uk. Include the child's name, address, date of birth, and the Social Worker's name and contact details so we can validate the claim.

For CLA children who are under the jurisdiction of another Local Authority, written confirmation from the owning Authority is required to verify the child's CLA status. This confirmation must be emailed to fee234@lancashire.gov.uk before the headcount closure date. If confirmation is not received by this deadline, EYPP funding will not be issued for that term.

For children who are adopted or under a Special Guardianship Order (SGO), evidence of eligibility such as a copy of the adoption order or SGO must be emailed to fee234@lancashire.gov.uk before the headcount closure date. Failure to provide this documentation on time will delay payment processing, as we will be unable to validate the claim.

Identifying EYPP eligible children & EYPP payments

Once EYPP checks have been completed, the Provider Portal will be updated accordingly. You can identify which children are eligible for EYPP in two places:

- ❖ On the 'Actuals' tab, under the Child Weighting column.
- ❖ On the child's Summary tab, where EYPP eligibility will also be displayed.
- ❖ EYPP funding will be included in your Headcount or Supplementary Claim payment.

Home Forms Funding						
Summary Estimates Actuals Adjustments Eligibility Checker						
Submit Actual: 2022/23 Summer - Fee 3 & 4 Year Old Funding CHANGE						
Add Child Send Claim						
Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
×	A. Child (31-Mar-2020)	195.00	0.00	£926.25		
×	Test Test, Test Aa (31-Mar-2019)	0.00	0.00	£0.00		
Add Child Send Claim						

Name: DOB:

Summary Child Details Parent / Carer Details Funding Details Notes

Term Start Date	08-Jan-2024	Funding	
Term End Date	28-Mar-2024	Funded Hours Per Week	13.68
No of weeks attended	11.000	Funded Hours for Term	150.48
Nominated for DAF	No		
▶ Provider Total Rate	£5,110		
		Funding Amount @ Provider Rate	£768.95
		▼ Child Weightings	£99.32
		Early Years Pupil Premium (£0.660)	£99.32
		Funding Amount	£868.27
		Totals	
		Funded Hours Per Week	13.68
		Funded Hours for Term	150.48
		Total Funding (excl. Adj)	£868.27
		Total amount from Adjustments	£0.00
		Total amount from Pending Adjustments	£0.00
		Total Funding For Term (inc Adj)	£868.27

Use of EYPP funding

Early years settings should ensure EYPP funding is used to improve educational outcomes for disadvantaged children by spending on activities, staff training and resources that specifically impact educational outcomes for disadvantaged children. They should plan EYPP spending based on consideration of well-evidenced approaches such as professional development for staff, which may benefit all children while providing the greatest benefit to disadvantaged children.

Disability Access Funding (DAF)

The DAF was introduced to support disabled children's access to the entitlements for 3 and 4-year-olds. From 2024 to 2025, DAF eligibility was extended to eligible 2-year-olds and children 9 months old to 2 years, accessing the entitlements.

DAF eligibility

DAF is available for children aged 9 months and over who receive Disability Living Allowance (DLA) and are accessing a funded Early Education childcare place. **Please note: Four-year-old children in primary school reception classes are not eligible for DAF.**

Claiming DAF

Parents must nominate the provider they wish the payment to be made to and providers must apply by sending a copy of the child's most recent Disability Living Allowance (DLA) award letter and completed Parental Agreement via email to fee234@lancashire.gov.uk

Once your application has been processed, you will receive a letter confirming the outcome. If the child is confirmed as eligible, you must select 'Yes' in the Nominated for DAF box on the Funding Details tab when submitting your claim.

Important: Please do not nominate a child for DAF on your claim unless you have received written confirmation from us. If a child is incorrectly nominated without

confirmation, we must manually update the record, which is time-consuming and may delay your final balancing payment

Payment of DAF

DAF is a one-off annual lump sum payment and is non-transferable. If a child moves to a different provider, the new setting will not receive DAF if it has already been paid within the last 12 months.

Use of DAF funding

DAF funds can be used, for example, to support providers in making reasonable adjustments to their settings and/or helping with building capacity, be that for the child in question or for the benefit of all children attending the setting. Settings may want to use DAF funding to pay for staff training to help meet children's specific needs, resources and adjustments to support the individual child's needs.

Inclusion Funding

The Inclusion Fund provides support to early years settings to address the needs of individual children who have emerging and identified special educational needs and disabilities (SEND) and promote inclusion. All providers in Lancashire who are registered to offer early education funded places can apply for additional funding through the Inclusion Fund.

4. Using the Provider Portal for the first time

When accessing the Provider Portal for the first time, users will be prompted to change their password, set up their authentication questions and multi-factor authenticator. These measures help safeguard the information you enter, similar to security features used by online banking services.

Resetting your password

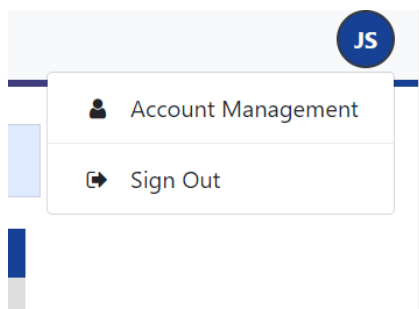
- ❖ Log in using the username and password provided.
- ❖ After clicking 'Sign In', you'll be prompted to enter and confirm a new password.
- ❖ Once completed, click the 'Change Password' button to save your new password.

Passwords are case sensitive; however, usernames are not. The more complex the better, as the Provider Portal contains sensitive child data.

- ❖ Must contain at least one alphabetical character.
- ❖ Must contain a number.
- ❖ Must contain an uppercase character.
- ❖ Cannot be the same as your username.
- ❖ Cannot be any of your last 10 passwords

Setting up your authentication questions

- ❖ Click on your user initials in the top right-hand side and click on Account Management.



- ❖ Click on the 'Authentication Questions' tab and for each authentication question.

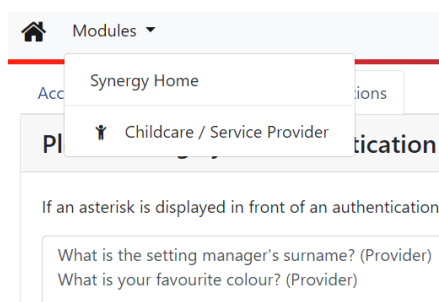
- ❖ Click on What is the setting manager's surname.
- ❖ In the old answer box type the word answer
- ❖ Type your new answer in the new answer box.
- ❖ Confirm your new answer in the confirm new answer box.
- ❖ Click save.

Please note:

- ❖ You will not be able to type your new answer until you have highlighted the authentication question you wish to amend.
- ❖ Your new answers need to be at least 4 letters or more.
- ❖ If there is still an * against any question, this means that the authentication question has not yet been set.

Once you have saved your new answer you should get a message to confirm the new answer has been saved successfully. Repeat the above steps for the second question which is 'What is your favourite colour?'

Once you've answered all the authentication questions, click on the 'Modules' link at the top left of the screen, then select 'Childcare / Service Provider' to return to the Provider Portal home screen.



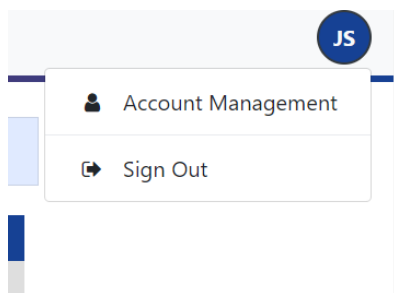
If you ever need to update your authentication questions in the future, you'll be asked to provide the answers you originally set up when first accessing the portal.

Enrolling in two-factor authentication

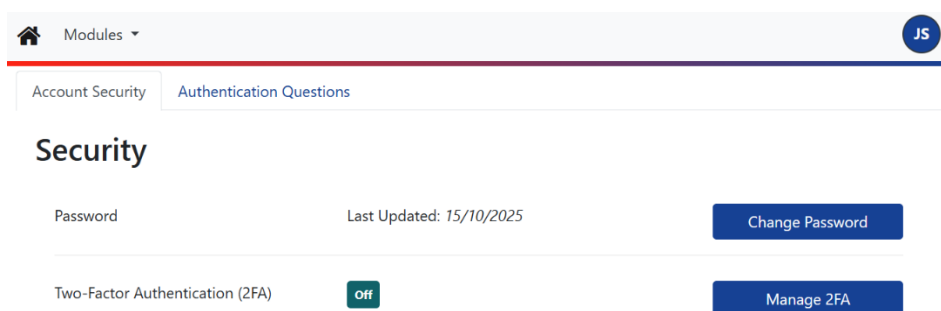
Two-factor Authentication has been enabled within the Provider Portal. We highly recommend the use of this new feature to provide an extra layer of security for your data.

An authenticator app, which supports time-based one-time passwords (TOTP), is required to be downloaded to your smartphone or tablet to enable you to prove your identity and permit access to the system. We recommend the use of [Microsoft Authenticator](#) for this purpose.

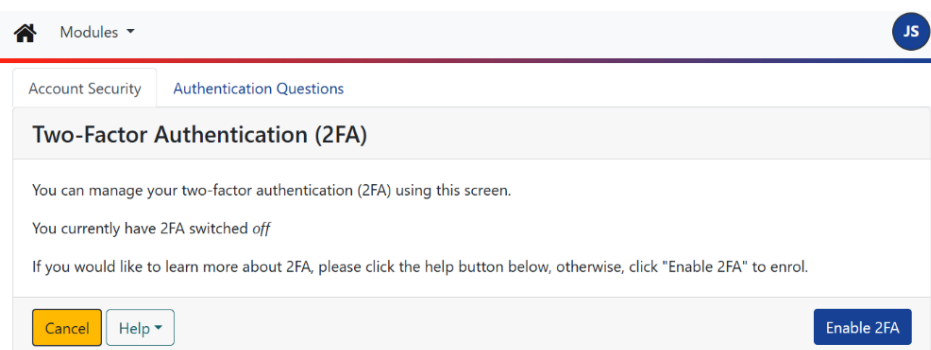
Having signed into your portal account successfully, click on the Account Details button on the top right of the page. It will look like a blue circle with initials from your username displayed, then click on Account Management



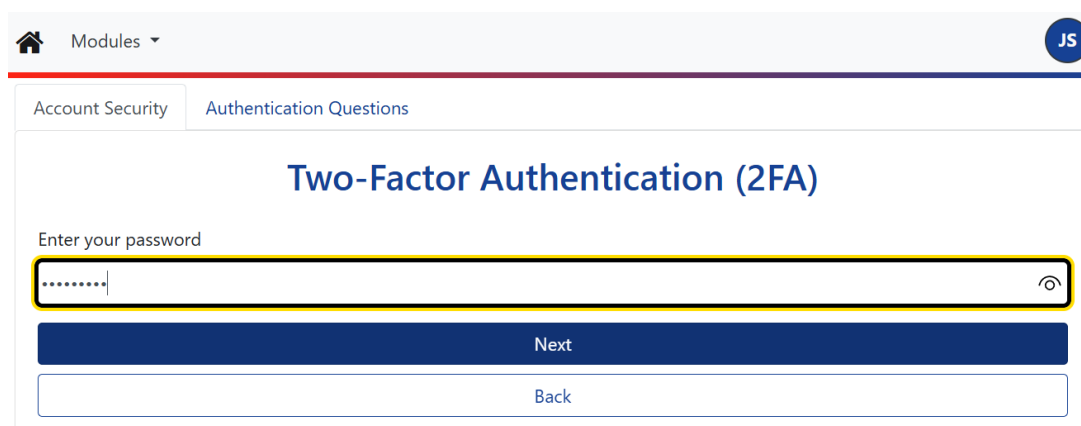
- ❖ Click the 'Manage 2FA button', located in the centre of your screen. If the Manage 2FA button is not available on your account, please contact the team.



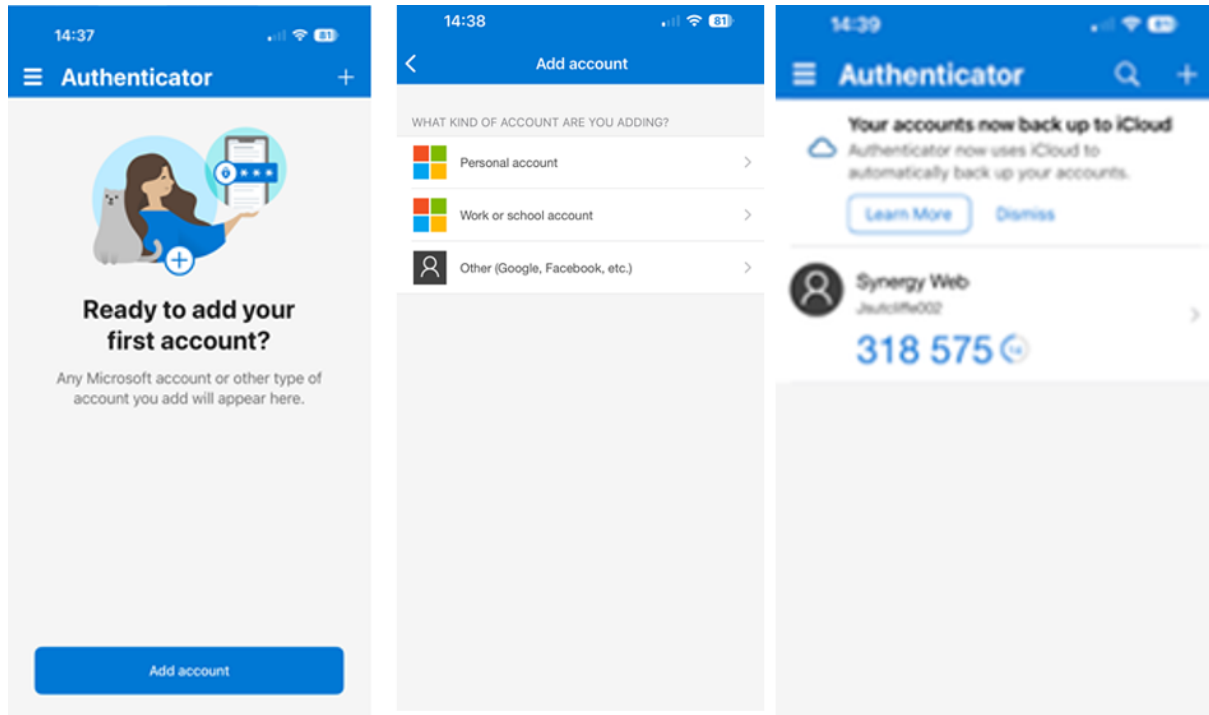
- ❖ Click Enable 2FA.



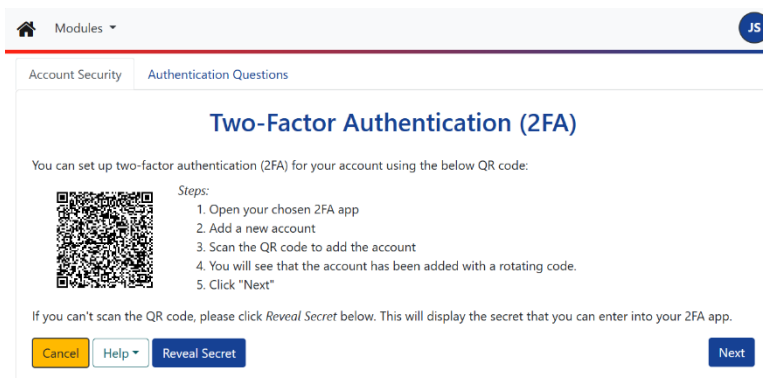
- ❖ Enter your password and click 'Next.'



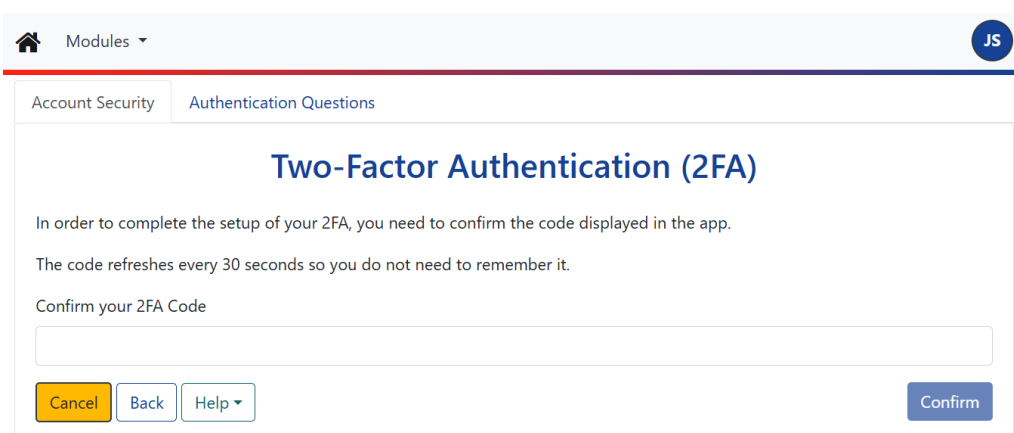
- ❖ Using the Authenticator app, add a new account (select other account), scan the QR code shown on your Provider Portal screen and a six-digit code will be displayed. If it is not possible to scan the QR code click Reveal Secret.



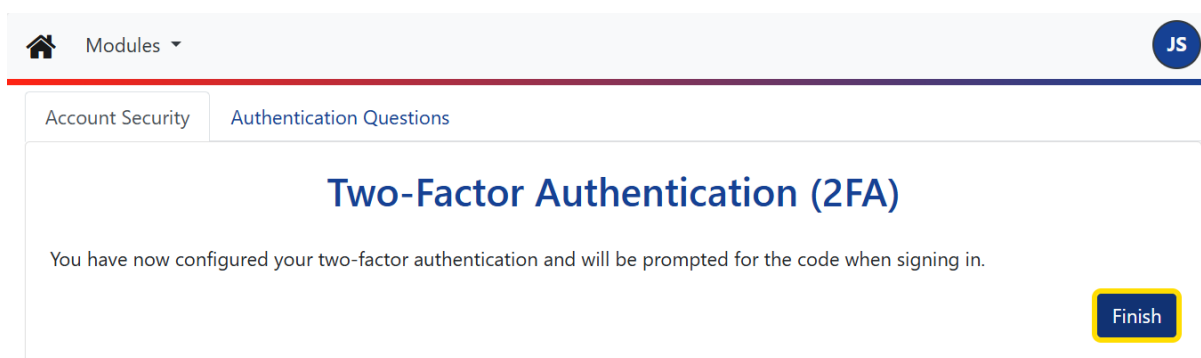
- ❖ On the Provider Portal Click next



- ❖ Enter the six digit 2FA code and click confirm.

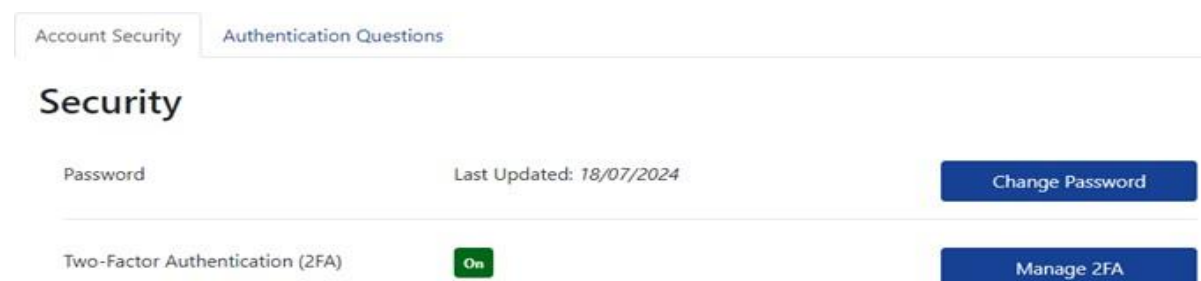


❖ Click 'Finish'



The screenshot shows the 'Two-Factor Authentication (2FA)' page. At the top, there is a navigation bar with a home icon, 'Modules' dropdown, and a user profile icon labeled 'JS'. Below the navigation bar, there are two tabs: 'Account Security' and 'Authentication Questions'. The main content area has a heading 'Two-Factor Authentication (2FA)' and a message: 'You have now configured your two-factor authentication and will be prompted for the code when signing in.' A blue 'Finish' button is located in the bottom right corner.

You will now be taken back to the Security page which confirms your Two-Factor Authentication (2FA) is ON. If you wish to turn off the two-factor authenticator, click 'manage 2FA' and request to turn off.



The screenshot shows the 'Security' page. It has two tabs: 'Account Security' and 'Authentication Questions'. The main heading is 'Security'. Below it, there are two sections. The first section is 'Password', showing 'Last Updated: 18/07/2024' and a 'Change Password' button. The second section is 'Two-Factor Authentication (2FA)', showing a green 'On' status and a 'Manage 2FA' button.

5. Provider Portal Accounts

Ofsted will notify us of when a registration becomes active, and we will issue you log in details for the provider portal. If you would like to register your childcare setting for Early Education Funding, please contact us at fee234@lancashire.gov.uk.

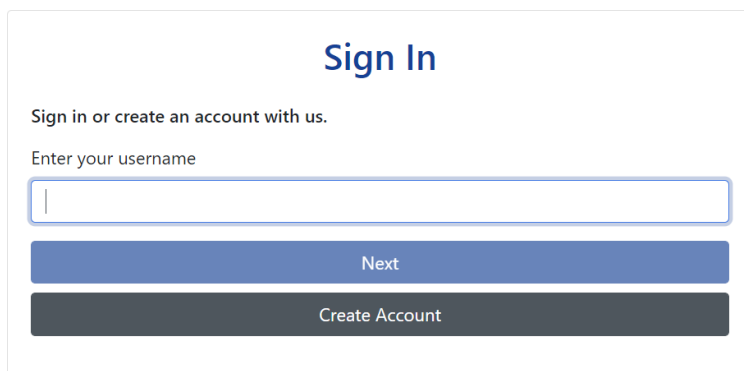
If you require an additional user account, the authorised signatory of your funding agreement must log into the Provider Portal and complete the 'Access to Provider Portal – Additional Users Form'. Once submitted, the request will be reviewed and authorised. **Please note: Each user must have a unique email address. Users with access to Forms and Funding will be able to submit headcount and supplementary claims and update provider details and bank details.**

Accessing the Provider Portal

The Provider Portal can be found [here](#). We recommend that you save the link as a favourite on your internet browser.

Logging in to the Provider Portal

❖ Type in your Username and click on the next button



Sign In

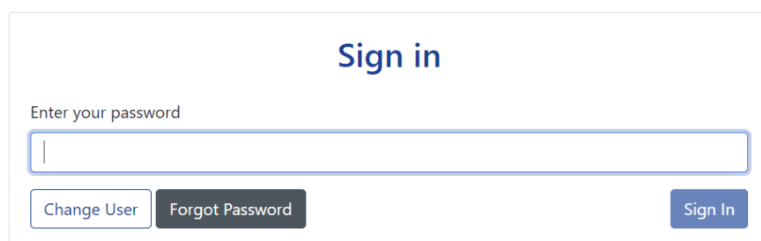
Sign in or create an account with us.

Enter your username

Next

Create Account

- ❖ Type in your password and click on the sign in button.



Sign in

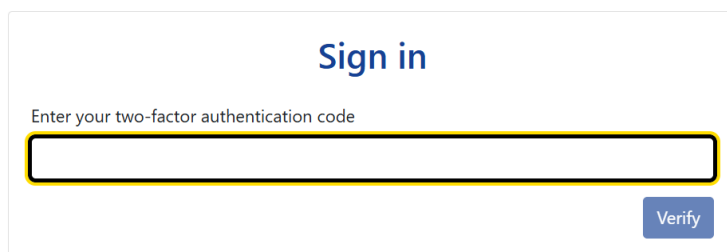
Enter your password

Change User

Forgot Password

Sign In

- ❖ If you have signed up for two-factor authentication you will need to get your code and enter in the box and click, verify



Sign in

Enter your two-factor authentication code

Verify

- ❖ If you have multiple accounts when you first log in you will need to click on the drop down box to select which organisation you wish to review. Click 'Proceed'
- ❖ To move between your organisations you will need to click the blue circle in the top right-hand side and sign out. You will need to log back in to select a different organisation.



Please select an Organisation below

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

Select Organisation: --Please select--

Forgotten your password

If you forget your password, please email fee234@lancashire.gov.uk to request a reset. Important: **Please note: Do not use the 'Forgot Password' button or request token, as this feature is no longer active.**

The Early Education Funding (EEF) Team will send you a temporary, one-time-use password. When you log in using this temporary password, you'll be prompted to create a new one.

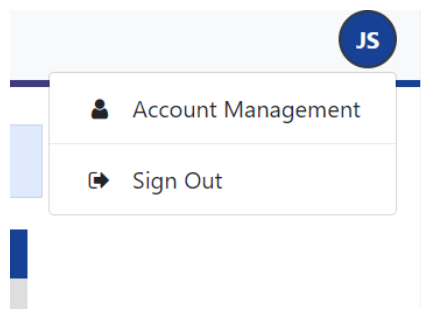
- ❖ Enter and confirm your new password then click on the change password button.

Passwords are case sensitive; however, usernames are not. The more complex the better, as the Provider Portal contains sensitive child data.

- ❖ Must contain at least one alphabetical character.
- ❖ Must contain a number.
- ❖ Must contain an uppercase character.
- ❖ Cannot be the same as your username.
- ❖ Cannot be any of your last 10 passwords.

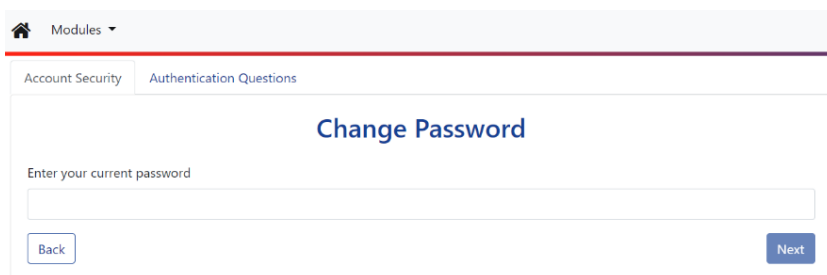
Changing your password

- ❖ Click on your user initials at the top right-hand corner of the screen and click on account management.



- ❖ Click the account security tab and click on the change password button.

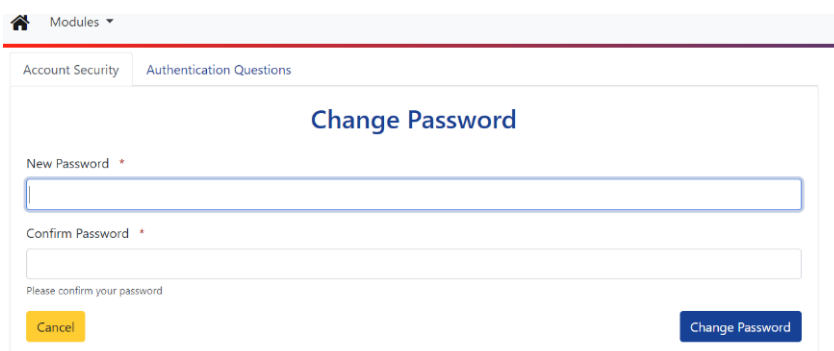
- ❖ Enter your current password then click on the next button



- ❖ Enter your new password and confirm your new password and click on the change password button.

Passwords are case sensitive; however, usernames are not. The more complex the better, as the Provider Portal contains sensitive child data.

- ❖ Must contain at least one alphabetical character.
- ❖ Must contain a number.
- ❖ Must contain an uppercase character.
- ❖ Cannot be the same as your username.
- ❖ Cannot be any of your last 10 passwords.

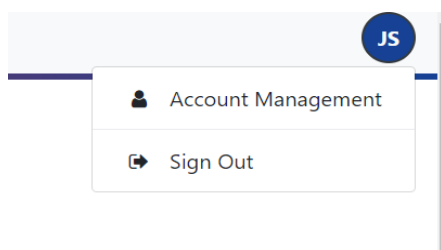


You will see a message saying ' your password has now been reset, and you will be prompted for it when you next sign in. The next time you access the Provider Portal, ensure that you use your new Password that you have just created. To return to the home screen click on the 'Modules' link at the top left-hand side of the screen and then click on 'Childcare / Service Provider'

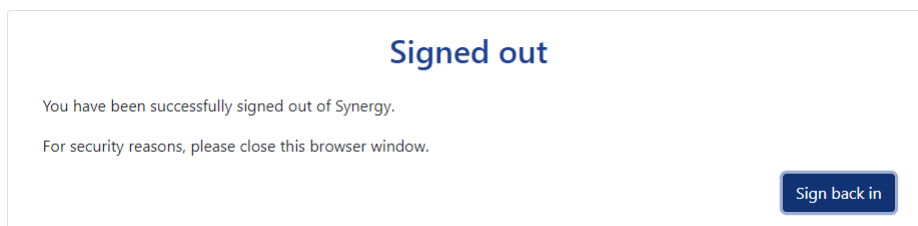
Logging out of the Provider Portal

You can log out at any time to securely end your Provider Portal session. Any changed or added child records will be saved regardless of whether they have been submitted.

- ❖ Click on your user initials in the top right-hand corner and click sign out.

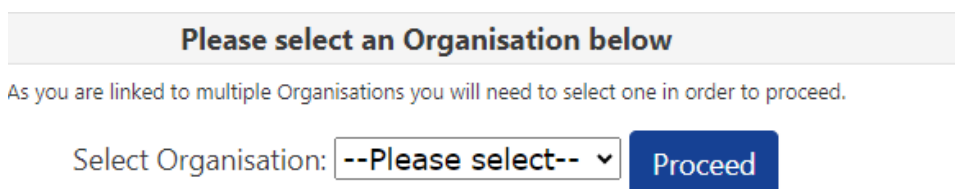


You will then get a message to say you have been successfully signed out of Synergy. For security reasons, please close the browser window.



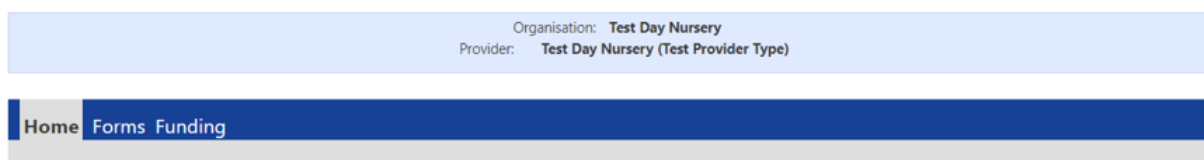
6. Navigating around the Provider Portal

Once you have logged into the provider portal if you have a user account for multiple registrations you will first be asked to select an organisation from the drop down menu. If prompted, please select the organisation and click on proceed. To switch between your registrations you will need to click on the blue circle and sign out then log back into your portal and select a different registration.



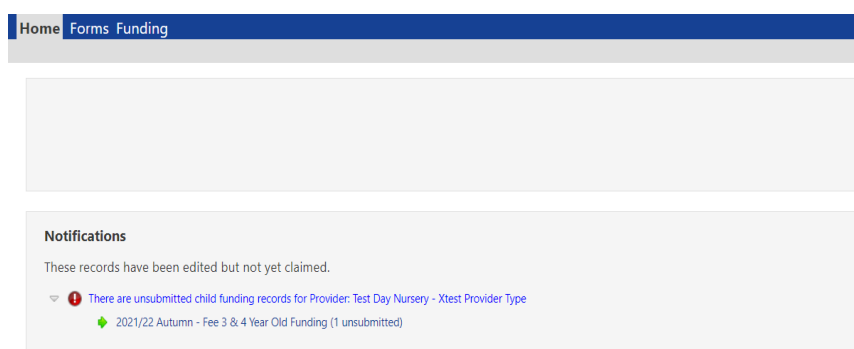
As you are linked to multiple Organisations you will need to select one in order to proceed.

To navigate the Provider Portal, use the headings located on the toolbar. Each time you log in, you'll be taken directly to the home page, where you can access the section, you need. The toolbar includes three tabs: Home, Forms, and Funding. **Please note: If you cannot see the Forms or Funding tabs, contact us at fee234@lancashire.gov.uk so we can update your account access.**



Home tab

The Home tab displays important messages related to the Provider Portal and funding. If there are any notifications about your headcount claims such as unsubmitted claims, they will also appear here. Please resolve any warning notifications promptly, as failing to do so may result in missed funding opportunities



Forms tab

The Forms tab contains all the relevant forms related to the Early Education Funding and updating your provider details with the Local Authority. For further information on what forms are in this section and how to complete them please see the forms library section of this guidance

Organisation: **Test Day Nursery**

Provider: **Test Day Nursery (Test Provider Type)**

Home Forms Funding

Fill In Forms View Forms

Fill In Forms

Please select a form below to update your details:

- [Access to Provider Portal Additional Users Form](#)
- [Are we advertising your service correctly](#)
- [Change of Bank Details Request Form](#)
- [Change to types of funded places offered](#)
- [Early Years Census](#)
- [New EEF Registration Form](#)
- [Update Your Details](#)

Funding tab

The Funding tab is where you'll verify the working family eligibility codes, complete your estimates, headcount, and supplementary claims. When you click on the Funding tab, you'll be asked to enter specific characters from your security answers. These answers were set up when you first logged into the Provider Portal. If you need your security answers reset, please contact the Early Education Funding (EEF) Team.

❖ Enter the relevant characters and click on submit.

Home Forms Funding

Security question

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

What is the setting manager's surname?

Character 2 3 5

A

A

A

Submit

❖ When viewing the information in each of these tabs you will need to select the relevant year and team from the menu on the left-hand side.

Home

Forms

Funding

Summary

Estimates

Actuals

Adjustments

Eligibility Checker

Select Year and Term

2025/26

Autumn

2024/25

2023/24

2022/23

2021/22

2020/21

- ❖ In the **Summary** tab – This is where you can view the term length, i.e. number of funded weeks and your provider rate along with the funded and extended/expanded hours for the term, worked out as a monetary value, any child weighting, for example, EYPP and if the claim has been processed and the date the claim was processed. You will also be able to see payments made for estimates and actuals.
- ❖ In the **Estimates** tab – This is where you submit your Estimate hours that you expect to claim in the new term. **Please note you will only be able to submit estimates via this tab when the provider portal is open for estimates. All providers will be sent an email to let them know when the Provider Portal is open for estimates.**
- ❖ In the **Actuals** tab – This is where you can view, complete, and submit the Headcount Claim. **Please note you will only be able to complete and submit your claims via this tab when the provider portal is open for headcount submissions. We email providers each term to inform them of the headcount arrangements and deadline dates.**
- ❖ In the **Adjustments** tab – This is where you can enter and view supplementary claims and any other adjustments that have been made, e.g. overclaims. **Please note we can only open the provider portal for supplementary claims once all headcount claims have been processed. You will not be able to make any supplementary claims until the provider portal has been opened by us. We email providers each term to inform them of the supplementary claims process and deadlines.**
- ❖ In **Eligibility Checker** tab – This is where you need to Validate the Working Families eligibility codes for children who are in receipt of the extended/expanded hours. You must validate all Working Families eligibility codes to ensure they are valid for the term you wish to claim funding for.

7. Working Family codes

Parents/carers can apply for a Working Families eligibility code from when their child is 23 weeks old. However, children can only start accessing the extended/expanded hours from the term after the child reaches the eligible age. For parents/carers who are starting or returning to work, the date they can begin accessing their funded childcare hours will depend on the date they return/start work.

Where a parent/carer is issued with their eligibility code after the beginning of term their child became age eligible, they will not be able to take up the extended/expanded hours until the start of the next term. You must therefore check that the Working Families eligibility code 'Validity Start' date is **before** the start of the term in which you are to claim extended/expanded hours for.

The table below shows when children can access a place from and when their code must be issued by.

Child reaches relevant age of eligibility between	They can access a place from	Code must be issued by
1 January – 31 March	1 April	31 March
1 April – 31 August	1 September	31 August
1 September – 31 December	1 January	31 December

To apply, parents or carers must set up a childcare account with HMRC. If their application is successful, they will be issued an 11-digit eligibility code. This code must be provided to you so that you can validate it and claim funding for the child's place.

To continue accessing funded childcare for working parents, it is the parent or carer's responsibility to renew their eligibility code on time. This involves logging into their childcare account during the renewal period to confirm that their details are accurate and up to date. HMRC will inform parents of their renewal date when they first apply or renew their code, and if contact details have been provided they will also send reminders. To support this process, we carry out grace period audits twice each term to identify children who have entered their grace period and may require their code to be renewed.

If a parent or carer does not re-confirm their details by the code's end date, the code will enter into a grace period. During this time, we are unable to fund the extended/expanded hours unless the child is eligible under the grace period rules.

Important Note Regarding Grace Periods

- ❖ Where a parent falls into the grace period, the extended/expanded funding can be claimed up until the grace period end date, providing the parent was accessing the extended/expanded hours at your setting in the previous term.
- ❖ Where a parent was not accessing the extended/expanded hours at your setting in the previous term, and the child is in their grace period, you will be unable to claim for the extended/expanded hours i.e. The code end date is before the start of the term you want to claim for, but the grace period end date is after the start of the term you want to claim for.
- ❖ Parents cannot change settings once they have fallen into the grace period, but their code will still be valid until the end of the grace period with the setting that claimed the extended/expanded hours in the previous term.

2-Year-Old working family codes

Where the parents have fallen into the grace period and the family are no longer eligible for the Working Families entitlements, they may qualify for a funded 2-year-old place under the families' receiving additional support criteria (i.e. LCC Golden Ticket EY Voucher code). You should therefore encourage parents to apply via [Funded childcare for 2 year olds - Lancashire County Council](#) to see if they are eligible, and if so obtain a Golden Ticket code.

Validating Working Family codes

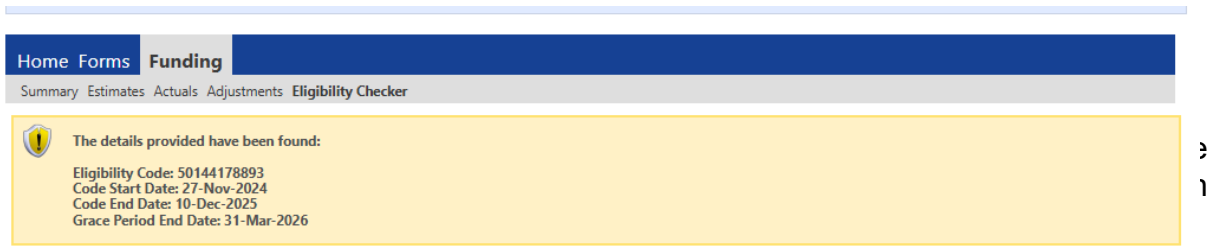
If you are claiming the extended or expanded hours for any children, you must validate their 11-digit eligibility code each time the parent applies or renews it. This ensures the child remains eligible for funded hours. If you are not claiming extended or expanded hours, there is no requirement to validate the eligibility code.

- ❖ In the Funding tab, click on Eligibility Checker and then click on the blue Eligibility Check button

- ❖ To validate an eligibility code, you must complete all fields marked with an * and then click submit. The mandatory details required are:

- ❖ Eligibility code
- ❖ Child date of birth
- ❖ Parent/carer NI number
- ❖ Consent for eligibility check

Once you enter the eligibility code into the system, a message box will appear confirming whether the code is valid for the extended or expanded hours. **Please note** Previously, a green tick indicated that a child met the eligibility criteria for funding. However, this was found to be misleading for providers, as it did not make clear whether a child was in their grace period. To address this, the result now appears as yellow instead of green. This change is intended to draw attention to the need for providers to check the code dates carefully. While the yellow result still confirms that eligibility criteria have been met, it also serves as a prompt to verify that the code is valid for the term in which it is being used. It remains essential that providers check the code dates to ensure they are valid for the relevant term.



Home Forms **Funding**

Summary Estimates Actuals Adjustments Eligibility Checker

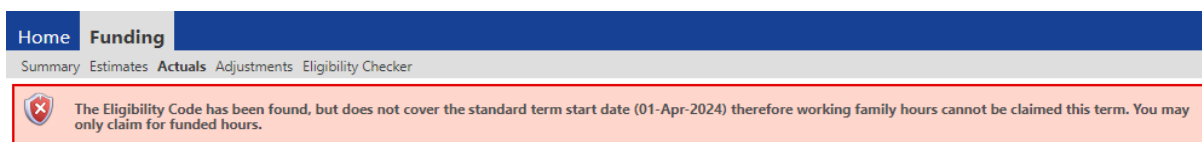
 The details provided have been found:

Eligibility Code: 50144178893
Code Start Date: 27-Nov-2024
Code End Date: 10-Dec-2025
Grace Period End Date: 31-Mar-2026

For a code to be valid you must ensure that:

- ❖ It is the term after the child has reached the relevant age of eligibility.
- ❖ The Voucher Start Date is before the first day of the term you wish to claim funding for.
- ❖ The Voucher End Date is on or after the first day of the term you wish to claim funding for

If the code has been found but is **not valid** in the term you are applying for you will see the following message. This usually means the code was either applied for or renewed too late, missing the termly deadlines

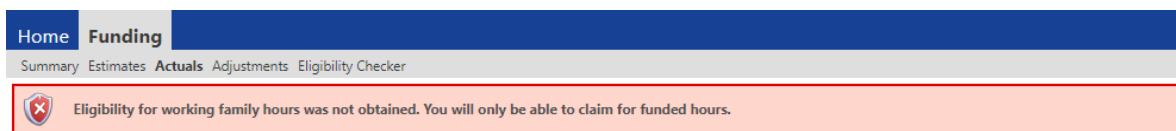


Home **Funding**

Summary Estimates **Actuals** Adjustments Eligibility Checker

 The Eligibility Code has been found, but does not cover the standard term start date (01-Apr-2024) therefore working family hours cannot be claimed this term. You may only claim for funded hours.

If you receive an eligibility code that returns a result of **not eligible**, please check that all the details have been input correctly, for example, the parent's details you have input relate to the parent who requested the voucher code via the Childcare Choices website and that the name is spelt correctly, the child's date of birth is correct, and the eligibility code is correct.



Home **Funding**

Summary Estimates **Actuals** Adjustments Eligibility Checker

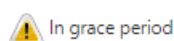
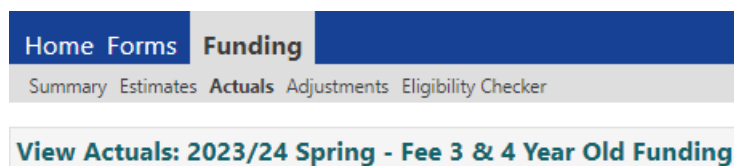
 Eligibility for working family hours was not obtained. You will only be able to claim for funded hours.

Grace period audits

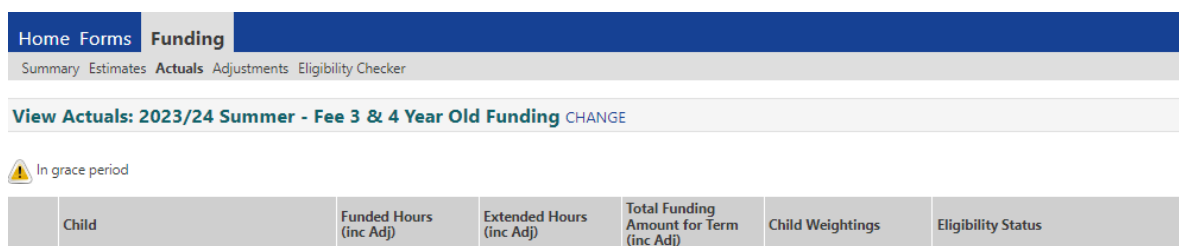
Each term the Local Authority will undertake 2 audits of the Working Family eligibility codes to identify any children who may have fallen into their grace period. All providers will be emailed once the audits have been completed and they will be required to log

into the provider portal to check to see if they have any children who have fallen into their grace period.

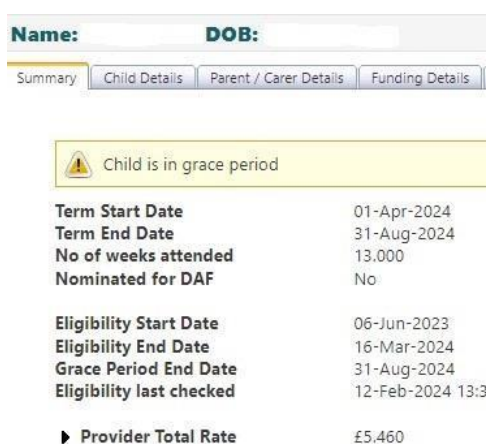
- ❖ To view the results of the audit, go to funding, actuals and select the funding type for the current term i.e. 3 & 4 Year Old Funding / 2 Year Old Funding / 9 month – 2 year old funding.



- ❖ To see which children have fallen into the grace period look through the list of your children on the headcount and you will see the yellow warning triangle against each child that is now in the grace period. Further details are included in the Eligibility Status column



- ❖ You can also view the validity dates of the code by clicking on the child's record and going into their summary tab.



Where a child has fallen into their grace period you must notify the parents and explain that as they have now fallen into the grace period, their funding for the extended/expanded hours will cease on the grace period end date, unless the code is renewed. Parents will need to log back on to their Gateway Account to renew their code. If the code is not renewed in time, the child may miss out on the extended/expanded hours.

If parents believe they are still eligible, or if their circumstances change before the end of the noted grace period, please advise them to log back onto their Gateway Account to re-confirm their information. You will also need to agree how long you are prepared to hold the place open for the next term (in case the parent becomes eligible again) or whether the parent wishes to pay for the additional hours over and above their universal entitlement.

For parents to take up a place in the next term, they need to have a valid code issued before the end of the previous term. Deadlines to apply/renew the Working Family codes are as follows:

- ❖ 31 August
- ❖ 31 March
- ❖ 31 December

8. Estimates

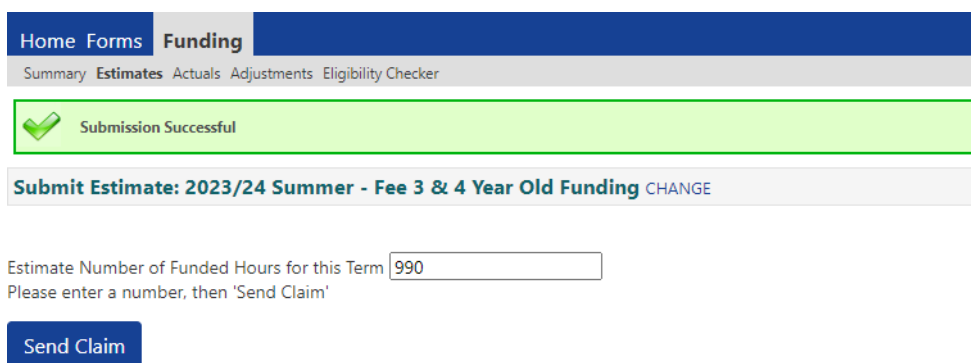
Each term we will invite all providers to submit a revised estimate for the next term's interim payment. When submitting your estimates you need to enter the total number of hours you are claiming for the term for each of the different funding types (i.e. 9 month – 2yo, 2-year-olds and 3&4 year-olds). **Please note: Once the Provider Portal is closed for estimate submissions, we are unable to amend your hours. The updated estimates will only show in your portal once we have imported all submissions.**

Submitting your estimates

- ❖ Click on Funding and then the Estimates tab and select the relevant academic year, term, and funding type.
- ❖ Click on each of the relevant funding types to add your estimated hours
- ❖ The submission dates will be shown and if estimates are open, you will see a green icon and the Funding Type will have a pencil icon next to it. If there is a red 'no entry' icon, this means estimates are closed and can only be viewed.

The screenshot shows the 'Funding' section of the portal. The 'Estimates' tab is selected. Below the navigation bar, there are links for 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. The main heading is 'Estimates Head Count Records for 2024/25 - Autumn'. On the left, there is a list of academic years and terms: '2024/25' with 'Autumn' selected (indicated by a green arrow icon), and '2023/24' with 'Summer' selected (indicated by a red 'no entry' icon). Submission periods are provided for each: '04-Jul-2024 to 21-Aug-2024' for Autumn 2024/25 and '08-Mar-2024 to 13-Mar-2024' for Summer 2023/24. On the right, a table lists the funding types: 'Fee 2 Year Old Funding', 'Fee 3 & 4 Year Old Funding', and 'Fee 9 Month - 2yo Funding'. Each funding type has a pencil icon next to it, indicating that estimates are open for submission.

- ❖ Enter or update the number of hours and click 'Send Claim'. You will then see a green banner with a tick saying, 'submission successful'.



The screenshot shows the 'Funding' tab selected in the top navigation bar. Below the navigation bar, there is a green banner with a checkmark icon and the text 'Submission Successful'. Below the banner, there is a link 'Submit Estimate: 2023/24 Summer - Fee 3 & 4 Year Old Funding' followed by a 'CHANGE' link. Below this, there is a form with the label 'Estimate Number of Funded Hours for this Term' and a text input field containing the number '990'. Below the input field, there is a blue button labeled 'Send Claim'.

Amending your estimates

If you need to amend your estimates after submitting them, providing the Provider Portal is still open for estimate submissions you will be able to adjust your estimate and resubmit the details to us.

Missed estimates

If you do not submit any estimates by the specified deadline, you will not receive an interim payment.

9. Headcount Claims

You will not be able to submit a headcount claim until the Provider Portal is open. All registered EEF providers will be notified via email from fee234@lancashire.gov.uk once the Provider Portal is open for submissions. Please ensure you read this email as it contains essential information about which children you can claim for and submission deadlines. Before making a claim please check:

- ✓ The child is eligible for a funded place.
- ✓ You have seen proof of the child's date of birth (this must be kept on file)
- ✓ A signed parental agreement is in place - If you do not have a signed Parental Agreement in place, you do not have consent from the parent to make a claim, therefore, you are unable to make a claim for that child.
- ✓ You have a copy of the 2-year-old Golden Ticket Lancashire letter containing the child's EY Voucher code (2-year old eligible children only)
- ✓ You have validated the Working Family eligibility code, and their code is valid for the term i.e. code start date is before the start of term (all eligible children).

Completing your headcount claims

- ❖ Click on the 'Funding' tab on the main menu to enter the Funding section of the Provider Portal.

- ❖ Select the correct characters in answer to your security question and then click the submit button

- ❖ Click on the 'Actuals' tab on the 2nd toolbar.
- ❖ Select the academic year, then the term you are submitting your claim for and then you will see the funding types available to you. **Please Note - if you cannot see the funding tabs please contact us on fee234@lancashire.gov.uk**

The actuals submission dates will be shown and if the Headcount is open, you will see a green icon and the Funding Type will have a pencil icon next to it. If there is a red 'no entry' icon, this means the Headcount is closed and can only be viewed.

- ❖ Click on the funding type you wish to complete your headcount for. You will then be shown a pre-populated list of children that have been carried forward from the previous term headcount who are age eligible for the current term. **Please note: if you claimed for a new child in the previous term via the supplementary process after we carried forward the term, the child's record will not have been carried forward and therefore you will need to add them to your list of children.**

From this screen you will be able to manage your headcount claim as you will need to:

- ❖ 'Add' new child records to your headcount submission.
- ❖ 'Edit' actual attendance hours and weeks for your existing child records.
- ❖ 'Delete' any child records that are no longer required i.e. where the child has left your setting.

Each time you 'Edit', 'Add' or 'Delete' the details of a child record it will be saved in the Provider Portal and you will be able to revisit and make further changes at any time before the end of the current headcount submission period.

- ❖ To switch to the 'actuals' for another funding type i.e. from 9 Month – 2 year funding to 2 year funding or 3&4 year old funding, please click on 'CHANGE' as highlighted below. This will take you back to the list of Provider Headcount Records, where you can select the relevant year, term and age range.

Home	Forms	Funding
Summary	Estimates	Actuals
Adjustments	Eligibility Checker	

Submit Actual: 2024/25 Autumn - Fee 9 Month - 2yo Funding **CHANGE**

Add a new 9 month – 2 year old child

Please ensure that all mandatory fields, which are marked by a *, are completed before submission, as failure may result in a delay in your claim being processed. You must work through and complete each tab before you move onto the next tab. If you do not complete all the * fields, you will not be able to move onto another tab.

Reminder: Please validate all Working Family Eligibility Codes to ensure they are valid for the term you are making a claim for.

- ❖ Click on the "Funding" tab, then select "Actuals."
- ❖ Select the academic year, then the term you are submitting your claim for and then you will see the funding types available to you. **Please Note - if you cannot see the funding tabs, please contact us on fee234@lancashire.gov.uk**
- ❖ Click on the 9 Month – 2 Year Old Funding

Home	Forms	Funding
Summary	Estimates	Actuals
Adjustments	Eligibility Checker	

Actuals Head Count Records for 2024/25 - Autumn

2024/25	Autumn Submission Period: 04-Jul-2024 to 11-Oct-2024	<table border="1"> <thead> <tr> <th>Funding Type</th> </tr> </thead> <tbody> <tr> <td> Fee 2 Year Old Funding</td> </tr> <tr> <td> Fee 3 & 4 Year Old Funding</td> </tr> <tr> <td> Fee 9 Month - 2yo Funding</td> </tr> </tbody> </table>	Funding Type	Fee 2 Year Old Funding	Fee 3 & 4 Year Old Funding	Fee 9 Month - 2yo Funding
Funding Type						
Fee 2 Year Old Funding						
Fee 3 & 4 Year Old Funding						
Fee 9 Month - 2yo Funding						
2023/24	Summer Submission Period: 21-Mar-2024 to 27-Mar-2024					

❖ Click on the Add Child button

The screenshot shows the top navigation bar with tabs: Home, Forms, Funding, Summary, Estimates, Actuals, Adjustments, and Eligibility Checker. Below the tabs is a banner for 'Submit Actual: 2024/25 Autumn - Fee 9 Month - 2yo Funding' with a 'CHANGE' link. At the bottom, there are two rows of buttons: 'Add Child' and 'Send Claim'.

❖ Once you have clicked on the Add Child button you will be taken to the **Child Details** tab

The screenshot shows the 'Child Details' form. It has tabs for 'Child Details', 'Parent / Carer Details', 'Funding Details', and 'Notes'. The 'Child Details' tab is active. The form is divided into two main sections: 'Child Details' on the left and 'Search for an Address' on the right. The 'Child Details' section includes fields for Forename*, Middle Name, Surname*, DOB*, Proof of DOB (checkbox), Gender* (Male/Female checkboxes), Preferred Surname, Ethnicity* (dropdown), and SEN COP Stage* (dropdown). The 'Search for an Address' section includes fields for Primary, Postcode*, and a Search button. Below the search section is an 'Address' section with fields for Address Line 1*, Address Line 2, Address Line 3, Locality, Town, County, and Postcode*. At the bottom, there are 'Save' and 'Cancel' buttons and a note: '*denotes mandatory fields'.

On the **Child Details** tab complete as detailed below

- ❖ Enter the 'Child's Name'/Date of Birth/Gender – Complete these as per the child's birth certificate. When claiming funding you must use the child's legal surname, if the child has a preferred surname, you can enter it in the preferred surname box.
- ❖ Tick 'Proof of DOB' - you are required to keep a copy of the date of birth evidence that you have seen on file, for example the child's birth certificate or passport.
- ❖ Enter the 'Preferred Surname' - when claiming funding you must use the child's legal surname, if the child has a preferred surname, you can enter it in this box.
- ❖ 'Ethnicity' - We are required by the Department for Education (DfE) to collect this information. Please select the relevant ethnicity from the drop-down box.
- ❖ 'SEN COP Stage'. Please select the relevant code from the drop-down list based on the following.
 - E – Education Health and Care Plan (EHCP)- pupil has EHCP when a formal assessment has been made. A document is in place that sets out the child's needs and the extra help they should receive.
 - K - SEN support - Extra or different help is given from that provided, as part of the school's usual curriculum. The class teacher and special educational

needs co- Ordinator (SENCO) may receive advice or support from outside specialists. The pupil does not have an EHCP.

- N – No SEN/EHCP in place

❖ Enter the 'Child's Address' - enter the child's home postcode and click on the search button, then from the drop-down box select the correct address and click on the confirm button.

Search for an Address

Primary

Postcode*

Address

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

If the address cannot be found the following error message will appear at the bottom of the page.

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

You will need to check the address and once the correct address has been confirmed try again or enter the address manually. When entering the address manually you will need to enter address line 1 (name/number of house) and the postcode and click on the confirm button

❖ Once you have completed the child details tab, click on the **Parent/Carer** tab.

Home Forms Funding

Summary Estimates **Actuals** Adjustments Eligibility Checker

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

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

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

Parent / Carer Details		Partner Details	
Forename		Forename	
Surname		Surname	
DOB		DOB	
Email		Email	
Contact Number		Contact Number	
☐ NI or ☐ NASS Number		☐ NI or ☐ NASS Number	
☐ Tick to give consent to Eligibility Checking for ☐ EYPP ☐ Working Family Eligibility		☐ Tick to give consent to Eligibility Checking for ☐ EYPP ☐ Working Family Eligibility	

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.

*denotes mandatory fields

On the **Parent/Carer** tab complete as detailed below

- ❖ Enter the forename, surname, date of birth, email address and contact number of the parent/carers who is the claimant the Working Families entitlement
- ❖ Enter the NI/NASS* number of the parent/carers who is the claimant the Working Families entitlement.
- ❖ Tick consent for EYPP and Working Family Eligibility. Consent for these checks is included in our Parental Agreement, which is why having a signed agreement in place for every child you're claiming entitlements for is so important. **If you don't tick the consent box or enter the incorrect details, you will not be able to claim the Working Family entitlement and may miss out on EYPP.**

You can include their partners' details if you wish. Parent details for the main benefit holder should be entered into boxes on the left-hand side. If you need to swap the parent/carers details over click on the switch button.

* NI means National Insurance Number which is in the format of: 2 letters, 6 numbers, 1 letter. NASS Number means National Asylum Support Service number which is in the format of: 9 numbers.

- ❖ Once you have completed the Parent/Carer tab, click on the **Funding Details** tab

The screenshot shows the 'Funding Details' tab in the Early Years Provider Portal. The form is divided into several sections:

- Funding Details:** Includes fields for 'Start Date*', 'End Date*', and 'Weeks Attended in Term*'. There is a 'Default Term Dates' button. Below these are checkboxes for 'Present during Census' (checked), 'Attends Two Days or More', and 'Nominated for DAF*' (radio buttons for Yes/No).
- Attendance Days:** A list of days from Monday to Sunday, each with 'Yes' and 'No' radio buttons.
- Non-Funded Hours per Week:** Includes a field for 'Non-Funded Hours*'.
- Census Information:** Includes a field for 'Expanded Entitlement Weeks' and a note: 'Records the Number of Weeks the Child is expected to stretch their Expanded hours across the Child's eligibility year, in line with the parental declaration form.'
- Expanded Funded Hours per Week:** Includes a field for 'Eligible for Expanded Hours' (marked with a red X), 'Eligibility Code' (with a 'Check Eligibility Code' button), and 'Expanded Hours*'.
- Maximum Values Allowed:** A red box containing the following values:
 - Number of Weeks: 14.000
 - Expanded Weekly Hours: 10.00
 - Expanded Termly Hours: 140.00
 - Expanded Yearly Hours: 520.00

At the bottom, there is a note: 'If this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carers'.

On the **Funding Details** tab complete as detailed below

Funding Details

- ❖ Start and End Date - If your term dates match the EEF term dates, as noted in these Guidance Notes, then click on the 'Default Term Dates' button as the dates will then be

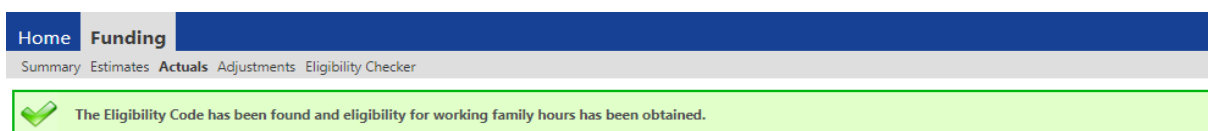
populated with the standard EEF term dates. However, if they differ, you will need to input the dates using the calendar that appears when you click in the Start Date or End Date box. **Please note: if you are claiming the notice period for a child who is leaving your setting / claiming for a child that has started part way the term you must ensure that the 'Term Start Date' and 'Term End Date' are amended to reflect the actual period for which you are claiming.**

- ❖ Weeks Attended in Term – Enter the number of weeks you are claiming for. The maximum number of weeks for each term are 14 weeks in autumn, 11 weeks in spring and 13 weeks in summer. **Please note: If you are claiming the notice period for a child who is leaving your setting / claiming for a child that has started part way the term you must ensure that you amend the number of weeks**
- ❖ Present During Census – Tick this box for all children that you are making a claim for, that are booked in or planned present during the headcount week.
- ❖ Attends Two Days or More – You only need to tick this box if the child attends 2 days or more. If they attend for less than 2 days, then leave this blank. **Please note that if this box is not ticked when the child attends for two days or more, you will not be allowed to input more than 10 funded hours per week**
- ❖ Nominated for DAF – If you have already applied for DAF funding and received a confirmation letter from the Local Authority stating that the child is eligible, please select “Yes.” If the child is not eligible, or you haven’t yet submitted a DAF application, please select “No.”. **Please note: If you tick “Yes” without having made a DAF application, it may delay the processing of your headcount claim.**

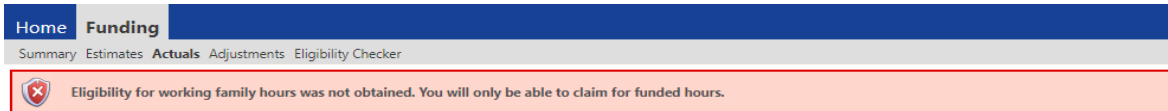
Expanded Funded Hours per Week

- ❖ The Eligible for Expanded Hours field will show a red cross. This indicates that an eligibility check has not yet been carried out to check if the child is eligible
- ❖ Eligibility code – Enter the child's 11 digit eligibility code
- ❖ Check eligibility code – click on the blue button 'check eligibility code'. The system will then perform an eligibility check and display the results.
- ❖ Expanded Hours - If eligible enter the number of expanded hours per week. The maximum number of hours that can be claimed under the Working Families' entitlement is 30 hours per week.

This message indicates that the child is eligible for the expanded hours and that the eligibility code is valid for the current term. You can proceed to submit a claim for the expanded hours.

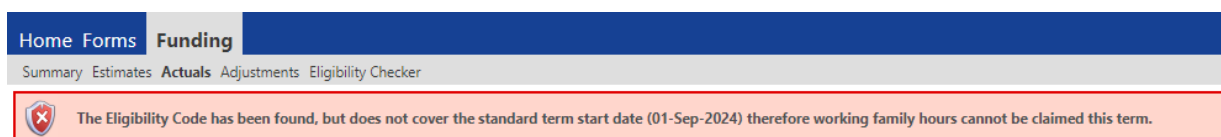


This message indicates that some of the information recorded may be incorrect. Please verify the child's date of birth, eligibility code, and the parent/carer's National Insurance number with them. If all details are correct both on your end and with HMRC, it may mean the parent/carer is no longer eligible for the expanded hours. You should check the validity dates of the eligibility code to confirm whether it is still active. If there are any concerns, the parent/carer should contact Childcare Choices (HMRC) directly for further clarification.



This message indicates that while the child is eligible for the working families' entitlement, the code is not valid for the term you intend to use it. This usually means the code was either applied for or renewed too late, missing the termly deadline. When a parent/carer applies for or renews a code, you should always validate it using the eligibility checker in the Provider Portal to confirm it is valid for the intended term. For a code to be valid, you must ensure that:

- ❖ It is the term after the child has reached the relevant age of eligibility.
- ❖ The Voucher Start Date is before the first day of the term you wish to claim funding for.
- ❖ The Voucher End Date is on or after the first day of the term you wish to claim funding for.



Attendance Days

- ❖ Please complete the children's attendance details by selecting 'Yes' next to each day they attend. This ensures accurate recording of their weekly attendance pattern.

Non-Funded Hours per Week

- ❖ Input any additional hours that the parent is paying for. Enter zero if there are no hours being paid for.

Census Information

- ❖ The expanded entitlement weeks field records the number of weeks the child is expected to take their funded hours across the year, in line with the Parental Agreement. However as we do not use the stretched funding functionality in Synergy, and providers manage this outside of the system, **all providers should enter 38 weeks in this field for the funding types they are claiming i.e. universal/expanded/extended**

Maximum Values Allowed

- ❖ The red box shows how many funded hours are available in a term. This box will change depending on your claim. If children attend 2 days or more, you must select attends 2 days or more on the funding details tab otherwise the system will not allow you to claim for more than 10 hours per week

Once you have completed the Funding Details tab if you have any notes to make for your claim, click on the **Notes** tab. This is where you can type any notes relating to the child's claim. Any previous notes will be shown on the right-hand side. **Please note that working family eligibility codes should not be entered into in this section**

Home
Funding

Summary Estimates **Actuals** Adjustments Eligibility Checker

Name: Child A DOB: 31-Mar-2020

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

Add a new note

Notes History

No Historical Notes

Once all tabs have been completed, click the **'Save'** button located at the bottom left of the screen. If there are any errors preventing the record from being saved, a notification will appear, and the specific errors will be listed in red at the bottom of the screen. Review and correct each error listed. Once all issues have been resolved, you will be able to successfully save the record.


Save Record Failed Due To The Errors Listed Below

The following errors need to be fixed before the record can be saved:
Address Line 1 must be entered (Child Details Tab)
Term End Date must be entered (Funding Details Tab)
Non-Funded Hours must be entered (Funding Details Tab)

Save Cancel

*denotes mandatory fields

Once the record has been successfully saved, you will be returned to the Actuals List. The child's status will now appear as New, Unsubmitted Child. Please double-check that the funded hours displayed are correct, as these are the hours that will be submitted to us. If the funded hours are incorrect, you will need to go back into the child's record, make the necessary edits, and save the record again.

Home Forms **Funding**

Summary Estimates **Actuals** Adjustments Eligibility Checker

Submit Actual: 2024/25 Autumn - Fee 9 Month - 2 Year Old Funding [CHANGE](#)

Add Child Send Claim

	Status	Child	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
 	New, Unsubmitted Child	Mouse, Mickey (02-Oct-2023)	210.00	£1997.10		31-Aug-2024 - 08-Dec-2024 Grace Period: 17-Mar-2025

Add Child Send Claim

Repeat this process for each child you wish to claim funding for who are present or planned to be present during the headcount week.

- ❖ Once you have finished adding or editing all records for 9-month to 2-year-olds, 2-year-olds, and 3 & 4-year-olds click the 'Send Claim' button.
- ❖ You will see a 'Submission Successful' banner, and the child's status will update to New, Awaiting LA Download, indicating that the claim has been received by us for processing.
- ❖ If there are any queries regarding your submission, we will contact you directly.

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[Summary](#)
[Estimates](#)
[Actuals](#)
[Adjustments](#)
[Eligibility Checker](#)

 Submission Successful

Submit Actual: 2024/25 Autumn - Fee 9 Month - 2 Year Old Funding [CHANGE](#)

[Add Child](#)
[Send Claim](#)

	Status	Child	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
 	New, Awaiting LA Download	Mouse, Mickey (02-Oct-2023)	210.00	£1997.10		31-Aug-2024 - 08-Dec-2024 Grace Period: 17-Mar-2025

[Add Child](#)
[Send Claim](#)

Add a new 2 year old child

Please ensure that all mandatory fields, which are marked by a *, are completed before submission, as failure may result in a delay in your claim being processed. You must work through and complete each tab before you move onto the next tab. If you do not complete all the * fields, you will not be able to move onto another tab.

2 Year Old Children may be entitled for the following entitlements the term after their 2nd birthday.

- ❖ 15 hours for Families' receiving additional support (FRAS) i.e. Golden Ticket – Children eligible under FRAS will receive a 'Golden Ticket' from Lancashire County Council, which includes an EY voucher code. You must obtain a copy of the official letter confirming the child's EY voucher code before offering a funded place. Please do not accept the voucher code alone.
- ❖ 30 hours for eligible working families - Children who meet this eligibility criterion will be issued an 11-digit code by Childcare Choices (HMRC). It is essential to verify all codes via the eligibility checker in the Provider Portal when parents apply/renew them, ensuring the validity of the codes for the relevant term. Each term has specific deadlines by which parents must apply /renew their codes. If these deadlines are missed, families may lose access to the 30 hours funded childcare entitlement.
- ❖ Where a child qualifies for both the FRAS entitlement and the working families' entitlement, the maximum number of hours per week that can be claimed is 30. The first 15 hours per week must be claimed under the FRAS entitlement i.e. funded

hours. Any remaining hours must be claimed under the working families' entitlement i.e. expanded hours.

To ensure the child receives the correct funding allocation from the Local Authority, it's important to claim against the appropriate funding type. If you're experiencing issues when claiming with a Working Families code, please do not submit the hours under the funded hours, as this will cause delays in processing your claim. Please make sure all codes are validated before the start of term to confirm they are valid for use during that term. If you have any queries, contact us with the 11-digit code, the child's date of birth, and the parent's National Insurance number.

Reminder: You must have a copy of the 2-year-old Lancashire letter containing the child's EY Voucher code before making a claim. Also please validate all Working Family Eligibility Codes to ensure they are valid for the term you are making a claim for.

- ❖ Click on the "Funding" tab, then select "Actuals."
- ❖ Select the academic year, then the term you are submitting your claim for and then you will see the funding types available to you. **Please Note - if you cannot see the funding tabs, please contact us on fee234@lancashire.gov.uk**
- ❖ Click on the 2 Year Old Funding

The screenshot shows the 'Funding' tab selected in the top navigation bar. Below it, the 'Actuals' sub-tab is active. The main content area displays 'Actuals Head Count Records for 2024/25 - Autumn'. On the left, there is a list of academic years and terms: '2024/25' with 'Autumn' selected (submission period: 04-Jul-2024 to 11-Oct-2024), and '2023/24' with 'Summer' selected (submission period: 21-Mar-2024 to 27-Mar-2024). On the right, there is a table of funding types:

Funding Type
Fee 2 Year Old Funding
Fee 3 & 4 Year Old Funding
Fee 9 Month - 2yo Funding

Add a 2 year old child eligible under families receiving additional support (FRAS) i.e. Golden Ticket

Reminder: You must have a copy of the 2-year-old Lancashire letter containing the child's EY Voucher code before making a claim

- ❖ Click on the 'Enter EY Voucher' button

The screenshot shows the 'Enter EY Voucher' button in the bottom navigation bar. Above it, the 'Funding' tab is selected. The main content area displays 'Submit Actual: 2025/26 Autumn - 2yo Funding Sept 25 CHANGE'. Below this, there are two rows of buttons: 'Add Child', 'Enter EY Voucher', and 'Send Claim'.

- ❖ Enter the EY voucher code (found on the golden ticket letter), along with the child's date of birth and surname, then click 'Submit'.

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

Please note: If the details you enter do not match those submitted by the parents on their application, you will receive an error message. If this is the case, please contact us so we can advise you further. If you enter the code incorrectly multiple times, there will be a delay before you can try again.

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

Home Forms **Funding**

Summary Estimates **Actuals** Adjustments Eligibility Checker

Too many invalid EY Claim attempts. There will be a delay before being able to Enter EY Vouchers again.

After submitting the EY voucher code, a record for the child will automatically appear on the **summary** screen.

Provider:

Home Forms **Funding**

Summary Estimates **Actuals** Adjustments Eligibility Checker

Name: Child Test DOB: 17-Jul-2023

Summary Child Details Parent / Carer Details Funding Details Notes

Term Start Date	01-Sep-2025	Funding	
Term End Date	31-Dec-2025	Funded Hours Per Week	
No of weeks attended		Funded Hours for Term	0.00
Nominated for DAF			
Provider Total Rate	£7,460	Funding Amount @ Provider Rate	£0.00
		Child Weightings	£0.00
		Funding 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	£0.00
		Total Funding For Term (inc Adj)	£0.00

❖ Click on the 'Child Details' tab

Organisation: **Test Day Nursery**
 Provider: **Test Day Nursery (Test Provider Type)**

Home Forms Funding
 Summary Estimates **Actuals** Adjustments Eligibility Checker

Name: Child Test DOB: 17-Jul-2023

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

Child Details

Forename*
 Middle Name
 Surname*
 DOB*
 Proof of DOB ☐
 Gender* ☒ Male ☐ Female
 Preferred Surname
 Ethnicity*
 SEN COP Stage*

Update Address

Address

Address Line 1*
 Address Line 2
 Address Line 3
 Locality
 Town
 County
 Postcode*

Save **Cancel** *denotes mandatory fields

On the **Child Details** tab complete as detailed below

- ❖ Verify that the child's name, date of birth, gender, and address are correct. When claiming funding you must use the child's legal surname, if the child has a preferred surname, you can enter it in the preferred surname box. To update the child's address click the 'Update Address' button and enter the child's home post code and click on the 'search' button. Select the correct address from the drop down menu and click 'confirm'. If the correct address is not shown in the drop down list, click the 'Enter Manually' button and manually enter the correct address and click 'confirm'
- ❖ Tick 'Proof of DOB' - you are required to keep a copy of the date of birth evidence that you have seen on file, for example the child's birth certificate or passport.
- ❖ Enter the 'Preferred Surname' - when claiming funding you must use the child's legal surname, if the child has a preferred surname, you can enter it in this box.
- ❖ 'Ethnicity' - We are required by the Department for Education (DfE) to collect this information. Please select the relevant ethnicity from the drop-down box.
- ❖ 'SEN COP Stage'. Please select the relevant code from the drop-down list based on the following.
 - E – Education Health and Care Plan (EHCP)- pupil has EHCP when a formal assessment has been made. A document is in place that sets out the child's needs and the extra help they should receive.
 - K - SEN support - Extra or different help is given from that provided, as part of the school's usual curriculum. The class teacher and special educational needs co- Ordinator (SENCO) may receive advice or support from outside specialists. The pupil does not have an EHCP.
 - N – No SEN/EHCP in place

Once you have completed the child details tab, click on the **Parent/Carer** tab

Home Forms **Funding**

Summary Estimates **Actuals** Adjustments Eligibility Checker

Name: Child Test DOB: 17-Jul-2023

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

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

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

Parent / Carer Details

Forename

Test

Surname

Parent

DOB

03-Jun-1995

Email

Contact Number

☒ NI or ☐ NASS Number

NN123456A

Tick to give consent to Eligibility Checking for

☒ EYPP

☐ Working Family Eligibility

☐ Additional Support

Partner Details

Forename

Surname

DOB

Email

Contact Number

☐ NI or ☐ NASS Number

Tick to give consent to Eligibility Checking for

☐ EYPP

☐ Working Family Eligibility

☐ Additional Support

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.

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

Save Cancel

*denotes mandatory fields

On the **Parent/Carer** tab complete as detailed below

- ❖ Enter the forename, surname, date of birth, email address and contact number of the parent/carers who is the claimant of the additional support i.e. parent/carers who applied for the Golden Ticket.
- ❖ Enter the NI/NASS* number of the parent/carers the additional support i.e. parent/carers who applied for the Golden Ticket.
- ❖ Tick consent for EYPP and Additional Support. Consent for this checks is included in our Parental Agreement, which is why having a signed agreement in place for every child you're claiming entitlements for is so important. **If you don't tick the consent box or enter the incorrect details, you may miss out on EYPP funding. You do not need to tick the consent box for Working Family Eligibility, as the child is only eligible for the 15 funded hours under the FRAS entitlement.**

You can include their partners' details if you wish. Parent details for the main benefit holder should be entered into boxes on the left-hand side. If you need to swap the parent/carers details over, click on the switch button.

* NI means National Insurance Number which is in the format of: 2 letters, 6 numbers, 1 letter. NASS Number means National Asylum Support Service number which is in the format of: 9 numbers.

Once you have completed the Parent/Carer tab, click on the **Funding Details** tab

On the **Funding Details** tab complete as detailed below

Home Forms Funding

Summary Estimates Actuals Adjustments Eligibility Checker

Name: Child Test DOB: 17-Jul-2023

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

Funding Details

Start Date* 01-Sep-2025

End Date* 31-Dec-2025

Default Term Dates

Weeks Attended in Term*

Present during Census ☒

Attends Two Days or More ☐

Nominated for DAF* ☐ Yes ☐ No

Funded Hours per Week

Eligible for Funded Hours ☒

Click to check eligibility for 2-year-old receiving additional support funding **Child Eligible**

Hours*

Expanded Funded Hours per Week

Eligible for Expanded Hours ☒

Eligibility Code

Click to check eligibility for Working Family funding **Check Eligibility Code**

Expanded Hours*

Total Funded Hours per Week

Total Funded: 0.00

Attendance Days

Attends Monday ☐ Yes ☐ No

Attends Tuesday ☐ Yes ☐ No

Attends Wednesday ☐ Yes ☐ No

Attends Thursday ☐ Yes ☐ No

Attends Friday ☐ Yes ☐ No

Attends Saturday ☐ Yes ☐ No

Attends Sunday ☐ Yes ☐ No

Non-Funded Hours per Week

Non-Funded Hours*

Child is eligible for 2-year-old receiving additional support funding. Please enter Funded Hours in line with the parental declaration form.

Census Information

Funded Entitlement Weeks

Expanded Entitlement Weeks

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

Maximum Values Allowed:

Number of Weeks: 14.000

Funded Weekly Hours: 10.00

Funded Termly Hours: 140.00

Funded Yearly Hours: 520.00

Expanded Weekly Hours: 10.00

Expanded Termly Hours: 140.00

Expanded Yearly Hours: 520.00

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

Save Cancel *denotes mandatory fields

Funding Details

- ❖ **Start and End Date** - If your term dates match the EEF term dates, as noted in these Guidance Notes, then click on the 'Default Term Dates' button as the dates will then be populated with the standard EEF term dates. However, if they differ, you will need to input the dates using the calendar that appears when you click in the Start Date or End Date box. **Please note: if you are claiming the notice period for a child who is leaving your setting / claiming for a child that has started part way the term you must ensure that the 'Term Start Date' and 'Term End Date' are amended to reflect the actual period for which you are claiming.**
- ❖ **Weeks Attended in Term** – Enter the number of weeks you are claiming for. The maximum number of weeks for each term are 14 weeks in autumn, 11 weeks in spring and 13 weeks in summer. **Please note: If you are claiming the notice period for a child who is leaving your setting / claiming for a child that has started part way the term you must ensure that you amend the number of weeks.**
- ❖ **Present During Census** – Tick this box for all children that you are making a claim for, that are booked in or planned present during the headcount week.
- ❖ **Attends Two Days or More** – You only need to tick this box if the child attends 2 days or more. If they attend for less than 2 days, then leave this blank. **Please note that if this box is not ticked when the child attends for two days or more, you will not be allowed to input more than 10 funded hours per week**
- ❖ **Nominated for DAF** – If you have already applied for DAF funding and received a confirmation letter from the Local Authority stating that the child is eligible, please select “Yes.” If the child is not eligible, or you haven’t yet submitted a DAF application, please select “No.” **Please note: If you tick “Yes” without having made a DAF application, it may delay the processing of your headcount claim.**

Funded hours per Week

- ❖ A green tick should appear next to Eligible for Funded Hours as the parent/carer has already applied and we have confirmed the child's eligibility by issuing a 'Golden Ticket' letter.
- ❖ The 'Check Eligibility' button should be greyed out and read 'Child Eligible'
- ❖ Enter the number of funded hours per week. The maximum number of hours that can be claimed under the FRAS entitlement i.e. golden ticket is 15 hours per week.

Expanded Funded hours per Week

- ❖ A red cross will be displayed to indicate the child is not eligible for the Working Families entitlements.
- ❖ As there are no hours to be claimed under the expanded (i.e. Working Families) funded hours, you can leave the eligibility code field blank. However, you must enter 0 in the expanded hours field.

Total Funded Hours per Week

- ❖ This field will be automatically filled based on the number of hours you are claiming.

Attendance Days

- ❖ Please complete the children's attendance details by selecting 'Yes' next to each day they attend. This ensures accurate recording of their weekly attendance pattern.

Non-Funded Hours per Week

- ❖ Input any additional hours that the parent is paying for. Enter zero if there are no hours being paid for.

Census Information

- ❖ The funded entitlement weeks field records the number of weeks the child is expected to take their funded hours across the year, in line with the Parental Agreement. However as we do not use the stretched funding functionality in Synergy, and providers manage this outside of the system, all providers should enter 38 weeks in this field for the funding types they are claiming i.e. universal/expanded/extended

Maximum Values Allowed

- ❖ The red box shows how many funded hours are available in a term. This box will change depending on your claim. If children attend 2 days or more, you must select attends 2 days or more on the funding details tab otherwise the system will not allow you to claim for more than 10 hours per week.

Once you have completed the Funding Details tab if you have any notes to make for your claim, click on the Notes tab. This is where you can type any notes relating to the child's claim. Any previous notes will be shown on the right-hand side. **Please note that working family eligibility codes should not be entered into in this section.**

Once you have completed all tabs, click on the '**Save**' button on the bottom left. If you have any errors when trying to save your record you will get a notification that the record cannot be saved, and the errors will be listed in red at the bottom of the screen. Once you have fixed the errors listed you will be able to save the record.

Once you have successfully saved the record, you will be taken back to the actuals list. The child status will now show as New, Unsubmitted Child. Please double check the funded hours listed are correct as this is what will be submitted to us. If the funded hours are not correct, please go back into the child's record to edit and save the child's record.

Status	Child	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
New, Unsubmitted Child	Child, Test (03-Mar-2023)	210.00	0.00	£1566.60		

Repeat this process for each child you wish to claim funding for who are present or planned to be present during the headcount week.

- ❖ Once you have finished adding or editing all records for 9-month to 2-year-olds, 2-year-olds, and 3 & 4-year-olds click the 'Send Claim' button.
- ❖ You will see a 'Submission Successful' banner, and the child's status will update to New, Awaiting LA Download, indicating that the claim has been received by us for processing.
- ❖ If there are any queries regarding your submission, we will contact you directly.

The screenshot shows the 'Funding' tab selected in the top navigation bar. Below the navigation bar, there is a green banner with a checkmark icon and the text 'Submission Successful'. Below this banner, there is a link 'Submit Actual: 2024/25 Autumn - Fee 9 Month - 2 Year Old Funding' with a 'CHANGE' link next to it. Below the link, there are two buttons: 'Add Child' and 'Send Claim'. Below the buttons, there is a table with the following data:

Status	Child	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
New, Awaiting LA Download	Mouse, Mickey (02-Oct-2023)	210.00	£1997.10		31-Aug-2024 - 08-Dec-2024 Grace Period: 17-Mar-2025

Below the table, there are two buttons: 'Add Child' and 'Send Claim'.

Add a 2 year old child eligible under working families'

Reminder: You must have a valid Working Family eligibility code before making a claim.

- ❖ Click on the 'Add Child' button

The screenshot shows the 'Funding' tab selected in the top navigation bar. Below the navigation bar, there is a light blue banner with the text 'Organisation: Test Day Nursery' and 'Provider: Test Day Nursery (Test Provider Type)'. Below this banner, there is a link 'Submit Actual: 2025/26 Autumn - 2yo Funding Sept 25' with a 'CHANGE' link next to it. Below the link, there are three buttons: 'Add Child', 'Enter EY Voucher', and 'Send Claim'. Below the buttons, there are three more buttons: 'Add Child', 'Enter EY Voucher', and 'Send Claim'.

- ❖ Once you have clicked on the Add Child button you will be taken to the Child Details tab

The screenshot shows the 'Funding' tab in the Early Years Provider Portal. Under the 'Child Details' sub-tab, there are two main sections: 'Child Details' and 'Address'. The 'Child Details' section contains fields for Forename*, Middle Name, Surname*, DOB*, Proof of DOB (checkbox), Gender* (Male/Female radio buttons), Preferred Surname, Ethnicity* (dropdown), and SEN COP Stage* (dropdown). The 'Address' section includes a 'Search for an Address' section with Primary and Postcode* fields and a 'Search' button, followed by fields for Address Line 1*, Address Line 2, Address Line 3, Locality, Town, County, and Postcode*. At the bottom left are 'Save' and 'Cancel' buttons. A note at the bottom center states '*denotes mandatory fields'.

On the **Child Details** tab complete as detailed below

- ❖ Enter the 'Child's Name'/Date of Birth/Gender – Complete these as per the child's birth certificate. When claiming funding you must use the child's legal surname, if the child has a preferred surname, you can enter it in the preferred surname box.
- ❖ Tick 'Proof of DOB' - you are required to keep a copy of the date of birth evidence that you have seen on file, for example the child's birth certificate or passport.
- ❖ Enter the 'Preferred Surname' - when claiming funding you must use the child's legal surname, if the child has a preferred surname, you can enter it in this box.
- ❖ 'Ethnicity' - We are required by the Department for Education (DfE) to collect this information. Please select the relevant ethnicity from the drop-down box.
- ❖ 'SEN COP Stage'. Please select the relevant code from the drop-down list based on the following.
 - E – Education Health and Care Plan (EHCP)- pupil has EHCP when a formal assessment has been made. A document is in place that sets out the child's needs and the extra help they should receive.
 - K - SEN support - Extra or different help is given from that provided, as part of the school's usual curriculum. The class teacher and special educational needs co- Ordinator (SENCO) may receive advice or support from outside specialists. The pupil does not have an EHCP.
 - N – No SEN/EHCP in place
- ❖ Enter the 'Child's Address' - enter the child's home postcode and click on the search button, then from the drop-down box select the correct address and click on the confirm button.
- ❖ If the address cannot be found the following error message will appear at the bottom of the page.

No matches were found. Please check your search criteria and try again or enter address manually.
- ❖ You will need to check the address and once the correct address has been confirmed try again or enter the address manually. When entering the address manually you will need to enter address line 1 (name/number of house) and the

postcode and click on the confirm button

Search for an Address

Primary

Postcode*

Address

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

❖ Once you have completed the child details tab, click on the **Parent/Carer** tab.

Home Forms **Funding**

Summary Estimates **Actuals** Adjustments Eligibility Checker

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

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

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

Parent / Carer Details Forename Parent Surname Test DOB 15-Jun-1993 Email Contact Number ☒ NI or ☐ NASS Number NN123456A Tick to give consent to Eligibility Checking for ☒ EYPP ☒ Working Family Eligibility ☒ Additional Support	Partner Details Forename Surname DOB Email Contact Number ☐ NI or ☐ NASS Number Tick to give consent to Eligibility Checking for ☐ EYPP ☐ Working Family Eligibility ☐ Additional Support
---	--

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.

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

*denotes mandatory fields

On the **Parent/Carer** tab complete as detailed below

- ❖ Enter the forename, surname, date of birth, email address and contact number of the parent/carers who is the claimant of the Working Families entitlement
- ❖ Enter the NI/NASS* number of the parent/carers who is the claimant the Working Families entitlement.
- ❖ Tick consent for EYPP, Working Family Eligibility and Additional Support. Consent for these checks is included in our Parental Agreement, which is why having a signed agreement in place for every child you're claiming entitlements for is so important. **If you don't tick the consent box or enter the incorrect details, you will not be able to claim the Working Family entitlement and may miss out on EYPP. By ticking the Additional Support box you will be able to check whether the child also qualifies for the 2-year-old entitlement under the families receiving additional support criteria. We ask providers to tick this consent box so we can carry out the eligibility check. In line with the Department for Education (DfE) guidance, if a child**

is eligible for both the Working Families entitlement and the entitlement for families receiving additional support, the Local Authority must fund the first 15 hours under the additional support entitlement. This ensures that if the child later becomes ineligible for the Working Families entitlement, they can continue to receive 15 hours per week under the additional support entitlement

You can include their partners' details if you wish. Parent details for the main benefit holder should be entered into boxes on the left-hand side. If you need to swap the parent/carers details over, click on the switch button.

* NI means National Insurance Number which is in the format of: 2 letters, 6 numbers, 1 letter. NASS Number means National Asylum Support Service number which is in the format of: 9 numbers.

❖ Once you have completed the Parent/Carer tab, click on the Funding Details tab

Home Forms Funding

Summary Estimates Actuals Adjustments Eligibility Checker

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

Funding Details

Start Date*

End Date*

Default Term Dates

Weeks Attended in Term*

Present during Census ☐

Attends Two Days or More ☐

Nominated for DAF* ☐ Yes ☐ No

Funded Hours per Week

Eligible for Funded Hours ☐

Click to check eligibility for 2-year-old receiving additional support funding **Check Eligibility**

Hours*

Expanded Funded Hours per Week

Eligible for Expanded Hours ☐

Eligibility Code

Click to check eligibility for Working Family funding **Check Eligibility Code**

Expanded Hours*

Total Funded Hours per Week

Total Funded:

Attendance Days

Attends Monday ☐ Yes ☐ No

Attends Tuesday ☐ Yes ☐ No

Attends Wednesday ☐ Yes ☐ No

Attends Thursday ☐ Yes ☐ No

Attends Friday ☐ Yes ☐ No

Attends Saturday ☐ Yes ☐ No

Attends Sunday ☐ Yes ☐ No

Non-Funded Hours per Week

Non-Funded Hours*

An Eligibility Check for 2-year-old receiving additional support funding should be carried out if claiming Funded Hours. If the Eligibility check returns as not being eligible hours can still be entered, but may be rejected by the LA.

Census Information

Funded Entitlement Weeks

Expanded Entitlement Weeks

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

Maximum Values Allowed:

Number of Weeks: 14.000

Funded Weekly Hours: 10.00

Funded Termly Hours: 140.00

Funded Yearly Hours: 520.00

Expanded Weekly Hours: 10.00

Expanded Termly Hours: 140.00

Expanded Yearly Hours: 520.00

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

Save Cancel

*denotes mandatory fields

On the **Funding Details** tab complete as detailed below

Funding Details

❖ **Start and End Date** - If your term dates match the EEF term dates, as noted in these Guidance Notes, then click on the 'Default Term Dates' button as the dates will then be populated with the standard EEF term dates. However, if they differ, you will need to input the dates using the calendar that appears when you click in

the Start Date or End Date box. **Please note: if you are claiming the notice period for a child who is leaving your setting / claiming for a child that has started part way the term you must ensure that the 'Term Start Date' and 'Term End Date' are amended to reflect the actual period for which you are claiming.**

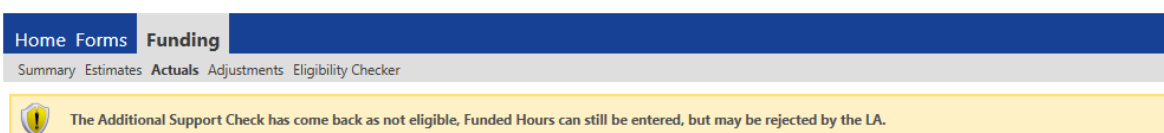
- ❖ Weeks Attended in Term – Enter the number of weeks you are claiming for. The maximum number of weeks for each term are 14 weeks in autumn, 11 weeks in spring and 13 weeks in summer. **Please note: If you are claiming the notice period for a child who is leaving your setting / claiming for a child that has started part way the term you must ensure that you amend the number of weeks.**
- ❖ Present During Census – Tick this box for all children that you are making a claim for, that are booked in or planned present during the headcount week.
- ❖ Attends Two Days or More – You only need to tick this box if the child attends 2 days or more. If they attend for less than 2 days, then leave this blank. **Please note that if this box is not ticked when the child attends for two days or more, you will not be allowed to input more than 10 funded hours per week**
- ❖ Nominated for DAF – If you have already applied for DAF funding and received a confirmation letter from the Local Authority stating that the child is eligible, please select “Yes.” If the child is not eligible, or you haven’t yet submitted a DAF application, please select “No.” **Please note: If you tick “Yes” without having made a DAF application, it may delay the processing of your headcount claim.**

Funded hours per Week

- ❖ A red cross will show next to Eligible for Funded Hours.
- ❖ Click the 'Check Eligibility' button to check if the child is eligible for the 2 year old FRAS entitlement. Please note – The system will only do an eligibility check if you have completed the parent/carer tab and consented to the additional funding check.
- ❖ If the child is eligible under the FRAS entitlement, you will see the following message.
- ❖ You must claim the first 15 hours under the FRAS entitlement i.e. funded hours and any remaining hours under the working families' entitlement i.e. expanded hours. The maximum number of hours that can be claimed under the FRAS entitlement i.e. golden ticket is 15 hours per week.



- ❖ If the child is not eligible under the FRAS entitlement you will see the following message
- ❖ In the funded hours box enter 0. If the child is not eligible for the funded hours and hours are entered into this field your claim will be rejected, and you will be required to resubmit the claim under the working families' entitlement (expanded hours). As the child is only eligible for the Working Families entitlement all hours must be claimed under the Expanded hours.



Expanded Funded Hours per Week

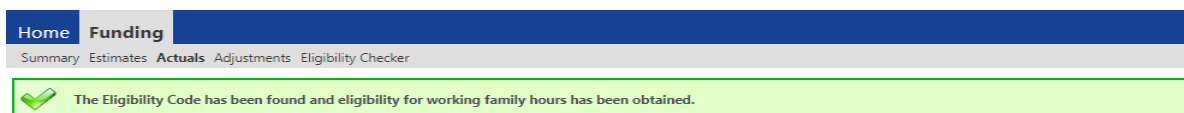
- ❖ The Eligible for Expanded Hours field will show a red cross. This indicates that an eligibility check has not yet been carried out to check if the child is eligible
- ❖ Eligibility code – Enter the child's 11 digit eligibility code
- ❖ Check eligibility code – click on the blue button 'check eligibility code'. The system will then perform an eligibility check and display the results
- ❖ If eligible under the working families' entitlement enter the number of expanded hours per week. The maximum number of hours that can be claimed under the Working Families' entitlement is 30 hours per week.

Please note:

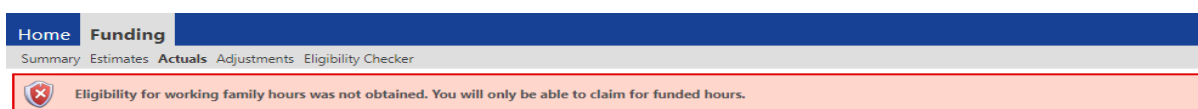
If the child is eligible for both the FRAS entitlement and the working families' entitlement you must claim the first 15 hours against the funded hours and any remaining hours against the expanded hours.

If the child is only eligible for the working families' entitlement all hours must be claimed against the expanded hours. Please do not enter any hours in the funded hours box if the child is not eligible as your claim will be rejected.

This message indicates that the child is eligible for the expanded hours and that the eligibility code is valid for the current term. You can proceed to submit a claim for the expanded hours.



This message indicates that some of the information recorded may be incorrect. Please verify the child's date of birth, eligibility code, and the parent/carer's National Insurance number with them. If all details are correct both on your end and with HMRC, it may mean the parent/carer is no longer eligible for the expanded hours. You should check the validity dates of the eligibility code to confirm whether it is still active. If there are any concerns, the parent/carer should contact Childcare Choices (HMRC) directly for further clarification.



This message indicates that while the child is eligible for the working families' entitlement, the code is not valid for the term you intend to use it. This usually means the code was either applied for or renewed too late, missing the termly deadline. When a parent/carer applies for or renews a code, you should always validate it using the eligibility checker in the Provider Portal to confirm it is valid for the intended term. For a code to be valid, you must ensure that:

- ❖ It is the term after the child has reached the relevant age of eligibility.
- ❖ The Voucher Start Date is before the first day of the term you wish to claim funding

for.

- ❖ The Voucher End Date is on or after the first day of the term you wish to claim funding for.



Please note: Where a child is starting a new working families' placement but is in their grace period or the family are no longer eligible for the Working Families entitlements, if they also qualify for a funded 2-year-old place under FRAS entitlement (i.e. LCC Golden Ticket), they can still receive 15 hours per week under the funded hours

Total Funded Hours per Week

- ❖ This field will be automatically filled based on the number of hours you are claiming.

Attendance Days

- ❖ Please complete the children's attendance details by selecting 'Yes' next to each day they attend. This ensures accurate recording of their weekly attendance pattern.

Non-Funded Hours per Week

- ❖ Input any additional hours that the parent is paying for. Enter zero if there are no hours being paid for

Census Information

- ❖ The funded entitlement weeks field records the number of weeks the child is expected to take their funded hours across the year, in line with the Parental Agreement. However as we do not use the stretched funding functionality in Synergy, and providers manage this outside of the system, all providers should enter 38 weeks in this field for the funding types they are claiming i.e. universal/expanded/extended

Maximum Values Allowed

- ❖ The red box shows how many funded hours are available in a term. This box will change depending on your claim. If children attend 2 days or more, you must select attends 2 days or more on the funding details tab otherwise the system will not allow you to claim for more than 10 hours per week.

Once you have completed the Funding Details tab if you have any notes to make for your claim, click on the Notes tab. This is where you can type any notes relating to the child's claim. Any previous notes will be shown on the right-hand side. **Please note that working family eligibility codes should not be entered into in this section.**

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

Add a new note

Notes History

Save Cancel

*denotes mandatory fields

Once you have completed all tabs, click on the **'Save'** button on the bottom left. If you have any errors when trying to save your record you will get a notification that the record cannot be saved, and the errors will be listed in red at the bottom of the screen. Once you have fixed the errors listed you will be able to save the record.

Save Record Failed Due To The Errors Listed Below

The following errors need to be fixed before the record can be saved:

Address Line 1 must be entered (Child Details Tab)

Term End Date must be entered (Funding Details Tab)

Non-Funded Hours must be entered (Funding Details Tab)

Save Cancel

*denotes mandatory fields

Once you have successfully saved the record, you will be taken back to the actuals list. The child status will now show as New, Unsubmitted Child. Please double check the funded hours listed are correct as this is what will be submitted to us. If the funded hours are not correct, please go back into the child's record to edit and save the child's record.

Add Child Enter EY Voucher Send Claim

	Status	Child	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
	 New, Unsubmitted Child	Child, Test (03-Mar-2023)	0.00	0.00	£0.00		31-Aug-2025 - 08-Dec-2025 Grace Period: 17-Mar-2026

Repeat this process for each child you wish to claim funding for who are present or planned to be present during the headcount week

- ❖ Once you have finished adding or editing all records for 9-month to 2-year-olds, 2-year-olds, and 3 & 4-year-olds click the 'Send Claim' button.
- ❖ You will see a 'Submission Successful' banner, and the child's status will update to New, Awaiting LA Download, indicating that the claim has been received by us for processing.
- ❖ If there are any queries regarding your submission, we will contact you directly.

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 Submission Successful

Submit Actual: 2024/25 Autumn - Fee 9 Month - 2 Year Old Funding [CHANGE](#)

[Add Child](#) [Send Claim](#)

	Status	Child	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
	 New, Awaiting LA Download	Mouse, Mickey (02-Oct-2023)	210.00	£1997.10		31-Aug-2024 - 08-Dec-2024 Grace Period: 17-Mar-2025

[Add Child](#) [Send Claim](#)

Add a new 3&4 year old child

Please ensure that all mandatory fields, which are marked by a *, are completed before submission, as failure may result in a delay in your claim being processed. You must work through and complete each tab before you move onto the next tab. If you do not complete all the * fields, you will not be able to move onto another tab.

Reminder: Please validate all Working Family Eligibility Codes to ensure they are valid for the term you are making a claim for.

- ❖ Click on the Add Child button

Home Forms **Funding**

Summary Estimates Actuals **Adjustments** Eligibility Checker

Submit Adjustments: 2022/23 Summer - Fee 3 & 4 Year Old Funding [CHANGE](#)

[Add Child](#) [Send Claim](#)

- ❖ Once you have clicked on the Add Child button you will be taken to the **Child Details** tab

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Child Details [Parent / Carer Details](#) [Funding Details](#) [Notes](#)

Child Details

Forename*

Middle Name

Surname*

DOB*

Proof of DOB ☐

Gender* ☐ Male ☐ Female

Preferred Surname

Ethnicity*

SEN COP Stage*

Search for an Address

Primary

Postcode*

[Search](#)

Address

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

[Save](#) [Cancel](#) *denotes mandatory fields

On the **Child Details** tab complete as detailed below

- ❖ Enter the 'Child's Name'/Date of Birth/Gender – Complete these as per the child's birth certificate. When claiming funding you must use the child's legal surname, if the child has a preferred surname, you can enter it in the preferred surname box.
- ❖ Tick 'Proof of DOB' - you are required to keep a copy of the date of birth evidence that you have seen on file, for example the child's birth certificate or passport.
- ❖ Enter the 'Preferred Surname' - when claiming funding you must use the child's legal surname, if the child has a preferred surname, you can enter it in this box.
- ❖ 'Ethnicity' - We are required by the Department for Education (DfE) to collect this information. Please select the relevant ethnicity from the drop-down box.
- ❖ 'SEN COP Stage'. Please select the relevant code from the drop-down list based on the following.
 - E – Education Health and Care Plan (EHCP)- pupil has EHCP when a formal assessment has been made. A document is in place that sets out the child's needs and the extra help they should receive.
 - K - SEN support - Extra or different help is given from that provided, as part of the school's usual curriculum. The class teacher and special educational needs co- Ordinator (SENCO) may receive advice or support from outside specialists. The pupil does not have an EHCP.
 - N – No SEN/EHCP in place
- ❖ Enter the 'Child's Address' - enter the child's home postcode and click on the search button, then from the drop-down box select the correct address and click on the confirm button.
- ❖ If the address cannot be found the following error message will appear at the bottom of the page.

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

- ❖ You will need to check the address and once the correct address has been confirmed try again or enter the address manually. When entering the address manually you will need to enter address line 1 (name/number of house) and the postcode and click on the confirm button

Search for an Address

Primary

Postcode*

Address

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

❖ Once you have completed the child details tab, click on the **Parent/Carer** tab.

Home Forms **Funding**

Summary Estimates **Actuals** Adjustments Eligibility Checker

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.

Parent / Carer Details

Forename

Surname

DOB

Email

Contact Number

☐ NI or ☐ NASS Number

Tick to give consent to Eligibility Checking for ☐ EYPP ☐ Working Family Eligibility

Partner Details

Forename

Surname

DOB

Email

Contact Number

☐ NI or ☐ NASS Number

Tick to give consent to Eligibility Checking for ☐ EYPP ☐ Working Family Eligibility

[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.

[Save](#) [Cancel](#) *denotes mandatory fields

On the **Parent/Carer** tab complete as detailed below

- ❖ Enter the forename, surname, date of birth, email address and contact number of the parent/carers who is the claimant of any additional government support / Working Families entitlement (if applicable)
- ❖ Enter the NI/NASS* number of the parent/carers who is the claimant of any additional government support/ the Working Families entitlement. (if applicable)
- ❖ Tick consent for EYPP and Working Family Eligibility. Consent for these checks is included in our Parental Agreement, which is why having a signed agreement in place for every child you're claiming entitlements for is so important. **If you don't tick the consent box or enter the incorrect details, you will not be able to claim the Working Family entitlement and may miss out on EYPP.**

You can include their partners' details if you wish. Parent details for the main benefit holder should be entered into boxes on the left-hand side. If you need to swap the parent/carers details over, click on the switch button.

* NI means National Insurance Number which is in the format of: 2 letters, 6 numbers, 1 letter. NASS Number means National Asylum Support Service number which is in the format of: 9 numbers.

❖ Once you have completed the Parent/Carer tab, click on the **Funding Details** tab

Funding Details

Start Date*

End Date*

Weeks Attended in Term*

Present during Census ☒

Attends Two Days or More ☐

Nominated for DAF* ☐ Yes ☐ No

Funded Hours per Week

Hours*

Extended Funded Hours per Week

Eligible for Extended Hours ☒

Eligibility Code

Click to check eligibility for Working Family funding

Extended Hours*

Total Funded Hours per Week

Total Funded:

Attendance Days

Attends Monday ☐ Yes ☐ No

Attends Tuesday ☐ Yes ☐ No

Attends Wednesday ☐ Yes ☐ No

Attends Thursday ☐ Yes ☐ No

Attends Friday ☐ Yes ☐ No

Attends Saturday ☐ Yes ☐ No

Attends Sunday ☐ Yes ☐ No

Census Information

Funded Entitlement Weeks

Extended Entitlement Weeks

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

Maximum Values Allowed:

Number of Weeks:	14.000
Funded Weekly Hours:	10.00
Funded Termly Hours:	140.00
Funded Yearly Hours:	520.00
Extended Weekly Hours:	10.00
Extended Termly Hours:	140.00
Extended Yearly Hours:	520.00

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

*denotes mandatory fields

On the **Funding Details** tab complete as detailed below

Funding Details

- ❖ **Start and End Date** - If your term dates match the EEF term dates, as noted in these Guidance Notes, then click on the 'Default Term Dates' button as the dates will then be populated with the standard EEF term dates. However, if they differ, you will need to input the dates using the calendar that appears when you click in the Start Date or End Date box. **Please note: if you are claiming the notice period for a child who is leaving your setting / claiming for a child that has started part way the term you must ensure that the 'Term Start Date' and 'Term End Date' are amended to reflect the actual period for which you are claiming.**
- ❖ **Weeks Attended in Term** – Enter the number of weeks you are claiming for. The maximum number of weeks for each term are 14 weeks in autumn, 11 weeks in spring and 13 weeks in summer. **Please note: If you are claiming the notice period for a child who is leaving your setting / claiming for a child that has started part way the term you must ensure that you amend the number of weeks.**
- ❖ **Present During Census** – Tick this box for all children that you are making a claim for, that are booked in or planned present during the headcount week.
- ❖ **Attends Two Days or More** – You only need to tick this box if the child attends 2 days or more. If they attend for less than 2 days, then leave this blank. **Please note that if this box is not ticked when the child attends for two days or more, you will not be allowed to input more than 10 funded hours per week**
- ❖ **Nominated for DAF** – If you have already applied for DAF funding and received a confirmation letter from the Local Authority stating that the child is eligible, please select “Yes.” If the child is not eligible, or you haven’t yet submitted a DAF

application, please select “No.”. **Please note: If you tick “Yes” without having made a DAF application, it may delay the processing of your headcount claim.**

Funded Hours per week

- ❖ All children from the term after their 3rd birthday are entitled to 15 hours of funded childcare per week.
- ❖ Enter the number of funded hours per week. The maximum number of hours that can be claimed under the funded hours is 15
- ❖ If you are not claiming any funded hours please enter 0

Extended Funded Hours per Week

Please note: If the eligibility code is already displayed and there is a tick in the eligible for Extended Hours box, you do not need to click the blue Check Eligibility Code.

- ❖ The Eligible for Extended Hours field will show a red cross. This indicates that an eligibility check has not yet been carried out to check if the child is eligible
- ❖ Eligibility code – Enter the child's 11 digit eligibility code
- ❖ Check eligibility code – click on the blue button 'check eligibility code'. The system will then perform an eligibility check and display the results
- ❖ If eligible enter the number of extended hours per week. The maximum number of hours that can be claimed under the Extended hours is 30 hours per week. For a child who is accessing 30 hours of funded childcare you will need to enter 15 funded hours and 15 extended hours.
- ❖ If the child is not eligible for extended hours please enter 0.

This message indicates that the child is eligible for the extended hours and that the eligibility code is valid for the current term. You can proceed to submit a claim for the extended hours.

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[Summary](#) [Estimates](#) [Actuals](#) [Adjustments](#) [Eligibility Checker](#)

The Eligibility Code has been found and eligibility for working family hours has been obtained.

This message indicates that some of the information recorded may be incorrect. Please verify the child's date of birth, eligibility code, and the parent/carer's National Insurance number with them. If all details are correct both on your end and with HMRC, it may mean the parent/carer is no longer eligible for the extended hours. You should check the validity dates of the eligibility code to confirm whether it is still active. If there are any concerns, the parent/carer should contact Childcare Choices (HMRC) directly for further clarification.

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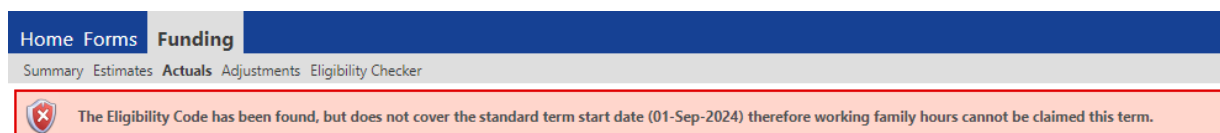
[Summary](#) [Estimates](#) [Actuals](#) [Adjustments](#) [Eligibility Checker](#)

Eligibility for working family hours was not obtained. You will only be able to claim for funded hours.

This message indicates that while the child is eligible for the working families' entitlement, the code is not valid for the term you intend to use it. This usually means

the code was either applied for or renewed too late, missing the termly deadline. When a parent/carer applies for or renews a code, you should always validate it using the eligibility checker in the Provider Portal to confirm it is valid for the intended term. For a code to be valid, you must ensure that:

- ❖ It is the term after the child has reached the relevant age of eligibility.
- ❖ The Voucher Start Date is before the first day of the term you wish to claim funding for.
- ❖ The Voucher End Date is on or after the first day of the term you wish to claim funding for.



Total Funded Hours per Week

- ❖ This field will be automatically filled based on the number of hours you are claiming.

Attendance Days

- ❖ Please complete the children's attendance details by selecting 'Yes' next to each day they attend. This ensures accurate recording of their weekly attendance pattern.

Non-Funded Hours per Week

- ❖ Input any additional hours that the parent is paying for. Enter zero if there are no hours being paid for.

Census Information.

- ❖ The expanded entitlement weeks field records the number of weeks the child is expected to take their funded hours across the year, in line with the Parental Agreement. However as we do not use the stretched funding functionality in Synergy, and providers manage this outside of the system, all providers should enter 38 weeks in this field for the funding types they are claiming i.e. universal/expanded/extended

Maximum Values Allowed

- ❖ The red box shows how many funded hours are available in a term. This box will change depending on your claim. If children attend 2 days or more, you must select attends 2 days or more on the funding details tab otherwise the system will not allow you to claim for more than 10 hours per week.

Once you have completed the Funding Details tab if you have any notes to make for your claim, click on the Notes tab. This is where you can type any notes relating to the child's claim. Any previous notes will be shown on the right-hand side. **Please note that working family eligibility codes should not be entered into in this section.**

Once all tabs have been completed, click the **'Save'** button located at the bottom left of the screen. If there are any errors preventing the record from being saved, a notification will appear, and the specific errors will be listed in red at the bottom of the screen. Review and correct each error listed. Once all issues have been resolved, you will be able to successfully save the record.

Once the record has been successfully saved, you will be returned to the Actuals List. The child's status will now appear as New, Unsubmitted Child. Please double-check that the funded hours displayed are correct, as these are the hours that will be submitted to us. If the funded hours are incorrect, you will need to go back into the child's record, make the necessary edits, and save the record again.

Child's record, make the necessary edits, and save the record again.

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Submit Actual: 2023/24 Summer - Fee 3 & 4 Year Old Funding [CHANGE](#)

Add Child

Send Claim

	Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
New, Unsubmitted Child		Mouse, Mickey (11-Aug-2020)	195.00	0.00	£1054.95		

Add Child

Send Claim

Repeat this process for each child you wish to claim funding for who are present or

planned to be present during the headcount week.

- ❖ Once you have finished adding or editing all records for 9-month to 2-year-olds, 2-year-olds, and 3 & 4-year-olds click the 'Send Claim' button.
- ❖ You will see a 'Submission Successful' banner, and the child's status will update to New, Awaiting LA Download, indicating that the claim has been received by us for processing.
- ❖ If there are any queries regarding your submission, we will contact you directly

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 Submission Successful

[Submit Actual: 2025/26 Autumn - Fee 3 & 4 Year Old Funding](#) [CHANGE](#)

[Add Child](#)
[Send Claim](#)

	Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
 	New, Awaiting LA Download	Child2, Test (11-Dec-2021)	210.00	0.00	£1197.00		

[Add Child](#)
[Send Claim](#)

Once you have completed your headcount claim for children aged 9 months to 2 years, 2-year-olds, and 3 & 4-year-olds, please ensure you carefully review the list of actuals before submitting. This list reflects the data that will be sent to us, so it's important that all information is accurate. If you need to make any changes after submitting your claim, and the Provider Portal is still open for headcount submissions, you can edit the relevant record. Once the changes are made, you must click Send Claim again to ensure the updated information is received. Please note that if you miss the submission deadline, we will not be able to reopen the Provider Portal. It is therefore essential that all claims are submitted within the specified deadlines.

Add a headcount claim for an existing child

Your headcount form for the new term will be pre-populated with details of children submitted in the previous term who remain age eligible. However, the funded hours will need updating before you submit your claim. Any existing children that are already eligible for EYPP should have EYP displayed in the weighting column. **Please note that if you claimed for a new child in the previous term via the supplementary process after the term was carried forward, their record will not appear in the new term's form. In this case, you will need to manually add the child to your list.**

- ❖ You must edit each existing record to either update the claim for the new term or delete the record if it is no longer applicable.
- ❖ From your list of pre-populated children click on the child's name whose record you wish to edit

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Submit Actual: 2022/23 Summer - Fee 3 & 4 Year Old Funding [CHANGE](#)

[Add Child](#)
[Send Claim](#)

	Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
X		Mouse, Mickey (11-Aug-2020)	195.00	0.00	£1054.95		

[Add Child](#)
[Send Claim](#)

When you open a child's record, it will display their summary screen. If the child is eligible for extended or expanded hours, the validity start and end dates of their code will be shown here. This helps confirm whether the code is valid for the current term. The Summary tab will also indicate whether your setting is nominated for the Disability Access Fund (DAF) payment, provided the child is eligible

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Name: Test Child2 DOB: 11-Dec-2021

[Summary](#)
[Child Details](#)
[Parent / Carer Details](#)
[Funding Details](#)
[Notes](#)

Term Start Date

01-Sep-2025

Term End Date

31-Dec-2025

No of weeks attended

14.000

Nominated for DAF

No

Eligibility Start Date

31-Aug-2025

Eligibility End Date

08-Dec-2025

Grace Period End Date

17-Mar-2026

Eligibility last checked

17-Oct-2025 14:17:37

Provider Total Rate

£5,700

Funding

Funded Hours Per Week

0.00

Funded Hours for Term

0.00

Funding Amount @ Provider Rate

£0.00

Child Weightings

£0.00

Funding 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

£0.00

Total Funding For Term (inc Adj)

£0.00

[Save](#)
[Cancel](#)

*denotes mandatory fields

❖ Click on the Child Details tab

Name: Test Child2 DOB: 11-Dec-2021

[Summary](#)
[Child Details](#)
[Parent / Carer Details](#)
[Funding Details](#)
[Notes](#)

Child Details

Forename*

Test

Middle Name

Surname*

Child2

DOB*

11-Dec-2021

Proof of DOB

☐

Gender*

☒ Male ☐ Female

Preferred Surname

Ethnicity*

MWBA Mixed White / Black A ▾

SEN COP Stage*

E Education health and care f ▾

Update Address

Address

Address Line 1*

Po Box 100

Address Line 2

Royal Mail

Address Line 3

Christian Road

Locality

Town

Preston

County

Postcode*

PR1 0LD

[Save](#)
[Cancel](#)

*denotes mandatory fields

On the **Child Details** tab complete as detailed below

- ❖ Verify that the child's name, date of birth, gender, and address are correct. When claiming funding you must use the child's legal surname, if the child has a preferred surname, you can enter it in the preferred surname box. **Please note: if you are amending the child's date of birth you will be required to submit a copy of the child's birth certificate or passport to fee234@lancashire.gov.uk as evidence of the change before the amendment will be accepted by LCC.**
- ❖ To update the child's address click the 'Update Address' button and enter the child's home post code and click on the 'search' button. Select the correct address from the drop down menu and click 'confirm'. If the correct address is not shown in the drop down list, click the 'Enter Manually' button and manually enter the correct address and click 'confirm'
- ❖ Tick 'Proof of DOB' - you are required to keep a copy of the date of birth evidence that you have seen on file, for example the child's birth certificate or passport.
- ❖ Enter the 'Preferred Surname' - when claiming funding you must use the child's legal surname, if the child has a preferred surname, you can enter it in this box.
- ❖ 'Ethnicity' - We are required by the Department for Education (DfE) to collect this information. Please select the relevant ethnicity from the drop-down box.
- ❖ 'SEN COP Stage'. Please select the relevant code from the drop-down list based on the following.
 - E – Education Health and Care Plan (EHCP)- pupil has EHCP when a formal assessment has been made. A document is in place that sets out the child's needs and the extra help they should receive.
 - K - SEN support - Extra or different help is given from that provided, as part of the school's usual curriculum. The class teacher and special educational needs co- Ordinator (SENCO) may receive advice or support from outside specialists. The pupil does not have an EHCP.
 - N – No SEN/EHCP in place

❖ Once you have completed the child details tab, click on the **Parent/Carer** tab

2 Year old parent/carers tab

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

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

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

Parent / Carer Details		Partner Details	
Forename		Forename	
Surname		Surname	
DOB		DOB	
Email		Email	
Contact Number		Contact Number	
☐ NI or ☐ NASS Number		☐ NI or ☐ NASS Number	
☐ Tick to give consent to Eligibility Checking for ☐ EYPP ☐ Working Family Eligibility ☐ Additional Support		☐ Tick to give consent to Eligibility Checking for ☐ EYPP ☐ Working Family Eligibility ☐ Additional Support	

[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.

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

[Save](#) [Cancel](#) *denotes mandatory fields

9 month – 2 Year old and 3&4 Year Old parent/carers tab

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

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

Parent / Carer Details

Forename

Surname

DOB

Email

Contact Number

☐ NI or ☐ NASS Number

Tick to give consent to Eligibility Checking for ☐ EYPP ☐ Working Family Eligibility

Partner Details

Forename

Surname

DOB

Email

Contact Number

☐ NI or ☐ NASS Number

Tick to give consent to Eligibility Checking for ☐ EYPP ☐ Working Family Eligibility

[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.

[Save](#) [Cancel](#) *denotes mandatory fields

On the **Parent/Carer** tab complete as detailed below

- ❖ Check if all details are correct and amend if necessary.
- ❖ Ensure the relevant consent boxes have been ticked to ensure you can check eligibility for EYPP, Working Families and Additional Support (Golden ticket). Consent for these checks is included in our Parental Agreement, which is why having a signed agreement in place for every child you're claiming entitlements for is so important. **If you don't tick the consent box or enter the incorrect details, you will not be able to claim the Working Family/Additional Support (Golden Ticket) entitlement and may miss out on EYPP. Please note for the 9month to 2 Year Old and 3&4 Funding you will only see the consent boxes for EYPP and Working Families'. The 2 Year Funding will have consent boxes for EYPP, Working Families and Additional Support. This enables providers to check to see if any children eligible under the Working Families entitlement are also eligible under the Additional Support entitlement.**

❖ Once you have completed the Parent/Carer tab, click on the Funding Details tab

On the **Funding Details** tab complete as detailed below

Funding Details

- ❖ **Start and End Date** - If your term dates match the EEF term dates, as noted in these Guidance Notes, then click on the 'Default Term Dates' button as the dates will then be populated with the standard EEF term dates. However, if they differ, you will need to input the dates using the calendar that appears when you click in the Start Date or End Date box. **Please note: if you are claiming the notice period for a child who is leaving your setting / claiming for a child that has started part way the term you must ensure that the 'Term Start Date' and 'Term End Date' are amended to reflect the actual period for which you are claiming.**
- ❖ **Weeks Attended in Term** – Enter the number of weeks you are claiming for. The maximum number of weeks for each term are 14 weeks in autumn, 11 weeks in spring and 13 weeks in summer. **Please note: If you are claiming the notice period for a child who is leaving your setting / claiming for a child that has started part way the term you must ensure that you amend the number of weeks.**

- ❖ Present During Census – Tick this box for all children that you are making a claim for, that are booked in or planned present during the headcount week.
- ❖ Attends Two Days or More – You only need to tick this box if the child attends 2 days or more. If they attend for less than 2 days, then leave this blank. **Please note that if this box is not ticked when the child attends for two days or more, you will not be allowed to input more than 10 funded hours per week**
- ❖ Nominated for DAF – If you have already applied for DAF funding and received a confirmation letter from the Local Authority stating that the child is eligible, please select “Yes.” If the child is not eligible, or you haven’t yet submitted a DAF application, please select “No.” **Please note: If you tick “Yes” without having made a DAF application, it may delay the processing of your headcount claim.**

Funded Hours per week (2 year old children and 3&4 year old children)

- ❖ For 2 year old children eligible under the FRAS entitlement (Golden Ticket) enter the number of funded hours per week. The maximum number of hours that can be claimed is 15.
- ❖ All 3&4 year old children are entitled up to 15 hours of funded childcare from the term after their 3rd birthday. Enter the number of funded hours per week. The maximum number of hours that can be claimed is 15
- ❖ If you are not claiming any funded hours please enter 0.

Expanded/Extended Hours per week (9 month up to 2 year old children, 2 year old children and 3&4 year old children)

- ❖ The Eligible for Expanded/Extended Hours will indicate if the child remains eligible for the expanded/extended entitlement by displaying a green tick or a red cross.
- ❖ Enter the number of Expanded/Extended hours to be claimed. The maximum number of extended/expanded hours is 30 hours per week.
- ❖ If you are not claiming any hours please enter 0.

Please note:

If a 2 year old child is eligible for both the FRAS entitlement and the working families' entitlement you must claim the first 15 hours against the funded hours and any remaining hours against the expanded hours.

If a 2 year old child is only eligible for the working families' entitlement all hours must be claimed against the expanded hours. Please do not enter any hours in the funded hours box if the child is not eligible as your claim will be rejected.

Total Funded Hours per Week

- ❖ This field will be automatically filled based on the number of hours you are claiming.

Attendance Days

- ❖ Please complete the children's attendance details by selecting ‘Yes’ next to each

day they attend. This ensures accurate recording of their weekly attendance pattern.

Non-Funded Hours per Week

- ❖ Input any additional hours that the parent is paying for. Enter zero if there are no hours being paid for.

Census Information.

- ❖ The expanded entitlement weeks field records the number of weeks the child is expected to take their funded hours across the year, in line with the Parental Agreement. However as we do not use the stretched funding functionality in Synergy, and providers manage this outside of the system, all providers should enter 38 weeks in this field for the funding types they are claiming i.e. universal/expanded/extended

Maximum Values Allowed

- ❖ The red box shows how many funded hours are available in a term. This box will change depending on your claim. If children attend 2 days or more, you must select attends 2 days or more on the funding details tab otherwise the system will not allow you to claim for more than 10 hours per week.

Once you have completed the Funding Details tab if you have any notes to make for your claim, click on the Notes tab. This is where you can type any notes relating to the child's claim. Any previous notes will be shown on the right-hand side. **Please note that working family eligibility codes should not be entered into in this section.**

The screenshot shows the 'Notes' tab selected in the 'Funding' section. The header includes 'Home', 'Funding', and a sub-header with 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. Below this, the child's name 'Child A' and date of birth '31-Mar-2020' are displayed. The 'Notes' tab is active, showing a text area for 'Add a new note' and a 'Notes History' section with the message 'No Historical Notes'.

Once all tabs have been completed, click the 'Save' button located at the bottom left of the screen. If there are any errors preventing the record from being saved, a notification will appear, and the specific errors will be listed in red at the bottom of the

The error message is displayed in a red box. It states: 'Save Record Failed Due To The Errors Listed Below'. Below this, the following errors are listed in red text: 'Address Line 1 must be entered (Child Details Tab)', 'Term End Date must be entered (Funding Details Tab)', and 'Non-Funded Hours must be entered (Funding Details Tab)'. At the bottom, there are 'Save' and 'Cancel' buttons, and a note: '*denotes mandatory fields'.

screen. Review and correct each error listed. Once all issues have been resolved, you will be able to successfully save the record.

Once the record has been successfully saved, you will be returned to the Actuals List. The child's status will now appear as Unsubmitted Child. Please double-check that the funded hours displayed are correct, as these are the hours that will be submitted to us. If the funded hours are incorrect, you will need to go back into the child's record, make the necessary edits, and save the record again.

- ❖ Repeat this process for each child you wish to claim funding for who are present or planned to be present during the headcount week.
- ❖ Once you have finished adding or editing all records for 9-month to 2-year-olds, 2-year-olds, and 3 & 4-year-olds click the 'Send Claim' button.
- ❖ You will see a 'Submission Successful' banner, and the child's status will update to Awaiting LA Download, indicating that the claim has been received by us for processing.
- ❖ If there are any queries regarding your submission, we will contact you directly

Delete a child's record

- ❖ You must delete all children that no longer attend your setting.
- ❖ You will only be able to request to delete children when the provider portal is open for headcount submissions.
- ❖ Click on the funding tab, then click on actuals and select year/term and funding type you require.

You will then be shown a pre-populated list of children that have been carried forward from the previous term headcount, who are age eligible for the current term.

- ❖ Click on the 'request delete' icon (shown in the column before the status column) to remove.

	Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
X		Mouse, Mickey (11-Aug-2020)	195.00	0.00	£1054.95		

- ❖ To confirm the deletion request, click on the 'Yes' button.
- ❖ Repeat this process for every child you wish to delete from your headcount claim.

Request Delete

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

Yes
No

Once you have clicked 'Yes' you will be returned to the list of actuals and the child's status will have changed to 'Awaiting LA Deletion'. Your request to remove the child's record has been submitted to the Early Education Funding Team. The record will be removed once the team has fully processed your claim.

Submit Actual: 2023/24 Summer - Fee 3 & 4 Year Old Funding [CHANGE](#)

Add Child
Send Claim

	Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
	Awaiting LA Deletion	Mouse, Mickey (11-Aug-2020)	0.00	0.00	£0.00		

Undo a deletion request

If you accidentally request to remove a child from your headcount claim, you can undo the request providing the portal is still open and we have not already removed the child's record.

- ❖ Click on the 'cancel delete' icon (shown in the column before the status column) to cancel.

Submit Actual: 2023/24 Summer - Fee 3 & 4 Year Old Funding [CHANGE](#)

Add Child
Send Claim

	Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
	Awaiting LA Deletion	Mouse, Mickey (11-Aug-2020)	0.00	0.00	£0.00		

- ❖ To confirm the cancellation request, click on the 'Yes' button.

Cancel Delete

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

Yes
No

You will then be returned to the list of children on your headcount, where you can see that the status of the child is blank. You will then need to 'edit' the child record and input the hours/weeks of attendance that you are claiming for.

Submitting your headcount claims

Once you have completed your headcount claim, please double check the list of actuals before sending your claim as this is what will be submitted to us. You are ready to submit your headcount return once you have:

- ✓ Added new child records and attendance hours/weeks.
- ✓ Reviewed existing children and updated their hours of attendance/weeks.
- ✓ Requested the removal of any child records which are not required.

Reminder: If you are claiming EYYP / DAF please ensure you have completed all the required information where applicable so that we can process your additional payments.

❖ To submit your claim click on the 'Send Claim' button, which is located on the 'Actuals' page.

Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)
New, Awaiting LA Download	Mouse, Mickey (11-Aug-2020)	195.00	0.00

Once you have clicked on the send claim button, if there are any children with zero hours on your submission you will get a warning message. If you are not claiming for these children then you will need to return to your headcount delete their record.

Zero Actual Hours Warning

IMPORTANT NOTE

There are children on this claim with zero hours that you will not be funded for. Click Continue to send the claim, or Return to add the hours to these records.

Continue Return

Once submitted you will get a message at the **top of screen** as below, this message will only show at the top of the screen, therefore, if your list of children is long, you may not see this and you will need to scroll to the top of the page.

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 Submission Successful

Submit Actual: 2023/24 Summer - Fee 3 & 4 Year Old Funding [CHANGE](#)

[Add Child](#) [Send Claim](#)

	Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
 	New, Awaiting LA Download	Mouse, Mickey (11-Aug-2020)	195.00	0.00	£1054.95		

[Add Child](#) [Send Claim](#)

Once you have submitted your claim, you can view the current headcount to ensure that all children have hours showing where a claim is being made and their status has updated to one of the following.

- ❖ New, awaiting LA download (for new children)
- ❖ Awaiting LA download (children who have been edited)
- ❖ Awaiting LA deletion (deleted children)

If the Status does not show any of the above and the child hours are zero, this means that you have not submitted the record and you will need to go back into the record and edit the hours/weeks and then click the 'Send Claim' button again. Once we have processed your headcount claim the child status will be blank.

Please note the following:

- ❖ We recommend that once you have submitted your headcount claim you take a copy of your headcount claim, showing the 'submission successful' message along with printing your actual headcount claim.
- ❖ You can submit your headcount claim at any point during the headcount submission period. If you realise that you have missed a child off or made a mistake on a child's hours/weeks, missed EYPP information or if circumstances change, you can simply re-edit the relevant child records as many times as necessary and you must then click the 'Send Claim' button before the end of the headcount submission period.
- ❖ Errors or omissions in your headcount claim can result in delays in processing your claims. Please ensure any queries are responded to in a timely manner.
- ❖ If you miss the headcount submission deadline totally, you will be contacted by the EEF Team to discuss. This will mean your balancing payment could be delayed.

Unsubmitted records

Once you have submitted your claim, please check for any children that have a status

of unsubmitted claim

The screenshot shows the 'Funding' tab selected in the top navigation bar. Below the navigation bar, there are buttons for 'Add Child', 'Enter EY Voucher', and 'Send Claim'. A table displays the 'Unsubmitted Claim' for a child named '(18-Feb-2021)'. The table has columns for Status, Child, Funded Hours (inc Adj), Total Funding Amount for Term (inc Adj), and Child Weightings. The status is 'Unsubmitted Claim', the child is '(18-Feb-2021)', the funded hours are 210.00, and the total funding amount is £1491.00.

Status	Child	Funded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings
Unsubmitted Claim	(18-Feb-2021)	210.00	£1491.00	

- ❖ If the provider portal is still open for headcount submissions the child status will show as unsubmitted claim. If it was your intention to submit a claim for the child you need to check your claim to ensure it is correct and then click on the **send claim** button.
- ❖ If the provider portal has closed for headcount submissions you will see a red exclamation mark, which when you scroll over with your mouse will display a unsubmitted claim message. You will not have the option to send the claim to us, and you will need to wait until the provider portal re-opens for supplementary claims. As part of our headcount checks we do email those providers that have unsubmitted records on their headcount. Further details on what to do next will be included in the email.
- ❖ Once the provider portal has reopened for supplementary claims, when you log in to the provider portal your home screen will show a notification regarding the unsubmitted claim. Click upon the term and funding type notification, you will then be asked to enter your security questions.

The screenshot shows the 'Forms' tab selected in the top navigation bar. Below the navigation bar, there is a notification box titled 'Notifications'. The notification states: 'These records have been edited but not yet claimed.' Below this, there is a red exclamation mark icon and a message: 'There are unsubmitted child funding records for Provider: Test Day Nursery - Xtest Provider Type'. Below this, there is a green arrow icon and a message: '2023/24 Summer - Fee 2 Year Old Funding (1 unsubmitted, 0 rejected)'.

Once you have entered your security question, you will be taken to the unsubmitted record. As you now must submit this claim via the supplementary process you need to click on **adjustments** from the toolbar at the top of your screen. The status box will show unsubmitted actuals claim. As per the blue message box 'where the status indicates new unsubmitted actuals child or unsubmitted actuals claim' the edit must be undone.

❖ To undo the claim click on the undo icon.



Home Forms **Funding**

Summary Estimates Actuals **Adjustments** Eligibility Checker

There are outstanding changes made in the Actuals, therefore some Children cannot have Adjustments entered.
Where the Status indicates 'New, Unsubmitted Actuals Child' or 'Unsubmitted Actuals Claim' the edit must be undone.
Where the Status indicates 'New, Awaiting LA Actuals Download' or 'Awaiting LA Actuals Download' you may have to contact the authority to confirm.
Where the Status indicates 'Actuals Claim Rejected', please correct and Re-Send the Actuals Claim.

Submit Adjustments: 2023/24 Summer - Fee 2 Year Old Funding [CHANGE](#)

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 Actuals Child	Mouse, Minnie (10-Mar-2022)	0.00	0.00	195.00	0.00	£1384.50	

Add Child Enter EY Voucher Send Claim

❖ A pop-up box will then appear and ask you to confirm if you want to undo the pending changes for the child. Click yes to undo the changes and then you will need to enter your claim again by following the instructions on submitting supplementary claims. If you are experiencing any errors when attempting to do this, please contact the EEF team for further help.

Confirm Delete

Are you sure you want to delete child: Mouse, Minnie from this headcount record?

Yes No

Taking a copy of your claims

We recommend you take a copy of your submitted claim once you have submitted it, so you have a record of what was submitted to us. There are several **ways** to take a copy of your claim.

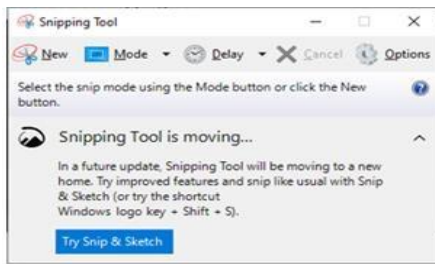
❖ Printing your claim – whilst on the screen you want to print press the Ctrl and P keys on your keyboard at the same time and select your printing options.



❖ Take a 'snip' of your claim – For this you will need to use the windows snipping tool App. To search for the snipping tool, press the windows button on your keyboard, followed by the S key. Click on the Snipping Tool App to open.



- ❖ The 'Snipping Tool' box will open, click on 'New' from the taskbar and your screen will go grey. Whilst holding the left mouse button down, drag the cursor around the area you want to copy, the area will have a red box around it. When you let go of your mouse a snip of the area will appear and you can copy and paste this into a word document.



- ❖ Take a 'Print Screen' of your claim – Click on the screen you want to take a print screen off and press then Print Screen button on your keyboard. Open a word document, right click on your mouse, and click paste.

10 Supplementary Claims

You will not be able to make a supplementary claim until the Provider Portal is open for submissions. All registered EEF providers will receive an email from fee234@lancashire.gov.uk to advise when the Provider Portal is open for supplementary claims. Please ensure you read this email as it contains essential information about the children you can claim for and what the submission deadlines are.

Supplementary claims should only be made for:

- ❖ Children who have started with you after the headcount week. (Providing a child has not used all their entitlement at another setting in the term).
- ❖ Children who have increased their hours of attendance since the headcount date. You can only claim the additional hours from the date the hours of attendance increased, for the remaining weeks in the term.

If you are updating details ensure you add details to the notes tab explaining what the supplementary claim is being submitted for – do not submit a blank claim.

Before making a claim please check:

- ✓ The child is age eligible for a funded place.
- ✓ A signed parental agreement is in place - If you do not have a signed Parental Agreement in place you do not have consent from the parent to make a claim. Also, you must keep on record proof of the child's date of birth e.g. copy of birth certificate/passport.
- ✓ You have validated the Working Family eligibility code, and their code is valid for the term i.e. code start date is before the start of term (Eligible 9

- month- 2 Years, 2-year-old children and 3&4 year old children).
- ✓ You have a copy of the 2-year-old golden ticket Lancashire letter containing the child's EY voucher code (Eligible 2-year-old children only).
- ✓ The child has started with you; **we cannot accept** post-dated claims.
- ✓ If the child has been at attendance with another setting in the term and if there are any hours remaining as we will be unable to fund any additional hours if the maximum hours have been claimed.

Please note: if you are wanting to reduce the hours your setting has already claimed for a child on the headcount claim, you should contact the EEF team to discuss how to correct this.

Completing your supplementary claims

Supplementary claims are made via the **Adjustments tab** in the Provider Portal.

- ❖ Click on the 'Funding' tab on the main menu to enter the Funding section of the Provider Portal.
- ❖ Select the correct characters in answer to your security question and then click the submit button

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 favourite colour?

Character 1 2 3

A A A

Submit

- ❖ Click on the 'adjustments' tab on the 2nd toolbar.
- ❖ Select the academic year, then the term you are submitting your claim for and then you will see the funding types available to you. **Please Note - if you cannot see the funding tabs please contact us on fee234@lancashire.gov.uk**

The adjustments submission dates will be shown and if the provider portal is open for adjustments you will see a green icon and the Funding Type will have a pencil icon next to it. If there is a red 'no entry' icon and you get the following message when you click on the terms this means the provider portal is closed for adjustments.

Home Forms **Funding**

Summary Estimates Actuals **Adjustments** Eligibility Checker

Actuals Head Count Records for 2024/25 - Autumn

2024/25
Autumn
Submission Period:
04-Jul-2024 to 11-Oct-2024

2023/24
2022/23
2021/22
2020/21

Funding Type
Fee 2 Year Old Funding
Fee 3 & 4 Year Old Funding
Fee 9 Month - 2yo Funding

Add a new 9 Month – 2 year old child

Please ensure that all mandatory fields, which are marked by a *, are completed before submission, as failure may result in a delay in your claim being processed. You must work through and complete each tab before you move onto the next tab. If you do not complete all the * fields, you will not be able to move onto another tab.

- ❖ Click on the 'adjustments' tab on the 2nd toolbar.
- ❖ Select the academic year, then the term you are submitting your claim for and then you will see the funding types available to you.
- ❖ Select the FEE 9 Month – 2yo funding type link.
- ❖ Click on the 'add child' button.

Home Forms **Funding**

Summary Estimates Actuals **Adjustments** Eligibility Checker

Submit Adjustments: 2024/25 Spring - Fee 9 Month - 2 Year Old Funding [CHANGE](#)

Add Child **Send Claim**

Add Child **Send Claim**

- ❖ Once you have clicked on the Add Child button you will be taken to the **Child Details** tab

Home Forms **Funding**

Summary Estimates Actuals **Adjustments** Eligibility Checker

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

Child Details

Forename*

Middle Name

Surname*

DOB*

Proof of DOB ☐

Gender* ☐ Male ☐ Female

Preferred Surname

Ethnicity*

SEN COP Stage*

Search for an Address

Primary

Postcode*

Search

Address

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

Save **Cancel**

*denotes mandatory fields

On the **Child Details** tab complete as detailed below

- ❖ Enter the 'Child's Name'/Date of Birth/Gender – Complete these as per the child's birth certificate. When claiming funding you must use the child's legal surname, if the child has a preferred surname, you can enter it in the preferred surname box.
- ❖ Tick 'Proof of DOB' - you are required to keep a copy of the date of birth evidence that you have seen on file, for example the child's birth certificate or passport.
- ❖ Enter the 'Preferred Surname' - when claiming funding you must use the child's legal surname, if the child has a preferred surname, you can enter it in this box.
- ❖ 'Ethnicity' - We are required by the Department for Education (DfE) to collect this information. Please select the relevant ethnicity from the drop-down box.
- ❖ 'SEN COP Stage'. Please select the relevant code from the drop-down list based on the following.
 - E – Education Health and Care Plan (EHCP)- pupil has EHCP when a formal assessment has been made. A document is in place that sets out the child's needs and the extra help they should receive.
 - K - SEN support - Extra or different help is given from that provided, as part of the school's usual curriculum. The class teacher and special educational needs co- Ordinator (SENCO) may receive advice or support from outside specialists. The pupil does not have an EHCP.
 - N – No SEN/EHCP in place
- ❖ Enter the 'Child's Address' - enter the child's home postcode and click on the search button, then from the drop-down box select the correct address and click on the confirm button.

If the address cannot be found the following error message will appear at the bottom of the page.

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

You will need to check the address and once the correct address has been confirmed try again or enter the address manually. When entering the address manually you will need to enter address line 1 (name/number of house) and the postcode and click on the confirm button

Once you have completed the child details tab, click on the **Parent/Carer** tab

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

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

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

Parent / Carer Details

Forename

Surname

DOB

Email

Contact Number

☐ NI or ☐ NASS Number

Tick to give consent to Eligibility Checking for ☐ EYPP ☐ Working Family Eligibility

Partner Details

Forename

Surname

DOB

Email

Contact Number

☐ NI or ☐ NASS Number

Tick to give consent to Eligibility Checking for ☐ EYPP ☐ Working Family Eligibility

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.

Save **Cancel** *denotes mandatory fields

On the **Parent/Carer** tab complete as detailed below

- ❖ Enter the forename, surname, date of birth, email address and contact number of the parent/carers who is the claimant the Working Families entitlement
- ❖ Enter the NI/NASS* number of the parent/carers who is the claimant the Working Families entitlement.
- ❖ Tick consent for EYPP and Working Family Eligibility. Consent for these checks is included in our Parental Agreement, which is why having a signed agreement in place for every child you're claiming entitlements for is so important. **If you don't tick the consent box or enter the incorrect details, you will not be able to claim the Working Family entitlement and may miss out on EYPP.**

You can include their partners' details if you wish. Parent details for the main benefit holder should be entered into boxes on the left-hand side. If you need to swap the parent/carers details over click on the switch button.

* NI means National Insurance Number which is in the format of: 2 letters, 6 numbers, 1 letter. NASS Number means National Asylum Support Service number which is in the format of: 9 numbers.

- ❖ Once you have completed the Parent/Carer tab, click on the **Funding Details** tab

Please note: Some of the fields on this tab are greyed out and you cannot complete them. Any hours you wish to claim via the supplementary process need to be entered on the pending adjustments tab.

Home **Funding**

Summary Estimates Actuals Adjustments Eligibility Checker

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

Funding Details

Start Date*

End Date*

Default Term Dates

Weeks Attended in Term*

Present during Census ☒

Attends Two Days or More ☐

Nominated for DAF* ☐ Yes ☐ No

Expanded Funded Hours per Week

Expanded Hours*

Eligibility Code

Check Eligibility Code

Eligible for Expanded Hours ☐

Attendance Days

Attends Monday ☐ Yes ☐ No

Attends Tuesday ☐ Yes ☐ No

Attends Wednesday ☐ Yes ☐ No

Attends Thursday ☐ Yes ☐ No

Attends Friday ☐ Yes ☐ No

Attends Saturday ☐ Yes ☐ No

Attends Sunday ☐ Yes ☐ No

Non-Funded Hours per Week

Non-Funded Hours*

Census Information

Expanded Entitlement Weeks

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

Maximum Values Allowed:

Number of Weeks: 11.000

Expanded Weekly Hours: 10.00

Expanded Termly Hours: 110.00

Expanded Yearly Hours: 520.00

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

Save **Cancel** *denotes mandatory fields

On the **Funding Details** tab complete as detailed below

Funding Details

- ❖ Start and End Date - The start and end dates should reflect the number of weeks you are claiming for on your supplementary claim.
- ❖ Attends Two Days or More – You only need to tick this box if the child attends 2 days or more. If they attend for less than 2 days, then leave this blank. **Please note that if this box is not ticked when the child attends for two days or more, you will not be allowed to input more than 10 funded hours per week**
- ❖ Nominated for DAF – If you have already applied for DAF funding and received a confirmation letter from the Local Authority stating that the child is eligible, please select “Yes.” If the child is not eligible, or you haven’t yet submitted a DAF application, please select “No.” **Please note: If you tick “Yes” without having made a DAF application, it may delay the processing of your headcount claim.**

Expanded Funded Hours per Week

- ❖ Eligibility code – Enter the child's 11 digit eligibility code
- ❖ Check eligibility code – click on the blue button 'check eligibility code'. The system will then perform an eligibility check and display the results.

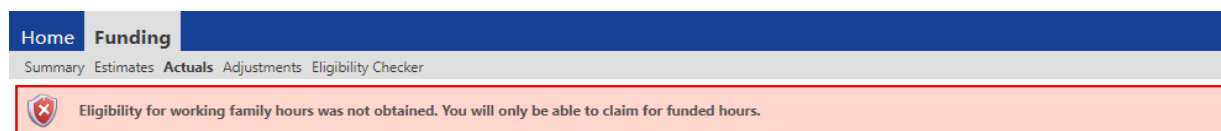
This message indicates that the child is eligible for the expanded hours and that the eligibility code is valid for the current term. You can proceed to submit a claim for the expanded hours.

Home **Funding**

Summary Estimates **Actuals** Adjustments Eligibility Checker

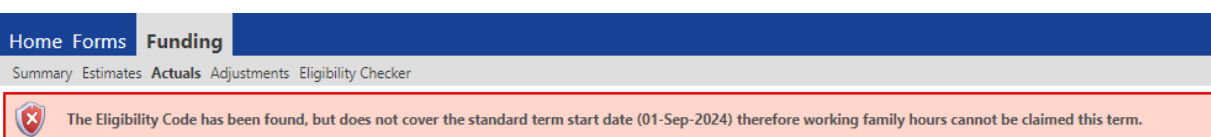
The Eligibility Code has been found and eligibility for working family hours has been obtained.

This message indicates that some of the information recorded may be incorrect. Please verify the child's date of birth, eligibility code, and the parent/carer's National Insurance number with them. If all details are correct both on your end and with HMRC, it may mean the parent/carer is no longer eligible for the expanded hours. You should check the validity dates of the eligibility code to confirm whether it is still active. If there are any concerns, the parent/carer should contact Childcare Choices (HMRC) directly for further clarification.



This message indicates that while the child is eligible for the working families' entitlement, the code is not valid for the term you intend to use it. This usually means the code was either applied for or renewed too late, missing the termly deadline. When a parent/carer applies for or renews a code, you should always validate it using the eligibility checker in the Provider Portal to confirm it is valid for the intended term. For a code to be valid, you must ensure that:

- ❖ It is the term after the child has reached the relevant age of eligibility.
- ❖ The Voucher Start Date is before the first day of the term you wish to claim funding for.
- ❖ The Voucher End Date is on or after the first day of the term you wish to claim funding for.



Attendance Days

- ❖ Please complete the children's attendance details by selecting 'Yes' next to each day they attend. This ensures accurate recording of their weekly attendance pattern.

Maximum Values Allowed

- ❖ The red box shows how many funded hours are available in a term. This box will change depending on your claim. If children attend 2 days or more, you must select attends 2 days or more on the funding details tab otherwise the system will not allow you to claim for more than 10 hours per week
- ❖ Once you have completed the Funding Details tab, click on the **Pending Adjustments** tab

On the **Pending Adjustment** tab complete as detailed below

- ❖ Number of Expanded hours - From the drop-down box select **MORE** hours. You must not enter less hours as this would indicate you wish to reduce the number of hours. **Please note: if you are wanting to reduce the hours your setting has already claimed for a child on the headcount claim, you should contact the EEF team to discuss how to correct this.**
- ❖ In the empty box next to number of hours enter the **TOTAL** number of Expanded hours you are making a claim for not the number of hours per week.
- ❖ Reason – In this box you **MUST** confirm the following information for **ALL** claims. If this information is missing we will reject the claim.
 - **EEF start date** – enter the date child started
 - **Hours per week** – enter the number of hours per week you are claiming
 - **Weeks per term** – enter the number of weeks per term you are claiming

Once you have completed the Funding Details tab if you have any notes to make for your claim, click on the **Notes** tab. This is where you can type any notes relating to the child's claim. Any previous notes will be shown on the right-hand side. **Please note that working family eligibility codes should not be entered into in this section**

Once you have completed all tabs, click on the **'Save'** button on the bottom left. If you have any errors when trying the save your record you will get a notification that the

record cannot be saved, and the errors will be listed in red at the bottom of the screen. Once you have fixed the errors listed you will be able to save the record.

 **Save Record Failed Due To The Errors Listed Below**

The following errors need to be fixed before the record can be saved:

- Address Line 1 must be entered (Child Details Tab)
- Term End Date must be entered (Funding Details Tab)
- Non-Funded Hours must be entered (Funding Details Tab)

*denotes mandatory fields

Save

Cancel

Once you have successfully saved the record, you will be taken back to the adjustments list. The child status will now show as New, Unsubmitted claim. Please double check the funded hours listed are correct as this is what will be submitted to us. If the funded hours are not correct, please go back into the child's record to edit and save the child's record.

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[Summary](#) [Estimates](#) [Actuals](#) [Adjustments](#) [Eligibility Checker](#)

Submit Adjustments: 2025/26 Autumn - 9m-2yo Funding Sept 25 [CHANGE](#)

Add Child

Send Claim

	Status	Child	Pending Adj Hours	Pending Expanded Adj Hours	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
	New, Unsubmitted Child	Child 2, Test (11-Dec-2023)	0.00	150.00	150.00	£1531.50	31-Aug-2025 - 08-Dec-2025 Grace Period: 17-Mar-2026

Add Child

Send Claim

Repeat this process for every new child you wish to claim a supplementary for. Once you have added/edited all your supplementary claims for each of the funding types required, click the send claim button and you see a submission successful message at the top of your screen. For any new children their status will change to New, Awaiting LA Download. This means your claim has been submitted to us and is waiting for us to process.

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Submit Adjustments: 2025/26 Autumn - 9m-2yo Funding Sept 25 [CHANGE](#)

 **Submission Successful**

Add Child

Send Claim

	Status	Child	Pending Adj Hours	Pending Expanded Adj Hours	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
	New, Awaiting LA Download	Child2, Test (11-Dec-2023)	0.00	150.00	150.00	£1531.50	31-Aug-2025 - 08-Dec-2025 Grace Period: 17-Mar-2026

Add Child

Send Claim

Add a new 2 year old child

Please ensure that all mandatory fields, which are marked by a *, are completed before submission, as failure may result in a delay in your claim being processed. You must work through and complete each tab before you move onto the next tab. If

you do not complete all the * fields, you will not be able to move onto another tab.

Reminder: You must have a copy of the 2-year-old Lancashire letter containing the child's EY Voucher code before making a claim. Also please validate all Working Family Eligibility Codes to ensure they are valid for the term you are making a claim for.

- ❖ Click on the 'adjustments' tab on the 2nd toolbar.
- ❖ Select the academic year, then the term you are submitting your claim for and then you will see the funding types available to you.
- ❖ Select the FEE 2 Year Old funding type link.

Add a 2 year old child eligible under families receiving additional support (i.e. Golden Ticket)

Reminder: You must have a copy of the 2-year-old Lancashire letter containing the child's EY Voucher code before making a claim

- ❖ Click on the 'Enter EY Voucher' button

The screenshot shows the 'Funding' tab selected in the top navigation bar. Below it, the 'Adjustments' sub-tab is active. A banner reads 'Submit Adjustments: 2025/26 Autumn - 2yo Funding Sept 25' with a 'CHANGE' link. Three buttons are visible: 'Add Child', 'Enter EY Voucher', and 'Send Claim'. The 'Enter EY Voucher' button is highlighted. Below it, the 'EY Claim' form is displayed, asking for a valid Voucher Code, Child's Date of Birth, and Surname. The 'Voucher Code*' field is highlighted with a yellow border. Below the form, there are 'Submit' and 'Cancel' buttons.

along with the child's

Please note: If the details you enter do not match those submitted by the parents on their application, you will receive an error message. If this is the case, please contact us so we can advise you further. If you enter the code incorrectly multiple times, there will be a delay before you can try again.

This screenshot shows the 'EY Claim' form with example data entered: 'Voucher Code*' is 'TL8Z26', 'Child Date of Birth*' is '20/05/2023', and 'Child Surname*' is 'Tl8z26'. The asterisk indicates mandatory fields. 'Submit' and 'Cancel' buttons are at the bottom.

- ❖ After submitting the EY voucher code, a record for the child will automatically appear on the **Pending Adjustments** screen.

- ❖ Number of hours - From the drop-down box select more hours. You must not select less hours as this indicates you wish to reduce the number of hours.
- ❖ Total number of hours – Enter the TOTAL number of hours you are claiming for the term, not the number of hours per week.
- ❖ Reason – In this box you MUST confirm the following information for ALL claims. If this information is missing, we will be unable to process your claim.
 - EEF start date – enter the date child started
 - Hours per week – enter the number of hours per week you are claiming
 - Weeks per term – enter the number of weeks per term you are claiming

The red box (Maximum Values Allowed) shows how many funded hours are available in a term. This box will change depending on your claim. If children attend 2 days or more, you must select attends 2 days or more on the funding details tab otherwise the system will not allow you to claim for more than 10 hours per week.

On the **Funding Details** tab some of the fields are greyed out and you cannot complete them as hours to be claimed have been entered on the pending adjustments tab.

Home
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Summary
Estimates
Actuals
Adjustments
Eligibility Checker

Name: Child Test
DOB: 17-Jul-2023

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

Funding Details

Start Date*
20-Oct-2025

End Date*
22-Dec-2025

Default Term Dates

Weeks Attended in Term*
0.000

Present during Census
☐

Attends Two Days or More
☒

Nominated for DAF*
☐ Yes ☒ No

Funded Hours per Week

Eligible for Funded Hours
☒

Click to check eligibility for 2-year-old receiving additional support funding

Hours*
0.00

Child Eligible

Expanded Funded Hours per Week

Eligible for Expanded Hours
☒

Eligibility Code

Click to check eligibility for Working Family funding

Expanded Hours*
0.00

Check Eligibility Code

Total Funded Hours per Week

Total Funded:
0.00

Attendance Days

Attends Monday
☒ Yes ☐ No

Attends Tuesday
☒ Yes ☐ No

Attends Wednesday
☒ Yes ☐ No

Attends Thursday
☐ Yes ☐ No

Attends Friday
☐ Yes ☐ No

Attends Saturday
☐ Yes ☐ No

Attends Sunday
☐ Yes ☐ No

Non-Funded Hours per Week

Non-Funded Hours*
0.00

Child is eligible for 2-year-old receiving additional support funding. Please enter Funded Hours in line with the parental declaration form.

Census Information

Funded Entitlement Weeks

Expanded Entitlement Weeks

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

Maximum Values Allowed:

Number of Weeks: 14.000

Funded Weekly Hours: 15.00

Funded Termly Hours: 210.00

Funded Yearly Hours: 570.00

Expanded Weekly Hours: 30.00

Expanded Termly Hours: 420.00

Expanded Yearly Hours: 1140.00

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

Save
Cancel

*denotes mandatory fields

Funding Details

- ❖ Start and End Date - The start and end dates should reflect the number of weeks you are claiming for on your supplementary claim.
- ❖ Attends Two Days or More – You only need to tick this box if the child attends 2 days or more. If they attend for less than 2 days, then leave this blank. **Please note that if this box is not ticked when the child attends for two days or more, you will not be allowed to input more than 10 funded hours per week**
- ❖ Nominated for DAF – If you have already applied for DAF funding and received a confirmation letter from the Local Authority stating that the child is eligible, please select “Yes.” If the child is not eligible, or you haven’t yet submitted a DAF application, please select “No.” **Please note: If you tick “Yes” without having made a DAF application, it may delay the processing of your headcount claim.**

Attendance Days

- ❖ Please complete the children's attendance details by selecting ‘Yes’ next to each day they attend. This ensures accurate recording of their weekly attendance pattern.

Maximum Values Allowed

- ❖ The red box shows how many funded hours are available in a term. This box will change depending on your claim. If children attend 2 days or more, you must select attends 2 days or more on the funding details tab otherwise the system will not allow you to claim for more than 10 hours per week

Once you have completed the Funding Details tab, click on the **Parent/Carer** tab

Home Forms **Funding**

Summary Estimates **Actuals** Adjustments Eligibility Checker

Name: Child Test DOB: 17-Jul-2023

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

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

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

Parent / Carer Details

Forename: Test

Surname: Parent

DOB: 03-Jun-1995

Email:

Contact Number:

☒ NI or ☐ NASS Number: NN123456A

Tick to give consent to Eligibility Checking for: ☒ EYPP ☐ Working Family Eligibility ☐ Additional Support

Partner Details

Forename:

Surname:

DOB:

Email:

Contact Number:

☐ NI or ☐ NASS Number:

Tick to give consent to Eligibility Checking for: ☐ EYPP ☐ Working Family Eligibility ☐ Additional Support

[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.

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

[Save](#) [Cancel](#) *denotes mandatory fields

On the **Parent/Carer** tab complete as detailed below

- ❖ Enter the forename, surname, date of birth, email address and contact number of the parent/carers who is the claimant of the additional support i.e. parent/carers who applied for the Golden Ticket.
- ❖ Enter the NI/NASS* number of the parent/carers the additional support i.e. parent/carers who applied for the Golden Ticket.
- ❖ Tick consent for EYPP and Additional Support. Consent for this checks is included in our Parental Agreement, which is why having a signed agreement in place for every child you're claiming entitlements for is so important. **If you don't tick the consent box or enter the incorrect details, you may miss out on EYPP funding. You do not need to tick the consent box for Working Family Eligibility, as the child is only eligible for the 15 funded hours under the Additional Support criteria.**

You can include their partners' details if you wish. Parent details for the main benefit holder should be entered into boxes on the left-hand side. If you need to swap the parent/carers details over, click on the switch button.

* NI means National Insurance Number which is in the format of: 2 letters, 6 numbers, 1 letter. NASS Number means National Asylum Support Service number which is in the format of: 9 numbers.

- ❖ Once you have completed the Parent/Carer tab, click on the **Child Details** tab

Organisation: **Test Day Nursery**
 Provider: **Test Day Nursery (Test Provider Type)**

Home Forms Funding

Summary Estimates **Actuals** Adjustments Eligibility Checker

Name: Child Test DOB: 17-Jul-2023

Summary Child Details Parent / Carer Details Funding Details Notes

Child Details

Forename* Child
 Middle Name
 Surname* Test
 DOB* 17-Jul-2023
 Proof of DOB ☐
 Gender* ☒ Male ☐ Female
 Preferred Surname
 Ethnicity* WBR1 White - British
 SEN COP Stage* N No Special Educational Need

Update Address

Address
 Address Line 1* Lancashire County Council
 Address Line 2 County Hall
 Address Line 3 Christian Road
 Locality
 Town Preston
 County
 Postcode* PR1 0LD

Save Cancel *denotes mandatory fields

On the **Child Details** tab complete as detailed below

- ❖ Verify that the child's name, date of birth, gender, and address are correct. When claiming funding you must use the child's legal surname, if the child has a preferred surname, you can enter it in the preferred surname box. To update the child's address click the 'Update Address' button and enter the child's home post code and click on the 'search' button. Select the correct address from the drop down menu and click 'confirm'. If the correct address is not shown in the drop down list, click the 'Enter Manually' button and manually enter the correct address and click 'confirm'
- ❖ Tick 'Proof of DOB' - you are required to keep a copy of the date of birth evidence that you have seen on file, for example the child's birth certificate or passport.
- ❖ Enter the 'Preferred Surname' - when claiming funding you must use the child's legal surname, if the child has a preferred surname, you can enter it in this box.
- ❖ 'Ethnicity' - We are required by the Department for Education (DfE) to collect this information. Please select the relevant ethnicity from the drop-down box.
- ❖ 'SEN COP Stage'. Please select the relevant code from the drop-down list based on the following.
 - E – Education Health and Care Plan (EHCP)- pupil has EHCP when a formal assessment has been made. A document is in place that sets out the child's needs and the extra help they should receive.
 - K - SEN support - Extra or different help is given from that provided, as part of the school's usual curriculum. The class teacher and special educational needs co- Ordinator (SENCO) may receive advice or support from outside specialists. The pupil does not have an EHCP.
 - N – No SEN/EHCP in place

Once you have completed the Child details tab if you have any notes to make for your claim, click on the **Notes** tab. This is where you can type any notes relating to the child's claim. Any previous notes will be shown on the right-hand side. **Please note that working family eligibility codes should not be entered into in this section**

Once you have completed all tabs, click on the '**Save**' button on the bottom left. If you have any errors when trying to save your record you will get a notification that the record cannot be saved, and the errors will be listed in red at the bottom of the screen. Once you have fixed the errors listed you will be able to save the record.

Once you have successfully saved the record, you will be taken back to the adjustments list. The child status will now show as New, Unsubmitted claim. Please double check the funded hours listed are correct as this is what will be submitted to us. If the funded hours are not correct, please go back into the child's record to edit and

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Submit Adjustments: 2025/26 Autumn - Fee 2 Year Old Funding

CHANGE

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)	Elig
!	↺ New, Unsubmitted Child	Child2, Test (11-Jul-2023)	150.00	0.00	150.00	0.00	£1119.00	

Add Child

Enter EY Voucher

Send Claim

Repeat this process for every new child you wish to claim a supplementary for. Once you have added/edited all your supplementary claims for each of the funding types required, click the send claim button and you see a submission successful message at the top of your screen. For any new children their status will change to New, Awaiting LA Download. This means your claim has been submitted to us and is waiting for us to process.

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Summary Estimates Actuals **Adjustments** Eligibility Checker

 Submission Successful

Submit Adjustments: 2025/26 Autumn - Fee 2 Year Old Funding [CHANGE](#)

[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)
	 New, Awaiting LA Download	Child2, Test (11-Jul-2023)	150.00	0.00	150.00	0.00	£1119.00

[Add Child](#) [Enter EY Voucher](#) [Send Claim](#)

Add a 2 year old child eligible under working families'

Reminder: Please validate all Working Family Eligibility Codes to ensure they are valid for the term you are making a claim for.

❖ Click on the Add Child button

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Submit Adjustments: 2025/26 Autumn - Fee 2 Year Old Funding

[Add Child](#) [Enter EY Voucher](#) [Send Claim](#)

[Add Child](#) [Enter EY Voucher](#) [Send Claim](#)

❖ Once you have clicked on the Add Child button you will be taken to the **Child Details** tab

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

Child Details

Forename*

Middle Name

Surname*

DOB*

Proof of DOB ☐

Gender* ☐ Male ☐ Female

Preferred Surname

Ethnicity*

SEN COP Stage*

Search for an Address

Primary

Postcode*

[Search](#)

Address

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

[Save](#) [Cancel](#) *denotes mandatory fields

On the **Child Details** tab complete as detailed below

- ❖ Enter the 'Child's Name'/Date of Birth/Gender – Complete these as per the child's birth certificate. When claiming funding you must use the child's legal surname, if the child has a preferred surname, you can enter it in the preferred surname box.
- ❖ Tick 'Proof of DOB' - you are required to keep a copy of the date of birth evidence that you have seen on file, for example the child's birth certificate or passport.

- ❖ Enter the 'Preferred Surname' - when claiming funding you must use the child's legal surname, if the child has a preferred surname, you can enter it in this box.
- ❖ 'Ethnicity' - We are required by the Department for Education (DfE) to collect this information. Please select the relevant ethnicity from the drop-down box.
- ❖ SEN COP Stage'. Please select the relevant code from the drop-down list based on the following.
 - E – Education Health and Care Plan (EHCP)- pupil has EHCP when a formal assessment has been made. A document is in place that sets out the child's needs and the extra help they should receive.
 - K - SEN support - Extra or different help is given from that provided, as part of the school's usual curriculum. The class teacher and special educational needs co- Ordinator (SENCO) may receive advice or support from outside specialists. The pupil does not have an EHCP.
 - N – No SEN/EHCP in place
- ❖ Enter the 'Child's Address' - enter the child's home postcode and click on the search button, then from the drop-down box select the correct address and click on the confirm button.

Search for an Address

Primary

Postcode*

Address

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

If the address cannot be found the following error message will appear at the bottom of the page.

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

You will need to check the address and once the correct address has been confirmed try again or enter the address manually. When entering the address manually you will need to enter address line 1 (name/number of house) and the postcode and click on the confirm button

- ❖ Once you have completed the Child Details tab, click on the **Parent/Carer** tab

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Summary
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Adjustments
Eligibility Checker

Child Details
Parent / Carer Details
Funding Details
Pending Adjustment
Notes

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

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

Parent / Carer Details
Forename
Surname
DOB
Email
Contact Number
☒ NI or ☐ NASS Number
Tick to give consent to Eligibility Checking for
☒ EYPP
☒ Working Family Eligibility
☒ Additional Support

Partner Details
Forename
Surname
DOB
Email
Contact Number
☐ NI or ☐ NASS Number
Tick to give consent to Eligibility Checking for
☐ EYPP
☐ Working Family Eligibility
☐ Additional Support

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

Save
Cancel

*denotes mandatory fields

On the **Parent/Carer** tab complete as detailed below

- ❖ Enter the forename, surname, date of birth, email address and contact number of the parent/carers who is the claimant of the Working Families entitlement
- ❖ Enter the NI/NASS* number of the parent/carers who is the claimant the Working Families entitlement.
- ❖ Tick consent for EYPP, Working Family Eligibility and Additional Support. Consent for these checks is included in our Parental Agreement, which is why having a signed agreement in place for every child you're claiming entitlements for is so important. **If you don't tick the consent box or enter the incorrect details, you will not be able to claim the Working Family entitlement and may miss out on EYPP. By ticking the Additional Support box you will be able to check whether the child also qualifies for the 2-year-old entitlement under the families receiving additional support criteria. We ask providers to tick this consent box so we can carry out the eligibility check. In line with the Department for Education (DfE) guidance, if a child is eligible for both the Working Families entitlement and the entitlement for families receiving additional support, the Local Authority must fund the first 15 hours under the additional support entitlement. This ensures that if the child later becomes ineligible for the Working Families entitlement, they can continue to receive 15 hours per week under the additional support entitlement**

You can include their partners' details if you wish. Parent details for the main benefit holder should be entered into boxes on the left-hand side. If you need to swap the parent/carers details over, click on the switch button.

* NI means National Insurance Number which is in the format of: 2 letters, 6 numbers, 1 letter. NASS Number means National Asylum Support Service number which is in the format of: 9 numbers.

- ❖ Once you have completed the Parent/Carer tab, click on the Funding Details tab

On the **Funding Details** tab some of the fields are greyed out and you cannot complete them as hours to be claimed are entered on the pending adjustments tab

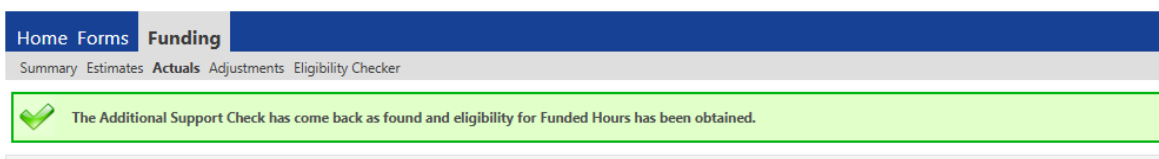
Funding Details

- ❖ Start and End Date - The start and end dates should reflect the number of weeks you are claiming for on your supplementary claim.
- ❖ Attends Two Days or More – You only need to tick this box if the child attends 2 days or more. If they attend for less than 2 days, then leave this blank. **Please note that if this box is not ticked when the child attends for two days or more, you will not be allowed to input more than 10 funded hours per week**
- ❖ Nominated for DAF – If you have already applied for DAF funding and received a confirmation letter from the Local Authority stating that the child is eligible, please select “Yes.” If the child is not eligible, or you haven’t yet submitted a DAF application, please select “No.”. **Please note: If you tick “Yes” without having made a DAF application, it may delay the processing of your headcount claim.**

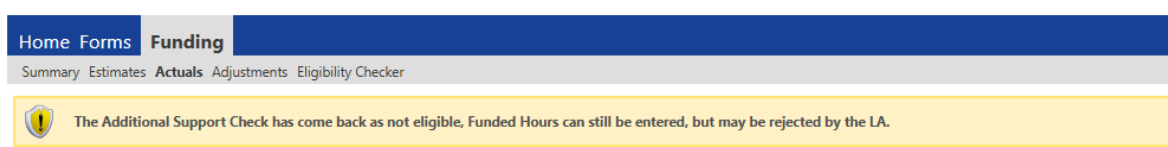
Funded hours per Week

- ❖ A red cross will show next to Eligible for Funded Hours.
- ❖ Click the 'Check Eligibility' button to check if the child is eligible for the 2 year old additional support entitlement. **Please note – The system will only do an eligibility check if you have completed the parent/carer tab and consented to the additional funding check.**
- ❖ If the child is eligible under the FRAS entitlement, you will see the following message
- ❖ If eligible you must claim the first 15 hours of your supplementary claim against the

funded hours and any remaining hours against the expanded hours. The maximum number of hours that can be claimed under the FRAS entitlement i.e. golden ticket is 15 hours per week.



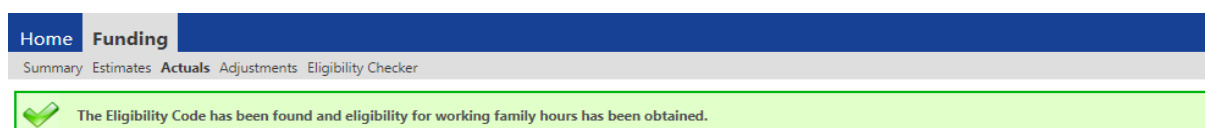
- ❖ If the child is not eligible under the FRAS entitlement you will see the following message.
- ❖ As the child is not eligible all hours you must claim all the hours of your supplementary claim under the working families entitlement (expanded hours)
- ❖ If the child is not eligible for the funded hours and the supplementary claim is claimed under the funded hours your claim will be rejected, and you will be required to resubmit the claim under the working families' entitlement (expanded hours).



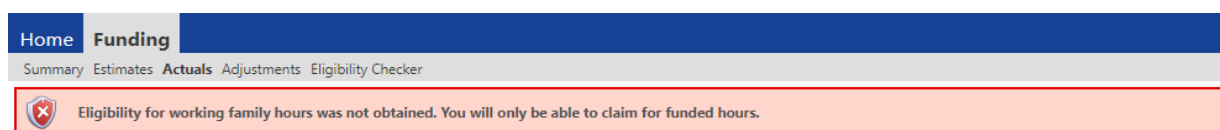
Expanded Funded Hours per Week

- ❖ Eligibility code – Enter the child's 11 digit eligibility code
- ❖ Check eligibility code – click on the blue button 'check eligibility code'. The system will then perform an eligibility check and display the results.

This message indicates that the child is eligible for the expanded hours and that the eligibility code is valid for the current term. You can proceed to submit a claim for the expanded hours.



This message indicates that some of the information recorded may be incorrect. Please verify the child's date of birth, eligibility code, and the parent/carer's National Insurance number with them. If all details are correct both on your end and with HMRC, it may mean the parent/carer is no longer eligible for the expanded hours. You should check the validity dates of the eligibility code to confirm whether it is still active. If there are any concerns, the parent/carer should contact Childcare Choices (HMRC) directly for further clarification.



This message indicates that while the child is eligible for the working families' entitlement, the code is not valid for the term you intend to use it. This usually means the code was either applied for or renewed too late, missing the termly deadline. When

a parent/carer applies for or renews a code, you should always validate it using the eligibility checker in the Provider Portal to confirm it is valid for the intended term. For a code to be valid, you must ensure that:

- ❖ It is the term after the child has reached the relevant age of eligibility.
- ❖ The Voucher Start Date is before the first day of the term you wish to claim funding for.
- ❖ The Voucher End Date is on or after the first day of the term you wish to claim funding for.

The screenshot shows the 'Funding' tab selected in the top navigation bar. Below it, the 'Eligibility Checker' sub-tab is active. A red-bordered message box contains the text: 'The Eligibility Code has been found, but does not cover the standard term start date (01-Sep-2024) therefore working family hours cannot be claimed this term.'

Attendance Days

- ❖ Please complete the children's attendance details by selecting 'Yes' next to each day they attend. This ensures accurate recording of their weekly attendance pattern.

Maximum Values Allowed

- ❖ The red box shows how many funded hours are available in a term. This box will change depending on your claim. If children attend 2 days or more, you must select attends 2 days or more on the funding details tab otherwise the system will not allow you to claim for more than 10 hours per week
- ❖ Once you have completed the Funding Details tab, click on the **Pending Adjustments** tab

Please note: If the 2 year old child is eligible for both the Families Receiving Additional Support and the Working Families entitlements then the first 15 hours should be recorded under the 'Pending Adjustment' section. Any additional hours beyond the initial 15 should be claimed under the 'Expanded Pending Adjustment' section.

The screenshot shows the 'Funding' tab selected, with the 'Adjustments' sub-tab active. A green-bordered message box states: 'The Eligibility Code has been found and eligibility for working family hours has been obtained.'

Below the message, there are two main sections for adjustments:

- Pending Adjustment:**
 - Number of Hours: 150 (with a 'More Hours' dropdown)
 - Reason (500 characters): EEF Start Date - 13 October 2025, Hours per week - 15, Weeks per term - 10
 - Maximum Values Allowed:
 - Funded Termly Hours: 210.00
 - Funded Yearly Hours: 570.00
- Expanded Pending Adjustment:**
 - Number of Hours: 50 (with a 'More Hours' dropdown)
 - Reason (500 characters): EEF Start Date - 13 October 2025, Hours per week - 5, Weeks per term - 10
 - Maximum Values Allowed:
 - Expanded Termly Hours: 420.00
 - Expanded Yearly Hours: 1140.00

At the bottom, there are 'Save' and 'Cancel' buttons, and a note: '*denotes mandatory fields'.

On the **Pending Adjustments** tab complete the Pending Adjustment/Expanded Pending Adjustment sections as detailed below

- ❖ Number of hours - From the drop-down box select **MORE** hours. You must not enter less hours as this would indicate you wish to reduce the number of hours. **Please note: if you are wanting to reduce the hours your setting has already claimed for a child on the headcount claim, you should contact the EEF team to discuss how to correct this.**
- ❖ In the empty box next to number of hours enter the **TOTAL** number of hours you are making a claim for not the number of hours per week.
- ❖ Reason – In this box you **MUST** confirm the following information for **ALL** claims. If this information is missing we will reject the claim.
 - **EEF start date** – enter the date child started
 - **Hours per week** – enter the number of hours per week you are claiming
 - **Weeks per term** – enter the number of weeks per term you are claiming

Once you have completed the Funding Details tab if you have any notes to make for your claim, click on the **Notes** tab. This is where you can type any notes relating to the child's claim. Any previous notes will be shown on the right-hand side. **Please note that working family eligibility codes should not be entered into in this section**

Once you have completed all tabs, click on the **'Save'** button on the bottom left. If you have any errors when trying to save your record you will get a notification that the record cannot be saved, and the errors will be listed in red at the bottom of the screen. Once you have fixed the errors listed you will be able to save the record.

Once you have successfully saved the record, you will be taken back to the adjustments list. The child status will now show as New, Unsubmitted claim. Please double check the funded hours listed are correct as this is what will be submitted to us. If the funded hours are not correct, please go back into the child's record to edit and save the child's record.

Submit Adjustments: 2025/26 Autumn - 2yo Funding Sept 25 [CHANGE](#)

[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	Child, Test2 (05-May-2023)	150.00	50.00	150.00	50.00	£1492.00	31-Aug-2025 - 08-Dec-2025 Grace Period: 17-Mar-2026

Repeat this process for every new child you wish to claim a supplementary for. Once you have added/edited all your supplementary claims for each of the funding types required, click the send claim button and you see a submission successful message at the top of your screen. For any new children their status will change to New, Awaiting LA Download. This means your claim has been submitted to us and is waiting for us to process.

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 Submission Successful

Submit Adjustments: 2025/26 Autumn - 2yo Funding Sept 25 [CHANGE](#)

[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, Awaiting LA Download	Child, Test2 (05-May-2023)	150.00	50.00	150.00	50.00	£1492.00	31-Aug-2025 - 08-Dec-2025 Grace Period: 17-Mar-2026
 	Awaiting LA Download	Test, Child (17-Jul-2023)	150.00	0.00	150.00	0.00	£1119.00	

[Add Child](#) [Enter EY Voucher](#) [Send Claim](#)

Add a new 3&4 year old child

Please ensure that all mandatory fields, which are marked by a *, are completed before submission, as failure may result in a delay in your claim being processed. You must work through and complete each tab before you move onto the next tab. If you do not complete all the * fields, you will not be able to move onto another tab.

Reminder: Please validate all Working Family Eligibility Codes to ensure they are valid for the term you are making a claim for.

❖ Click on the Add Child button

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Submit Actual: 2024/25 Autumn - Fee 9 Month - 2yo Funding
[CHANGE](#)

[Add Child](#)
[Send Claim](#)

[Add Child](#)
[Send Claim](#)

- ❖ Once you have clicked on the Add Child button you will be taken to the **Child Details** tab

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[Child Details](#)
[Parent / Carer Details](#)
[Funding Details](#)
[Notes](#)

Child Details

Forename*
Middle Name
Surname*
DOB*
Proof of DOB
Gender*
Preferred Surname
Ethnicity*
SEN COP Stage*

☐
☐ Male ☐ Female
<unknown>
<Unknown>

Search for an Address
Primary
Postcode*

Address
Address Line 1*
Address Line 2
Address Line 3
Locality
Town
County
Postcode*

*denotes mandatory fields

On the **Child Details** tab complete as detailed below

- ❖ Enter the 'Child's Name'/Date of Birth/Gender – Complete these as per the child's birth certificate. When claiming funding you must use the child's legal surname, if the child has a preferred surname, you can enter it in the preferred surname box.
- ❖ Tick 'Proof of DOB' - you are required to keep a copy of the date of birth evidence that you have seen on file, for example the child's birth certificate or passport.
- ❖ Enter the 'Preferred Surname' - when claiming funding you must use the child's legal surname, if the child has a preferred surname, you can enter it in this box.
- ❖ 'Ethnicity' - We are required by the Department for Education (DfE) to collect this information. Please select the relevant ethnicity from the drop-down box.
- ❖ 'SEN COP Stage'. Please select the relevant code from the drop-down list based on the following.
 - E – Education Health and Care Plan (EHCP)- pupil has EHCP when a formal assessment has been made. A document is in place that sets out the child's needs and the extra help they should receive.
 - K - SEN support - Extra or different help is given from that provided, as part of the school's usual curriculum. The class teacher and special educational needs co- Ordinator (SENCO) may receive advice or support from outside specialists. The pupil does not have an EHCP.

- N – No SEN/EHCP in place

❖ Enter the 'Child's Address' - enter the child's home postcode and click on the search button, then from the drop-down box select the correct address and click on the confirm button.

Search for an Address

Primary

Postcode*

Address

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

If the address cannot be found the following error message will appear at the bottom of the page.

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

You will need to check the address and once the correct address has been confirmed try again or enter the address manually. When entering the address manually you will need to enter address line 1 (name/number of house) and the postcode and click on the confirm button

❖ you have completed the child details tab, click on the **Parent/Carer** tab.

Home Forms **Funding**

Summary Estimates **Actuals** Adjustments Eligibility Checker

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

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

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

Parent / Carer Details		Partner Details	
Forename		Forename	
Surname		Surname	
DOB		DOB	
Email		Email	
Contact Number		Contact Number	
☐ NI or ☐ NASS Number		☐ NI or ☐ NASS Number	
Tick to give consent to Eligibility Checking for ☐ EYPP ☐ Working Family Eligibility		Tick to give consent to Eligibility Checking for ☐ EYPP ☐ Working Family Eligibility	

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.

*denotes mandatory fields

On the **Parent/Carer** tab complete as detailed below

- ❖ Enter the forename, surname, date of birth, email address and contact number of the parent/carer who is the claimant the Working Families entitlement
- ❖ Enter the NI/NASS* number of the parent/carer who is the claimant the Working Families entitlement.
- ❖ Tick consent for EYPP and Working Family Eligibility. Consent for these checks is included in our Parental Agreement, which is why having a signed agreement in place for every child you're claiming entitlements for is so important. **If you don't tick the consent box or enter the incorrect details, you will not be able to claim the Working Family entitlement and may miss out on EYPP.**

You can include their partners' details if you wish. Parent details for the main benefit holder should be entered into boxes on the left-hand side. If you need to swap the parent/carer details over click on the switch button.

* NI means National Insurance Number which is in the format of: 2 letters, 6 numbers, 1 letter. NASS Number means National Asylum Support Service number which is in the format of: 9 numbers.

- ❖ Once you have completed the Parent/Carer tab, click on the **Funding Details** tab

Please note: Some of the fields on this tab are greyed out and you cannot complete them. Any hours you wish to claim via the supplementary process need to be entered on the pending adjustments tab.

The screenshot displays the 'Funding Details' tab in the Early Years Provider Portal. The top navigation bar includes 'Home', 'Forms', and 'Funding'. Below this, a sub-navigation bar shows 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. The 'Funding Details' tab is active, showing a form with several sections:

- Funding Details:** Includes fields for 'Start Date*', 'End Date*', 'Weeks Attended in Term*', and a 'Default Term Dates' button. There are checkboxes for 'Present during Census' and 'Nominated for DAF*'. A red 'X' is visible next to the 'Eligible for Expanded Hours' field.
- Attendance Days:** A list of days from Monday to Sunday, each with 'Yes' and 'No' radio buttons.
- Non-Funded Hours per Week:** Includes a field for 'Non-Funded Hours*'. A red box highlights the 'Maximum Values Allowed' section, which lists: Number of Weeks: 14.000, Expanded Weekly Hours: 10.00, Expanded Termly Hours: 140.00, and Expanded Yearly Hours: 520.00.
- Census Information:** Includes a field for 'Expanded Entitlement Weeks' and a note: 'Records the Number of Weeks the Child is expected to stretch their Expanded hours across the Child's eligibility year, in line with the parental declaration form.'
- Expanded Funded Hours per Week:** Includes a field for 'Eligibility Code' and a 'Check Eligibility Code' button.
- Expanded Hours*:** A field for entering expanded hours.

A note at the bottom states: 'If this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carer'.

On the **Funding Details** tab complete as detailed below

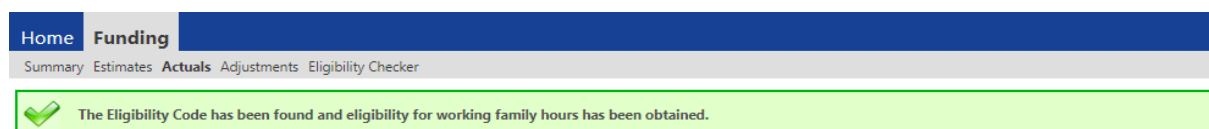
Funding Details

- ❖ Start and End Date - The start and end dates should reflect the number of weeks you are claiming for on your supplementary claim.
- ❖ Attends Two Days or More – You only need to tick this box if the child attends 2 days or more. If they attend for less than 2 days, then leave this blank. **Please note that if this box is not ticked when the child attends for two days or more, you will not be allowed to input more than 10 funded hours per week**
- ❖ Nominated for DAF – If you have already applied for DAF funding and received a confirmation letter from the Local Authority stating that the child is eligible, please select “Yes.” If the child is not eligible, or you haven’t yet submitted a DAF application, please select “No.” **Please note: If you tick “Yes” without having made a DAF application, it may delay the processing of your headcount claim.**

Extended Funded Hours per Week (Only if you are claiming for extended hours)

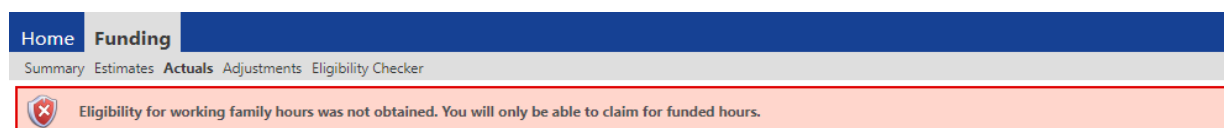
- ❖ Eligibility code – Enter the child's 11 digit eligibility code
- ❖ Check eligibility code – click on the blue button 'check eligibility code'. The system will then perform an eligibility check and display the results.

This message indicates that the child is eligible for the extended hours and that the eligibility code is valid for the current term. You can proceed to submit a claim for the extended hours.



The screenshot shows the 'Funding' tab selected in the top navigation bar. Below it, a sub-navigation bar includes 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. A green message box with a checkmark icon displays the text: 'The Eligibility Code has been found and eligibility for working family hours has been obtained.'

This message indicates that some of the information recorded may be incorrect. Please verify the child's date of birth, eligibility code, and the parent/carer's National Insurance number with them. If all details are correct both on your end and with HMRC, it may mean the parent/carer is no longer eligible for the extended hours. You should check the validity dates of the eligibility code to confirm whether it is still active. If there are any concerns, the parent/carer should contact Childcare Choices (HMRC) directly for further clarification.



The screenshot shows the 'Funding' tab selected in the top navigation bar. Below it, a sub-navigation bar includes 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. A red message box with an 'X' icon displays the text: 'Eligibility for working family hours was not obtained. You will only be able to claim for funded hours.'

This message indicates that while the child is eligible for the working families' entitlement, the code is not valid for the term you intend to use it. This usually means the code was either applied for or renewed too late, missing the termly deadline. When a parent/carer applies for or renews a code, you should always validate it using the eligibility checker in the Provider Portal to confirm it is valid for the intended term. For a code to be valid, you must ensure that:

- ❖ It is the term after the child has reached the relevant age of eligibility.

- ❖ The Voucher Start Date is before the first day of the term you wish to claim funding for.
- ❖ The Voucher End Date is on or after the first day of the term you wish to claim funding for.

Home Forms **Funding**

Summary Estimates **Actuals** Adjustments Eligibility Checker

 The Eligibility Code has been found, but does not cover the standard term start date (01-Sep-2024) therefore working family hours cannot be claimed this term.

Attendance Days

- ❖ Please complete the children's attendance details by selecting 'Yes' next to each day they attend. This ensures accurate recording of their weekly attendance pattern.

Maximum Values Allowed

- ❖ The red box shows how many funded hours are available in a term. This box will change depending on your claim. If children attend 2 days or more, you must select attends 2 days or more on the funding details tab otherwise the system will not allow you to claim for more than 10 hours per week
- ❖ Once you have completed the Funding Details tab, click on the **Pending Adjustments** tab

Home Forms **Funding**

Summary Estimates Actuals **Adjustments** Eligibility Checker

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

Pending Adjustment

Number of Hours

Reason (500 characters)

Maximum Values Allowed:

Funded Termly Hours: **130.00**

Funded Yearly Hours: **520.00**

Extended Pending Adjustment

Number of Hours

Reason (500 characters)

Maximum Values Allowed:

Extended Termly Hours: **130.00**

Extended Yearly Hours: **520.00**

Save **Cancel** *denotes mandatory fields

On the **Pending Adjustment** tab complete as detailed below

- ❖ Number of hours - From the drop-down box select **MORE** hours. You must not enter less hours as this would indicate you wish to reduce the number of hours. **Please note: if you are wanting to reduce the hours your setting has already claimed for a child on the headcount claim, you should contact the EEF team to discuss how to correct this.**

- ❖ In the empty box next to number of hours enter the **TOTAL** number of hours you are making a claim for not the number of hours per week.
- ❖ Reason – In this box you **MUST** confirm the following information for **ALL** claims. If this information is missing we will reject the claim.
 - **EEF start date** – enter the date child started
 - **Hours per week** – enter the number of hours per week you are claiming
 - **Weeks per term** – enter the number of weeks per term you are claiming

Once you have completed the Funding Details tab if you have any notes to make for your claim, click on the **Notes** tab. This is where you can type any notes relating to the child's claim. Any previous notes will be shown on the right-hand side. **Please note that working family eligibility codes should not be entered into in this section**

Once you have completed all tabs, click on the **'Save'** button on the bottom left. If you have any errors when trying to save your record you will get a notification that the record cannot be saved, and the errors will be listed in red at the bottom of the screen. Once you have fixed the errors listed you will be able to save the record.

Once you have successfully saved the record, you will be taken back to the adjustments list. The child status will now show as New, Unsubmitted claim. Please double check the funded hours listed are correct as this is what will be submitted to us. If the funded hours are not correct, please go back into the child's record to edit and save the child's record.

Home Forms Funding								
Summary Estimates Actuals Adjustments Eligibility Checker								
Submit Adjustments: 2025/26 Autumn - Fee 3 & 4 Year Old Funding CHANGE								
Add Child Send Claim								
	Status	Child	Pending Adj Hours	Pending Extended Adj Hours	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
1	New, Unsubmitted Child	Childs, Test (11-May-2022)	0.00	140.00	0.00	140.00	£798.00	31-Aug-2025 - 08-Dec-2025 Grace Period: 17-Mar-2026

Repeat this process for every new child you wish to claim a supplementary for. Once you have added/edited all your supplementary claims for each of the funding types required, click the send claim button and you see a submission successful message at the top of your screen. For any new children their status will change to New, Awaiting LA Download. This means your claim has been submitted to us and is waiting for us to process.

The screenshot shows the 'Funding' tab selected in the top navigation bar. Below the navigation bar, there is a green banner with a checkmark icon and the text 'Submission Successful'. Below this, a link 'Submit Adjustments: 2025/26 Autumn - Fee 3 & 4 Year Old Funding' is visible. There are two buttons: 'Add Child' and 'Send Claim'. Below these buttons is a table with the following data:

	Status	Child	Pending Adj Hours	Pending Extended Adj Hours	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
	New, Awaiting LA Download	Childs, Test (11-May-2022)	0.00	140.00	0.00	140.00	£798.00	31-Aug-2025 - 08-Dec-2025 Grace Period: 17-Mar-2026

Add a supplementary claim for an existing child

- ❖ Click on the 'Funding' tab on the main menu to enter the Funding section of the Provider Portal.
- ❖ Select the correct characters in answer to your security question and then click the submit button

The screenshot shows the 'Funding' tab selected. Below the navigation bar, there is a section titled 'Security question'. It contains the text: 'For increased security, you are being prompted to enter the answer to one of the Authentication Questions. What is your favourite colour?'. Below this text, there are three character input fields labeled 'Character 1', '2', and '3'. Each field has a dropdown menu with 'A' selected. A 'Submit' button is located at the bottom of the section.

- ❖ Click on the 'adjustments' tab on the 2nd toolbar.
- ❖ Select the academic year, then the term you are submitting your claim for and then you will see the funding types available to you. **Please Note - if you cannot see the funding tabs please contact us on fee234@lancashire.gov.uk**

The adjustments submission dates will be shown and if the provider portal is open for adjustments you will see a green icon and the Funding Type will have a pencil icon next to it. If there is a red 'no entry' icon and you get the following message when you click on the terms this means the provider portal is closed for adjustments.

The screenshot shows the 'Actuals Head Count Records for 2024/25 - Autumn' screen. It features a list of academic years on the left: 2024/25, 2023/24, 2022/23, 2021/22, and 2020/21. The 2024/25 year is selected and highlighted. To the right of the list, there is a table with the following data:

	Funding Type
	Fee 2 Year Old Funding
	Fee 3 & 4 Year Old Funding
	Fee 9 Month - 2yo Funding

- ❖ Click funding type you want to make a supplementary claim for.
- ❖ From the list of children, click on the child's name you wish to make a supplementary for. You will then be taken to the pending adjustments tab

The screenshot shows the 'Funding' tab selected in the top navigation bar. Below it, there are links for 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. A banner for 'Submit Adjustments: 2022/23 Summer - Fee 2 Year Old Funding' with a 'CHANGE' link is visible. Below the banner are three buttons: 'Add Child', 'Enter EY Voucher', and 'Send Claim'. At the bottom, there is a table with columns for 'Status' and 'Child'. The table contains one entry with a status of 'X' and a child named 'M Baby (12-Jul-2020)'.

9 month – 2-year-old existing child

The screenshot shows the 'Pending Adjustment' tab selected for a child named 'Harry Potter' with a date of birth of '13-Jun-2021'. The 'Expanded Pending Adjustment' section contains a 'Number of Hours' field with a 'More Hours' dropdown and a value of '135'. Below this is a 'Reason (500 characters)' text area containing the following text: 'EEF Start Date - 03/07/2024', 'Hours per week - 135', and 'Weeks per term - 9'. A red box at the bottom of the form displays 'Maximum Values Allowed: Expanded Termly Hours: 195.00' and 'Expanded Yearly Hours: 570.00'. At the bottom of the form are 'Save' and 'Cancel' buttons, and a note that '*' denotes mandatory fields.

On the **Pending Adjustment** tab complete as detailed below

- ❖ Number of hours - From the drop-down box select **MORE** hours. You must not enter less hours as this would indicate you wish to reduce the number of hours. **Please note: if you are wanting to reduce the hours your setting has already claimed for a child on the headcount claim, you should contact the EEF team to discuss how to correct this.**
- ❖ In the empty box next to number of hours enter the **TOTAL** number of hours you are making a claim for not the number of hours per week.
- ❖ Reason – In this box you **MUST** confirm the following information for **ALL** claims. If this information is missing we will reject the claim.
 - **EEF start date** – enter the date child started
 - **Hours per week** – enter the number of hours per week you are claiming
 - **Weeks per term** – enter the number of weeks per term you are claiming
- ❖ On the Child Details tab, Parent/Carer Details tab check all details are correct and amend if necessary. If you have any notes to add to the supplementary claim, these can be added on the notes tab.

Please note:

- ❖ If you are amending the child's date of birth you will be required to submit a copy of the child's birth certificate or passport to fee234@lancashire.gov.uk as evidence of the change before the amendment will be accepted by LCC
- ❖ On the Parent/Carer tab if you don't tick the consent box or enter the incorrect details, you will not be able to claim the Working Family/Additional Support (Golden Ticket) entitlement and may miss out on EYPP.

Once you have completed all tabs, click on the **'Save' button** on the bottom left. If you have any errors when trying to save your record you will get a notification that the record cannot be saved, and the errors will be listed in red at the bottom of the screen. Once you have fixed the errors listed you will be able to save the record.

 **Save Record Failed Due To The Errors Listed Below**

The following errors need to be fixed before the record can be saved:

- Address Line 1 must be entered (Child Details Tab)
- Term End Date must be entered (Funding Details Tab)
- Non-Funded Hours must be entered (Funding Details Tab)

*denotes mandatory fields

Save

Cancel

Once you have successfully saved the record, you will be taken back to the adjustments list. The child status will now show as Unsubmitted Claim and the number of hours you are claiming will be shown in the Pending Expanded Adj Hours column. Please double check the funded hours listed are correct as this is what will be submitted to us. If the funded hours are not correct, please go back into the child's record to edit and save the child's record.

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Eligibility Checker

Submit Adjustments: 2025/26 Autumn - 9m-2yo Funding Sept 25

CHANGE

Add Child

Send Claim

		Status	Child	Pending Adj Hours	Pending Expanded Adj Hours	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
		Unsubmitted Child	Child 2, Test (11-Dec-2023)	0.00	140.00	140.00	£1429.40	31-Aug-2025 - 08-Dec-2025 Grace Period: 17-Mar-2026

- ❖ Repeat this process for every child you wish to claim a supplementary for.

Once you submit the claim you will receive a Submission Successful message at the top of the screen and the Send Claim button will no longer be available until you click Add Child button again.

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Submission Successful

Submit Adjustments: 2025/26 Autumn - 9m-2yo Funding Sept 25

CHANGE

Add Child

Send Claim

		Status	Child	Pending Adj Hours	Pending Expanded Adj Hours	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
		Awaiting LA Download	Child 2, Test (11-Dec-2023)	0.00	140.00	140.00	£1429.40	31-Aug-2025 - 08-Dec-2025 (Grace Period: 17-Mar-2026)



Existing 2 year old child eligible under families receiving additional support (i.e. Golden Ticket)

The screenshot shows the 'Pending Adjustment' tab in the Early Years Provider Portal. At the top, there are tabs for 'Home', 'Forms', and 'Funding'. Below these are sub-tabs: 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. The main header shows 'Name: Harry Potter DOB: 13-Jun-2021'. Below this are more sub-tabs: 'Summary', 'Child Details', 'Parent / Carer Details', 'Funding Details', 'Pending Adjustment' (which is active), and 'Notes'. The 'Pending Adjustment' section contains a 'Number of Hours' field with a dropdown menu set to 'More Hours' and a text box containing '135.00'. Below this is a 'Reason (500 characters)' text area containing a bulleted list: '• EEF start date – 03/07/2024', '• Hours per week – 135', and '• Weeks per term – 9'. At the bottom of this section is a red box titled 'Maximum Values Allowed:' containing 'Funded Termly Hours: 195.00' and 'Funded Yearly Hours: 570.00'. At the very bottom are 'Save' and 'Cancel' buttons, and a small note '*denotes mandatory fields'.

On the **Pending Adjustment** tab complete as detailed below

- ❖ Number of hours - From the drop-down box select **MORE** hours. You must not enter less hours as this would indicate you wish to reduce the number of hours. **Please note: if you are wanting to reduce the hours your setting has already claimed for a child on the headcount claim, you should contact the EEF team to discuss how to correct this.**
- ❖ In the empty box next to number of hours enter the **TOTAL** number of hours you are making a claim for not the number of hours per week.
- ❖ Reason – In this box you **MUST** confirm the following information for **ALL** claims. If this information is missing we will reject the claim.
 - **EEF start date** – enter the date child started
 - **Hours per week** – enter the number of hours per week you are claiming
 - **Weeks per term** – enter the number of weeks per term you are claiming
- ❖ On the Child Details tab, Parent/Carer Details tab check all details are correct and amend if necessary. If you have any notes to add to the supplementary claim, these can be added on the notes tab.

Please note:

- ❖ If you are amending the child's date of birth you will be required to submit a copy of the child's birth certificate or passport to fee234@lancashire.gov.uk as evidence of the change before the amendment will be accepted by LCC
- ❖ On the Parent/Carer tab if you don't tick the consent box or enter the incorrect details, you will not be able to claim the Working Family/Additional Support (Golden Ticket) entitlement and may miss out on EYPP.

Once you have completed all tabs, click on the **'Save' button** on the bottom left. If you have any errors when trying to save your record you will get a notification that the record cannot be saved, and the errors will be listed in red at the bottom of the screen. Once you have fixed the errors listed you will be able to save the record.

Save Record Failed Due To The Errors Listed Below

The following errors need to be fixed before the record can be saved:

- Address Line 1 must be entered (Child Details Tab)
- Term End Date must be entered (Funding Details Tab)
- Non-Funded Hours must be entered (Funding Details Tab)

Save

Cancel

*denotes mandatory fields

Once you have successfully saved the record, you will be taken back to the adjustments list. The child status will now show as Unsubmitted Claim and the number of hours you are claiming will be shown in the Pending Adj Hours column. Please double check the funded hours listed are correct as this is what will be submitted to us. If the funded hours are not correct, please go back into the child's record to edit and save the child's record.

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Summary Estimates Actuals Adjustments Eligibility Checker

Submit Adjustments: 2025/26 Autumn - 2yo Funding Sept 25 [CHANGE](#)

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
	Unsubmitted Child	Child, Test2 (05-May-2023)	150.00	0.00	150.00	0.00	£1119.00	31-Aug-2025 - 08-Dec-2025 Grace Period: 17-Mar-2

❖ Repeat this process for every child you wish to claim a supplementary for.

Once you submit the claim you will receive a Submission Successful message at the top of the screen and the Send Claim button will no longer be available until you click Add Child button again.

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Submission Successful

Submit Adjustments: 2025/26 Autumn - 2yo Funding Sept 25 [CHANGE](#)

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)
	Awaiting LA Download	Child, Test2 (05-May-2023)	150.00	0.00	150.00	0.00	£1119.00

Existing 2 year old child eligible under working families'

Please note: If the 2 year old child is eligible for both the Families Receiving Additional Support and the Working Families entitlements then the first 15 hours should be claimed under the 'Pending Adjustment' section. Any additional hours beyond the initial 15 should be claimed under the 'Expanded Pending Adjustment' section.

Home Forms Funding

Summary Estimates Actuals **Adjustments** Eligibility Checker

Name: Test2 Child DOB: 05-May-2023

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

Pending Adjustment

Number of Hours **More Hours**

Reason (500 characters)

EEF Start Date - 13 October 2025
Hours per week - 15
Weeks per term - 10

Maximum Values Allowed:
Funded Termly Hours: 210.00
Funded Yearly Hours: 570.00

Expanded Pending Adjustment

Number of Hours **More Hours**

Reason (500 characters)

EEF Start Date - 13 October 2025
Hours per week - 5
Weeks per term - 10

Maximum Values Allowed:
Expanded Termly Hours: 420.00
Expanded Yearly Hours: 1140.00

On the **Pending Adjustment** tab complete as detailed below

- ❖ Number of hours - From the drop-down box select **MORE** hours. You must not enter less hours as this would indicate you wish to reduce the number of hours. **Please note: if you are wanting to reduce the hours your setting has already claimed for a child on the headcount claim, you should contact the EEF team to discuss how to correct this.**
- ❖ In the empty box next to number of hours enter the **TOTAL** number of hours you are making a claim for not the number of hours per week.
- ❖ Reason – In this box you **MUST** confirm the following information for **ALL** claims. If this information is missing we will reject the claim.
 - **EEF start date** – enter the date child started
 - **Hours per week** – enter the number of hours per week you are claiming
 - **Weeks per term** – enter the number of weeks per term you are claiming
- ❖ On the Child Details tab, Parent/Carer Details tab check all details are correct and amend if necessary. If you have any notes to add to the supplementary claim, these can be added on the notes tab.

Please note:

- ❖ If you are amending the child's date of birth you will be required to submit a copy of the child's birth certificate or passport to fee234@lancashire.gov.uk as evidence of the change before the amendment will be accepted by LCC

- ❖ On the Parent/Carer tab if you don't tick the consent box or enter the incorrect details, you will not be able to claim the Working Family/Additional Support (Golden Ticket) entitlement and may miss out on EYPP.

Once you have completed all tabs, click on the **'Save' button** on the bottom left. If you have any errors when trying to save your record you will get a notification that the record cannot be saved, and the errors will be listed in red at the bottom of the screen. Once you have fixed the errors listed you will be able to save the record.

Save Record Failed Due To The Errors Listed Below

The following errors need to be fixed before the record can be saved:
 Address Line 1 must be entered (Child Details Tab)
 Term End Date must be entered (Funding Details Tab)
 Non-Funded Hours must be entered (Funding Details Tab)

Save

Cancel

*denotes mandatory fields

Once you have successfully saved the record, you will be taken back to the adjustments list. The child status will now show as Unsubmitted Claim and the number of hours you are claiming will be shown in the Pending Expanded Adj Hours column. Please double check the funded hours listed are correct as this is what will be submitted to us. If the funded hours are not correct, please go back into the child's record to edit and save the child's record.

Submit Adjustments: 2025/26 Autumn - 2yo Funding Sept 25 CHANGE								
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
	Unsubmitted Child	Child, Test2 (05-May-2023)	150.00	20.00	150.00	20.00	£1268.20	31-Aug-2025 - 08-Dec-2025 Grace Period: 17-Mar-2026

- ❖ Repeat this process for every child you wish to claim a supplementary for.

Once you submit the claim you will receive a Submission Successful message at the top of the screen and the Send Claim button will no longer be available until you click Add Child button again.

Home Forms **Funding**

Summary Estimates Actuals **Adjustments** Eligibility Checker

Submission Successful

Submit Adjustments: 2025/26 Autumn - 2yo Funding Sept 25 [CHANGE](#)

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)
	New, Awaiting LA Download	Child, Test2 (05-May-2023)	150.00	20.00	150.00	20.00	£1268.20

3 & 4-Year-Old existing child

Home Forms **Funding**

Summary Estimates Actuals **Adjustments** Eligibility Checker

Name: Mickey Mouse DOB: 11-Aug-2020

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

Pending Adjustment

Number of Hours

Reason (500 characters)

Maximum Values Allowed:

Funded Termly Hours: 195.00

Funded Yearly Hours: 570.00

Extended Pending Adjustment

Number of Hours

Reason (500 characters)

Maximum Values Allowed:

Extended Termly Hours: 195.00

Extended Yearly Hours: 570.00

Save Cancel *denotes mandatory fields

On the **Pending Adjustment** tab complete as detailed below

- ❖ Number of hours - From the drop-down box select **MORE** hours. You must not enter less hours as this would indicate you wish to reduce the number of hours. **Please note: if you are wanting to reduce the hours your setting has already claimed for a child on the headcount claim, you should contact the EEF team to discuss how to correct this.**
- ❖ In the empty box next to number of hours enter the **TOTAL** number of hours you are making a claim for not the number of hours per week.
- ❖ Reason – In this box you **MUST** confirm the following information for **ALL** claims. If this information is missing we will reject the claim.
 - **EEF start date** – enter the date child started
 - **Hours per week** – enter the number of hours per week you are claiming
 - **Weeks per term** – enter the number of weeks per term you are claiming
- ❖ On the Child Details tab, Parent/Carer Details tab check all details are correct and amend if necessary. If you have any notes to add to the supplementary claim, these can be added on the notes tab.

Please note:

- ❖ If you are amending the child's date of birth you will be required to submit a copy of the child's birth certificate or passport to fee234@lancashire.gov.uk as evidence of the change before the amendment will be accepted by LCC
- ❖ On the Parent/Carer tab if you don't tick the consent box or enter the incorrect details, you will not be able to claim the Working Family/Additional Support (Golden Ticket) entitlement and may miss out on EYPP.

Once you have completed all tabs, click on the **'Save' button** on the bottom left. If you have any errors when trying to save your record you will get a notification that the record cannot be saved, and the errors will be listed in red at the bottom of the screen. Once you have fixed the errors listed you will be able to save the record.

 **Save Record Failed Due To The Errors Listed Below**

The following errors need to be fixed before the record can be saved:
 Address Line 1 must be entered (Child Details Tab)
 Term End Date must be entered (Funding Details Tab)
 Non-Funded Hours must be entered (Funding Details Tab)

Save

Cancel

*denotes mandatory fields

Once you have successfully saved the record, you will be taken back to the adjustments list. The child status will now show as Unsubmitted Claim and the number of hours you are claiming will be shown in the Pending Adj/Pending Extended Adj Hours column. Please double check the funded hours listed are correct as this is what will be submitted to us. If the funded hours are not correct, please go back into the child's record to edit and save the child's record.

Home Forms Funding								
Summary Estimates Actuals Adjustments Eligibility Checker								
Submit Adjustments: 2025/26 Autumn - Fee 3 & 4 Year Old Funding CHANGE								
Add Child Send Claim								
	Status	Child	Pending Adj Hours	Pending Extended Adj Hours	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
	Unsubmitted Child	Childs, Test (11-May-2022)	10.00	140.00	10.00	140.00	£855.00	31-Aug-2025 - 08-Dec-2025 Grace Period: 17-Mar

❖ Repeat this process for every child you wish to claim a supplementary for.

Once you submit the claim you will receive a Submission Successful message at the top of the screen and the Send Claim button will no longer be available until you click Add Child button again

Home Forms Funding								
Summary Estimates Actuals Adjustments Eligibility Checker								
 Submission Successful								
Submit Adjustments: 2025/26 Autumn - Fee 3 & 4 Year Old Funding CHANGE								
Add Child Send Claim								
	Status	Child	Pending Adj Hours	Pending Extended Adj Hours	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
	Awaiting LA Download	Childs, Test (11-May-2022)	10.00	140.00	10.00	140.00	£855.00	31-Aug-2025 - 08-Dec-2025 Grace Period: 17-Mar-2026

Submitting your supplementary claims

Once you have completed your supplementary claims, please double check the list

of adjustments before sending your claim as this is what will be submitted to us. You are ready to submit your supplementary return once you have:

- ✓ Added new child records and attendance hours/weeks for children who have started after the headcount date
- ✓ Reviewed existing children and updated their hours of attendance/weeks for any children who have increased their hours since the headcount date.

Reminder: If you are claiming EYYP / DAF please ensure you have completed all the required information where applicable so that we can process your additional payments.

❖ To submit your claim click on the 'Send Claim' button, which is located on the 'Adjustments' page.

Home Forms Funding								
Summary Estimates Actuals Adjustments Eligibility Checker								
Submit Adjustments: 2025/26 Autumn - Fee 3 & 4 Year Old Funding CHANGE								
Add Child Send Claim								
	Status	Child	Pending Adj Hours	Pending Extended Adj Hours	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
	New, Unsubmitted Child	Childs, Test (11-May-2022)	0.00	140.00	0.00	140.00	£798.00	31-Aug-2025 - 08-Dec-2025 Grace Period: 17-Mar-2026

Once submitted you will get a message at the **top of screen** as below, this message will only show at the top of the screen, therefore, if your list of children is long, you may not see this and you will need to scroll to the top of the page.

Home Forms Funding								
Summary Estimates Actuals Adjustments Eligibility Checker								
 Submission Successful								
Submit Adjustments: 2025/26 Autumn - Fee 3 & 4 Year Old Funding CHANGE								
Add Child Send Claim								
	Status	Child	Pending Adj Hours	Pending Extended Adj Hours	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
	New, Awaiting LA Download	Childs, Test (11-May-2022)	0.00	140.00	0.00	140.00	£798.00	31-Aug-2025 - 08-Dec-2025 Grace Period: 17-Mar-2026

Once you have submitted your claim, you can view the current adjustments to ensure that all children have hours showing where a claim is being made and their status has updated to one of the following.

- ❖ New, awaiting LA download (for new children)
- ❖ Awaiting LA download (children who have been edited)

If the Status does not show any of the above and the child hours are zero, this means that you have not submitted the record and you will need to go back into the record and edit the hours/weeks and then click the 'Send Claim' button again. Once we have processed your supplementary claim the child status will be blank.

Please note the following:

- ❖ We recommend that once you have submitted your supplementary claim you take a copy of your claim, showing the 'submission successful' message along with printing your adjustments claim.
- ❖ You can submit supplementary claims at any point during the supplementary claim submission period. If you realise that you have missed a child off or made a mistake on a child's hours/weeks, missed EYPP information or if circumstances change, you can simply re-edit the relevant child records as many times as necessary and you must then click the 'Send Claim' button before the end of the supplementary claims submission period.
- ❖ Errors or omissions in your supplementary claim can result in delays in processing your claims. Please ensure any queries are responded to in a timely manner.

11. Payment information

All EEF payments are made in line with the deadlines set out in the Funding Agreement

Funding summary

Within the Provider Portal there is a Summary screen which allows you to see information relating to payments made to you, for each term and for each funding type. A summary of your claims will be available to view each term.

- ❖ Go to Funding, Summary, then select the year, term and funding type for which you require the information.

Summary Head Count Records for 2025/26 - Autumn	
2025/26	
Autumn	
2024/25	
2023/24	
2022/23	
2021/22	
2020/21	
2019/20	

Funding Type	
	2yo Funding Sept 25
!	9m-2yo Funding Sept 25
	Fee 3 & 4 Year Old Funding

- ❖ This will open the Summary screen for that term and funding type.

Home Forms Funding	
Summary Estimates Actuals Adjustments Eligibility Checker	
Summary: 2025/26 Autumn - Fee 3 & 4 Year Old Funding CHANGE	
Rate x Hours may not equal Totals as rounding is applied per child. The totals shown are the sum of the funding amounts per child.	
Estimates	Actuals
Term Length (Weeks) 14.000	Term Length (Weeks) Term Time 14.000
▶ Provider Rate applied £5.700	▶ Provider Rate applied to child funding £5.700
Estimate Funding	Funding
Hours Per Term 0.00	Funded Hours for Term 0.00
Term Funding Amount £0.00	Funding Amount @ Provider Rate £0.00
Interim % 75.00%	
Interim Amount Payable £0.00	
	Funding Amount £0.00
Total Interim Amount Paid to Date (before Adj) £0.00	Extended Funding
	Funded Hours for Term 0.00
	Funding Amount @ Provider Rate £0.00
Interim Amount Payable Balance £0.00	Extended Funding Amount £0.00
	Totals
Number of Payments Due 3 / 3	Funded Hours for Term 0.00
Next Payment Amount Due (before Adj) £0.00	Funding Amount @ Provider Rate £0.00
	Child Weightings £0.00
Fully Processed No	Term Funding Amount £0.00
	Interim Amount Paid (before Adj) £0.00
	Term Funding Amount Balance £0.00
	Adjustments Paid with Final Payment £0.00
	Actual Amount Paid (Inc. Adj) £0.00
	Processed No
	Processed Date

The information is displayed as follows:

Estimates

- ❖ **Term Length (Weeks)** - This refers to the number of funded weeks in the term i.e. 11 weeks in spring, 13 weeks in summer and 14 weeks in autumn.
- ❖ **Provider Rate applied** – This is your hourly Provider rate for the EEF. If you click on the little triangle next the provider rate applied it will show the base rate and any other elements such as deprivation.

Estimates Funding

- ❖ **Hours per term** – This will show the estimated total hours for the term.
- ❖ **Term funding amount** – This will show the estimated total funding amount due for the term.
- ❖ **Interim %** - This will show the % of the interim payment received based on the estimate submitted. Please refer to the Funding Agreement for details of the % rates paid each term.
- ❖ **Interim amount payable / Total interim amount paid to date (before Adj)** - This will show the interim amount payable based on the estimated hours.
- ❖ **Interim amount payable balance** – If there is any interim payable the amount will

be shown.

- ❖ **Number of payments due** – this will show the number of interim payments due each term i.e. 3 in autumn, 2 in spring and 4 in summer.
- ❖ **Next payment amount due (before Adj)** – this will show the next interim payment amount (before any adjustments)
- ❖ **Processed (Yes/No) and Processed date** – This will show if we have processed interim payments and the date payment was processed. Please note the date shown is the date we have processed payments NOT the date funds will be in bank account. Payments will be in bank accounts on the dates specified in the funding agreement.

Please note: if any adjustments (i.e. money owed to the Council) have been processed with your interim payments, you will need to go to the adjustments tab to find out more information.

- ❖ Go to Adjustments and if there are any adjustments paid with estimates, click on 'paid with estimates' to view the details.

Home	Funding	
Summary	Estimates	Actuals
Adjustments	Eligibility Checker	
View Adjustments: 2022/23 Summer - Fee 3 & 4 Year Old Funding CHANGE		
▶ Not Paid - Total: (£695.76)		
▼ Paid with Estimates - Total: (£1569.12), Paid Date: 31-Mar-2023		
Type	Date Added	Child Name
Provider	09-Mar-2023	
Date of Birth	No. of Hours	Override Rate per Hour
Total Child Weighting Amount	Total Amount @ Provider Rate	Amount
		(£1569.12)
		System carried negative final value from Spring 2022/23

Actuals

- ❖ **Term length** - This refers to the number of funded weeks in the term i.e. 11 weeks in spring, 13 weeks in summer and 14 weeks in autumn.
- ❖ **Provider rate** – This is your hourly Provider rate for the EEF.

Funded/Universal Hours

- ❖ **Funded hours for term** – This will show the total number of **funded/universal** claimed in the term.
- ❖ **Funding amount @ provider rate - Funded/Universal funding amount** - This will show the funding amount due based on the funded/universal hours claimed.

Extended/Expanded Funding (this will only be shown if applicable)

- ❖ **Funded hours for Term** – This will show the total number of **extended/expanded** claimed in the term.
- ❖ **Funding amount @ provider rate – Extended/Expanded funding amount** – This will show the funding amount due based on the extended hours claimed.

Totals

- ❖ **Funded hours for term** – This will show the total funded hours claimed for the term (Universal/Funded and extended/expanded, if applicable)
- ❖ **Funding amount @ provider rate** – This will show the total funding amount due for the term based on the total hours claimed.
- ❖ **Child weightings** – This will show any payments relating to Early Years Pupil

Premium (EYPP) funding.

- ❖ **Term funding amount** – This will show the total funding amount due for the term (including any EYPPP payments)
- ❖ **Interim amount paid (before Adj)** – This will show any interim payments which have been made.
- ❖ **Term funding amount balance** – This will show the balance due for the term (term funding amount less the interim payment)
- ❖ **Adjustments paid with final payment** – This will show if any adjustments have been paid with the final payment i.e. Disability Access Funding / money owed to the council.
- ❖ **Actual amount paid (inc Adj)** – This will show the actual amount of funding paid for the term.
- ❖ **Processed (Yes/No) and Processed date** – This will show if we have processed interim payments and the date payment was processed. Please note the date shown is the date we have processed payments NOT the date. Payments will be in bank accounts on the dates specified in the funding agreement

Please note: if any adjustments (i.e. money owed to the Council) have been processed with your actuals payments, you will need to go to the adjustments tab to find out more information.

- ❖ Go to Adjustments and if there are any adjustments paid with actuals, click on 'paid with actuals' to view the details.

Home

Funding

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Actuals

Adjustments

Eligibility Checker

View Adjustments: 2022/23 Summer - Fee 3 & 4 Year Old Funding

CHANGE

▼ Paid with Actuals - Total: (£1690.00), Paid Date: 23-Jun-2023

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
Provider	23-Jun-2023							(£1690.00),	Reclaim

Paid adjustments

- ❖ To view adjustments that have been paid, you need to go to Funding > Adjustments and select the year, term and funding type you want to view the paid adjustments for.

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[Forms](#)
[Funding](#)

[Summary](#)
[Estimates](#)
[Actuals](#)
[Adjustments](#)
[Eligibility Checker](#)

Adjustments Head Count Records for 2022/23 - Summer

2022/23	Funding Type		Actuals (Office)
			Ready To Process
Summer Submission Period: 24-Jun-2023 to 31-Aug-2023		Fee 2 Year Old Funding	
		Fee 3 & 4 Year Old Funding	
Spring Submission Period: 27-Feb-2023 to 31-Mar-2023		Fee 9 Month - 2yo Funding	

and the date it was

paid. Click on the down arrow next to 'paid' and it will list details of the adjustment.

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Submit Adjustments: 2022/23 Spring - Fee 2 Year Old Funding

CHANGE

▼ Paid as Adjustments

- Total: £563.85, Paid Date: 15-Mar-2023

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	13-Mar-2023	Brown P	21-Mar-2020	105.00		£0.00	£563.85	£563.85	Funded start date 6.2.23 7 weeks x 15 hours per week Total FEE Funded hours 105

12. Forms library

The following Forms are available for completion by accessing the 'Forms' tab at the top of the page within the portal. After you have submitted the completed form, a member the team will check your form and either approve it or give you a call if there is a problem.

- ❖ Access to Provider Portal Additional Users Form
- ❖ Change of Bank Details Request Form
- ❖ Change to types of funded places offered
- ❖ Early Years Census
- ❖ Funding Agreement Acceptance Form
- ❖ New EEF Registration Form
- ❖ Update Your Details

Please note: The Early Years Census form and the Funding Agreement Acceptance form will only be available for completion when we require providers to complete them.

- ❖ Use the drop-down box at the top of the page and select the correct provider type you require.

- ❖ click on Forms > Fill in Forms > select the relevant form from the list and once completed click on the submit form button.
- ❖ Once you have completed and submitted your form it will be authorised by a member of the EEF team.
- ❖ There is no need to resend your form through again unless there are any changes.

Additional Users

You are only required to complete this form if you need additional users accounts for the Provider Portal

- ❖ Additional users must have their own individual email address to set up an account
- ❖ The form must be completed by an Authorised Signatory
- ❖ All users with Provider Portal accounts will be able to make headcount or supplementary funding claims and update all forms including the change of bank details request form.

Access to Provider Portal – Additional User Request

Childcare Provider Name:

Test After School Club

Ofsted Registration Number:

EY523456

[Click here to view the Local Authority Agreement for the Provision of Early Education Funding](#)

This form must be completed by an Authorised Signatory, who is a person with the appropriate authority for the Childcare Provider named above, to bind the Childcare Provider to the terms of this Agreement. The County Council reserves the right to request evidence of this permission and the Childcare Provider must provide this immediately on request.

Request for additional persons to be granted access to the Provider Portal

Note: Please provide details of all people who require access to the online Provider Portal. These people will be able to make headcount or supplementary funding claims and update all forms including the change of bank details request form.

Full Name	Email Address	Post/Role

Authorised Signatory Details

I am the Authorised Signatory (i.e. The person with authority to bind the Provider to the terms of this Agreement). I have read and agree to abide by all aspects of the:-

1. The Local Authority Agreement for the Provision of Early Education & Childcare April 2024.
2. The Early Education and Childcare Statutory Guidance for Local Authorities April 2024.
3. Early Years Entitlements: Operational Guidance for Local Authorities and Providers June 2018.

Full name of Authorised Signatory completing this form:

Authorised Signatory Email Address:

Please enter today's date:

dd/mm/yyyy

Next Page

Submit Form

Change of bank details

You are only required to complete this form if you change your bank details for where the EEF payment is to be made. Please note if you use this form to change your bank details this will change the banks details for all LCC payments.

- ❖ When requesting a change of bank details, you must allow 4 weeks for these changes to be actioned. During this period please do not close your existing bank account
- ❖ The person completing the change request must be the same person who has signed the Funding Agreement.
- ❖ This form will be populated with your provider details and bank/payment details, you will need to update the bank details and when entering your sort code, please input **without** any spaces or hyphens. Ensure that you complete all the fields and double check the details you have input as this will be where your LCC payments will be made. Complete the contact / verification details and Authorised Signatory sections as required. The person completing the change request must be the same person who has signed the Funding Agreement. Choose the date of completion from the calendar in the date box and once you are happy with the details contained in the form click on Submit Form.
- ❖ Once we have updated your details on our system, a colleague from our Procurement Information Management Team will contact you to verify the changes. Please note your bank details will not be updated until you have verified the details with our Procurement Information Management Team.

Change of Bank Details Form for Existing EEF Providers

Next Page
Select page: Change of Bank Details Request >>

Only complete this form if you want to change your bank account details with us. Please note: You must allow 4 weeks for these changes to be actioned. During this period please do not close your existing bank account.

Provider Details

Provider Name:

Ofsted URN:

Payee Details

Payee Name:

Payee Address:

Town/City:

County:

Postcode:

Bank and Payment Details

Email address for Remittance Advice to be sent:

Sort code:

Account number:

Contact / Verification details

For audit and verification purposes our Procurement and Information Management (PIM) team will need to contact you to verify the changes. Please provide details of the appropriate contact below. Please note: Your details will not be updated until the changes have been verified.

Contact Title:

Contact First Name:

Contact Surname:

Contact Telephone Number:

Contact Email Address:

Authorised Signatory

An Authorised Signatory means such a person with the appropriate authority or permission from the Service Provider. The Council reserves the right to request evidence of this permission from time to time, and the Service Provider must provide this immediately upon request.

Name of authorised person completing this form:

Please enter today's date:

Reason for change:

Next Page
Select page: Change of Bank Details Request >>

Change to types of funded places offered

You are only required to complete this form if you wish to change what funding types you are registered with us for i.e. if you don't currently offer 2 year funding and want to offer 2 year old funding

- ❖ The tick boxes will show what funded places are currently being offered at your setting.
- ❖ You will need to update this to reflect the funding types you wish to offer.
- ❖ Once you have done this you will need to confirm you agree to the terms of the Local Authority Agreement (a link to this is provided on the form) and provide your full name in the Authorised Signatory box and choose the date of completion from the calendar in the date box.
- ❖ Once you are happy with the details contained in the form click on Submit Form

Change to types of funded places offered

Next Page
Select page: Change to types of funded places >>

Childcare Provider Name: Test After School Club

OFSTED Reference: EY523456

[Click here to view the Local Authority Agreement for the Provision of Early Education Funding](#)

An Authorised Signatory means such a person with the appropriate authority or permission from the Service Provider to bind the Service Provider to the terms of this Agreement. The Council reserves the right to request evidence of this permission from time to time, and the Service Provider must provide this immediately upon request.

The tick boxes below show the types of funded places currently being offered at your setting. Please ensure that you have ticked/unticked the correct options to reflect the funded places that you will now offer.

As an authorised signatory of the above Childcare Provider I confirm that:

☐ I will provide Early Education Funded place(s) for children aged 9 months – 2 year old.

Note: If the box for 9 -23 months funding is not ticked you will only be able to claim from the term after a child's 2nd or 3rd birthday.

☐ I will provide Early Education Funded place(s) for 2 year old children.

☒ I will provide Expanded hours for 2 year old working families

Note: If the box for 2 year old expanded hours is not ticked you will only be able to claim for disadvantaged 2 year olds.

☐ I will provide the Universal 15 hours Early Education Funded place(s) for 3 & 4 year old children.

☐ I will provide the Extended 15 Hours Early Education place(s) for eligible 3 & 4 year old children.

Note: if the box for 3&4 year old extended hours is not ticked you will only be able to claim 15 universal hours for 3&4 year olds.

I am the Authorised Signatory (i.e. The person with authority to bind the Provider to the terms of this Agreement). I have read and agree to abide by all aspects of the:-

1. The Local Authority Agreement for the Provision of Early Education & Childcare April 2024.
2. The Early Education and Childcare Statutory Guidance for Local Authorities April 2024.
3. Early Years Entitlements: Operational Guidance for Local Authorities and Providers June 2018.

I understand that I will receive funding, if eligible, under the Lancashire Funding Agreement and that any failure on my behalf to uphold any obligation placed upon me by the Funding Agreement may result in a withdrawal of funding to deliver the Early Education Funded places in my setting and/or recall of any monies already paid. I understand that the above named setting may be subject to visits and/or audit monitoring by Lancashire County Council Officers to examine any aspect of the delivery of the Early Education Funding to ensure full compliance.

As outlined in the Funding Agreement I understand that the Local Authority will maintain and keep an up-to-date directory of childcare providers and make available relevant details through the Family Information Service to parents.

By submitting this acceptance form I am giving consent for my setting to be included in the public directory of childcare providers.

☐ I agree to all the terms of the above agreement

Full name of Authorised Signatory completing this form: *

Please enter today's date: dd/mm/yyyy *

We will check the details you have entered and email you to let you know if we accept your form, or if you have completed it incorrectly.

You cannot make a headcount or supplementary claim until your form has been accepted as being correctly completed.

Early years census

You are only required to complete this form once a year in the Spring term and we will email you when you are required to do so.

- ❖ In the Spring Term we submit an Early Years Census to the Department for Education (DfE).
- ❖ All providers who make a claim in the Spring Term **MUST** complete this form.
- ❖ It will only be available for a short period of time during the Spring Term and if it is not completed we will be unable to pay your final spring headcount balancing payment.
- ❖ We will email all providers in the Spring Term and guidance notes for completing this form will be included.

Early Years Census

Next Page Select page: Early Years Census >>

[Early Years Census Guidance Notes](#)

Early Years Census Return

The collection of data for the Early Years Census is a statutory requirement on Early Years Providers and local authorities through regulations under Section 99 of the Childcare Act 2006 and The Education (Provision of Information About Young Children) (England) Regulations 2009.

Please complete and submit the following census return for your childcare setting, ensuring that the information is accurate and up to date. All census returns together with a valid headcount claim must be submitted no later than Sunday 19th January 2025. Where possible, the census form has been pre-populated with data from the 2024 Early Years Census. Please check each question and update the data accordingly before submitting the census form.

PLEASE NOTE: FAILURE TO SUBMIT THIS FORM WILL LEAD TO YOUR SPRING FUNDING BEING DELAYED.

Day Care Type? Full C

Total Number of 9 month to 23 month olds (Funded only)*

*** Please note, it is only 9 month old to 23 month old children (ie dob between 1st January 2023 to 31st March 2024) who you are claiming funding for in the spring term.**

Total Number of 2 Year Olds (Funded and Non-Funded)? 1

Total Number of 3 Year Olds (Funded and Non-Funded)? 2

Total Number of 4 Year Olds (Funded and Non-Funded)? 3

Staff Details Please Note - Only the highest level qualification for each member of staff is to be recorded, double counting must not occur

Total number of paid staff, working with children under 5 years? 1

Total number of paid staff working with children under 5 years with a full and relevant level 2 qualification? 1

Total number of paid staff with a full and relevant early years, level 3 qualification and not in a managerial role, who work with children aged under 5 years? 1

Total number of paid staff working with a full and relevant early years level 3 qualification and in a managerial role, who work with children aged under 5 years? 1

Total number of paid staff with qualified teacher status who work with children aged under 5 years? 1

Total number of paid staff with early years professional status who work with children aged under 5 years? 1

Total number of paid staff with early years teacher status who work with children aged under 5 years? 1

Other Information

Are you open, 24/7? Yes
☒ No

Do you operate on the premises of a maintained school or have a partnership arrangement with a maintained school? Yes
☒ No

Do you work in partnership with another PVI establishment to provide funded early education? Yes
☒ No

How many weeks are you open each year? 38

How many weeks in the current calendar year are you open and funded by the Local Authority? 38

Thank you for completing this form, please click the Submit button to complete

Submit Form

Funding Agreement acceptance

You are required to sign this Agreement when there is an update. We will email you when you are required to sign the new Funding Agreement.

- ❖ The Funding Agreement for the Provision of Early Education Funding outlines the terms and conditions of funding for all Private, Voluntary, and Independent (PVI) providers that wish to offer the funded entitlements. All Ofsted registered providers are required to accept the terms and conditions of the Funding Agreement if they wish to offer Early Education Funding.
- ❖ The Agreement will automatically renew on the same terms and conditions on the 1 September each year unless notified otherwise. In the event of there being any changes to the terms and conditions the Provider will be notified.
- ❖ This form will only need completing when there has been an update to the terms and conditions and it will only be available on the portal for a short period of time.
- ❖ When completing the new agreement the Childcare Provider Name, Ofsted Reference and the funding types the provider is registered for will be pre-populated.
- ❖ Once you have read and are happy with the agreement you will need to confirm you agree to the terms and provide your full name in the Authorised Signatory box and choose the date of completion from the calendar in the date box.

Please note Authorised Signatory means such person with the appropriate authority or permission from the Service Provider to bind the Service Provider to the terms of the Agreement.

Early Education & Childcare Funding Agreement Acceptance Form

Next Page

Select page: Funding Agreement acceptance

>>

Childcare Provider Name:

Tot After School Club

Ofsted Registration Number:

EY522406

[Click here to view the Local Authority Agreement for the Provision of Early Education Funding](#)

This form must be completed by an Authorised Signatory, who is a person with the appropriate authority for the Childcare Provider named above, to bind the Childcare Provider to the terms of this Agreement. The County Council reserves the right to request evidence of this permission and the Childcare Provider must provide this immediately on request.

Funded Places Information

Important Note

If the box is already ticked, you are currently registered to offer funding to the relevant age group. If the box is blank you are not currently registered to offer funding to the relevant age group. If you untick or leave any boxes blank you are selecting not to offer funded places to the relevant age group.

As an authorised signatory of the above Childcare Provider I confirm that:

☐ I wish to be registered for 9 – 23 months old funding

Note: If the box for 9 – 23 months funding is not ticked you will only be able to claim from the term after a child's 2nd or 3rd birthday.

☐ I wish to be registered for 2 year old funding

☒ I will be offering the expanded hours for 2 year old working families

Note: If the box for 2 year old expanded hours is not ticked you will only be able to claim for disadvantaged 2 year olds.

☐ I wish to be registered for 3&4 year old funding

☐ I will be offering the extended hours for 3&4 year old working families

Note: If the box for 3&4 year old extended hours is not ticked you will only be able to claim 15 universal hours for 3&4 year olds.

Declaration

I am the Authorised Signatory (i.e. The person with authority to bind the Provider to the terms of this Agreement). I have read and agree to abide by all aspects of the:-

- The Local Authority Agreement for the Provision of Early Education & Childcare.
- The Early Education and Childcare Statutory Guidance for Local Authorities.

I understand that I will receive funding, if eligible, under the Lancashire Funding Agreement and that any failure on my behalf to uphold any obligation placed upon me by the Funding Agreement may result in a withdrawal of funding to deliver the Early Education Funded places in my setting and/or recall of any monies already paid. I understand that the above named setting may be subject to visit and/or audit monitoring by Lancashire County Council Officers to examine any aspect of the delivery of the Early Education Funding to ensure full compliance.

As outlined in the Funding Agreement I understand that the Local Authority will maintain and keep an up-to-date directory of childcare providers and make available relevant details through the Family Information Service to parents.

By submitting this acceptance form I am giving consent for my setting to be included in the public directory of childcare providers.

☐ I confirm I am the authorised signatory for the above named childcare provider and agree to all the terms outlined in Lancashire County Council's Funding Agreement for the Provision of Early Education and Childcare.

Full name of Authorised Signatory completing this form:

Authorised Signatory Email Address:

Please enter today's date:

dd/mm/yyyy

Important Note:

We will check the details you have entered and email you to let you know if we accept your form, or if you have completed it incorrectly.

You cannot submit any claims, and will not receive any payments until you have completed this form and it has been accepted by Lancashire County Council

Submit Form

New EEF provider registration form

New Providers are required to complete this form when registering to offer Early Education Funded places.

- ❖ The Childcare Provider Name, Provider Type and Ofsted Reference will be prepopulated.
- ❖ You will need to tick what funding types you would like to register for, complete the bank details and provide an email address that accounts payable will use to send a remittance advice to.
- ❖ You will also need to confirm you agree to the terms and provide your full name in the Authorised Signatory box, choose the date of completion from the calendar in the date box and confirm your email address.
- ❖ If you would like for us to create additional users for your online provider portal you can complete the 'Additional Persons' section. Once complete click on the submit button.
- ❖ Once we have checked you are eligible to offer the funded places, we will complete your registration.

Please note you will not be able to claim for any children until you have received our confirmation email that you are now an EEF eligible provider.

Early Education & Childcare Funding Agreement Acceptance Form

Next Page Select page: Funding Agreement acceptance >>

Childcare Provider Name: Test After School Club

Ofsted Registration Number: EY523456

[Click here to view the Local Authority Agreement for the Provision of Early Education Funding](#)

This form must be completed by an Authorised Signatory, who is a person with the appropriate authority for the Childcare Provider named above, to bind the Childcare Provider to the terms of this Agreement. The County Council reserves the right to request evidence of this permission and the Childcare Provider must provide this immediately on request.

Funded Places Information

Important Note

If the box is already ticked, you are currently registered to offer funding to the relevant age group. If the box is blank you are not currently registered to offer funding to the relevant age group. If you untick or leave any boxes blank you are selecting not to offer funded places to the relevant age group.

As an authorised signatory of the above Childcare Provider I confirm that:

☐ I wish to be registered for 9 – 23 months old funding

Note: If the box for 9-23 months funding is not ticked you will only be able to claim from the term after a child's 2nd or 3rd birthday.

☐ I wish to be registered for 2 year old funding

☒ I will be offering the expanded hours for 2 year old working families

Note: If the box for 2 year old expanded hours is not ticked you will only be able to claim for disadvantaged 2 year olds.

☐ I wish to be registered for 3&4 year old funding

☐ I will be offering the extended hours for 3&4 year old working families

Note: If the box for 3&4 year old extended hours is not ticked you will only be able to claim 15 universal hours for 3&4 year olds.

Declaration

I am the Authorised Signatory (i.e. The person with authority to bind the Provider to the terms of this Agreement). I have read and agree to abide by all aspects of the:-

1. The Local Authority Agreement for the Provision of Early Education & Childcare.

2. The Early Education and Childcare Statutory Guidance for Local Authorities.

I understand that I will receive funding, if eligible, under the Lancashire Funding Agreement and that any failure on my behalf to uphold any obligation placed upon me by the Funding Agreement may result in a withdrawal of funding to deliver the Early Education Funded places in my setting and/or recall of any monies already paid. I understand that the above named setting may be subject to visits and/or audit monitoring by Lancashire County Council Officers to examine any aspect of the delivery of the Early Education Funding to ensure full compliance.

As outlined in the Funding Agreement I understand that the Local Authority will maintain and keep an up-to-date directory of childcare providers and make available relevant details through the Family Information Service to parents.

By submitting this acceptance form I am giving consent for my setting to be included in the public directory of childcare providers.

☐ I confirm I am the authorised signatory for the above named childcare provider and agree to all the terms outlined in Lancashire County Council's Funding Agreement for the Provision of Early Education and Childcare.

Full name of Authorised Signatory completing this form:

Authorised Signatory Email Address:

Please enter today's date:

Important Note:

We will check the details you have entered and email you to let you know if we accept your form, or if you have completed it incorrectly.

You cannot submit any claims, and will not receive any payments until you have completed this form and it has been accepted by Lancashire County Council

Submit Form

Update your details

You are only required to complete this form if you change any details about your setting such as email address, what hours you are open, your charges.

- ❖ We advertise your details online, over the telephone and in writing for free, with the Family Information Service, therefore, it is imperative that we have the most up-to-date information about your setting. **Please note: All providers who are registered to offer Early Education Funded places will be advertised on our website so that families can search for relevant childcare and Early Education Funded places. You may choose to use limited address details and only share part of your address.**
- ❖ The update your details form is available for you to view what our database contains about your setting and to request amendments. Your information is available to the public via telephone, face-to-face and on the internet if you give appropriate consent by using this form.
- ❖ Consultation and regular feedback from parents suggests they would like you to display as much information on your setting as possible to ensure they get a full picture of the service you offer to enable them to make an informed choice about their available childcare options.

The first page shows your settings address and contact details. Boxes in grey are details given to us by Ofsted and can't be changed via the Provider Portal (please contact Ofsted if they need updating).

Update Your Details

Next Page

Select page:

Update Your Details

>>

To ensure we have the most up to date information about your childcare provision, please check the following information carefully, ensuring that any pre-populated information is correct, make any amendments where necessary and complete any new information as requested.

Where information below has a grey background, this means that you can only view the information and not change it as this information is supplied by Ofsted. If you want to change any of this information please contact Ofsted using the email address enquiries@ofsted.gov.uk

Provider Name	Test After School Club
Provider Telephone Number (one number only)	
Email Address (one email address only)	vozmarchini@hotmail.co.uk
Mobile Number (one number only)	
Address Line 1	7 Redsands Drive
Address Line 2	
Address Line 3	
Locality	Fulwood
Town	Preston
Postcode	PR2 9AH
Web Site	

If you have other types of childcare available within your setting such as a before and after school club, holiday scheme or creche then please contact us directly on 0300 123 6712 or by email at lanccsfis@lancashire.gov.uk

Next Page

Select page:

Update Your Details

>>

Submit Form

Update Your Details

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Opening Times and Costs

Please amend or add your opening times below:
Daily Opening Times, please use 24 hour clock format for your opening (e.g. 07:30) and closing times (e.g. 18:00)

Day	Start Time	End Time
Monday	15:15	18:00
Tuesday	15:15	18:00
Wednesday	15:15	18:00
Thursday	15:15	18:00
Friday	15:15	18:00

[Insert item](#)

Lancashire Family Information Service understands that costs may vary for a variety of reasons for example by age, however parents and carers do like a guideline price to help them make an informed decision about the cost they might expect to pay when selecting the right childcare for their family. We strongly advise parents and carers to discuss and agree individual requirements and costs with each childcare provider before entering into a childcare agreement.

Please state an average price for the most appropriate cost options listed below:

Cost per Hour £

Cost per Session £

Cost per Day £

Cost per Week £

Cost per Term £

Specific cost details, e.g. by age range.

Do You Offer Any Cost Reductions, E.G. For Siblings? ☒ Yes ☐ No

If yes please state reductions details:

Tell us how good your service is. This information is essential in helping to sell your services to parents. It can help make the difference between parents choosing your quality childcare setting as opposed to another quality Lancashire childcare setting.

Please include as many unique selling points that you offer within your service and don't be shy, this is your chance to sell your childcare provision!!!

We have a very successful After School Club where children are cared for by qualified staff offering a wide range of fun activities. These include art and crafts, cooking, drama, music, indoor and outdoor play, use of ICT equipment and sewing. The programme of activities recognises and takes into account the differing ages, interests, backgrounds and abilities of the children. Children enjoy their time at the club and parents feel happy to leave them while they work.

For the latest timetable of activities taking place and for registration and booking forms, contact the School Office.

If you would like any further information regarding the After School Club please contact the School Office.

Schools Collection and Drop Off

If you offer a drop off or collection service to local schools in your area please list below the schools to which you would be willing to travel to:

School

[Insert item](#)

Previous Page Next Page Select page: Update Your Details >>

[Submit Form](#)

FIS Provider Portal - Part of the Synergy FIS Suite

Displaying your opening times will help parents to see at first glance if you offer childcare to fit with the times they require care.

We do understand that costs can vary for a variety of reasons, however parents and carers do like a guideline price to help them make an informed decision about the cost they might expect to pay when selecting the right childcare for their family. We strongly advise parents and carers to discuss and agree individual requirements and costs with each childcare provider before entering into a childcare agreement.

The service description is the part with which you can sell the unique aspects of your settings, don't be shy!

Families with school aged children can really benefit from knowing which schools you pick up or drop off from.

Update Your Details

Previous Page Select page: Update Your Details >>

What is the lowest age in months you will provide care for? 60

What is the highest age in months you will provide care for? 144

Vacancy Information

Lancashire Family Information Service understands that your childcare vacancies will vary on a daily basis and that your Ofsted registration offers flexibility regarding child places in order to meet parental demand and operate with minimum staffing costs.

How many vacancies do you have currently (please use numbers only, no words):

Further information about vacancies, for example your vacancy may only be available in the afternoons or apply to specific age ranges such as 0 - 2 years etc.

Facilities Offered

Please list the appropriate facilities that you offer as part of your service below:

Facilities Available

Facility
Accessible Parking
Arts & Crafts Sessions
Ict Facilities
Outdoor Playspace
Toilets
Wheelchair Access

Insert item

Consent to Publish Information to Families in Lancashire

By checking the boxes below you consent that we can use your details to promote your service via:

☒ Not Available To Public

☐ the internet ☐ Face to face or over the telephone ☐ In Writing

For childminders only

☐ Use full address details ☒ Use limited address details

Previous Page Select page: Update Your Details >>

Submit Form

FIS Provider Portal - Part of the Synergy FIS Suite

Providing the ages of children (in months) you care for will help parents to see if your setting is a suitable option for them.

We understand that your childcare vacancies will vary daily and that your Ofsted registration offers flexibility regarding child places to meet parental demand and operate with minimum staffing costs. However having this information will help parents to see at first glance if you have any vacancies.

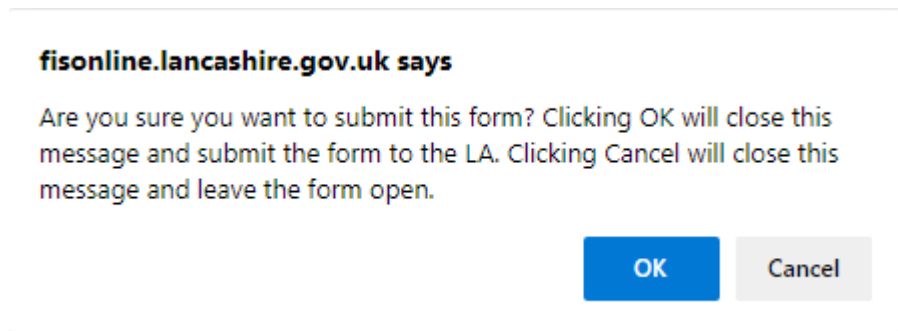
Facilities can paint a good picture of what you have to offer as a childcare provider.

To enable your details to be advertised as widely as possible to parents looking for childcare please select all the options available to promote your service.

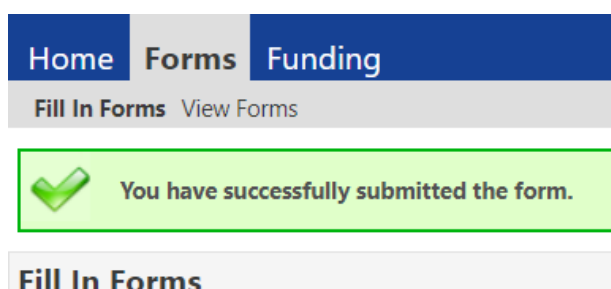
Childminders can select to use a limited address (this will display only town and postcode as your address). Some Childminders prefer to select this as a safeguarding measure.

Submitting your forms

Once you are happy with the details contained in the form click on Submit Form. You will then get a pop-up message to confirm if you are sure you want to submit this form. If you are happy with the details you have provided then click ok. You can cancel if you wish to review/edit the information before sending.

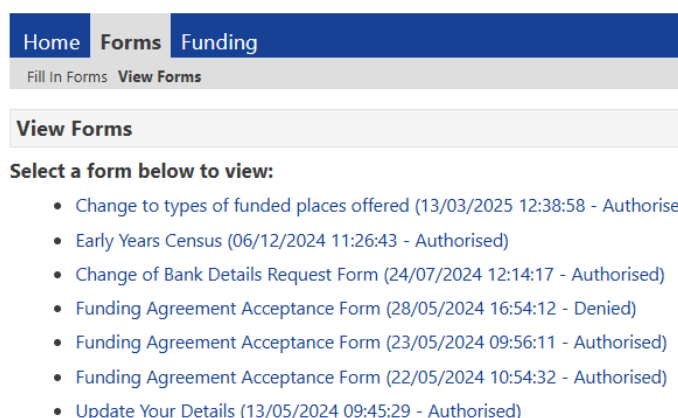


Once submitted you will get a message to confirm the form has successfully been submitted.



Status of your submitted forms

- ❖ To view the status of your forms click on Forms > View Forms. A list of Forms that you have submitted will show and you will be able to see the status of each form.



13. System Requirements

To use the Provider Portal, you want to be using Microsoft Edge as you may find that when you click the 'Edit' link on a child's record nothing happens, and you cannot enter the details of each child. The solution to this is use a different browser such as Mozilla Firefox, Google Chrome™**.

You may also encounter display issues when using a tablet or mobile phone to complete your claims. Usually these can be resolved by scrolling across the browser window to see if any pop-up boxes are preventing you continuing with your claim. If you are struggling to view the portal on your mobile / tablet device please log out and use a computer to complete your claim.

14. Contact us

Details regarding Early Education Funding is located on our webpages, where you will find lots of useful information which may help with your enquiry.

- ❖ For information, support and services for professionals, please visit [Childcare and early years settings - Lancashire County Council](#)
- ❖ For information, support and services for parents/carers, please see [Early years, childcare and family support - Lancashire County Council](#)
- ❖ For any queries relating to the Early Education Funding and claims please contact the EEF team on 01772 533552 or email fee234@lancashire.gov.uk