Actual headcount claims - adding a new child

This document provides step-by-step instructions on how to add a new child on to an actual headcount claim. Including early years entitlement funding, Early Years Pupil Premium (EYPP) and Disability Access Funding (DAF).

To receive funding, providers will have to submit an actual headcount claim every funding period. The actual headcount claim confirms the <u>actual</u> number of funded hours children are accessing at the setting.

The funding calendar shows the number of term time weeks and holiday weeks available during each funding period. Providers must use the calendar provided when submitting claims to ensure the funding is claimed correctly for each funding period based on the <u>child's actual funded hours of attendance</u>.

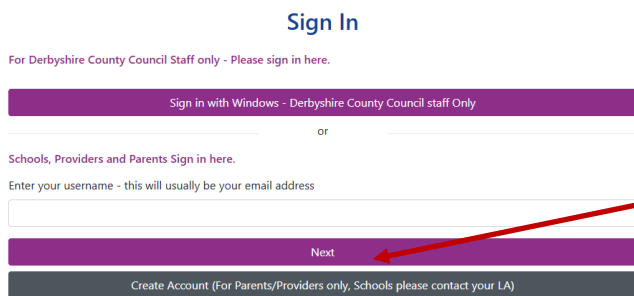- Refer to 'Understanding the funding calendar' for more detail.

STEP 1: REFER TO THE FE1 FORM

Parents/carers must complete an FE1 form to claim funded hours. Eligibility codes must be checked and verified <u>before</u> a childcare placement is agreed. Providers should use information on the FE1 form to input data on the portal.

STEP 2: SIGN IN TO THE PORTAL
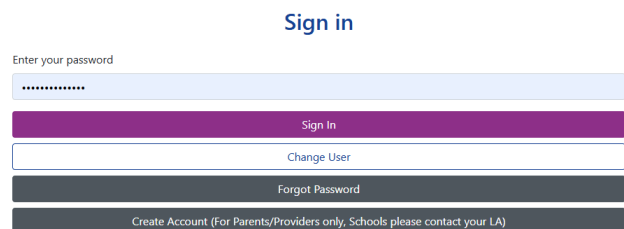
Link to the **Derbyshire Provider Portal**

Sign In

For Derbyshire County Council Staff only - Please sign in here.

Sign in with Windows - Derbyshire County Council staff Only

or

Schools, Providers and Parents Sign in here.

Enter your username - this will usually be your email address

Next

Create Account (For Parents/Providers only, Schools please contact your LA)

Enter your username and click **Next.**
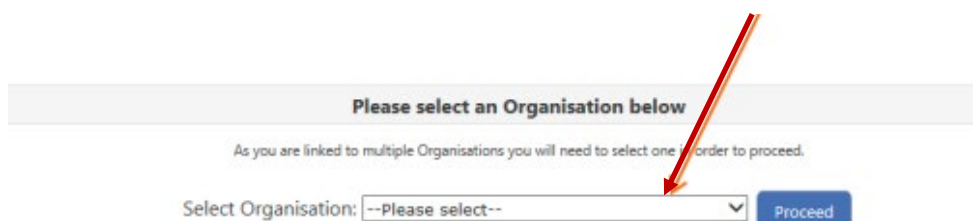
Usernames and passwords are case sensitive.

Sign in

Enter your password

Sign In

Change User

Forgot Password

Create Account (For Parents/Providers only, Schools please contact your LA)

Enter your password and click **Sign In.**

Access to Information

In order to comply with the Data Protection Act 2018 (DPA) and UK General Data Protection Regulation (UK GDPR) you should only access the records that you need to in order to carry out your duties.

Any breach of our data protection policies will lead to internal disciplinary proceedings and may lead to criminal prosecution.

Reject   Accept

Each time you sign into the provider portal you will be asked to comply with the Data Protection Act 2018 and UK General Data Protection Regulation. If the Reject button is clicked, you will return to the Sign In page.

Providers with only one registered setting will be taken directly to the portal homepage. If you have multiple settings under the same login, ensure you select the relevant one from the drop-down list before proceeding.
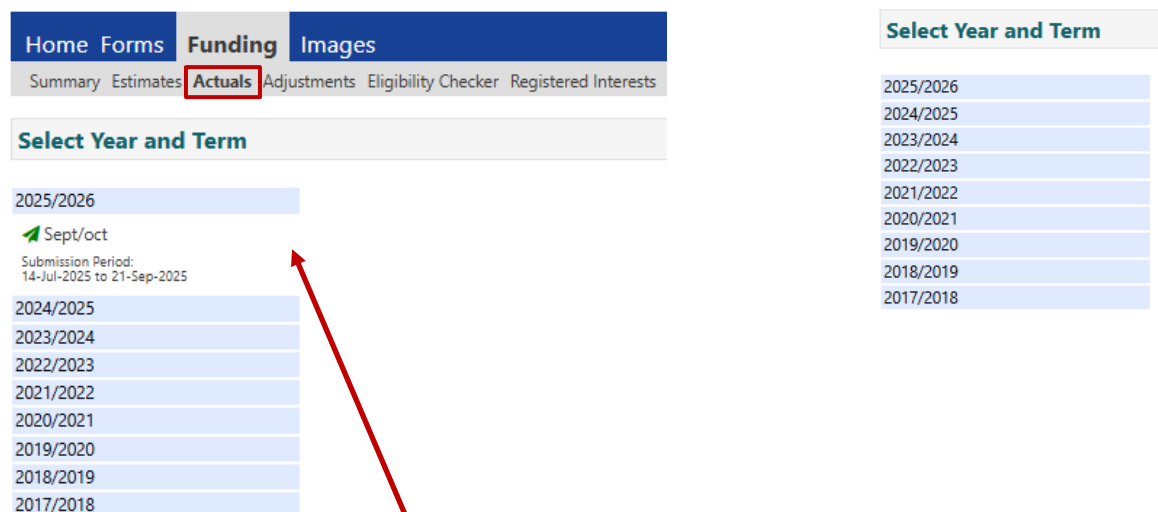
Please select an Organisation below

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

Select Organisation: --Please select--   Proceed

- Refer to guidance 'Provider portal - signing in and out' for more detail. If you need support with your username or password, please contact info.fis@derbyshire.gov.uk

STEP 3: GO TO THE ACTUALS TAB

Click the **Funding** tab, and then click the **Actuals** tab.

Please note, where the portal states 'term' this refers to the relevant funding periods.

Home	Forms	**Funding**	Images
Summary	Estimates	**Actuals**	Adjustments	Eligibility Checker	Registered Interests

Select Year and Term

2025/2026
✈ Sept/oct
Submission Period: 14-Jul-2025 to 21-Sep-2025
2024/2025
2023/2024
2022/2023
2021/2022
2020/2021
2019/2020
2018/2019
2017/2018

Select Year and Term

2025/2026
2024/2025
2023/2024
2022/2023
2021/2022
2020/2021
2019/2020
2018/2019
2017/2018

Select Year and Term that you want to submit a claim for.

A green arrow ✈ indicates that a submission period is open for data entry.

A red circle 🚫 indicates that a submission period is closed.

Scroll down to see more submission periods.

Index

Claiming for a New 3-4-year-old child

STEP 1: SELECT 3 & 4 Year Olds Funding Type

		Office use only	
	Funding Type	Ready To Process	Processed
✏	2 Year Olds		
✏	3 & 4 Year Olds		
✏	9 Months - 2 Year Olds		

STEP 2: Select ADD CHILD

Home **Funding** Images
Summary Estimates **Actuals** Adjustments Eligibility Checker Registered Interests

Submit Actual: 2024/2025 Sept/oct - 3 & 4 Year Olds CHANGE

Add Child   Enter EY Voucher   Send Claim

The **Child Details** tab will be displayed. All fields marked with an asterisk * are mandatory.

STEP 3: ADD CHILD DETAILS

Home **Funding** Images
Summary Estimates **Actuals** Adjustments Eligibility Checker Registered Interests

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

Child Details
Forename*
Middle Name
Surname*
DOB*
Proof of DOB ☐
Gender* ☐ Male ☐ Female
Preferred Surname
Ethnicity* Information not yet obtained ▾
SEN COP Stage No Special Educational Need ▾

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

- Enter child's name*

- Enter child's date of birth*, in the format DD/MM/YYYY or use the calendar option.

- Tick that the child's date of birth has been verified by sight of official documentation, confirming that the child has reached the eligible age to receive the early years entitlement.

- Tick child's gender*

- Complete ethnicity*

- It is very important that nothing is put in the 'SEN COP Stage' box.

- Either perform a search for the child's address by entering the postcode and clicking 'Search' or enter the child's address manually in the boxes below.

<u>Important:</u> Data quality is vital for a successful funding claim. Providers must have seen a copy of the child's birth certificate (or other official documentation) and ensure that the child's full legal name and correct date of birth is used in this section. Do not use abbreviations or nicknames. Incorrect or inaccurate data in this section will cause delays in funding.

STEP 4: Select Parent / Carer Details Tab

The **Parent / Carer** tab will be displayed.

All fields marked with an asterisk ***** are mandatory.

NB. The signed FE1 form enables checks to be undertaken

- Enter parent/carers forename and surname

  For the working family entitlement this should be the parent/carer who applied via HMRC.

- Enter parent/carers date of birth. In the format as DD/MM/YYYY or use the calendar option.

- Enter National Insurance number (NI) or National Asylum Support Service number (NASS).

- Tick the consent box for EYPP. Eligibility for EYPP funding cannot be verified if the FE1 form has not been signed giving consent for checks to be undertaken.

- Tick the consent box for Working Family Eligibility if the child has a working family HMRC 11-digit code. Eligibility for Working Family Entitlement cannot be verified if the FE1 form has not been signed giving consent for checks to be undertaken.

Early Years Pupil Premium (EYPP) applications are checked and verified with HMRC every funding period as actuals data is processed by Financial Services.

Data quality is vital as HMRC will not be able to check eligibility if mandatory details are missing or inaccurate. Providers should check and ensure that EYPP eligibility consent boxes are ticked when submitting actuals (where parental consent is given).

Eligible children can be identified via the 'child weightings' column on the actuals screen, and on the funding period or individual child's summary screen.

- Refer to guidance 'Child weightings explained - EYPP & DAF' for further information.

EYPP - Adoption, Special Guardianship or Child Arrangements Order
For a child who has left care through adoption, special guardianship, or child arrangements order, ensure a copy of the relevant order is requested from the family.

Forward a copy along with the setting's details to the Early Years Finance Team via the relevant inbox highlighting that this is evidence for claiming the Early Years Pupil Premium (EYPP). Providers will not be required to re-submit evidence provided in previous periods.

CS.enquiries.**childminders**@derbyshire.gov.uk

CS.enquiries.**groupcare**@derbyshire.gov.uk

CS.enquiries.**schools**@derbyshire.gov.uk

EYPP – Children in Care

Children in care accessing three and four-year-old funding are eligible for EYPP. To make a claim, providers should contact the local authority with legal responsibility for the child.

Information for Derbyshire Children in Care is available via virtualschool@derbyshire.gov.uk

STEP 5: Funding Details Tab

The **Funding Details** tab will be displayed. All fields marked with an asterisk ***** are mandatory.

The red **'Maximum Values Allowed'** box shows the maximum term time funded hours that can be submitted for a child.

Default Term Dates - click to automatically set term time dates of the current funded period, as indicated on the funding calendar.

Weeks Attended in Term - enter the number of weeks the child is accessing funding during the funding period. Refer to the Funding Calendar for guidance on number of weeks in a funding period.

Present during Census - must be ticked for all children who are due to attend during the week of headcount day (actuals). This ensures that the local authority receives the correct amount of early years entitlement funding from the Department for Education (DfE). As funding is claimed over 38 term time weeks, enter 38 in either or both Funded Entitlement Weeks and Extended Entitlement Weeks depending on which type of hours are being claimed.

Attends Two Days or More - <u>must</u> be ticked for all children accessing their funding over more than one day per week. This will change the number of hours in the maximum values allowed box. NB. a child attending for one day a week can only claim a maximum of 10 hours.

Nominated for DAF - only the nominated provider should select 'yes' in this box if the parent has confirmed that they are in receipt of Disability Living Allowance. All other providers must select 'no'.

Disability Access Funding (DAF) can only be claimed once in a calendar year. If you have selected 'Yes', please ensure you securely retain a copy of the child's Disability Living Allowance letter (DLA).

Providers must also enter the **DLA reference number on the 'Notes' tab**. If the reference number is not entered, DAF funding will be withheld until DAF eligibility can be confirmed.

Weekly Funded Hours for 3-&-4-year-olds - enter the number of weekly funded-hours to be claimed for the child per week (max 15 hours). Hours should be entered in decimal format e.g., 10.5 for 10 hours and 30 minutes.

Refer to guidance 'time to decimal converter table'.

If the child is not accessing weekly funded hours enter zero (0) in the box.

Working Family Eligibility Code - if the claim is to include extended entitlement funding, enter the HMRC 11-digit code in the box.

Check Eligibility Code - click the blue button once the HMRC 11-digit code has been entered. A green tick will confirm whether the code has been found and eligibility for extended weekly funded hours has been obtained. If the child is eligible for the extended entitlement, this box will be automatically populated with a tick once the eligibility check (outlined above) has been completed.

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

Extended Weekly Funded Hours - enter the number of extended weekly funded hours to be claimed for the child per week (max 15 hours). Hours should be entered in decimal format e.g., 10.5 for 10 hours and 30 minutes. If the child is not accessing extended weekly funded hours enter zero (0) in the box.

If the check returned is not valid, check the details entered are accurate and that the code's start and end date indicates the code is valid for the funding period you are claiming for.

The details provided for Eligibility Code 50065379150 are not eligible for extended hours.

Refer to guidance 'Check Working Family code to determine eligibility' for more information.

Weekly Non-Funded Hours - enter any non-funded hours per week (number of hours paid for by the parent in addition to the funded hours). Hours should be entered in decimal format e.g., 10.5 for 10 hours and 30 minutes. If the child is not accessing additional non-funded hours enter 0 (zero) in the box.

Once all the child's details have been entered, click **Save.**

The child will then be added to the list of funded children for the funding period.

To add another new 3-&-4-year-old child, click **Add Child** and repeat the process.
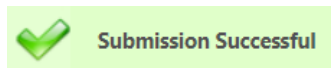
STEP 6: SEND CLAIM & SIGN OUT

When all 3-&-4-year-olds claims have been saved, press **'Send Claim'** at the bottom on the screen. When claims have been successfully received by the local authority, each child's status will show as 'New, Awaiting LA Download'.

Providers can still make changes to the claim whilst the portal remains open.

If any changes are made or new children added remember to reclick **Send Claim.**

- See further guidance on 'Actual headcount claims - existing children' and 'Actual headcount claims - deleting children' for more information.

✓ Submission Successful You will see a green tick, and an icon indicating Submission Successful when your claim has been submitted.

This indicates a claim has been submitted to the local authority for checking before the claim is approved.

Please wait for this to appear before logging out of the portal.

- Claims are paid based upon the accuracy of data submitted on to the provider portal.

Claiming for a New 2-year-old child with a Working Family (11-digit HMRC Code) ONLY

STEP 1: SELECT 2 Year Olds Funding Type

STEP 2: Select ADD CHILD

The **Child details** tab will be displayed. All fields marked with an asterisk ***** are mandatory.

STEP 3: ADD CHILD DETAILS

- Enter child's name*

- Enter child's date of birth*, in the format DD/MM/YYYY or use the calendar option.

- Tick that the child's date of birth has been verified by sight of official documentation, confirming that the child has reached the eligible age to receive the early years entitlement.

- Tick child's gender*

- Complete ethnicity*

- It is very important that nothing is put in the 'SEN COP Stage' box.

- Either perform a search for the child's address by entering the postcode and clicking 'Search' or enter the child's address manually in the boxes below.

Important: Data quality is vital for a successful funding claim. Providers must have seen a copy of the child's birth certificate (or other official documentation) and ensure that the child's full legal name and correct date of birth is used in this section. Do not use abbreviations or nicknames. Incorrect or inaccurate data in this section will cause delays in funding.

STEP 4: Select Parent / Carer Details Tab

The **Parent / Carer** tab will be displayed. All fields marked with an asterisk ***** are mandatory.

NB. The signed FE1 form enables checks to be undertaken.

- Enter parent/carers forename and surname

   For the working family entitlement this should be the parent/carer who applied via HMRC.

- Enter parent/carers date of birth. In the format as DD/MM/YYYY or use the calendar option.

- Enter National Insurance number (NI) or National Asylum Support Service number (NASS).

- Tick the consent box for EYPP. Eligibility for EYPP funding cannot be verified if the FE1 form has not been signed giving consent for checks to be undertaken.

- Tick the consent box for Working Family Eligibility if the child has a working family HMRC 11-digit code. Eligibility for Working Family Entitlement cannot be verified if the FE1 form has not been signed giving consent for checks to be undertaken.

Early Years Pupil Premium (EYPP) applications are checked and verified with HMRC every funding period as actuals data is processed by Financial Services.

Data quality is vital as HMRC will not be able to check eligibility if mandatory details are missing or inaccurate. Providers should check and ensure that EYPP eligibility consent boxes are ticked when submitting actuals (where parental consent is given).

Eligible children can be identified via the 'child weightings' column on the actuals screen, and on the funding period or individual child's summary screen.

- Refer to guidance 'Child weightings explained - EYPP & DAF' for further information.

EYPP - Adoption, Special Guardianship or Child Arrangements Order

For a child who has left care through adoption, special guardianship, or child arrangements order, ensure a copy of the relevant order is requested from the family.

Forward a copy along with the setting's details to the Early Years Finance Team via the relevant inbox highlighting that this is evidence for claiming the Early Years Pupil Premium (EYPP). Providers will not be required to re-submit evidence provided in previous periods.

CS.enquiries.**childminders**@derbyshire.gov.uk

CS.enquiries.**groupcare**@derbyshire.gov.uk

CS.enquiries.**schools**@derbyshire.gov.uk

EYPP – Children in Care

Children in care accessing three and four-year-old funding are eligible for EYPP.

STEP 5: Funding Details Tab

The **Funding Details** tab will be displayed. All fields marked with an asterisk ***** are mandatory.

The red '**Maximum Values Allowed'** box shows the maximum term time funded hours that could be submitted for a child.

Default Term Dates - click to automatically set term time dates of the current funded period, as indicated on the funding calendar.

Weeks Attended in Term - enter the number of weeks the child is accessing funding between the funding period start date and end date.

Present during Census - <u>must</u> be ticked for all children who are due to attend during the week of headcount day (actuals). This ensures that the local authority receives the correct amount of early years entitlement funding from the Department for Education (DfE). As funding is claimed over 38 term time weeks, enter 38 in either or both Funded Entitlement Weeks and Extended Entitlement Weeks depending on which type of hours are being claimed.

Attends Two Days or More - <u>must </u>be ticked for all children accessing their funding over more than one day per week. This will change the number of hours in the maximum values allowed box. NB. a child attending for one day a week can only claim a maximum of 10 hours.

Nominated for DAF - only the nominated provider should select 'yes' in this box if the parent has confirmed that they are in receipt of Disability Living Allowance. All other providers must select 'no'. Disability Access Funding (DAF) can only be claimed once in a calendar year. If you have selected 'Yes', please ensure you securely retain a copy of the child's Disability Living Allowance letter (DLA). Providers must also enter the DLA reference number on the 'Notes' tab. If the reference number is not entered, DAF funding will be withheld until DAF eligibility can be confirmed.

Check Working Family Eligibility Code – enter the HMRC 11-digit code in the box. Click the blue button. A green tick will confirm whether the code has been found and eligibility for expanded weekly funded hours has been obtained. If the child is eligible for the expanded entitlement, this box will be automatically populated with a tick once the eligibility check has been completed.

Expanded Funded Hours per Week		Expanded Funded Hours per Week	
Eligible for Expanded Hours	✖	Eligible for Expanded Hours	✔
Eligibility Code		Eligibility Code	54545454545
Click to check eligibility for Working Family funding	**Check Eligibility Code**	Click to check eligibility for Working Family funding	**Check Eligibility Code**
		Expanded Hours*	15.00

✔ The Eligibility Code has been found and eligibility for extended hours has been obtained.

Expanded Weekly Funded Hours - enter the number of expanded weekly funded hours to be claimed for the child per week (max 30 hours). Hours should be entered in decimal format e.g., 10.5 for 10 hours and 30 minutes. If the child is not accessing extended weekly funded hours enter zero (0) in the box.

Expanded Hours* [   ]

- Refer to guidance 'time to decimal converter table'.

If the check returned is not valid, check the details entered are accurate and that the code's start and end date indicates the code is valid for the funding period you are claiming for.

🛡✖ The details provided for Eligibility Code 50065379150 are not eligible for extended hours.

- Refer to guidance 'Check Working Family code to determine eligibility' for more information.

Weekly Non-Funded Hours - enter any non-funded hours per week (number of hours paid for by the parent in addition to the funded hours). Hours should be entered in decimal format e.g., 10.5 for 10 hours and 30 minutes. If the child is not accessing additional non-funded hours enter 0 (zero) in the box.

Non-Funded Hours per Week	
Non-Funded Hours*	[ ]

Once all the child's details have been entered, click **Save.**

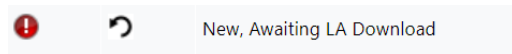The child will then be added to the list of funded children for the funding period.

To add another new 2-year-old child, click **Add Child** and repeat the process.

STEP 6: SEND CLAIM & SIGN OUT

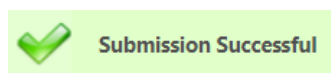When all 2-year-olds claims have been saved, press **'Send Claim'** at the bottom on the screen.

When claims have been successfully received by the local authority, each child's status will show as 'New, Awaiting LA Download'.

Providers can still make changes to the claim whilst the portal remains open.

If any changes are made or new children added remember to reclick **Send Claim.**

- See further guidance on 'Actual headcount claims - existing children' and 'Actual headcount claims - deleting children' for more information.

 You will see a green tick, and an icon indicating Submission Successful when your claim has been submitted.

This indicates a claim has been submitted to the local authority for checking before the claim is approved.

Please wait for this to appear before logging out of the portal.

- Claims are paid based upon the accuracy of data submitted on to the provider portal.

Claiming for a New 2-year-old child with an Additional-Support Code ONLY

STEP 1: SELECT 2 Year Olds Funding Type

	Funding Type	Office use only	
		Ready To Process	Processed
✎	2 Year Olds		
✎	3 & 4 Year Olds		
✎	9 Months - 2 Year Olds		

STEP 2: If the child has been awarded a Derbyshire Additional-Support code (6-digits) select Enter EY Voucher

Home	Funding	Images
Summary Estimates **Actuals** Adjustments Eligibility Checker Registered Interests

Submit Actual: 2024/2025 Sept/oct - 2 Year Old CHANGE

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

Enter the details of the Derbyshire Additional-Support code, child's date of birth and surname and press 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

Submit | Cancel

If the child has been awarded an Additional-Support code from a different local authority or has not been issued with a code, but you believe they are eligible for Additional-Support funded hours, Select ADD CHILD

Home	Funding	Images
Summary Estimates **Actuals** Adjustments Eligibility Checker Registered Interests

Submit Actual: 2024/2025 Sept/oct - 2 Year Old CHANGE

Add Child | Enter EY Voucher | Send Claim

Both options will take you to the **Child Detail Tab.** All fields marked with an asterisk * are mandatory.

STEP 3: ADD CHILD DETAILS

If child details have been pre-populated from the EY voucher, please check details are correct against the FE1 form.

If data is not pre-populated:

- Enter child's name*

- Enter child's date of birth*, in the format DD/MM/YYYY or use the calendar option.

- Tick that the child's date of birth has been verified by sight of official documentation, confirming that the child has reached the eligible age to receive the early years entitlement.

- Tick child's gender*

- Complete ethnicity*

- It is very important that nothing is put in the 'SEN COP Stage' box.

- Either perform a search for the child's address by entering the postcode and clicking 'Search' or enter the child's address manually in the boxes below.

Important: Data quality is vital for a successful funding claim. Providers must have seen a copy of the child's birth certificate (or other official documentation) and ensure that the child's full legal name and correct date of birth is used in this section. Do not use abbreviations or nicknames. Incorrect or inaccurate data in this section will cause delays in funding.

STEP 4: Select Parent / Carer Details Tab

The **Parent / Carer** tab will be displayed. All fields marked with an asterisk ***** are mandatory.

NB. The signed FE1 form enables checks to be undertaken

- Enter parent/carers forename and surname

  For the working family entitlement this should be the parent/carer who applied via HMRC.

- Enter parent/carers date of birth. In the format as DD/MM/YYYY or use the calendar option.

- Enter National Insurance number (NI) or National Asylum Support Service number (NASS).

- Tick the consent box for EYPP. Eligibility for EYPP funding cannot be verified if the FE1 form has not been signed giving consent for checks to be undertaken.

- Tick the consent box for Additional-Support. This will allow a check to be carried out to see if the child is eligible for Additional-Support hours. Eligibility for Additional-Support cannot be verified if the FE1 form has not been signed giving consent for checks to be undertaken.

Early Years Pupil Premium (EYPP) applications are checked and verified with HMRC every funding period as actuals data is processed by Financial Services.

Data quality is vital as HMRC will not be able to check eligibility if mandatory details are missing or inaccurate. Providers should check and ensure that EYPP eligibility consent boxes are ticked when submitting actuals (where parental consent is given).

Eligible children can be identified via the 'child weightings' column on the actuals screen, and on the funding period or individual child's summary screen.

- Refer to guidance 'Child weightings explained - EYPP & DAF' for further information.

EYPP - Adoption, Special Guardianship or Child Arrangements Order

For a child who has left care through adoption, special guardianship, or child arrangements order, ensure a copy of the relevant order is requested from the family.

Forward a copy along with the setting's details to the Early Years Finance Team via the relevant inbox highlighting that this is evidence for claiming the Early Years Pupil Premium (EYPP). Providers will not be required to re-submit evidence provided in previous periods.

CS.enquiries.**childminders**@derbyshire.gov.uk

CS.enquiries.**groupcare**@derbyshire.gov.uk

CS.enquiries.**schools**@derbyshire.gov.uk

EYPP – Children in Care

Children in care accessing three and four-year-old funding are eligible for EYPP. To make a claim,

STEP 5: Funding Details Tab

The **Funding Details** tab will be displayed. All fields marked with an asterisk * are mandatory.

The red '**Maximum Values Allowed'** box shows the maximum term time funded hours that could be submitted for a child.

Default Term Dates - click to automatically set term time dates of the current funded period, as indicated on the funding calendar.

Weeks Attended in Term - enter the number of weeks the child is accessing funding between the funding period start date and end date.

Present during Census - <u>must</u> be ticked for all children who are due to attend during the week of headcount day (actuals). This ensures that the local authority receives the correct amount of early years entitlement funding from the Department for Education (DfE). As funding is claimed over 38 term time weeks, enter 38 in either or both Funded Entitlement Weeks and Extended Entitlement Weeks depending on which type of hours are being claimed.

Attends Two Days or More - <u>must </u>be ticked for all children accessing their funding over more than one day per week. This will change the number of hours in the maximum values allowed box. NB. a child attending for one day a week can only claim a maximum of 10 hours.

Nominated for DAF - only the nominated provider should select 'yes' in this box if the parent has confirmed that they are in receipt of Disability Living Allowance. All other providers must select 'no'. Disability Access Funding (DAF) can only be claimed once in a calendar year. If you have selected 'Yes', please ensure you securely retain a copy of the child's Disability Living Allowance letter (DLA). Providers must also enter the DLA reference number on the 'Notes' tab. If the reference number is not entered, DAF funding will be withheld until DAF eligibility can be confirmed.

Weekly Funded Hours for 2-year-olds accessing Additional Support hours - enter the number of weekly funded hours to be claimed for the child per week (max 15 hours). Hours should be entered in decimal format e.g., 10.5 for 10 hours and 30 minutes.

Checking Eligibility for Additional-Support hours – If parents have given consent via the FE1 form and the consent box for Additional-Support is ticked on the Parent / Carer Details tab, providers can check to see if a child is eligible (this is not required if you entered a Derbyshire code via the EY Voucher).

Include the number of funded hours to be claimed in the Hours per week box. Once completed, click the 'Check Eligibility' button to allow verification of the code. A green tick verifies that the code has been checked and valid.

Click the first Check Eligibility blue box. A green tick indicates the child is eligible.

A red cross indicates they <u>may not</u> be eligible.

Check the details entered are accurate and recheck for eligibility.

If the results still show the child is not eligible, a warning message will show

The Additional Support Check has come back as not eligible, Funded Hours can still be entered, but may be rejected by the LA.
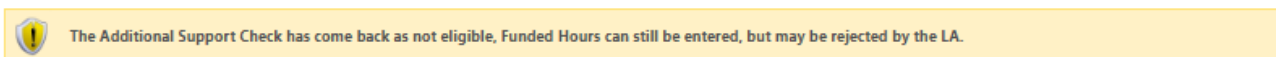
If the child has an Additional-Support code from a different local authority, please add the code, the name of the local authority and the start date to the notes tab.   This will allow the LA to verify the claim.

If the child does not have a code, but you believe they are eligible you can still submit a claim for the LA to verify but may be rejected.

Weekly Non-Funded Hours - enter any non-funded hours per week (number of hours paid for by the parent in addition to the funded hours). Hours should be entered in decimal format e.g., 10.5 for 10 hours and 30 minutes. If the child is not accessing additional non-funded hours enter 0 (zero) in the box.

Once all the child's details have been entered, click **Save.**

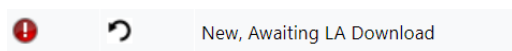The child will then be added to the list of funded children for the funding period.

To add another new 2-year-old child, click **Add Child** and repeat the process.

STEP 6: SEND CLAIM & SIGN OUT

When all 2-year-olds claims have been saved, press **'Send Claim'** at the bottom on the screen. When claims have been successfully received by the local authority, each child's status will show as 'New, Awaiting LA Download'.

Providers can still make changes to the claim whilst the portal remains open.

If any changes are made or new children added remember to reclick **Send Claim.**

- See further guidance on 'Actual headcount claims - existing children' and 'Actual headcount claims - deleting children' for more information.

You will see a green tick, and an icon indicating Submission Successful when your claim has been submitted.

This indicates a claim has been submitted to the local authority for checking before the claim is approved.

- Please wait for this to appear before logging out of the portal.

Claiming for a New 2-Year-old with both a Working Family code and Additional-Support code

If a child has been issued with both a Working Family (11-digit HMRC) code and an Additional-Support code from either Derbyshire or a different local authority, or you believe they are eligible for Additional-Support hours alongside the Working Family hours, but have not applied for a code, you can submit a claim for both types of hours via the 2-year-old headcount.
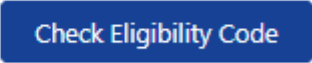
Providers should follow the instructions for 2-Year-old Additional-Support claims and include these additional steps.

On the Parent / Carer Details tab tick the Working Family Eligibility consent, as well as the Additional-Support consent.

☐ EYPP
☐ Working Family Eligibility
☐ Additional Support

On the **Funding Details** tab enter the **Working Family (11-digit HMRC)** code and check for eligibility.

If the child is eligible for **both** types of funding, funding should be entered into the **Funded Hours** box (max 15 hours per week) and any remaining hours to be claimed should be entered in the **Expanded Hours** box (max 15 hours per week).

Funded Hours per Week

Eligible for Funded Hours	✔
Click to check eligibility for 2-year-old receiving additional support funding	**Child Eligible**
Hours*	15.00

Expanded Funded Hours per Week

Eligible for Expanded Hours	✔
Eligibility Code	54545454545
Click to check eligibility for Working Family funding	**Check Eligibility Code**
Expanded Hours*	15.00

Total Funded Hours per Week

Total Funded:	30.00

Once the hours have been entered the claim should be saved and submitted along with the other 2-year-old claims.

Claiming for a New 9-months - 2-year-old child with a Working Family (11-digit HMRC Code) ONLY

STEP 1: SELECT 2 Year Olds Funding Type

		Office use only	
	Funding Type	Ready To Process	Processed
✏	2 Year Olds		
✏	3 & 4 Year Olds		
✏	9 Months - 2 Year Olds		

STEP 2: Select ADD CHILD

Home	Funding	Images

Summary Estimates **Actuals** Adjustments Eligibility Checker Registered Interests

Submit Actual: 2024/2025 Sept/oct - 2 Year Old CHANGE

Add Child	Enter EY Voucher	Send Claim

The **Child Details** tab will be displayed. All fields marked with an asterisk ***** are mandatory.

STEP 3: ADD CHILD DETAILS

Home	**Funding**	Images

Summary Estimates **Actuals** Adjustments Eligibility Checker Registered Interests

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

Child Details

Forename*		Search for an Address	
Middle Name		Primary	
Surname*		Postcode*	
DOB*			Search
Proof of DOB	☐	Address	
Gender*	☐ Male ☐ Female	Address Line 1*	
Preferred Surname		Address Line 2	
Ethnicity*	Information not yet obtained ▼	Address Line 3	
SEN COP Stage	No Special Educational Need ▼	Locality	
		Town	
		County	
		Postcode*	

Save	Cancel	*denotes mandatory fields

- Enter child's name*

- Enter child's date of birth*, in the format DD/MM/YYYY or use the calendar option.

- Tick that the child's date of birth has been verified by sight of official documentation, confirming that the child has reached the eligible age to receive the early years entitlement.

- Tick child's gender*

- Complete ethnicity*

- It is very important that nothing is put in the 'SEN COP Stage' box.

- Either perform a search for the child's address by entering the postcode and clicking 'Search' or enter the child's address manually in the boxes below.

<u>Important:</u> Data quality is vital for a successful funding claim. Providers must have seen a copy of the child's birth certificate (or other official documentation) and ensure that the child's full legal name and correct date of birth is used in this section. Do not use abbreviations or nicknames. Incorrect or inaccurate data in this section will cause delays in funding.

STEP 4: Select Parent / Carer Details Tab

The **Parent / Carer** tab will be displayed. All fields marked with an asterisk ***** are mandatory.

NB. The signed FE1 form enables checks to be undertaken

- Enter parent/carers forename and surname

    For the working family entitlement this should be the parent/carer who applied via HMRC.

- Enter parent/carers date of birth. In the format as DD/MM/YYYY or use the calendar option.

- Enter National Insurance number (NI) or National Asylum Support Service number (NASS).

- Tick the consent box for EYPP. Eligibility for EYPP funding cannot be verified if the FE1 form has not been signed giving consent for checks to be undertaken.

- Tick the consent box for Working Family Eligibility if the child has a working family HMRC 11-digit code. Eligibility for Working Family Entitlement cannot be verified if the FE1 form has not been signed giving consent for checks to be undertaken.

Early Years Pupil Premium (EYPP) applications are checked and verified with HMRC every funding period as actuals data is processed by Financial Services.

Data quality is vital as HMRC will not be able to check eligibility if mandatory details are missing or inaccurate. Providers should check and ensure that EYPP eligibility consent boxes are ticked when submitting actuals (where parental consent is given).

Eligible children can be identified via the 'child weightings' column on the actuals screen, and on the funding period or individual child's summary screen.

- Refer to guidance 'Child weightings explained - EYPP & DAF' for further information.

EYPP - Adoption, Special Guardianship or Child Arrangements Order

For a child who has left care through adoption, special guardianship, or child arrangements order, ensure a copy of the relevant order is requested from the family.

Forward a copy along with the setting's details to the Early Years Finance Team via the relevant inbox highlighting that this is evidence for claiming the Early Years Pupil Premium (EYPP). Providers will not be required to re-submit evidence provided in previous periods.

CS.enquiries.**childminders**@derbyshire.gov.uk

CS.enquiries.**groupcare**@derbyshire.gov.uk

CS.enquiries.**schools**@derbyshire.gov.uk

EYPP – Children in Care

Children in care accessing three and four-year-old funding are eligible for EYPP.

STEP 5: Funding Details Tab

The **Funding Details** tab will be displayed. All fields marked with an asterisk ***** are mandatory.

The red '**Maximum Values Allowed'** box shows the maximum term time funded hours that could be submitted for a child.

Default Term Dates - click to automatically set term time dates of the current funded period, as indicated on the funding calendar.

Weeks Attended in Term - enter the number of weeks the child is accessing funding between the funding period start date and end date.

Present during Census - <u>must</u> be ticked for all children who are due to attend during the week of headcount day (actuals). This ensures that the local authority receives the correct amount of early years entitlement funding from the Department for Education (DfE). As funding is claimed over 38 term time weeks, enter 38 in either or both Funded Entitlement Weeks and Extended Entitlement Weeks depending on which type of hours are being claimed.

Attends Two Days or More - <u>must</u> be ticked for all children accessing their funding over more than one day per week. This will change the number of hours in the maximum values allowed box. NB. a child attending for one day a week can only claim a maximum of 10 hours.

Nominated for DAF - only the nominated provider should select 'yes' in this box if the parent has confirmed that they are in receipt of Disability Living Allowance. All other providers must select 'no'. Disability Access Funding (DAF) can only be claimed once in a calendar year. If you have selected 'Yes', please ensure you securely retain a copy of the child's Disability Living Allowance letter (DLA). Providers must also enter the DLA reference number on the 'Notes' tab. If the reference number is not entered, DAF funding will be withheld until DAF eligibility can be confirmed.

Check Working Family Eligibility Code – enter the HMRC 11-digit code in the box. Click the blue button. A green tick will confirm whether the code has been found and eligibility for expanded weekly funded hours has been obtained. If the child is eligible for the expanded entitlement, this box will be automatically populated with a tick once the eligibility check has been completed.
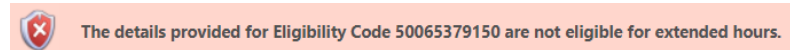

Expanded Weekly Funded Hours - enter the number of expanded weekly funded hours to be claimed for the child per week (max 30 hours). Hours should be entered in decimal format e.g., 10.5 for 10 hours and 30 minutes. If the child is not accessing extended weekly funded hours enter zero (0) in the box.

- Refer to guidance 'time to decimal converter table'.

If the check returned is not valid, check the details entered are accurate and that the code's start and end date indicates the code is valid for the funding period you are claiming for.

The details provided for Eligibility Code 50065379150 are not eligible for extended hours.

- Refer to guidance 'Check Working Family code to determine eligibility' for more information.

Weekly Non-Funded Hours - enter any non-funded hours per week (number of hours paid for by the parent in addition to the funded hours). Hours should be entered in decimal format e.g., 10.5 for 10 hours and 30 minutes. If the child is not accessing additional non-funded hours enter 0 (zero) in the box.

Once all the child's details have been entered, click **Save.**

The child will then be added to the list of funded children for the funding period.

To add another new 9-months - 2-year-old child, click **Add Child** and repeat the process.

STEP 6: SEND CLAIM & SIGN OUT

When all 9-months - 2-year-olds claims have been saved, press **'Send Claim'** at the bottom on the screen. When claims have been successfully received by the local authority, each child's status will show as 'New, Awaiting LA Download'.

Providers can still make changes to the claim whilst the portal remains open.

New, Awaiting LA Download

If any changes are made or new children added remember to reclick **Send Claim.**

- See further guidance on 'Actual headcount claims - existing children' and 'Actual headcount claims - deleting children' for more information.


You will see a green tick, and an icon indicating Submission Successful when your claim has been submitted.

This indicates a claim has been submitted to the local authority for checking before the claim is approved.

Please wait for this to appear before logging out of the portal.

- Claims are paid based upon the accuracy of data submitted on to the provider portal.

To sign out, click on the blue circle in the top right of the screen and then click **Sign Out.**
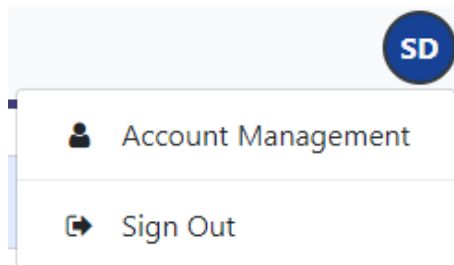
Need more support?

Can't find what you need in our guidance materials?

Then please contact the Early Years Finance Team who will be happy to help:

CS.enquiries.**childminders**@derbyshire.gov.uk

CS.enquiries.**groupcare**@derbyshire.gov.uk

CS.enquiries.**schools**@derbyshire.gov.uk

Please include your Ofsted registration number, name, and contact details.