

## Actual headcount claims - existing children

**This document provides step-by-step instructions on how to submit an actual headcount claim for existing children at the provision.**

To receive funding, providers will have to submit an actual headcount claim every funding period. See the funding calendar for funding periods and dates the portal is open for data submissions.

It is important to note that if no actual headcount claim is submitted; no funding can be paid.

Providers should not submit actuals if they do not have any funded children on roll within the funding period. Any children that have left the setting must be deleted from the actuals for the funding period.

All children submitted in the previous period (that still meet the date of birth criteria for funding) are automatically carried forward to the current funding period.

Each funding period providers **must**:

- Check all funded children's details carefully and update any information that has changed for existing children. Checking weeks claiming in the funding period and adding funded hours to be claimed per week.
- Delete any children that are no longer accessing funded hours at the provision – please visit our separate guidance for deleting children from headcounts if you are unsure how to do this.

Claims can be sent at any point the portal is open. It is strongly recommended to allow ample time to input data before the portal closes allowing for resolution of any queries arising.

Providers do not have to complete all the data in one visit, it can be saved and added to later. Providers can alter and re-submit data on actuals whilst the portal is open, and the system will override claims with the latest entry submitted.

## 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 before 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](#)

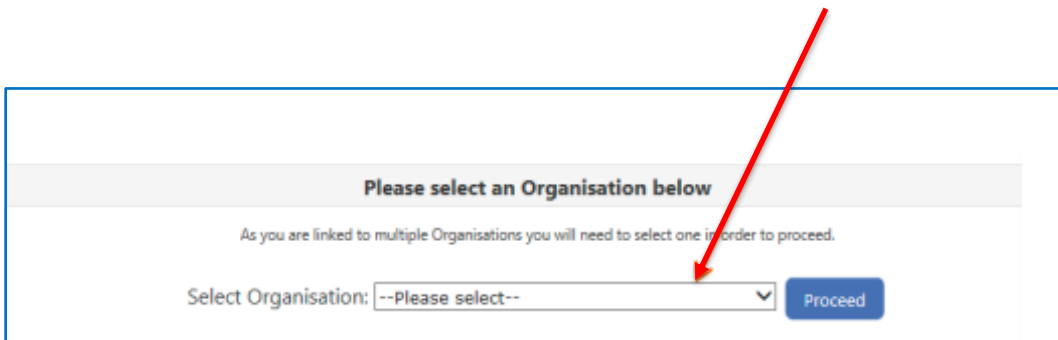
Enter your username and click **Next**.

Username and passwords are case sensitive.

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

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.

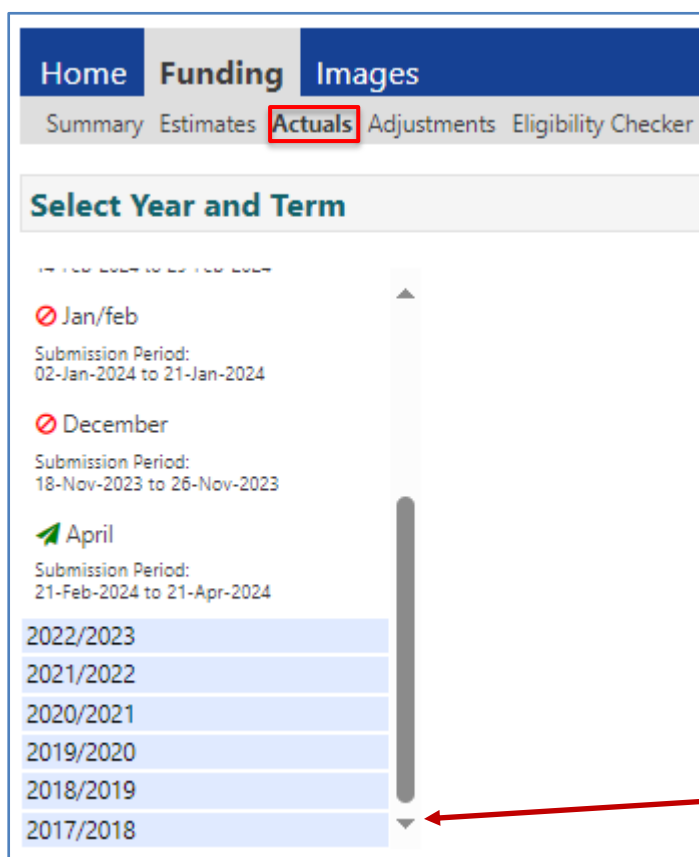


Refer to guidance 'Provider portal - signing in and out' for more detail. If you need support with your username or password, please contact [info@fis.derbyshire.gov.uk](mailto:info@fis.derbyshire.gov.uk)


### STEP 3: GO TO THE ACTUALS TAB

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

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



**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.

## STEP 4: SELECT THE FUNDING TYPE

Under **Funding Type** select the headcount you wish to submit data for.

			Office use only	
	Funding Type		Ready To Process	Processed
	<a href="#">2 Year Olds Assessment-Based</a>			
	<a href="#">2 Year Olds Working Families</a>			
	<a href="#">3/4 Year Olds</a>			

## STEP 5: CHECK & UPDATE DETAILS

All eligible children from the previous period will be displayed (new providers will have to add all children the first time). Click on a child's name to open the child's funding screen.

Home Funding Images							
Summary Estimates <b>Actuals</b> Adjustments Eligibility Checker Registered Interests							
Submit Actual: 2023/2024 April - 2 Year Olds Working Families <a href="#">CHANGE</a>							
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	
✘	<a href="#">Test Child S, Test (02-Jan-2022)</a>	0.00	0.00	£0.00			
✘	<a href="#">Test Child T, Test (05-Jan-2022)</a>	0.00	0.00	£0.00			
Add Child		Enter EY Voucher		Send Claim			

Select a child by hovering over the child's name and click when it is [underlined](#).


Some data will be pre-populated from the last funding period. Other information will need to be added or amended. It is the providers responsibility to ensure data is accurate.

If the child's details have changed click the **Child Details** tab and update as necessary.

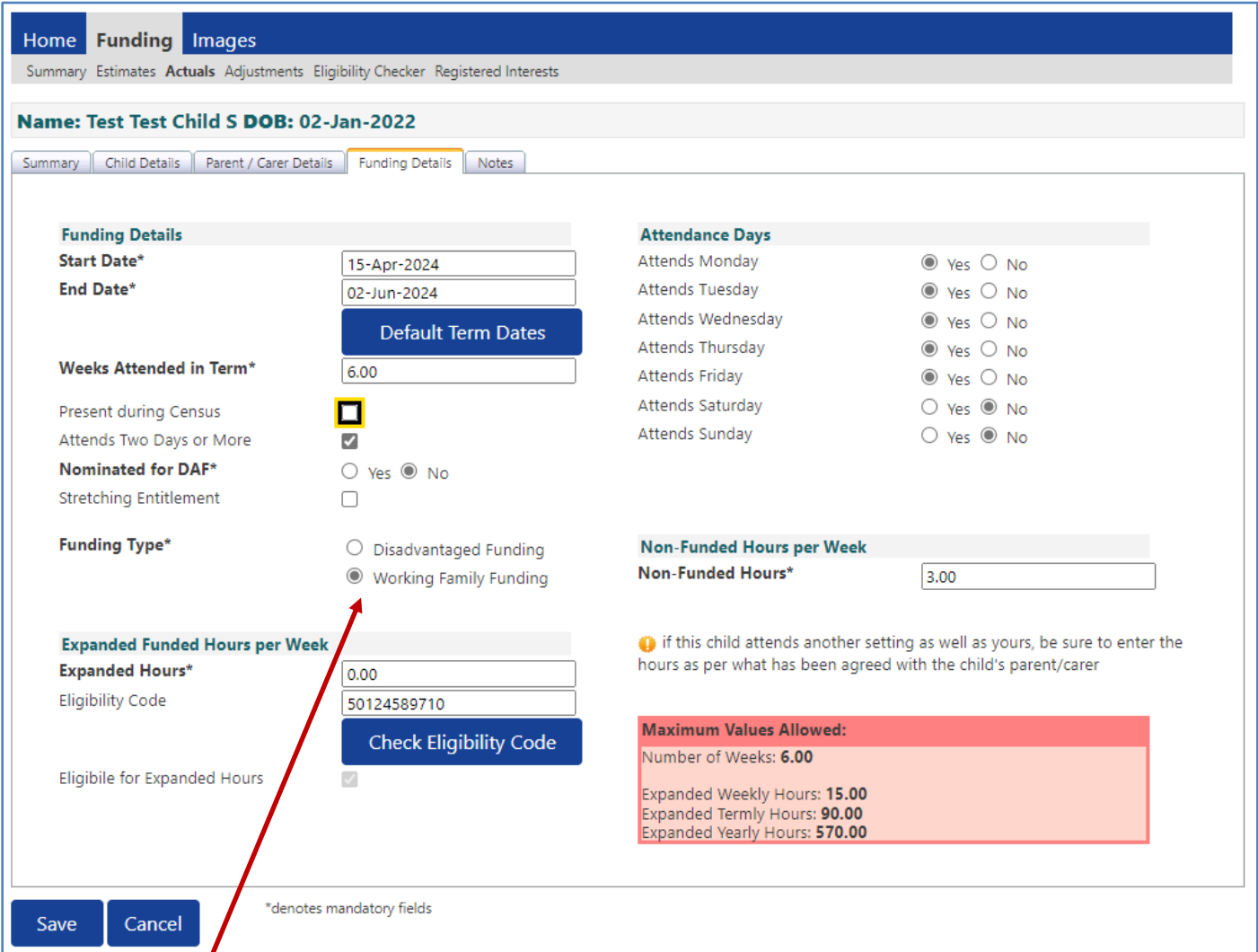
If parents/carers have provided details on their FE1 form and signed the form giving consent for EYPP checks and extended/expanded entitlement funding (HMRC 11-digit code), add them into the **Parent/Carer Details** tab if they are not already there.

## Early Years Pupil Premium (EYPP)

EYPP applications are checked and verified with HMRC every funding period as actuals data is processed by Financial Services. Eligible children can be identified via the ‘child weightings’ column on the actuals screen for each funding period. Data quality is vital as HMRC will not be able to check eligibility if mandatory details are missing or inaccurate.

Providers should check each funding period, that where parent/carer consent has been obtained, the relevant boxes are ticked in the Parent/Carer Details tab for EYPP and/or Working Family eligibility checks.  Refer to ‘Child weightings explained - EYPP & DAF’ for more information.

Click on the **Funding Details** tab. Some data will be pre-populated from the last funding period.



**Name: Test Test Child S DOB: 02-Jan-2022**

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

**Funding Details**

Start Date\*   
 End Date\*   
  
 Weeks Attended in Term\*   
 Present during Census   
 Attends Two Days or More   
 Nominated for DAF\*  Yes  No  
 Stretching Entitlement   
 Funding Type\*  Disadvantaged Funding  Working Family Funding  
  
 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\*

**Expanded Funded Hours per Week**  
 Expanded Hours\*   
 Eligibility Code

**Maximum Values Allowed:**

Number of Weeks:	6.00
Expanded Weekly Hours:	15.00
Expanded Termly Hours:	90.00
Expanded Yearly Hours:	570.00

\*denotes mandatory fields

**Please Note:** The funding details tab will look slightly different depending on the Funding Type you have selected. Please ensure that when submitting claims via the 2-Year-Old Assessment-Based headcount (6-digit code issued by the local authority) that ‘Disadvantaged Funding’ is selected and when claiming via the Working Families headcount ‘Working Family Funding’ (11-digit code issued by HMRC) is selected.

**Default Term Dates** - for existing children, term dates are pre-populated to the dates of the current funded period, as indicated on the funding calendar.

**Weeks Attended in Term** - check or update the number of weeks the child is claiming funding between the funding period (term) start date and end date.

**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).

**Attends Two Days or More** - this box is pre-populated, check and update as necessary. If this box isn't ticked, you will only be able to enter a maximum of 10 funded hours per week.

**Nominated for DAF** - this box is pre-populated, check and update as necessary. It is essential that you have acquired and securely retain a copy of the Disability Living Allowance (DLA) letter from the parent if you have selected 'Yes'. **Providers must also enter the DLA 9-digit reference number on the child's 'Notes' tab. If the reference number is not entered, DAF funding will be withheld until DAF eligibility can be confirmed.**

The screenshot displays a web application interface for managing child records. At the top, there are navigation tabs: 'Home', 'Forms', 'Funding', and 'Images'. Below this, a breadcrumb trail shows 'Summary', 'Estimates', 'Actuals', 'Adjustments', 'Eligibility Checker', and 'Registered Interests'. The main header area displays 'Name: Test 2 Test DOB: 27-Jul-2021'. Below the header, there are sub-tabs: 'Summary', 'Child Details', 'Parent / Carer Details', 'Funding Details', and 'Notes'. The 'Notes' tab is active, showing an 'Add a new note' section with a text input field containing 'DLA Ref: XXXXXXXXXX'. A yellow border highlights this input field, and a blue arrow points to it from the text above. To the right of the input field is a 'Notes History' section with the text 'No Historical Notes'. At the bottom of the interface, there are 'Save' and 'Cancel' buttons, and a small note '\*denotes mandatory fields'.



Refer to child weightings explained – EYPP & DAF guidance

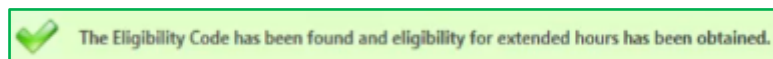
**Funded Hours Per Week** (universal) - enter the number of weekly funded (universal) hours the child is claiming per week (max 15 hours). Hours should be entered in decimal format e.g., 10.5 for 10 hours and 30 minutes.

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


**Extended Entitlement Funded Hours** 3 & 4-year-olds - enter the number of extended entitlement funded hours the child is claiming 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 claiming extended entitlement funded hours enter zero (0) in the box.

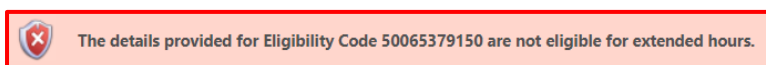
**Working Family Eligibility Code** 2 year-olds and under - this box is pre-populated unless it is a new entitlement claim, in which case the HMRC 11-digit code will need to be added.

**Check Eligibility Code** - click this blue button once the HMRC 11-digit code is entered. A green tick will confirm whether the code has been found and eligibility for extended or expanded weekly funded hours has been obtained.



**Eligible for Extended entitlement** - if the child is eligible to claim extended entitlement, this box will be automatically populated with a tick once the eligibility check (outlined above) has been completed.

If the check returned is not valid, check the details entered are accurate.  Refer to guidance 'Check an Extended Entitlement code and determine eligibility' for more information.



**Weekly Non-Funded Hours** - this box is pre-populated, check and update as necessary. Non-funded hours refer to 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 claiming additional non-funded hours enter 0 (zero) in the box.

**N.B.** Some portal screens for providers that do not offer extended entitlement funded hours may have fewer options available than the examples shown. If you need access to, but cannot see, the extended entitlement options on the funding details tab, please contact the Early Years Finance Team.

### Maximum Values Allowed box

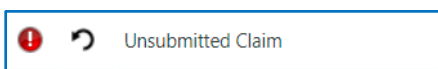
The **Funding Details** tab on the provider portal contains a ‘Maximum Values Allowed’ box. This shows the maximum funded hours that could be submitted for a child.

The figures in the box default to the values for term time funding. Please note this information will slightly differ depending on the funding type.


Maximum Values Allowed:	
Number of Weeks:	<b>6.00</b>
Funded Weekly Hours:	<b>15.00</b>
Funded Termly Hours:	<b>90.00</b>
Funded Yearly Hours:	<b>570.00</b>
Extended Weekly Hours:	<b>15.00</b>
Extended Termly Hours:	<b>90.00</b>
Extended Yearly Hours:	<b>570.00</b>

Input and update any other information for the child and then click **Save**.

The main actuals screen will be displayed, and the child’s status will show as ‘unsubmitted claim’.



### Repeat step 5 for all existing children on the list.

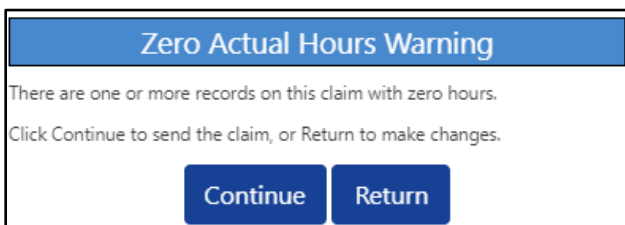
 Refer to ‘Actual headcount claims - deleting children’ and ‘Actual headcount claims - adding a new child’ for children that have left; are new to the setting or have become eligible for funding.

### STEP 6: SEND CLAIM & SIGN OUT

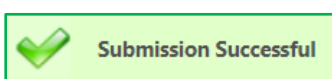
Claims are paid based upon the accuracy of data submitted on to the provider portal.

When all data has been checked and claims submitted for that age group, click **Send Claim**.

Please wait, as this may take a while to go through.



A warning will alert providers where there are still children’s records listed with zero funded hours claimed. Providers should check and amend these records before re-sending the claim.



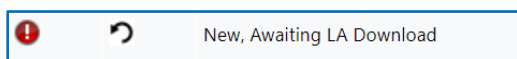
You will see a green tick, and an icon indicating Submission Successful when your claim has been submitted.

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

When the claim has been sent, each child’s status will show as ‘New, Awaiting LA Download’.

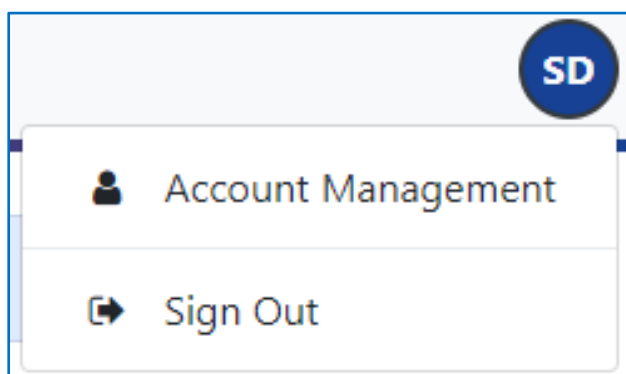
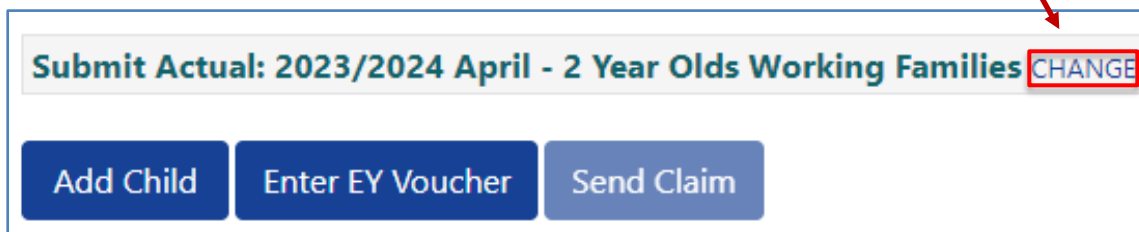


Providers can still make changes to the claim whilst the portal remains open.



**Repeat steps 5 and 6 for the remaining funding types.**

To access a different funding type headcount click **CHANGE** then select the funding period and age group you wish to submit data for. Follow the same process (as step 4) for the remaining age group.



Remember to click '**Send Claim**'.

To sign out, click on the blue circle **SD** 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](mailto:CS.enquiries.childminders@derbyshire.gov.uk)

[CS.enquiries.groupcare@derbyshire.gov.uk](mailto:CS.enquiries.groupcare@derbyshire.gov.uk)

[CS.enquiries.schools@derbyshire.gov.uk](mailto:CS.enquiries.schools@derbyshire.gov.uk)

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