

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:

- <u>Check</u> 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.
- <u>Delete</u> 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 <u>strongly recommended</u> 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 <u>before</u> a childcare placement is agreed. Providers should use information on the FE1 form to input data on the portal.

FE1 Updated June 2024								
Early Years' Entitlement Funding								
The Parent / Carer & Provider Contract								
This form should be completed by the parent / carer and provider for the delivery of the early years' entitiement funding. The provider will claim the funding using the information contained within this form.								
Provider Name								
Provider's Ofsted un reference number (U	que RN)							
FAMILY DETAIL	<u>s</u>							
Child's Legal Forename				Address Line 1				
Child's Legal Middle Name				Address Line 2				
Child's Legal Sumame				Address Line 3				
Child's Preferred Sumame				Locality				
Child's Date of Birth				Town				
DROVIDER II	E ONLY	,		County				
Proof of DOB required. Include signature of sta document.	Note doo ff membe	ument type seen. If having sight of		Postcode				
Document type			 If you have moved house within the last 12 months, please include your previous house number and postcode below: 					
Staff signature				House number				
Child's Gender (M / F)				Postcode				
Parent/Carer 1			1	Parent / Carer 2	-	1		
Forename				Forename				
Parent / Carer 1 Sumarne				Parent / Carer 2 Sumame				
Parent / Carer 1 DOB				Parent / Carer 2 DC	в			
Parent / Carer 1 Email address				Parent / Carer 2 Email address				
Parent / Carer 1			1	Parent / Carer 2				
National Insurance or			ł	National Insurance	or			
NASS number				NASS Number				

STEP 2: SIGN IN TO THE PORTAL

Link to the Derbyshire Provider Portal



Enter your username and click Next.

Usernames and passwords are case sensitive.

Sign in	
Enter your password	
Change User Forgot Password	Sign In



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. Public

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 <u>info@fis.derbyshire.gov.uk</u>

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.

Home Funding Ima	ges						
Summary Estimates Actuals	Adjustments Eligibility Checker						
Select Year and Term							
14 100 2024 to 20 100 2024							
🖉 Jan/feb							
Submission Period: 02-Jan-2024 to 21-Jan-2024							
🖉 December							
Submission Period: 18-Nov-2023 to 26-Nov-2023							
🗖 April							
Submission Period: 21-Feb-2024 to 21-Apr-2024							
2022/2023							
2021/2022							
2020/2021							
2019/2020							
2018/2019							
2017/2018	•						

Select Year and Term				
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 *A* indicates that a submission period is open for data entry.

A red circle *O* 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
	2 Year Olds		
ø	3 & 4 Year Olds		
1	9 Months - 2 Year Olds		

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.

Hoi Sum	Home Funding Images Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests							
Sul	Submit Actual: 2024/2025 Sept/oct - 2 Year Olds CHANGE							
Ad	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
×			Test Child S, Test (02-Jan-2022)	0.00	0.00	£0.00		
×			Test Child T, Test (05-Jan-2022)	0.00	0.00	£0.00		
Ad	d 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 Working Family 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.

me Funding Images					
nmary Estimates Actuals Adjustments	Eligibility Checker Registered Interests				
ne: Test Test Child S DOB:	02-Jan-2022				
mary Child Details Parent / Carer D	etails Funding Details Notes				
Funding Details		Attendance Days			
Start Date*	15-Apr-2024	Attends Monday	● Yes ○ No		
End Date*	02-Jun-2024	Attends Tuesday	Yes O No		
		Attends Wednesday	Yes O No		
	Default Term Dates	Attends Thursday	Yes O No		
Weeks Attended in Term*	6.00	Attends Friday	Yes O No		
Present during Census	•	Attends Saturday	🔿 Yes 🖲 No		
Attends Two Days or More		Attends Sunday	🔿 Yes 🖲 No		
Nominated for DAF*	Ves No				
Stretching Entitlement					
Funding Type*	O Disadvantaged Funding	Non-Funded Hours per Wee	•k		
	Working Family Funding	Non-Funded Hours*	3.00		
	1				
Expanded Funded Hours per W	leek	If this child attends anothe	r setting as well as yours, be sure to enter the		
Expanded Hours*	0.00	hours as per what has been a <u>c</u>	greed with the child's parent/carer		
Eligibility Code	50124589710				
	Check Eligibility Code	Maximum Values Allowed:			
Elizibile for Europeded Ligure		Number of Weeks: 6.00			
Eligiblie for Expanded Hours		Expanded Weekly Hours: 15.00			
/		Expanded Termly Hours: 90.0 Expanded Yearly Hours: 570.0	0		
/		expanded rearry nouts. 570.0			
/					
*dend	otes mandatory fields				
ave Cancel					

Please Note: The funding details tab will look slightly different depending on the Funding Type you have selected. Please ensure that when submitting claims for a 2-Year-Old Assessment-Based child (6-digit code issued by the local authority) that 'Disadvantaged Funding' is selected

and when claiming for a Working Family child (11-digit code issued by HMRC) 'Working Family Funding' 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 accessing funding between the funding period (term) 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).

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.

Home Forms Funding Images Summary Estimates Actuals Adjustments Eligibility Name: Test 2 Test DOB: 27-Jul-2021 Summary Child Details Parent / Carer Details Find	/ Checker Registered Intrests	
Add a new note		Notes History
DLA Ref : X000000000		No Historical Notes
Save Cancel *denotes manda	atory fields	

Refer to child weightings explained – EYPP & DAF guidance

Public

Weekly Funded Hours Per Week for 3- & 4-year-olds only - 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.

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

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

Working Family Eligibility Code 2-year-olds and 9 months – 2-year-olds - this box is prepopulated 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.

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

Eligible for Extended entitlement - 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.

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. I 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. Nonfunded 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 accessing 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: 6.00 Funded Weekly Hours: 15.00 Funded Termly Hours: 90.00 Funded Yearly Hours: 570.00 Extended Weekly Hours: 15.00 Extended Termly Hours: 90.00

Extended Yearly Hours: 570.00

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.

Home Funding Images Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests								
Submit Actua	Submit Actual: 2024/2025 Sept/oct - 2 Year Olds CHANGE							
Add Child Er	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	
×		Test Child S, Test (02-Jan-2022)	0.00	0.00	£0.00			
×		Test Child T, Test (05-Jan-2022)	0.00	0.00	£0.00			
Add Child Er	nter EY Voucher	Send Claim						



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

CS.enquiries.groupcare@derbyshire.gov.uk

CS.enquiries.schools@derbyshire.gov.uk

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