

Adjustments basic principles when to submit a claim

This guide should be used by providers who need to submit an adjustment within a funding period where a change has taken place after the provider portal has closed for submitting actuals.

Adjustments are submitted when:

- a child has left after actuals close
- a child has started after actuals close
- a child has increased or reduced funded hours after actuals close.

The following pages are a guide on when to submit and how to calculate adjustments.

- Please refer to separate guidance for step-by-step instructions on how to submit adjustment claims on the provider portal.

Adjustments – basic principles

By creating an adjustment, providers are asking the local authority to adjust the number of funded hours claimed for a child in a previous funding period. The adjustment will be processed if there are sufficient funded hours available for the funding period and eligibility codes are valid (where applicable).

Adjustments must be submitted in the 'adjustment section' of the funding period in which the change occurred. For example, a child starting in May after May actuals have closed, should be entered in May's adjustment section.

All adjustments must be submitted by the end of the adjustment period in which they occurred (spring/summer/autumn). Adjustments submitted in a different term will not be processed.

Adjustments must be submitted as soon as the portal becomes available for that period. The adjustment open and closure dates are shown on the funding calendar.

Providers must use the number of weeks on the funding calendar provided to calculate how many hours the adjustment is for.

The local authority does not fund part-weeks; therefore, adjustments should be calculated and submitted in full weeks. Children that leave part way through the week will be funded until the end of the week. New starters should be added from the start of a week.

Adjustments for new starters cannot be entered onto the portal until the child's previous provider has submitted the leaver adjustment, and this has been processed. Therefore, it is extremely important that leavers are entered onto the system as soon as possible, to avoid funding delays.

Payments for adjustments will be made as soon as possible; however, they may not be processed in the following payment run.

- Refer to guidance 'View adjustments for previous funding period' and 'View payments and previous claims' for more information.

If the adjustments result in an overall minus, this may be carried forward to be deducted from the next scheduled payment for the relevant age group. Alternatively, providers may be invoiced.

When to submit adjustments

Example	Scenario	Portal Funding calendar indicates when open for adjustments
Child A <u>leaves</u> after the portal has closed for the funding period, and the child has already been included in the actuals claim.	Claim was submitted for Child A for 15 funded hours per week for 8 weeks term time, in September/October actuals. Child A left after three weeks.	The provider should select the September/October payment period and submit an adjustment for Child A for a total of 75 <u>less hours</u> . 8 weeks minus 3 weeks attended = 5 weeks 5 weeks multiplied by 15 hours = 75 hours Child A should then be deleted from the next funding period's actuals claim.
Child B <u>starts</u> after the portal has closed for the funding period, and the child has not been included in the actuals claim.	Child B was not included on actuals in September/October. Child B starts two weeks into the 8-week term claiming 15 hours per week term time.	The provider should select the September/October payment period and submit an adjustment for Child B of 90 <u>more hours</u> . 8 weeks minus 2 weeks unattended = 6 weeks 6 weeks multiplied by 15 hours = 90 hours

Example	Scenario	Portal Funding calendar indicates when open for adjustments
Child C <u>increases</u> their hours after the portal has closed for the funding period.	Child C was included on actuals as claiming 10 hours per week for 8 weeks term time in September/October. Child C increased their hours to 15 hours after three weeks of the term.	The provider should select the September/October payment period and submit an adjustment for 25 <u>more hours</u> . 8 weeks minus 3 weeks = 5 weeks 5 weeks multiplied by 5 more hours = 25 hours
Child D <u>decreases</u> their hours after the portal has closed for the funding period.	Child D was included on actuals for 15 hours per week for 8 weeks term time in September/October. Child D decreased their hours to 10 hours per week after four weeks.	The provider should select the September/October payment period and submit an adjustment for 20 <u>less hours</u> . 8 weeks minus 4 weeks = 4 weeks 4 weeks multiplied by 5 less hours = 20 hours

Multiple adjustments for the same child

Adjustment claims do not get overridden by new entries. They form a timeline of funding claims and changes for individual children. Should there be multiple adjustments for a child in the same funding period, the changes should be submitted individually and reflect the change to the funded hours claimed since the last adjustment was made.

Important: Providers must not bank unused funded hours to be used in a future term (other than delivering stretched funded hours over an academic year), as this can lead to an over claim if the parent leaves the setting or chooses not to access the hours.

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

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