

Claim for an eligible 2-Year-Old Assessment-Based Child

This document provides step-by-step instructions on how to submit a funding claim for an eligible 2-year-old assessment-based child (6-digit code issued by the local authority).



Providers can only claim early years entitlement funding for eligible two-year-olds.

Parents can check eligibility and apply for 2-year-old assessment-based funding here via the [Derbyshire County Council website](#).

- For guidance on how to claim for an eligible 2-Year-Old **Working Family** child, please refer to ‘2 Year Olds and Under 2 Year Olds – Expanded entitlement explained’ and ‘Actual Headcount Claims – Adding a New Child’.

For more information visit the [Childcare Choices](#) website.

Once eligible, 2-year-olds retain early years funding until they become eligible for the 3 & 4-Year-old funded hours.

STEP 1: REFER TO THE FE1 FORM

Two-Year-Old Assessment-Based Eligibility Funding - 6 digit code issued by the local authority (15 hours per week):

If your child is eligible to receive the two-year old assessment-based funding, please complete the boxes below:

Two-year-old assessment-based eligibility code		Child's eligible start date	
Local authority in which eligibility for the code was approved (e.g. Derbyshire County Council / Out of County):			

Parents must complete an FE1 form to claim funded hours with their chosen childcare provider.

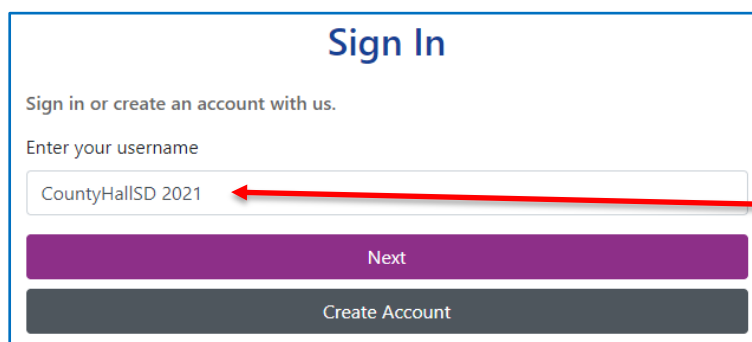
Parents of eligible 2-year-old assessment-based children will have been issued with a two-year-old funding eligibility code by the local authority in which they live and must enter the code onto the FE1 form.

Important: 2-year-old assessment-based funding codes issued by Derbyshire County Council are 6-digits, codes issued by other local authorities may slightly differ. These codes are not to be confused with the 11-digit HMRC codes issued for 2-year-old working family children.

Providers should use the information on the FE1 form to input data on to the portal.

STEP 2: SIGN IN TO THE PORTAL

Link to the [Derbyshire Provider Portal](#)



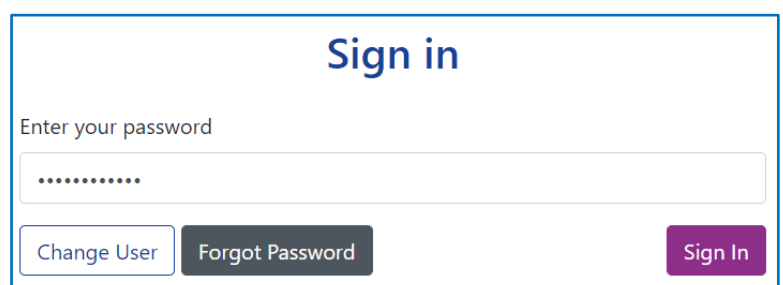
The screenshot shows a 'Sign In' form with the following elements:

- Header: Sign In
- Text: Sign in or create an account with us.
- Text: Enter your username
- Input field: CountyHallSD 2021 (with a red arrow pointing to it)
- Buttons: Next (purple), Create Account (grey)

Enter your username and click **Next**.

Usernames and passwords are case sensitive.

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



The screenshot shows a 'Sign in' form with the following elements:

- Header: Sign in
- Text: Enter your password
- Input field: Password field with masked characters (dots)
- Buttons: Change User (blue), Forgot Password (grey), Sign In (purple)

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.

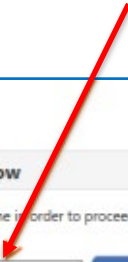
Each time you Sign In to the provider portal you will be asked to comply with the Data Protection Act 2018 and UK General Data Protection Regulation. If the Reject button is clicked, you will return to the Sign In page.

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:



- 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

Navigate to 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
2023/2024
2022/2023
2021/2022
2020/2021
2019/2020
2018/2019
2017/2018

Home Funding **Images**

Summary Estimates **Actuals** Adjustments Eligibility Checker

Select Year and Term


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 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: ENTER THE EY VOUCHER

Under **Funding Type** select **2 Year Olds Assessment-Based** from the funding types listed.

			Office use only	
	Funding Type		Ready To Process	Processed
	2 Year Olds Assessment-Based			
	2 Year Olds Working Families			
	3/4 Year Olds			

If the child has been issued an eligibility code by Derbyshire County Council, click on the **Enter EY Voucher** blue button.

Home Funding **Images**

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

Submit Actual: 2023/2024 April - 2 Year Olds Assessment-Based CHANGE

The following box will be displayed.

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

Enter the information provided by the parent on the FE1 form:

- the 6-digit voucher code for the two-year-old funding
- the child's date of birth (DD/MM/YYYY)
- and the child's surname

Then click **Submit**.

The code is unique and will only work with the child's surname and date of birth.

Take care to enter the correct details. If the wrong details are added twice or more, the system will lock this facility for a short period of time.

If the eligibility code does not work, contact the local authority who issued the code to check the details are accurate. For Derbyshire email Free.Childcare@derbyshire.gov.uk

EY Voucher

Please note:

If the child's eligibility code has been issued by another local authority the EY Voucher tab cannot be used. See further instructions later in this guidance.

After submitting the child's eligibility details, the system defaults back to the **Summary** tab.

Select the **Child Details** tab. The child's details will be pre-populated.

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

Check the child's name and address against information provided by parents on the FE1 form, and the official documentation seen to confirm the child's date of birth e.g., birth certificate.

Ensure this information is accurately recorded.

Click on the **Parent/Carer Details** tab.

This tab should only be completed if the parent/carer has supplied their details to enable checks to be completed for Early Years Pupil Premium (EYPP). As you are claiming for a 2-year-old assessment-based child, the 'working family eligibility' option should be left **unticked**.

Home Funding Images

Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests

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

Save Cancel

*denotes mandatory fields

Please note: The signed FE1 form enables EYPP checks to be undertaken.

STEP 5: SUBMIT CLAIM DETAILS

Click on the **Funding Details** tab and complete the required information.

- Refer to guidance 'Actual headcount claims - adding a new child' for step-by-step instructions on how to add a child's details to the portal.

Important: When completing the information on the funding details tab for 2-year-old assessment-based children, it is essential that '**Disadvantaged Funding**' is selected as the funding type (as pictured below).

Home Funding Images

Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests

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

Stretching Entitlement

Funding Type* Disadvantaged Funding Working Family Funding

Funded Hours per Week

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*

! 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

Maximum Values Allowed:

Number of Weeks: **6.00**

Funded Weekly Hours: **10.00**

Funded Termly Hours: **60.00**

Funded Yearly Hours: **380.00**

*denotes mandatory fields

Save Cancel

Claiming for 2-year-old assessment-based children eligible part-way through a term

2-year-old assessment-based children can only be funded from the date of approval. To claim for a child that has been given eligibility part way through a term follow the process below:

In the **Funding Details** tab, change default term **Start Date** to the date the child started.

Add the number of **Weeks Attended in Term** to reflect the number of full funded weeks to be claimed from the child's eligible start date (or start date in setting, if this is later than the eligibility date) to the end of the funding period. For example:

2YO funding code eligible:	Child started at setting on:	2YO funding can be claimed from:
Wednesday 8 th May	Monday 13 th May	Monday 13 th May
Friday 17 th May	Monday 6 th May	Monday 20 th May

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 shows a web application interface with a blue header bar containing 'Home', 'Funding', and 'Images'. Below the header is a navigation menu with 'Summary', 'Estimates', 'Actuals', 'Adjustments', 'Eligibility Checker', and 'Registered Interests'. The main content area has a sub-header 'Name: Test 2 Test DOB: 27-Jul-2021' and a secondary navigation menu with 'Summary', 'Child Details', 'Parent / Carer Details', 'Funding Details', and 'Notes'. The 'Notes' tab is active, showing a text area for 'Add a new note' with the text 'DLA Ref: XXXXXXXXXX' and a yellow border. A blue arrow points to this text. To the right is a 'Notes History' section with 'No Historical Notes'. At the bottom are 'Save' and 'Cancel' buttons and a note '*denotes mandatory fields'.

Codes issued by another local authority.

If the child's eligibility code has been issued by another local authority, click on **Add Child** and complete required information.

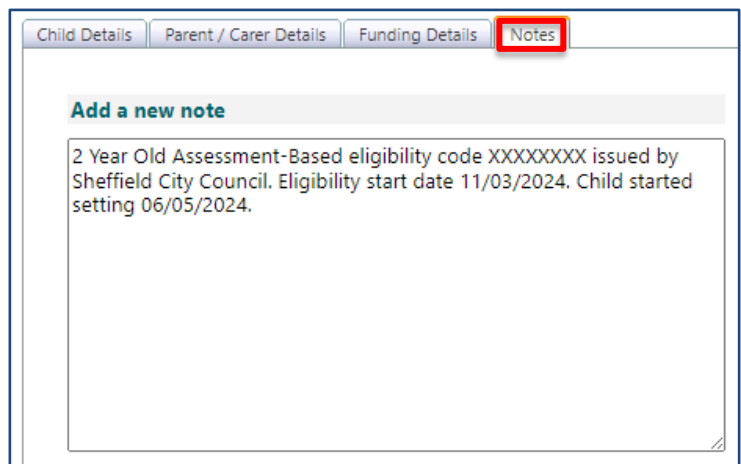
- Refer to guidance 'Actual headcount claims - adding a new child'.

The screenshot shows a web application interface with a blue header bar containing 'Home', 'Funding', and 'Images'. Below the header is a navigation menu with 'Summary', 'Estimates', 'Actuals', 'Adjustments', 'Eligibility Checker', and 'Registered Interests'. The main content area has a sub-header 'Submit Actual: 2023/2024 April - 2 Year Olds Assessment-Based CHANGE' and three buttons: 'Add Child', 'Enter EY Voucher', and 'Send Claim'.

Important: record the following information in the **Notes** tab.

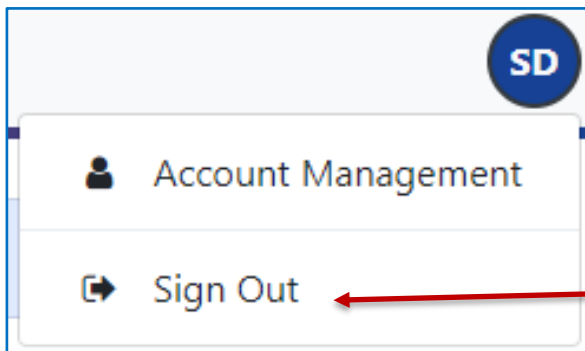
- the code details.
- local authority the code was issued by.
- the date eligibility commenced,
- date child started, if new to the setting.

Where providers do not include this information, funding payments may be delayed or rejected.



STEP 6: SEND CLAIM & SIGN OUT

Claims are paid based upon the accuracy of data submitted on to the provider portal. Always remember to click **Save** and/or **Send Claim** before signing out of the portal.



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.