Submit estimated hours of attendance before the start of term

This document provides step-by-step instructions on how to submit children's estimated hours of attendance at the end of each term for the start of the following term.

At the beginning of a new term an interim payment is made based upon submitted estimated hours of attendance. Where estimated hours differ from the 'actuals' submissions for that period (i.e., the actual number of funded hours accessed by children), payments will be reconciled in the following month.

If 'estimates' are not submitted within the given timescale, we will assume providers do not have any funded children and no interim funding payment will be made.

Estimates should be based on the number of funded hours you will be offering children for the period in question. Please see the funding calendar for the number of hours and weeks available to claim for each funding period.

When calculating the funded hours, ensure that the 3 and 4-year-olds, 2-year-old Assessment-Based and 2-year-old Working Families are entered separately. Weekly Funded hours (Universal) and Extended Weekly Funded hours (HMRC 11-digit code) for 3 and 4-year-olds should be included. Hours should be entered in decimal format e.g., 10.5 for 10 hours and 30 minutes.

If you do not have any funded children for this period, you do not have to submit estimated hours.

Example of calculating estimate hours for a 7-week period:

Provider has two children on roll aged 3.

One child is claiming 10 hours per week and the other claims 15 hours per week.
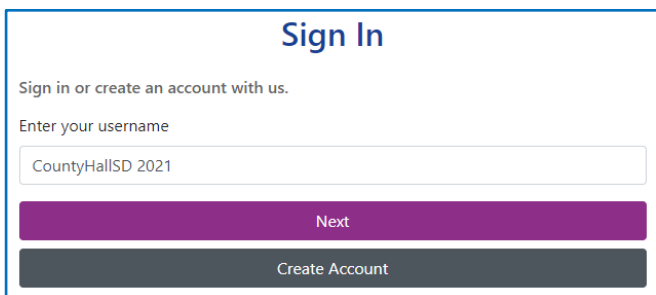
10+15 = 25 funded hours for one week

25 hours multiplied by 7 weeks attendance in that period = **175 hours to claim on estimates**.

STEP 1: REFER TO THE FE1 FORM

Every child claiming early years entitlement funding must have an up to date FE1 form completed by their parent/carer. They will indicate on the FE1 form the number of funded hours they wish their child to access at your provision.
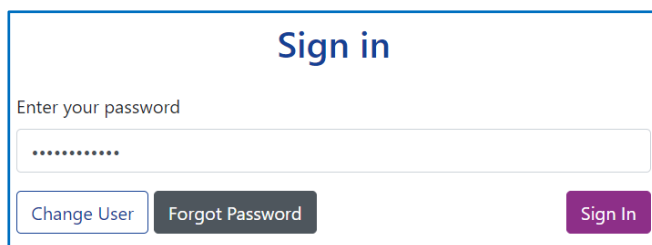
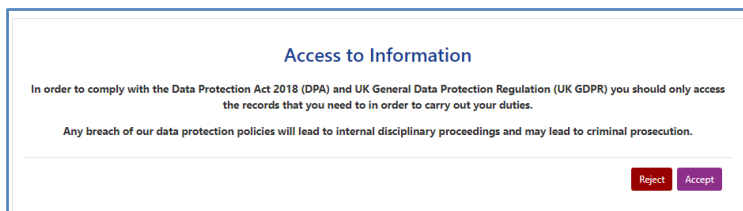## STEP 2: SIGN IN TO THE PORTAL

Link to the **Derbyshire Provider Portal**

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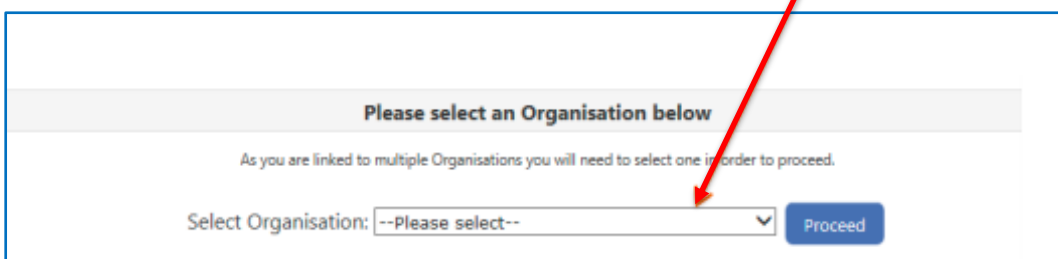
Usernames and passwords are case sensitive.

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

Click **Accept**

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**

STEP 3: GO TO THE ESTIMATES TAB

Click on the **Funding** tab and then click on the **Estimates** 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.

STEP 4: INPUT DATA & SEND CLAIM

You must input the total number of estimated hours of attendance <u>separately</u> for 3 & 4-year-olds, 2-year-old Assessment-Based and the 2-year-old Working Families.

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

Input the underlined total number of funded hours that you estimate you will claim for the upcoming period in the age group you have selected. Ensure this is in the correct format (e.g. 1000 not 1.000).

Remember to click **Send Claim**. Please wait, as this may take a while to go through.
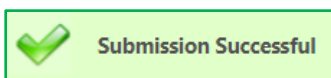
 You will see a green tick, and an icon indicating Submission Successful when your claim has been submitted.

This indicates a claim has been submitted to the local authority for checking before the claim is approved. Providers can check if a claim has been processed via the funding period summary screen.
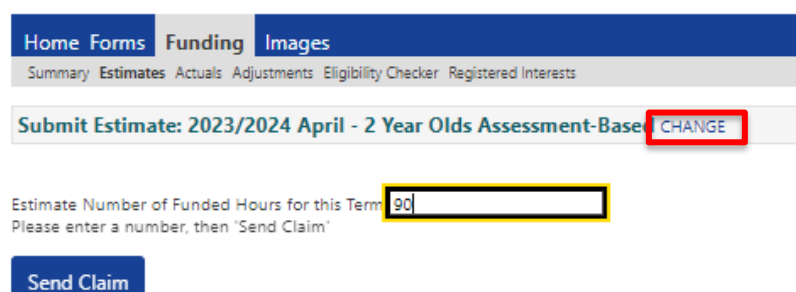

Data quality is vital, the local authority will make funding payments using the information submitted on the provider portal. It is the providers responsibility to ensure data is accurate.

Providers can alter and re-submit data on estimates whilst the portal is open, and the system will override claims with the latest entry submitted.

STEP 5: REPEAT FOR REMAINING FUNDING TYPES

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

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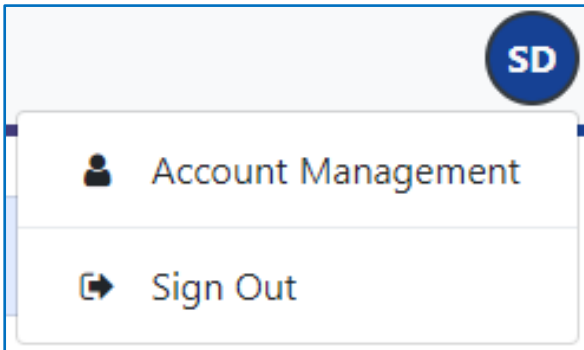
To sign out, click on the blue circle **SD** in the top right of the screen and then click **Sign Out.**

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.