



There is a video tutorial available for this guidance.

## Submit an adjustment - child increased funded hours



This document provides step-by-step instructions on how to submit an adjustment within a previous funding period, where the number of funded hours have increased, after the portal has closed for the submission of actuals.

Adjustments must be created in the adjustment section of the funding period in which the change occurred. All adjustments must be submitted by the end of the term to which they relate.

Adjustments submitted in a different term will not be processed.

Adjustments must be calculated and submitted as a total number of hours.

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

Important: The local authority does not fund part-weeks. Therefore, adjustments should be calculated and submitted in full weeks.

### Example of calculating an adjustment:

Child has increased from 10 hours to 15 hours per week for two weeks of the funding period, an increase of 5 hours per week.

5 hours multiplied by 2 weeks = 10 hours to be claimed as an adjustment.

### 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.



Refer to guidance 'Adjustments basic principles - when to submit a claim' and 'View payments and previous claims' for further information.

## STEP 1: REFER TO THE FE1 FORM

**Contract Amendment Sheet**

Please use this page to make amendments to the contract as and when they occur. Both the parent and a representative of the Provider should sign the change. This replaces the need for the parent to sign the form each term.

Details of change:

Levi Woodward – increased from 10 to 15 funded hours (universal entitlement) from 10 May 2021.

Date change to take effect: 10 May 2021    Parent Signature: J.A. Woodward |  
 Provider Signature: *Sarah Smith (Childminder)*

Any changes to the number of funded hours claimed must be recorded on the 'Contract Amendment Sheet' of the FE1 form and signed by both parent and provider.

## STEP 2: SIGN IN TO THE PORTAL

Link to the [Derbyshire Provider Portal](#)

**Sign In**

Sign in or create an account with us.

Enter your username

CountyHallSD 2021

Next

Create Account

Enter your username and click **Next**.

Usernames and passwords are case sensitive.

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

**Sign in**

Enter your password

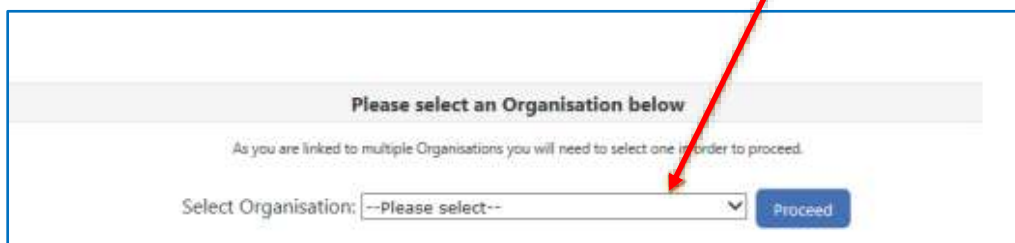
.....

Change User

Forgot Password

Sign In

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.

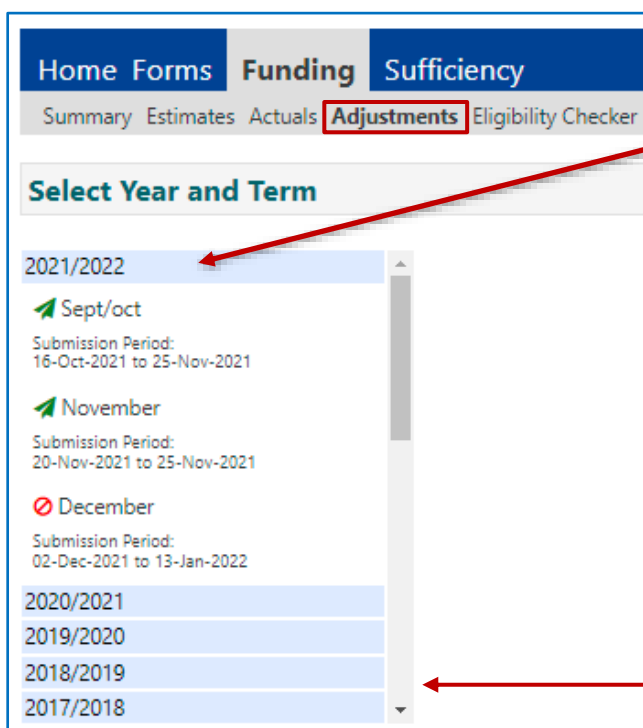


Refer to guidance 'Provider portal - signing in and out' for more detail. If you need support with your username or password please contact [info.fis@derbyshire.gov.uk](mailto:info.fis@derbyshire.gov.uk)

### STEP 3: GO TO THE ADJUSTMENTS TAB


Navigate to the **Funding** tab, and then click on the **Adjustments** tab.


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



Select Year and Term
2020/2021
2019/2020
2018/2019
2017/2018

**Select Year and Term** that you want to submit an adjustment for.

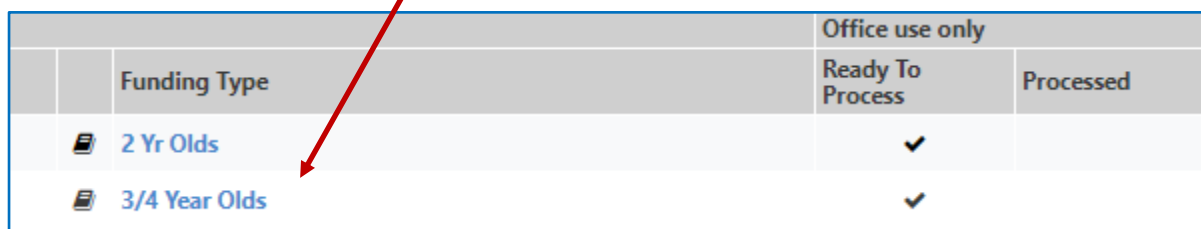
A green arrow  indicates that a submission period is open for data entry.



A red circle  indicates that a submission period is closed.

Scroll down to see more submission periods.

## STEP 4: SELECT THE AGE GROUP

Under **Funding Type** select the age group you wish to submit data for. This will depend on the age of the child the adjustment is for.



	Funding Type	Office use only	
		Ready To Process	Processed
	<a href="#">2 Yr Olds</a>	✓	
	<a href="#">3/4 Year Olds</a>	✓	

A list of children submitted during actuals will be displayed.

## STEP 5: SELECT THE CHILD

Select the name of the child for whom the adjustment will be made.

To select a child, hover over the child's name and click when it is [underlined](#).



Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
<u>Test, Child B (29-Jan-2018)</u>	17.50	0.00	£687.80		
Test, Child C (18-Nov-2017)	25.00	0.00	£104.00		
Test, Child D (04-Mar-2018)	48.45	0.00	£201.66		
Test, Child E (12-Jun-2017)	30.00	0.00	£739.80		

## STEP 6: SELECT PENDING ADJUSTMENT

The following screen will appear.

Where relevant, options for both universal and extended hours will be displayed. Take care to select the correct option, both universal and extended adjustments should be sent at the same time if necessary.

Select the **Number of Hours** drop down box and choose **More Hours**.

In the next box, put the number of funded hours increased multiplied by the number of weeks the adjustment is for. For example, increase by 3 funded hours multiplied by 2 weeks = 6 hours.

Home Forms Funding Sufficiency

Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests

Name: Child B Test DOB: 29-Jan-2018

Summary Child Details Parent / Carer Details Funding Details Pending Adjustment Notes

**Universal Pending Adjustment**

Number of Hours More Hours 6

Reason (500 characters)

Child increased hours to 10 from 5 July. Claimed 7 at actuals so extra 3 hours for the last two weeks of term.

**Maximum Values Allowed:**

Universal Termly Hours: 30  
Universal Yearly Hours: 570

**Extended Pending Adjustment**

Number of Hours

Reason (500 characters)

**Maximum Values Allowed:**

Extended Termly Hours: 48.48  
Extended Yearly Hours: 570

Save Cancel \*denotes mandatory fields

In the **Reason** box, give a detailed account of the change, including:

- date of the change to hours
- hours per week the change is for
- where applicable, the previous provision the child attended
- if the child moved from an out of county setting, please also state the local authority for the previous setting.

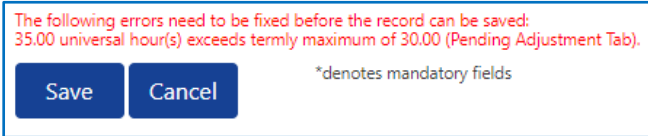
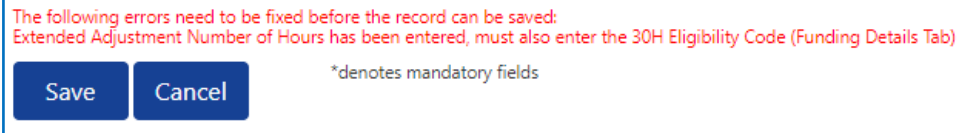
Reason (500 characters)

Child increased hours to 15 from 23rd September. Claimed 10 at actuals so extra 5 for the last week. Attended Jumbles Pre-School (Derby City) until 20<sup>th</sup> September.

Without this information Financial Services will be unable to process adjustment claims and funding for the adjustment will be delayed.

When the adjustment for both universal and extended funding (if applicable) has been completed, click **Save**.

**Important:** if the adjustment exceeds the number of available hours for the funding period or for the eligibility code, the system will show an error message and you will be informed of the problem.



Examples of common error messages.

Correct the error and click **Save**.

Once saved, the screen will revert to the list of children attending that funding period.

Repeat steps 4, 5 and 6 for any other children requiring an adjustment.

## STEP 7: SEND CLAIM & SIGN OUT

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.

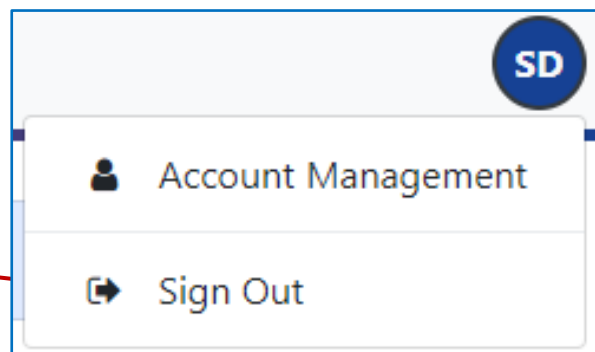
Once all adjustments have been submitted, click **Send Claim**. Please wait, as this may take a while to go through.



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.

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



## Need more support?



There is a video tutorial available for this guidance.

Can't find what you need in our guidance materials and video tutorials?

Then please contact the Early Years Sufficiency 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.**