



## Submit an adjustment – child started after the portal closed



This document provides step-by-step instructions on how to submit an adjustment within a funding period, where a child has started 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.

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. Children new to the setting should be added from the start of a week.

### Example of calculating an adjustment:

Child started 2 weeks after the start of a four-week funding period, claiming 15 funded hours per week. 15 funded hours multiplied by 2 weeks = 30 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

Parents/carers must complete an FE1 form to claim funded hours. Eligibility codes must be checked and verified before a childcare placement is agreed. Providers should use information on the FE1 form to input data on the portal.

The form contains several sections:
 

- Provider Details:** Provider Name, DT Number.
- Family Details:** Child's Name, Date of Birth, Address (L1, L2, L3), Postcode, Telephone, Email, and a section for 'How did you find out about this service?'.
- Parent/Carer 1 & 2:** Name, Address, Postcode, Telephone, Email, and National Insurance Number.

## STEP 2: SIGN IN TO THE PORTAL

Link to the [Derbyshire Provider Portal](#)

The 'Sign In' screen has the following elements:
 

- Header: Sign In
- Text: Sign in or create an account with us.
- Label: Enter your username
- Input field: Contains 'CountyHallSD 2021'. A red arrow points to this field from the text 'Usernames and passwords are case sensitive.'
- Buttons: 'Next' (purple) and 'Create Account' (grey).

Enter your username and click **Next**.

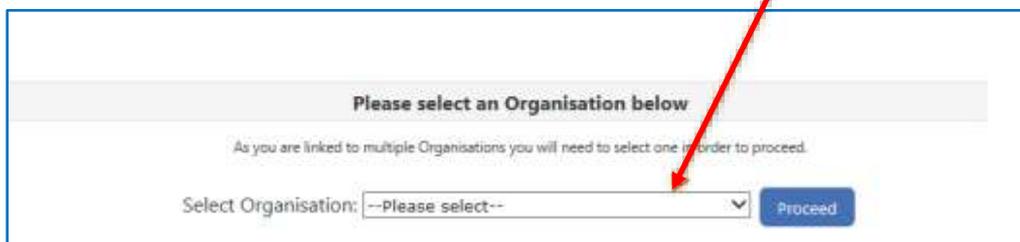
Usernames and passwords are case sensitive.

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

The 'Sign in' screen has the following elements:
 

- Header: Sign in
- Label: Enter your password
- Input field: Contains masked password '\*\*\*\*\*'.
- Buttons: 'Change User' (white), 'Forgot Password' (grey), and 'Sign In' (purple).

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.

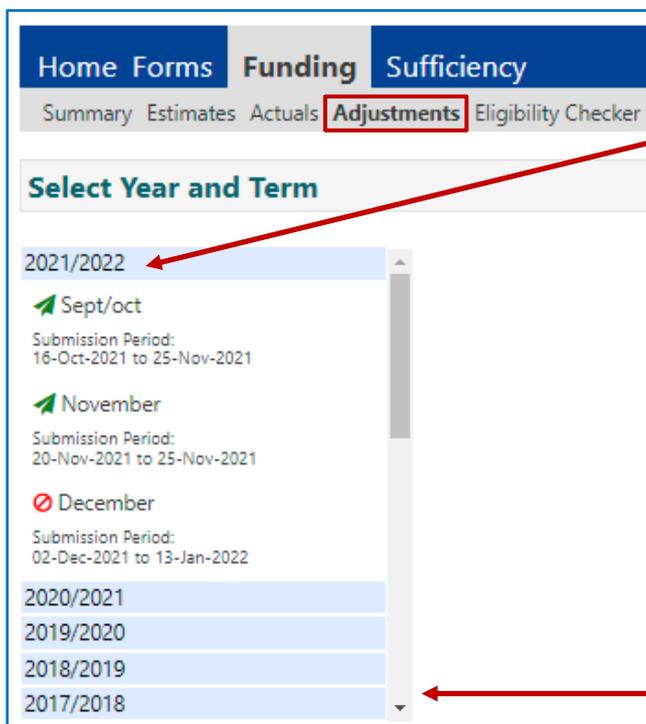


 Refer to guidance 'Provider portal - signing in and out' for more detail. If you need support with your username or password please contact [info.fis@derbyshire.gov.uk](mailto:info.fis@derbyshire.gov.uk)

### 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.

		Office use only	
	Funding Type	Ready To Process	Processed
	2 Yr Olds	✓	
	3/4 Year Olds	✓	

A list of children submitted during actuals will be displayed.

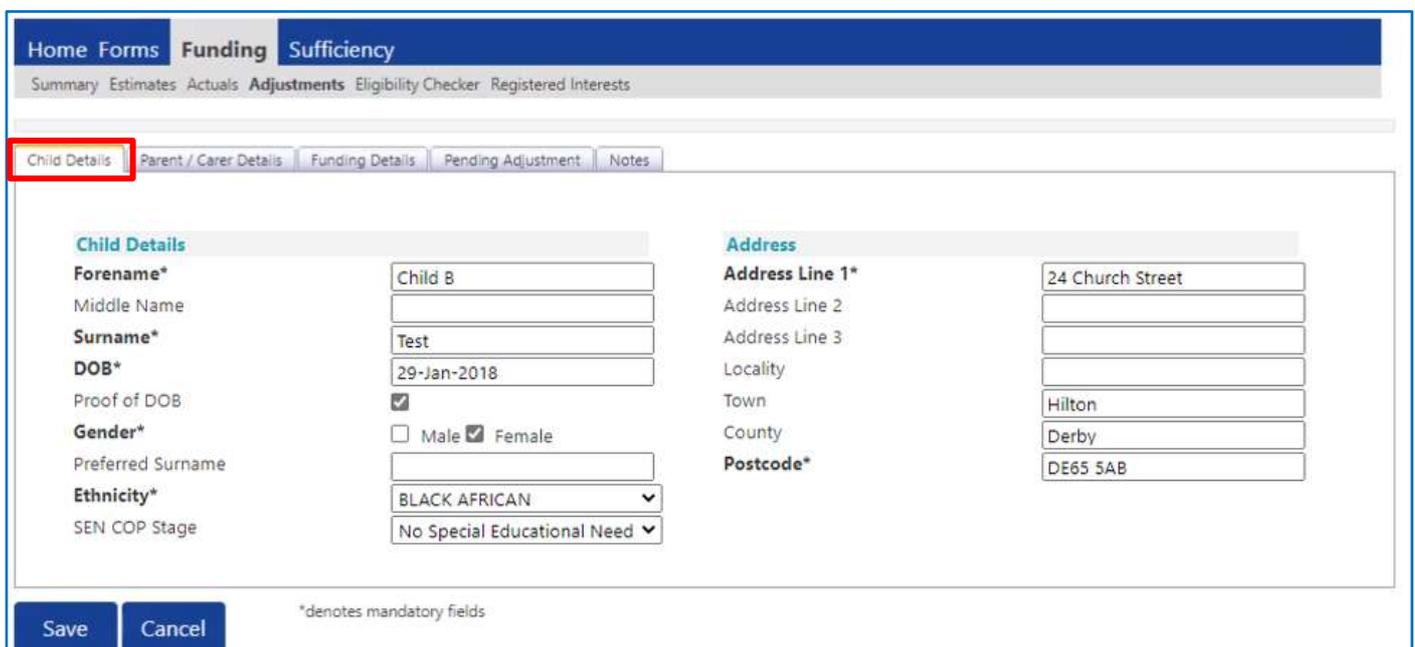
## STEP 5: ADD CHILD DETAILS

Click on **Add Child**.



The screenshot shows a navigation bar with 'Home', 'Forms', 'Funding', and 'Sufficiency'. Below it are tabs for 'Summary', 'Estimates', 'Actuals', 'Adjustments', 'Eligibility Checker', and 'Registered Interests'. A main heading reads 'Submit Adjustments: 2020/2021 July - 3/4 Year Olds' with a 'CHANGE' link. At the bottom, there are two buttons: 'Add Child' and 'Send Claim'. A red arrow points to the 'Add Child' button.

The **Child Details** tab will be displayed. All fields marked with an asterisk \* are mandatory.



The screenshot shows the 'Child Details' form. The 'Child Details' tab is highlighted with a red box. The form is divided into two sections: 'Child Details' and 'Address'. The 'Child Details' section includes fields for Forename\*, Middle Name, Surname\*, DOB\*, Proof of DOB (checkbox), Gender\* (radio buttons for Male and Female), Preferred Surname, Ethnicity\* (dropdown menu), and SEN COP Stage (dropdown menu). The 'Address' section includes fields for Address Line 1\*, Address Line 2, Address Line 3, Locality, Town, County, and Postcode\*. At the bottom, there are 'Save' and 'Cancel' buttons and a note: '\*denotes mandatory fields'.

- Enter child's name\*
- Enter child's date of birth\*, in the format as DD/MM/YYYY or use the calendar option.
- Tick that the child's date of birth has been verified by sight of official documentation, confirming that the child has reached the eligible age to receive the early years entitlement
- Tick child's gender\*
- Complete ethnicity\*  
If ethnicity is unknown select "information not yet obtained" from the drop-down list.
- It is very important that nothing is put in the 'SEN COP Stage' box.
- In address line 1\* enter house number or house name and street name.  
Ensure house number and street name are on the same line.
- Enter town.
- Enter postcode\*. A space must be entered in the middle of the postcode.

**Important:**

Data quality is vital for a successful funding claim. Providers must have seen a copy of the child's birth certificate (or other official documentation) and ensure that the child's full legal name and correct date of birth is used in this section. Do not use abbreviations or nicknames. Incorrect or inaccurate data in this section will cause delays in funding.

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

This tab should only be completed if the parent/carer has supplied their details and given consent to check eligibility for Early Years Pupil Premium (EYPP) and/or extended entitlement (30 hours).

Home Forms Funding Sufficiency

Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests

Child Details **Parent / Carer Details** Funding Details Pending Adjustment 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.

Details are optional but if entered then at least Forename, Surname and NI or NASS Number must be filled in.

Parent / Carer Details		Partner Details	
Forename	<input type="text" value="Parent B"/>	Forename	<input type="text"/>
Surname	<input type="text" value="Test"/>	Surname	<input type="text"/>
DOB	<input type="text" value="03-May-1973"/>	DOB	<input type="text"/>
<input checked="" type="checkbox"/> NI or <input type="checkbox"/> NASS Number	<input type="text" value="NZ156462C"/>	<input type="checkbox"/> NI or <input type="checkbox"/> NASS Number	<input type="text"/>
Tick to give consent to Eligibility Checking for	<input checked="" type="checkbox"/> EYPP <input checked="" type="checkbox"/> 30H	Tick to give consent to Eligibility Checking for	<input type="checkbox"/> EYPP <input type="checkbox"/> 30H

Save Cancel

\*denotes mandatory fields

NB. Consent must be obtained via the FE1 form to undertake eligibility checks.

- Enter parent/carers forename and surname  
For extended entitlement this should be the parent/carer who applied via HMRC.
- Enter parent/carers date of birth. In the format as DD/MM/YYYY or use the calendar option.
- Enter National Insurance number (NI) or National Asylum Support Service number (NASS).
- Tick the consent boxes for the types of check required.

Eligibility for EYPP funding cannot be verified if consent box for EYPP is not ticked.

Early Years Pupil Premium (EYPP) applications are checked and verified with HMRC every funding period as actuals data is processed by Financial Services. EYPP status can alter.

Data quality is vital as HMRC will not check eligibility if mandatory details are missing or inaccurate. Providers should check and ensure that EYPP eligibility consent boxes are ticked (where parental consent is given).

Eligible children can be identified via the 'child weightings' column on the actuals screen and via the funding period or individual child's summary screen.  Refer to guidance 'Child weightings explained - EYPP & DAF' for further information.

#### EYPP - Adoption, Special Guardianship or Child Arrangements Order

For a child who has left care through adoption, special guardianship, or child arrangements order, ensure a copy of the relevant order is requested from the family.

Forward a copy along with the setting's details to the Early Years Sufficiency Team via the relevant inbox highlighting that this is evidence for claiming the Early Years Pupil Premium (EYPP). Providers will not be required to re-submit evidence provided in previous periods.

[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)

#### EYPP – Children in Care

Children in care accessing three and four-year-old funding are eligible for EYPP. To make a claim, providers should contact the local authority having legal responsibility for the child.

Information for Derbyshire Children in Care is available via [virtualschool@derbyshire.gov.uk](mailto:virtualschool@derbyshire.gov.uk)

Click on the **Funding Details** tab. All fields marked with an asterisk \* are mandatory.

The screenshot shows the 'Funding Details' tab selected. The 'Start Date\*' is 12-Jul-2021 and the 'End Date\*' is 01-Aug-2021. A 'Default Term Dates' button is present. 'Weeks Attended in Term\*' is 0.00. 'Present during Census' and 'Attends Two Days or More' are checked. 'Nominated for DAF\*' is set to 'No'. 'Universal Funded Hours per Week' shows 'Universal Hours\*' as 0.00. 'Extended Funded Hours per Week' shows 'Extended Hours\*' as 0.00. '30H Eligibility Code' is empty. 'Eligible for 30H' is unchecked. 'Total Funded Hours per Week' shows 'Total Funded:' as empty. 'Attendance Days' are listed with 'Yes/No' radio buttons. A 'Non-Funded Hours per Week' section shows 'Non-Funded Hours\*' as 0.00. A note states: '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'. A 'Maximum Values Allowed' box lists: Number of Weeks: 2.00, Universal Weekly Hours: 10, Universal Termly Hours: 20, Universal Yearly Hours: 380, Extended Weekly Hours: 10, Extended Termly Hours: 20, Extended Yearly Hours: 380.

**Default Term Dates** - click to automatically set term time dates of the current funded period, as indicated on the funding calendar.

**Start Date** - change the default term start date to the date the child started. For children moving settings, providers can only claim from the start of the week following the week the child left their previous provision.

**Weeks Attended in Term** - do not complete this box for adjustments.

**Present during Census** - must 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** - must be ticked for all children claiming their funding over more than one day per week. This will change the number of hours in the maximum values allowed box. NB. a child attending for one day a week can only claim a maximum of 10 hours.

**Nominated for DAF** - only the nominated provider should select 'yes' in this box if the parent has confirmed that they are in receipt of Disability Living Allowance. All other providers must select 'no'. Disability Access Funding (DAF) can only be claimed once in a calendar year.

**Stretching Entitlement** - tick only if the child is claiming funding on a stretched basis between 47 and 52 weeks.

**Universal Hours** – do not complete this box for adjustments.

**Extended Hours** - do not complete this box for adjustments.

**Non-Funded Hours** - do not complete this box for adjustments.

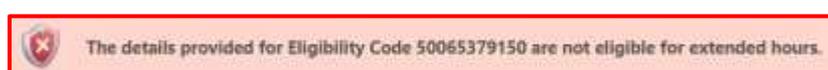
**30 Hours Eligibility Code** - if the claim is for extended entitlement funding enter the 30-hour code.

**30 Hours Free Childcare** - click this blue button once the 30-hour code has been entered. A green tick will confirm whether the code has been found and eligibility for extended hours has been obtained.



**Eligible for 30 Hours** - if the child is eligible to claim extended entitlement, this box will be automatically populated with a tick once the 30-hours free childcare check (outlined above) has been completed.

If the check returned is not valid. Check the details entered are accurate.  Refer to guidance 'Check a 30-hour code and determine eligibility'.



## 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 attending per week multiplied by the number of weeks the adjustment is for. For example, child attends 15 funded hours per week multiplied by 1 week = 15 hours.

Home Forms Funding Sufficiency

Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests

Child Details Parent / Carer Details Funding Details Pending Adjustment Notes

**Universal Pending Adjustment**

Number of Hours **More Hours** 15

Reason (500 characters)

Child F new to setting on 12 July. Attending 15 hours per week, term time only. Previously attended Sunshine Pre-School Derby City.

**Maximum Values Allowed:**

Universal Termly Hours: 30  
Universal Yearly Hours: 570

**Extended Pending Adjustment**

Number of Hours

Reason (500 characters)

**Maximum Values Allowed:**

Universal Termly Hours: 30  
Universal Yearly Hours: 570

Save Cancel \*denotes mandatory fields

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

- date the child started
- number of funded hours per week the child is attending (state if universal and/or extended hours).
- whether the claim is term time or stretched
- 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 F new to setting on 12 July. Attending 15 hours per week, term time only. Previously attended Sunshine Pre-School Derby City.

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

The following errors need to be fixed before the record can be saved:  
Extended Adjustment Number of Hours has been entered, must also enter the 30H Eligibility Code (Funding Details Tab)

Save Cancel \*denotes mandatory fields

Examples of common error messages.

Correct the error and click **Save**.

The following errors need to be fixed before the record can be saved:  
35.00 universal hour(s) exceeds termly maximum of 30.00 (Pending Adjustment Tab).

Save Cancel \*denotes mandatory fields

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

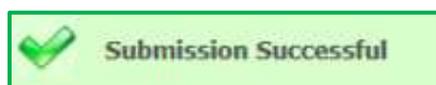
Repeat steps 4, 5 and 6 for any other new starters.

Important: where a provider adds a new child on as an adjustment, they will also need to add them again as a new child when the portal next opens for the submission of actuals. This is because the data rollover of children for the next actuals will have already been completed before adjustments are processed, therefore the child's name won't appear on the new actuals screen.

## STEP 7: SEND CLAIM & SIGN OUT

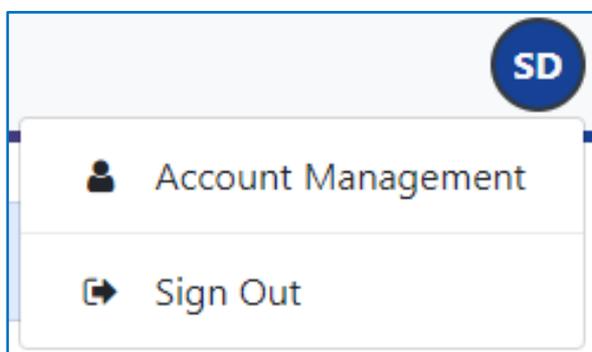
Data quality is vital, the local authority will make funding payments using the information submitted on the provider portal. It is the providers responsibility to ensure data is accurate

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  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.**