

# Online Provider Portal help guide

## How to claim child-level funding (Actuals)

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### About this guide

This is a step-by-step guide for how to claim child-level funding (also known as Actuals) using the Online Provider Portal, which includes:

- Universal Early Years Funded Entitlement (EYFE) for 3 and 4 year olds
- Local Authority (LA) Issued 2 year old EYFE
- EYFE for Working Families, including for 9 months plus, 2 year olds and Extended EYFE for 3 and 4 year olds
- Early Years Pupil Premium (EYPP)
- Disability Access Fund (DAF)

Inclusion funding does not require you to claim on the portal

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## Note on internet browsers

It is recommended you use an up to date internet browser. If you experience technical difficulties, try updating or use an alternative browser, such as Google Chrome, Microsoft Edge, Mozilla Firefox etc.

## Before you start

### Have these things ready

- Hours per week for children that are continuing a funded place with you
- Details of new children you wish to claim for
- Parent/carer details including NI number for any new EYFE for Working Families, DAF or EYPP claims
- Eligibility codes for any new EYFE for Working Families children
- LA Issued codes for any new 2 year old children awarded LA Issued 2 year old EYFE by WSCC
- Evidence issued by other Local Authorities for LA Issued 2 year old EYFE

### Things to note

- Children of eligible age are carried forward from your previous term's claim, but with zero funded hours - every child record requires you to act if you wish to claim for them
- Ensure that you only claim for children attending during the week that the advertised headcount day falls in, or have an absence reason that is stipulated in the [Provider Declaration](#).
- You do not need to complete your whole claim in one portal session, your progress is saved automatically. Note that the portal signs you out after a few minutes of activity - if you are part way through adding a new child at the time, their data isn't saved and you'll need to start adding the child again on your next portal visit
- You **must** press the **Send Claim** button before the submissions deadline for us to receive your claim
- Temporary EYFE for Working Families eligibility codes are sometimes issued by HMRC. These may begin with '11' and may take 48 hours from time of issue to become available for eligibility checking – bear this in mind if you are unable to verify eligibility
- If you claimed last term, but don't have any funded children this term, you must remove the child[ren] from your claim and press the **Send Claim** button

### If you require assistance signing into the portal

- Find help [online](#)

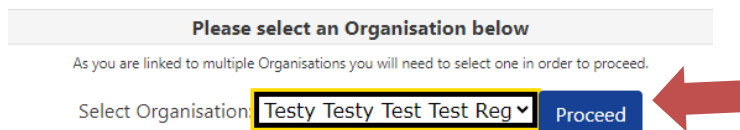
### If you require information about the differences between standard and stretched funding

- Find help on our [Providing EYFE](#) webpage.

## How to open your claim on the portal

1. [Sign in](#) to the portal.

If your account has access to more than one provider, choose the appropriate one (either day nursery, pre-school or childminder) from the list at the top of the screen after you have signed in.

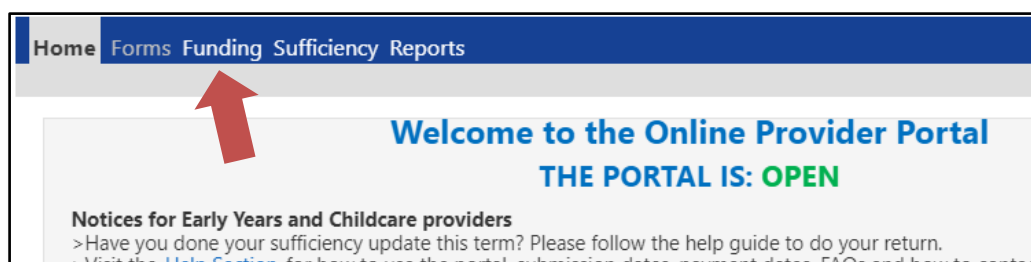


Please select an Organisation below

As you are linked to multiple Organisations you will need to select one in order to proceed.

Select Organisation: Testy Testy Test Test Reg ▼ Proceed

2. Choose **Funding** in the top menu.



Home Forms Funding Sufficiency Reports

Welcome to the Online Provider Portal

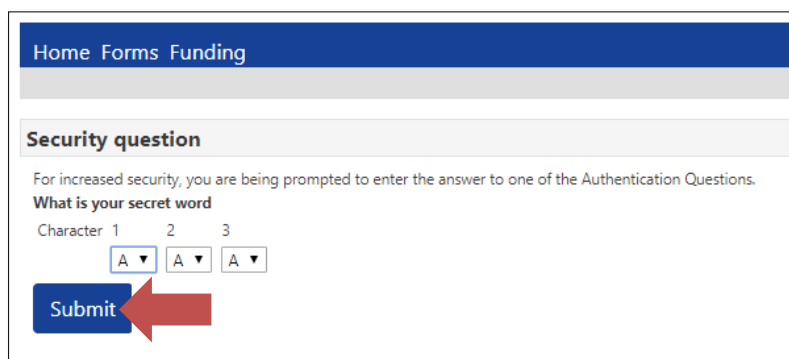
THE PORTAL IS: OPEN

Notices for Early Years and Childcare providers

>Have you done your sufficiency update this term? Please follow the help guide to do your return.

3. To access the **Funding** area of the portal, you must pass through a Security Question. Enter three characters from your secret word (note which three the portal is asking for) then press the **Submit** button.

If this is the first time accessing the Funding area of the portal, or you've had your account reset by us, your secret word will be defaulted to 'WSCC'.



Home Forms Funding

Security question

For increased security, you are being prompted to enter the answer to one of the Authentication Questions.

What is your secret word

Character 1 2 3

A ▼ A ▼ A ▼

Submit

#### 4. This step is for users that have the default Secret Word (WSSC) only

If this is the first time accessing the **Funding** area of the portal, or you have had your secret word reset by us, you'll be prompted to change your default secret word to one of your own choosing.

First, click on the text *What is your secret word (Provider)* so that it becomes highlighted (may take a moment to highlight if using a mobile or tablet device).

Then enter the old and new answer, into the boxes - the answers are case sensitive.

Press the **Save** button.

Please change your authentication questions below

If an asterisk is displayed in front of an authentication question then the question has not yet been assigned a personal answer.

What is your secret word (Provider)

One or more of your authentication questions is still set to the default answer. Please update these to a personal answer to allow continuation to the requested screen.

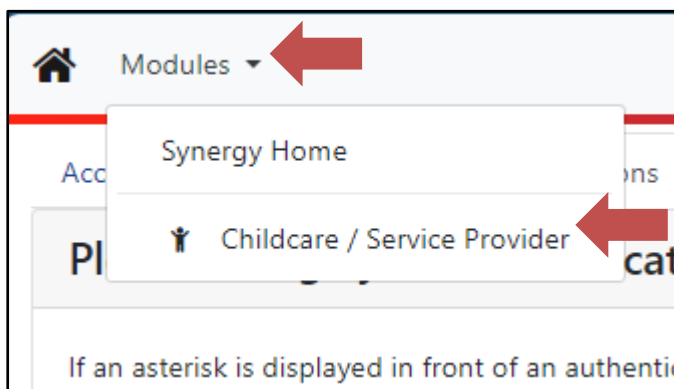
Old Answer:

New Answer:

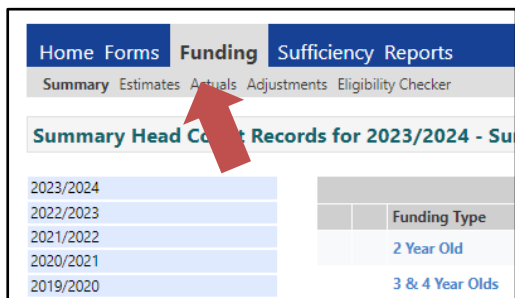
Confirm New Answer:

Save

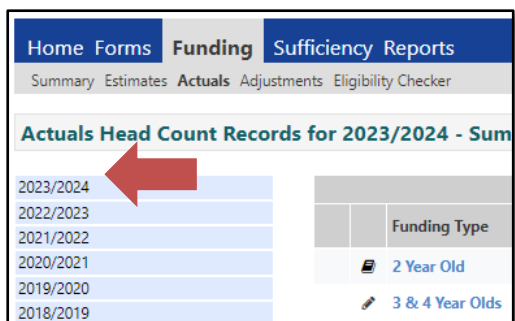
After changing your answer you'll need to click **Modules** at the top left of the window and click **Childcare/service provider** to return to the portal, and select **Funding** from the main menu again.




- Choose **Actuals** from the **Funding** sub-menu.



- You may need to click to expand the current year to see the terms within.



- The green paper plane icon next to a term denotes that submissions are open - press it.

A red no-entry icon  denotes that submissions are not open at this time, check [here](#) for the next submission date. This page will also tell you about which forms are required to be submitted termly and which are as and when required.



8. Claims for 9 months plus, 2 year olds and 3 & 4 year olds are all separate – remember to complete all that are applicable to you.

Select a **Funding type** to open your claim.

## Overview of the main claim screen

9. The main claim screen is where all actions take place. It displays children that have been carried forward from last term's claim who are still age-eligible, and any children that you add this term.

### Buttons (appear top and bottom of the main claim screen)


- **Add Child** – used to add a new child to the claim
- **Send Claim** – used to send your claim to us. This button is only available to you when you make a change to at least one child on your claim. Pressing it only sends us the child records that have been changed since you last pressed the button
- **Enter EY Voucher** – only appears on the 2 year old EYFE claim screen and is not used

### First column (warning symbols)

- An exclamation mark in a yellow triangle denotes the child was in their grace period for EYFE for Working Families at the time you last checked their eligibility from within their claim
- An exclamation mark in a red circle denotes that you have edited the child's claim but have not yet sent it to us, which will disappear when you send your claim. If you have sent it to us, this may appear for a new child awaiting LA Download, which you can confirm by viewing the **Status** column.

### Second column (delete and undo buttons)

- A delete button with which you can remove a child from your claim.

-  An undo arrow is available next to a child's name if you are permitted to undo whatever action you have undertaken, for example to discard changes made to that child's claim

#### Remaining columns (from left to right)

- **Status** – Tells you the status of a child's claim.
  - Blank – there are no changes to this child's claim waiting to be sent to us
  - Unsubmitted Claim – you've edited the child's claim but not yet sent it to us
  - Awaiting LA Download – you've edited the child's claim and sent it to us
  - New, Unsubmitted Child – you've added a child but not yet sent it to us
  - New, Awaiting LA Download – you've added a child and sent it to us
  - Awaiting LA Deletion - you've deleted a child that was carried over from last term
- **Child name**
- **Universal hours** - How many universal hours you are claiming for (only appears for 3 and 4 year olds)
- **Extended hours** - How many extended hours you are claiming for (only appears for 3 and 4 year olds)
- **Funded hours** – How many LA Issued 2 year old EYFE hours you are claiming for (only appears for 2 year olds)
- **Expanded hours** – How many EYFE for Working Families hours you are claiming for (only appears for 9 Months Plus and 2 year olds)
- **Total funding amount for the term** - monetary calculation of expected funding for the child
- **Child weightings** – displays *EYPP+DEP* if the child has EYPP confirmed, otherwise blank
- **Eligibility status** – displays EYFE for Working Families eligibility code start date, end date, and grace period end date at the time you last checked their eligibility from within their claim

#### Suggested termly claim routine

10. The main bulk of your termly claim administration may be easier to manage if you follow our suggested claim routine (the steps in this guide follow this routine):

- [1] Remove children carried over from your last claim that you no longer wish to claim for
- [2] Add hours to the children continuing with you, and edit any other details in their claim
- [3] Add any new children that you wish to claim for
- [4] Send your claim by pressing the Send Claim button

Note that outside of this routine you can add, remove or edit any child's claim at any time while submissions are open, remembering to send us the changes to your claim using the Send Claim button

If this is your first claim only [3] and [4] (above) are applicable this term




## Removing children from your claim

11. You must remove children from your claim if you are not claiming for them this term

This may be because:

- they have carried over from last term's claim but are no longer attending
- they have carried over from last term's claim but no hours are to be claimed this term
- you added them to your claim this term but subsequently need to remove them

Press delete **X** next to a child and agree to the prompt

Home Forms Courses <b>Funding</b> Sufficiency Staff							
Summary Estimates <b>Actuals</b> Adjustments Eligibility Checker							
Submit Actual: 2020/2021 Summer - 3 & 4 Year Olds CHANGE							
Add Child Send Claim							
Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status	
<b>X</b>	Test, Stacey (04-Mar-2017)	0.00	0.00	£ 0.00			
 <b>X</b>	That, Katie (28-Mar-2017)	0.00	0.00	£ 0.00	EYPP + DEP	05-Jul-2018 - 22-Mar-2019 Grace Period: 31-Aug-2019	

When you press the delete button:

- children added this term will disappear from your list immediately
- children carried over from last term will not disappear immediately - their status will change to **Awaiting LA deletion** and we'll remove them from your claim after you send it to us later on

## Editing children carried forward from last term

Children of eligible age are carried forward from the previous term, but with zero hours. This is a safeguard to prevent accidental and fraudulent claims

Every child carried forward that you wish to claim funding for requires you to act, namely:

- reviewing the child's personal details, amending if necessary
- reviewing the parent's personal details, if applicable, amending if necessary
- adding the number of Universal and Extended (if applicable) hours you wish to claim (3 and 4 year olds)
- adding the number of LA Issued (Funded) or Working Families (Expanded) hours you wish to claim (2 year olds olds)
- adding the number of Working Families (Expanded) hours you wish to claim (9 Months Plus)
- claiming EYPP for the first time, if applicable
- claiming DAF for the first time, if applicable

12. Click on a child's name to open their claim

Home Forms Courses Funding Sufficiency Staff							
Summary Estimates Actuals Adjustments Eligibility Checker							
Submit Actual: 2020/2021 Summer - 3 & 4 Year Olds CHANGE							
Add Child Send Claim							
	Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
✗		Test, Stacey (04-Mar-2017)	0.00	0.00	£ 0.00		
⚠ ✗		That, Katie (28-Mar-2017)	0.00	0.00	£ 0.00	EYPP + DEP	05-Jul-2018 - 22-Mar-2019 Grace Period: 31-Aug-2019
Add Child Send Claim							

13. The claim opens, organised into five tabs of data. The **Summary** tab is the first one and is for your information only.

**Name: Stacey Test DOB: 04-Mar-2017**

Summary	Child Details	Parent / Carer Details	Funding Details	Notes
<p><b>Term Start Date</b> 01-Apr-2021</p> <p><b>Term End Date</b> 31-Aug-2021</p> <p><b>No of weeks attended</b> 12</p> <p><b>Nominated for DAF</b> No</p> <p><b>Provider Total Rate</b> £4.56</p>				

14. Go to the **Child Details** tab – review the details and amend them if anything has changed.

The **SEN COP Stage** will automatically be set to **No Special Educational Need**. If you need to amend this, set this to **SEN Support**. Please do not select any other options.

You can enter a house number and Postcode and search for an address rather than manually entering. However, if you get the red error message that reads “**No matches were found. Please check your search criteria and try again or enter address manually**”, click ‘Enter Manually’, enter the information in the applicable fields, then click ‘Confirm’.

**15. This step is only required if claiming EYFE for Working Families and/or EYPP under economic criteria only, and is mandatory for 9 Months Plus**

Go to the **Parent / Carer** details tab, review the details, and amend them if anything has changed

If claiming EYPP (economic criteria only) or EYFE for Working Families for this child for the first time, add the details and tick the relevant box[es] to state which funding is applicable

If adding or changing anything, read the instruction text on the page and note the following:

**EYPP**

- Only one parent's details are required as household income is reflected across both parents' National Insurance records at HMRC
- Parental details are only required for EYPP claims under economic criteria - EYPP claims under non-economic criteria are covered in a later step

**Working Families EYFE**

- The parent/carers must be the one who applied for the eligibility check with HMRC

**Consent**

- The parent provided consent when they completed the Parent Declaration form through you
- Without consent the system will prevent you from carrying out an eligibility check

Summary	Child Details	Parent / Carer Details	Funding Details	Notes																																				
<p>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 expanded hours.</p> <p>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.</p>																																								
<table border="0"><thead><tr><th colspan="2">Parent / Carer Details</th><th colspan="2">Partner Details</th></tr></thead><tbody><tr><td>Forename</td><td><input type="text" value="Sally"/></td><td>Forename</td><td><input type="text"/></td></tr><tr><td>Surname</td><td><input type="text" value="Fiction"/></td><td>Surname</td><td><input type="text"/></td></tr><tr><td>DOB</td><td><input type="text" value="04-Feb-1980"/></td><td>DOB</td><td><input type="text"/></td></tr><tr><td>Email</td><td><input type="text"/></td><td>Email</td><td><input type="text"/></td></tr><tr><td>Contact Number</td><td><input type="text"/></td><td>Contact Number</td><td><input type="text"/></td></tr><tr><td><input checked="" type="checkbox"/> NI or <input type="checkbox"/> NASS Number</td><td><input type="text" value="AA111111A"/></td><td><input type="checkbox"/> NI or <input type="checkbox"/> NASS Number</td><td><input type="text"/></td></tr><tr><td colspan="2">Tick to give consent to Eligibility Checking for</td><td colspan="2">Tick to give consent to Eligibility Checking for</td></tr><tr><td colspan="2"><input checked="" type="checkbox"/> EYPP <input checked="" type="checkbox"/> Working Family Eligibility</td><td colspan="2"><input type="checkbox"/> EYPP <input type="checkbox"/> Working Family Eligibility</td></tr></tbody></table>					Parent / Carer Details		Partner Details		Forename	<input type="text" value="Sally"/>	Forename	<input type="text"/>	Surname	<input type="text" value="Fiction"/>	Surname	<input type="text"/>	DOB	<input type="text" value="04-Feb-1980"/>	DOB	<input type="text"/>	Email	<input type="text"/>	Email	<input type="text"/>	Contact Number	<input type="text"/>	Contact Number	<input type="text"/>	<input checked="" type="checkbox"/> NI or <input type="checkbox"/> NASS Number	<input type="text" value="AA111111A"/>	<input type="checkbox"/> NI or <input type="checkbox"/> NASS Number	<input type="text"/>	Tick to give consent to Eligibility Checking for		Tick to give consent to Eligibility Checking for		<input checked="" type="checkbox"/> EYPP <input checked="" type="checkbox"/> Working Family Eligibility		<input type="checkbox"/> EYPP <input type="checkbox"/> Working Family Eligibility	
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<input checked="" type="checkbox"/> EYPP <input checked="" type="checkbox"/> Working Family Eligibility		<input type="checkbox"/> EYPP <input type="checkbox"/> Working Family Eligibility																																						

16. Go to the **Funding Details** tab

**Note for providers claiming stretched funding only** - the portal calculates the Maximum Values Allowed for the child in a red box (bottom right). These are based on the system maximum, and are not specific to your setting or any individual child. For example, if your provider stretches EYFE for 19 weeks over Summer term, you may find the maximum weeks says 20. You should still claim only 19 weeks. If the Maximum Values Allowed do not meet your expectations, contact us.

<b>Maximum Values Allowed:</b>	
Number of Weeks:	20
Funded Weekly Hours:	14.50
Funded Termly Hours:	225.00
Funded Yearly Hours:	570.00
Extended Weekly Hours:	14.50
Extended Termly Hours:	225.00
Extended Yearly Hours:	570.00

Firstly, review, amend or complete the items below:

Summary

Child Details

Parent / Carer Details

Funding Details

Notes

**Funding Details**

Start Date\*06-Jan-2025
End Date\*18-Apr-2025

Default Term Dates

Weeks Attended in Term\*12

Present during Census☒

Attends Two Days or More☐

Nominated for DAF\*
☐ Yes ☒ No

**Funded Hours per Week**

Hours\*15

**Extended Funded Hours per Week**

Extended Hours\*15

Eligibility Code50111111111

Check Eligibility Code

Eligible for Extended Hours☐

**Total Funded Hours per Week**

Total Funded:30.00

**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\*6.00

**Census Information**

Funded Entitlement Weeks47.00
Extended Entitlement Weeks0.00

Records the Number of Weeks the Child is expected to stretch their Funded/Extended hours across the Child's eligibility year, in line with the parental declaration form.

**Maximum Values Allowed:**

Number of Weeks: 12
Funded Weekly Hours: 15.00
Funded Termly Hours: 180.00
Funded Yearly Hours: 570.00
Extended Weekly Hours: 15.00
Extended Termly Hours: 180.00
Extended Yearly Hours: 570.00

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

**Start and End dates** - Do not amend these dates from the Default dates displayed. If no dates are showing, press the 'Default Term Dates' button to populate them.

**Weeks attended in Term** - If you are claiming on a term-time only or self-stretched basis, enter the number of weeks you are claiming for, up to the standard number of weeks in a term (Autumn 14, Spring 12 and Summer 12). If claiming stretched funding you can increase these up to the number shown in the Maximum Values Allowed box.

**Present during census** - You must tick this box every term – it denotes that the child attended during headcount week.

**Attends two days or more** - Answer not required.

**Nominated for DAF** - If you wish to claim [Disability Access Funding \(DAF\)](#) for a child, you should select 'Yes' next to Nominated for DAF. By selecting this, you are confirming that the child is in receipt of Disability Living Allowance (DLA), and this must be recorded on the Parent Declaration form. You do not need to select “Yes” if you have received DAF within the last year.

The first time you claim DAF, we require you to send us a copy of the following documents by email\*:

- proof of eligibility for the child receiving Disability Living Allowance, issued by the Department for Work and Pensions (DWP)
- a fully completed and up-to-date Parent Declaration form for the child, signed prior to headcount

**Stretching entitlement** (only visible to providers that claim stretched) – If claiming stretched funding for this child, tick the box. If claiming term-time only or self-stretched for this child, untick the box.

**Attendance Days** - Answer not required.

## 17. Step 17 is for 2 year olds only

Under **Funding Type**, select either Disadvantaged Funding or Working Family Funding

- **Disadvantaged Funding** is LA Issued 2 year old EYFE
- **Working Family Funding** is EYFE for Working Families for 2 year olds.

You will only be able to select one, and a child can only receive funding under one of the two criteria per term. Depending on which you choose, the form will change.

## 18. Step 18 is for 9 Months Plus and 2 year olds only

All claims are subject to the following limitations:

- Half hour increments are permitted, for example 7.5
- For term-time or self-stretched claims, the maximum number is 15
- For stretched claims, the maximum is the number shown in the **Maximum Values Allowed** box

### A) Disadvantaged Funding (2 year old LA Issued only)

Enter the number of **Funded Hours per week**. Proceed to step 22.

The screenshot shows a web form for funding details. The 'Funding Details' section includes 'Start Date\*' (15-Apr-2024), 'End Date\*' (30-Aug-2024), 'Weeks Attended in Term\*' (12), 'Present during Census' (checked), 'Nominated for DAF\*' (radio button selected), 'Stretching Entitlement' (checkbox), and 'Funding Type\*' (radio button selected for Disadvantaged Funding). The 'Attendance Days' section has radio buttons for each day of the week. The 'Funded Hours per Week' section has a text box with '15' and a 'Non-Funded Hours' box with '0.00'. A red arrow points to the 'Funded Hours per Week' box. Below this, a 'Maximum Values Allowed' box shows: Number of Weeks: 12, Funded Weekly Hours: 15.00, Funded Termly Hours: 180.00, and Funded Yearly Hours: 570.00.

## B) Working Family Funding (9 Months Plus and 2 year olds with Working Families eligibility codes only)

Enter the number of **Expanded Hours per week**.

If you claimed for Expanded hours previously the **Eligibility Code** will be present, otherwise enter it.

Eligibility must be checked electronically to be able to progress with the claim. Press the **Check Eligibility Code** button. Proceed to step 21.

## 19. Steps 19 and 20 are for adding hours for 3 and 4 year olds only.

All claims are subject to the following limitations:

- Half hour increments are permitted, for example 7.5
- For term-time or self-stretched claims, the maximum number is 15
- For stretched claims, the maximum is the number shown in the **Maximum Values Allowed** box

Enter the number of **Funded Hours per week**, or enter zero if not claiming Universal hours





20. Enter the number of **Extended Funded Hours per week**

If you are not claiming extended hours, enter zero and go to step 22 now

If you claimed for extended hours previously the **Eligibility Code** will be present, otherwise enter it.

Eligibility must be checked electronically to be able to progress with the claim. Press the **Check Eligibility Code** button.

Summary Child Details Parent / Carer Details **Funding Details** Notes

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**Funding Details**

Start Date\*  
06-Jan-2025

End Date\*  
18-Apr-2025

Default Term Dates

Weeks Attended in Term\*  
12

Present during Census  
☒

Attends Two Days or More  
☐

Nominated for DAF\*  
☐ Yes ☒ No

Funded Hours per Week

Hours\*  
11.00

Extended Funded Hours per Week

Extended Hours\*  
15

Eligibility Code  
501111111111

Check Eligibility Code

Eligible for Extended Hours  
☐

Total Funded Hours per Week

Total Funded:  
26.00

**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\*  
6.00

Census Information

Funded Entitlement Weeks  
38

Extended Entitlement Weeks  
38

Records the Number of Weeks the Child is expected to stretch their Funded/Extended hours across the Child's eligibility year, in line with the parental declaration form.

Maximum Values Allowed:

Number of Weeks: 12

Funded Weekly Hours: 15.00

Funded Termly Hours: 180.00

Funded Yearly Hours: 570.00

Extended Weekly Hours: 15.00

Extended Termly Hours: 180.00

Extended Yearly Hours: 570.00

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

## 21. This step relates to EYFE for Working Families claims only

The portal displays the results of the eligibility check with either a green or red coloured banner

### Green banner (Eligibility code check successful)

A green banner denotes that the eligibility check was successful, and a tick appears next to **Eligible for Extended/Expdanded Hours** to indicate that the check is complete. Go to step 20 to continue the claim.



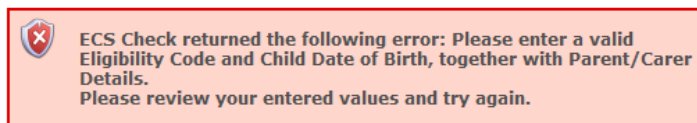
### Red banner (Eligibility code check unsuccessful)

An error message in a red banner denotes that the check was unsuccessful. There are three possible errors - follow the guidance below to attempt to resolve your particular error:

You cannot claim EYFE hours if this check is unsuccessful.

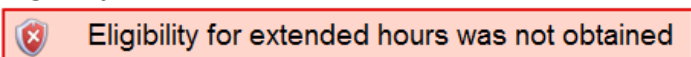
- If, after completing this step, eligibility cannot be verified, for **3 and 4 year olds**, you must enter a zero for Extended hours and claim Universal hours for the child only. If you resolve the issue with the parent before the submission deadline, re-enter the Extended hours into the claim and re-check eligibility.
- For **9 Months Plus** and **2 year olds**, you will be unable to claim EYFE for Working Families, and must not enter any hours or submit a claim.

#### • Unable to perform the check



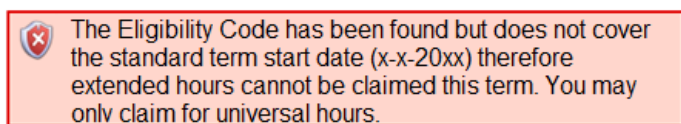
The check was unsuccessful because at least one of the items listed in the error message is missing, or not in the correct format. Fix the mistake, then press the **Check Eligibility Code** button again.

#### • Eligibility not obtained



The portal checked this claim electronically with HMRC, but it is not a match. Check that the eligibility code, child's date of birth, and parent details are correct, noting that the parent that applied for the code must be in the Parent/Carer tab. Fix the data, then press the **Check Eligibility Code** button again.

#### • Code found but does not cover the term start date



The code details are a match with HMRC, but the child is not eligible this term because the code start date is after the start of term. Use the portal's Eligibility Checker to obtain the eligibility start date (refer to the Eligibility Checker [help guide](#) for what to look for). If you believe the child should be eligible this term (because the parent has evidence of applying or reconfirming before the start of term) please send the details (code, parent's details and child's details) and any evidence to us by email [free.entitlement@westsussex.gov.uk](mailto:free.entitlement@westsussex.gov.uk) and we will advise you.

22. Enter the number of **Non-Funded Hours per Week** that the child attends your provision, or enter zero if none

- Half hour increments are permitted, for example 7.5
- This figure has no bearing on your claim, but is part of the Census required for the DfE

Summary Child Details Parent / Carer Details **Funding Details** Notes

---

**Funding Details**

Start Date\*  
06-Jan-2025

End Date\*  
18-Apr-2025

Default Term Dates

Weeks Attended in Term\*  
12

Present during Census  
☒

Attends Two Days or More  
☐

Nominated for DAF\*  
☐ Yes ☒ No

Funded Hours per Week

Hours\*  
11.00

Extended Funded Hours per Week

Extended Hours\*  
15

Eligibility Code  
501111111111

Check Eligibility Code

Eligible for Extended Hours  
☐

Total Funded Hours per Week

Total Funded:  
26.00

**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\*  
6.00

**Census Information**

Funded Entitlement Weeks  
38

Extended Entitlement Weeks  
38



Records the Number of Weeks the Child is expected to stretch their Funded/Extended hours across the Child's eligibility year, in line with the parental declaration form.

**Maximum Values Allowed:**

Number of Weeks: 12

Funded Weekly Hours: 15.00


Funded Termly Hours: 180.00

Funded Yearly Hours: 570.00

Extended Weekly Hours: 15.00

Extended Termly Hours: 180.00

Extended Yearly Hours: 570.00

 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

### 23. New step for Spring 2025

In 'Census Information' you will see one or two of three possible fields:

- Funded Entitlement Weeks (This is for Universal EYFE and 2 year old LA Issued EYFE)
- Extended Entitlement Weeks (This is for Extended EYFE for Working Families if child is accessing EYFE for 3 & 4 year olds)
- Expanded Entitlement Weeks (This is for EYFE for Working Families if child is under 3)

You must enter the number of weeks you claim per year.

- For term time only, this will be 38 (or less)
- For stretched providers, this will be between 39 and 52
- For self-stretched, this will be 38

The submission will provide an error message if the contents of this field, multiplied by the number of hours per week is more than 570. For example, if 'Funded Hours per week' are 15, and 'Funded Entitlement Weeks' are 39 or more, this will error, and you will need to amend the information in order to save the record.

<b>Funded Hours per Week</b> Hours* 15	<b>Non-Funded Hours per Week</b> Non-Funded Hours* 6.00
<b>Extended Funded Hours per Week</b> Extended Hours* 15 Eligibility Code 50111111111 <a href="#">Check Eligibility Code</a> Eligible for Extended Hours <input type="checkbox"/>	<b>Census Information</b> Funded Entitlement Weeks 38 Extended Entitlement Weeks 38 <small>Records the Number of Weeks the Child is expected to stretch their Funded/Extended hours across the Child's eligibility year, in line with the parental declaration form.</small>

24. Go to the **Notes** tab

- Notes that may help support a claim now, or record changes to circumstances that may prove useful at a later date, can be added to the child's claim by either a provider or the Early Years Funding team
- Examples of things you may wish to record are shown in the screenshot below
- Notes that have been added previously show in the **Notes History** on the right hand side

If appropriate, **Add a new note** to the left hand side – it will be added to **Notes History** when you save the child's claim later

Child Details Parent / Carer Details Funding Details **Notes**

**Add a new note**

Adopted

**Notes History**

Child increased hours on 01/09/17, amended parent declaration to reflect this.

Child moved from xxx nursery on 04/09/17.

Child changed surname - previous name Smith.

Child due to leave setting on 01/10/17. Will transfer funding to new setting.

Child claiming 10 hours here and 5 hours at xxx

## 25. This step is only required when claiming EYPP under non-economic criteria for the first time

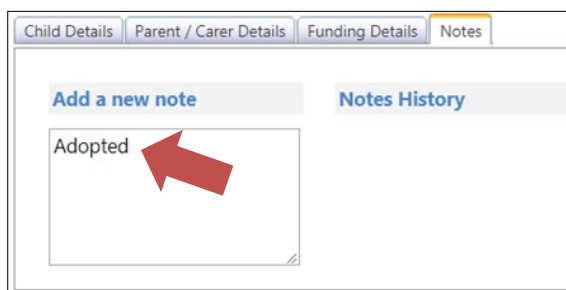
Go to the **Notes** tab

To claim EYPP under non-economic criteria, you must add the relevant criteria as a note for us to pick up – you only need to do this once for a child, it will remain in place in the child's claim

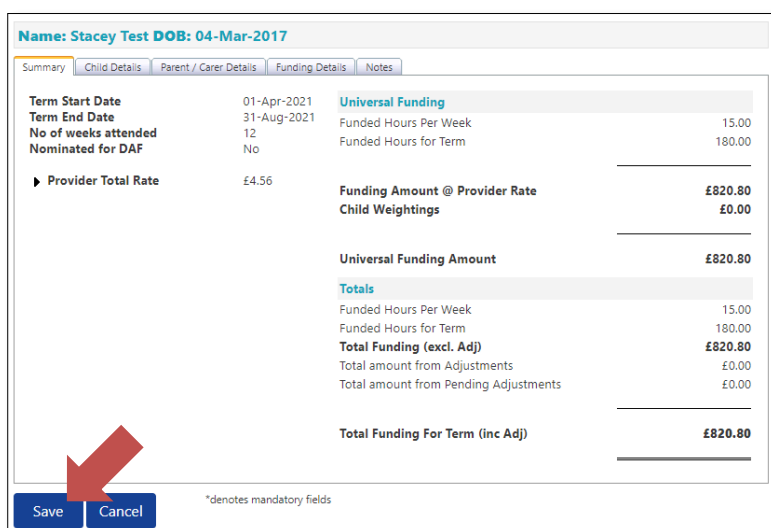
The permissible criteria are:

- **Adopted** – you have seen evidence of an adoption certificate
- **SGO** – you have seen evidence that the child left care under a Special Guardianship Order
- **Residency** - you have seen evidence that the child left care under a Residency Order
- **CLA (Name of local authority)** – you have been told that the child was looked after for one day or more in the current term. Specify which local authority and we will check and confirm eligibility. We attempt to identify these children early from our own records however we realise that parents may make this information known to you first

Add the relevant criteria as a new note – it will be added to **Notes History** when you save the child's claim later



## 26. You've now reviewed the child's claim and added the hours to be claimed - save it by pressing the **Save** button found at the end of any of the tabs within the child's claim



Name: Stacey Test DOB: 04-Mar-2017	
Term Start Date	01-Apr-2021
Term End Date	31-Aug-2021
No of weeks attended	12
Nominated for DAF	No
Provider Total Rate	£4.56
Funding Amount @ Provider Rate	£820.80
Child Weightings	£0.00
Universal Funding Amount	£820.80
Total Funding (excl. Adj)	£820.80
Total amount from Adjustments	£0.00
Total amount from Pending Adjustments	£0.00
Total Funding For Term (inc Adj)	£820.80

27. The screen changes back to your main claim screen

Note that the child that you just reviewed appears in the list with:

- a status of **Unsubmitted Claim** (because you have not yet sent it to us)
- for 3 and 4 year olds, the **Funded hours** (Universal) and/or **Extended hours** that you input
- for 2 year olds, the **Funded hours** or **Expanded hours** that you input
- for 9 Months Plus, the **Expanded hours** that you input
- a calculation of the **Total Funding Amount for the Term**

Status	Child	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
✕	Fiction, Jonathan (01-Jan-2022)	0.00	180.00	£2398.60		28-Feb-2024 - 10-Jul-2024 Grace Period: 31-Dec-2024

28. Open the next child on your claim that requires reviewing and repeat the steps. When all carried forward claims have been reviewed, move on to the next section (adding new children).

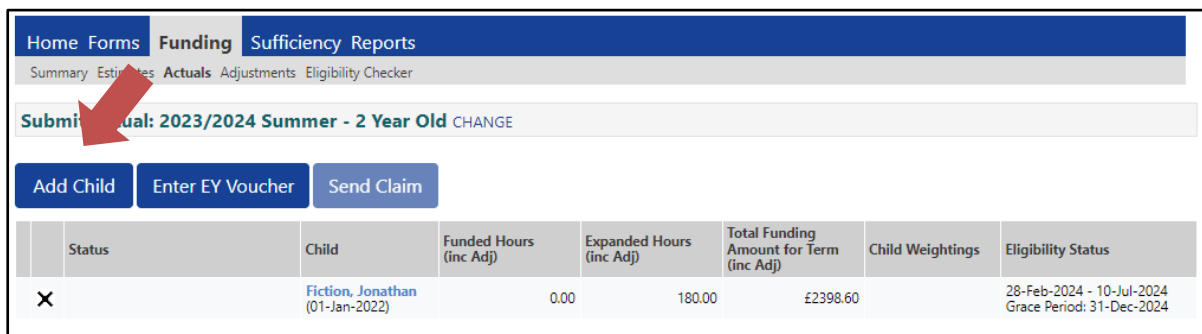
- You can see which children are left to review as they have zero hours in their Universal and Extended/Funded and Expanded
- If you have lots of children on your claim, they will be arranged in pages of 10 – ensure that you go through the pages to edit all children carried forward

Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
Unsubmitted Claim	Stacey (14-Mar-2017)	180.00	0.00	£820.80		
✕	That, Katie (28-Mar-2017)	0.00	0.00	0.00	EYPP + DEP	

## Adding new children to your claim

29. Press the **Add Child** button

Note that for 2 year old EYFE claims an additional button called **Enter EY Voucher** is visible next to the **Add Child** button – this button is not in use



The screenshot shows a navigation bar with 'Home', 'Forms', 'Funding', and 'Sufficiency Reports'. Below it are tabs for 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. A red arrow points to the 'Add Child' button in a row with 'Enter EY Voucher' and 'Send Claim'. Below this is a table with columns: Status, Child, Funded Hours (inc Adj), Expanded Hours (inc Adj), Total Funding Amount for Term (inc Adj), Child Weightings, and Eligibility Status. The table contains one row for a child named 'Fiction, Jonathan' with a status of 'X' and an eligibility status of '28-Feb-2024 - 10-Jul-2024 Grace Period: 31-Dec-2024'.

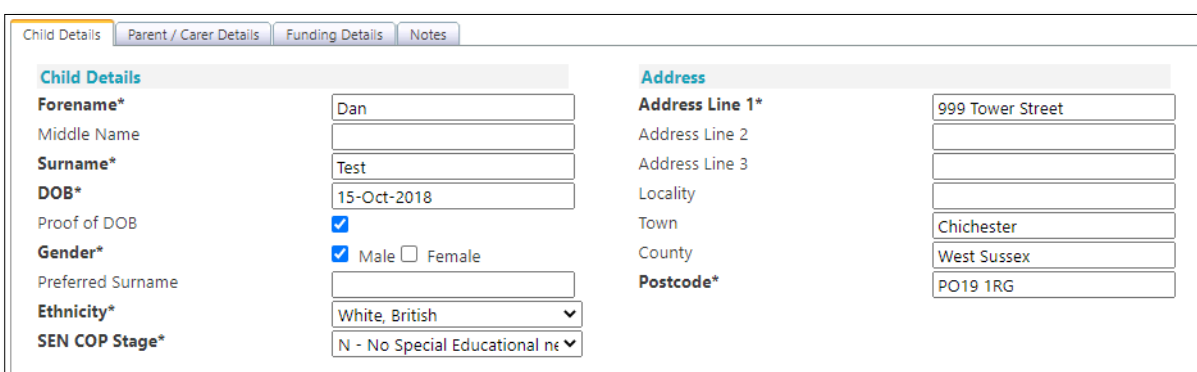
Status	Child	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
X	Fiction, Jonathan (01-Jan-2022)	0.00	180.00	£2398.60		28-Feb-2024 - 10-Jul-2024 Grace Period: 31-Dec-2024

30. A new child claim opens.

The data is split into four tabs, complete the **Child Details** tab first.

The **SEN COP Stage** will automatically be set to **No Special Educational Need**. If you need to amend this, set this to **SEN Support**. Please do not select any other options.

When selecting **Ethnicity** you cannot use **Unknown** – if the answer is not known you may use **Not Obtained**, or if the parent declined to provide it you may use **Refused**



The screenshot shows the 'Child Details' tab with two main sections: 'Child Details' and 'Address'. The 'Child Details' section includes fields for Forename\* (Dan), Middle Name, Surname\* (Test), DOB\* (15-Oct-2018), Proof of DOB (checked), Gender\* (Male checked, Female unchecked), Preferred Surname, Ethnicity\* (White, British), and SEN COP Stage\* (N - No Special Educational Need). The 'Address' section includes fields for Address Line 1\* (999 Tower Street), Address Line 2, Address Line 3, Locality, Town (Chichester), County (West Sussex), and Postcode\* (PO19 1RG).



31. This step is only required if claiming EYFE for Working Families and/or EYPP under economic criteria, and is mandatory for 9 Month Plus

Go to the **Parent / Carer** details tab

If claiming EYPP (economic criteria only) or EYFE for Working Families for this child:

- add the parent/carers details
- tick the box to say whether you are supplying an NI or a NASS number
- tick the relevant box[es] to state which funding is applicable

Read the instruction text on the page and note the following:

**EYPP**

- Only one parent's details are required as household income is reflected across both parents' National Insurance records at HMRC
- Parental details are only required for EYPP claims under economic criteria - EYPP claims under non-economic criteria are covered in a later step

**EYFE for Working Families**

- The parent/carers must be the one who applied for the eligibility check with HMRC

**Consent**

- The parent provided consent when they completed the Parent Declaration form through you
- Without consent the system will prevent you from carrying out an eligibility check

Summary 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 expanded 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

32. Go to the **Funding Details** tab

**Note for providers claiming stretched funding only** - the portal calculates the Maximum Values Allowed for the child in a red box (bottom right). These are based on the system maximum, and are not specific to your setting or any individual child. For example, if your provider stretches EYFE for 19 weeks over Summer term, you may find the maximum weeks says 20. You should still claim only 19 weeks. If the Maximum Values Allowed do not meet your expectations, contact us.

Maximum Values Allowed:
Number of Weeks: 20
Funded Weekly Hours: 14.50
Funded Termly Hours: 225.00
Funded Yearly Hours: 570.00
Extended Weekly Hours: 14.50
Extended Termly Hours: 225.00
Extended Yearly Hours: 570.00

Enter the following:

- **Start and End dates** - Do not amend these dates from the Default dates displayed. If no dates are showing, press the 'Default Term Dates' button to populate them.
- **Weeks attended in Term** - If you are claiming on a term-time only or self-stretched basis, enter the number of weeks you are claiming for, up to the standard number of weeks in a term (Autumn 14, Spring 12 and Summer 12). If claiming stretched funding you can increase these up to the number shown in the Maximum Values Allowed box.
- **Present during census** - You must tick this box every term – it denotes that the child attended during headcount week.
- **Attends two days or more** - Answer not required.
- **Nominated for DAF** - If you wish to claim [Disability Access Funding \(DAF\)](#) for a child, you should select 'Yes' next to Nominated for DAF. By selecting this, you are confirming that the child is in receipt of Disability Living Allowance (DLA), and this must be recorded on the Parent Declaration form. You do not need to select "Yes" if you have received DAF within the last year.  
The first time you claim DAF, we require you to send us a copy of the following documents by email\*:
  - proof of eligibility for the child receiving Disability Living Allowance, issued by the Department for Work and Pensions (DWP)
  - a fully completed and up-to-date Parent Declaration form for the child, signed prior to headcount
- **Stretching entitlement** (only visible to providers that claim stretched) – If claiming stretched funding for this child, tick the box. If claiming term-time only or self-stretched for this child, untick the box.
- **Attendance Days** - Answer not required.

Summary	Child Details	Parent / Carer Details	Funding Details	Notes
<div> <div> <b>Funding Details</b> </div> <div> <b>Start Date*</b> 06-Jan-2025           <b>End Date*</b> 18-Apr-2025           <div>Default Term Dates</div> <b>Weeks Attended in Term*</b> 12           Present during Census <input checked="" type="checkbox"/>           Attends Two Days or More <input type="checkbox"/> <b>Nominated for DAF*</b>  <input type="radio"/> Yes <input checked="" type="radio"/> No         </div> </div>				
<div> <div> <b>Funded Hours per Week</b> </div> <div> <b>Hours*</b> 15           <b>Extended Funded Hours per Week</b> </div> <div> <b>Extended Hours*</b> 15           Eligibility Code 5011111111           <div>Check Eligibility Code</div>           Eligible for Extended Hours <input type="checkbox"/> </div> </div>				
<div> <div> <b>Total Funded Hours per Week</b> </div> <div> <b>Total Funded:</b> 30.00         </div> </div>				
<div> <div> <b>Attendance Days</b> </div> <div>           Attends Monday <input checked="" type="radio"/> Yes <input type="radio"/> No            Attends Tuesday <input checked="" type="radio"/> Yes <input type="radio"/> No            Attends Wednesday <input type="radio"/> Yes <input checked="" type="radio"/> No            Attends Thursday <input type="radio"/> Yes <input checked="" type="radio"/> No            Attends Friday <input type="radio"/> Yes <input checked="" type="radio"/> No            Attends Saturday <input type="radio"/> Yes <input checked="" type="radio"/> No            Attends Sunday <input type="radio"/> Yes <input checked="" type="radio"/> No         </div> </div>				
<div> <div> <b>Non-Funded Hours per Week</b> </div> <div> <b>Non-Funded Hours*</b> 6.00         </div> </div>				
<div> <div> <b>Census Information</b> </div> <div> <b>Funded Entitlement Weeks</b> 47.00           <b>Extended Entitlement Weeks</b> 0.00           <p>Records the Number of Weeks the Child is expected to stretch their Funded/Extended hours across the Child's eligibility year, in line with the parental declaration form.</p> </div> </div>				
<div> <div> <b>Maximum Values Allowed:</b> </div> <div>           Number of Weeks: <b>12</b>             Funded Weekly Hours: <b>15.00</b>            Funded Termly Hours: <b>180.00</b>            Funded Yearly Hours: <b>570.00</b>             Extended Weekly Hours: <b>15.00</b>            Extended Termly Hours: <b>180.00</b>            Extended Yearly Hours: <b>570.00</b> </div> </div>				
<p>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/carers</p>				

**33. Steps 32 and 33 are for adding hours for 2 year olds only. Go to step 34 to add hours for 3 and 4 year olds**

Under **Funding Type**, select either Disadvantaged Funding or Working Family Funding

- **Disadvantaged Funding** is LA Issued 2 year old EYFE
- **Working Family Funding** is EYFE for Working Families for 2 year olds.

You will only be able to select one, and a child can only receive funding under one of the two criteria per term. Depending on which you choose, the form will change. Continue to step 33.

**34. All claims are subject to the following limitations:**

- Half hour increments are permitted, for example 7.5
- For term-time or self-stretched claims, the maximum number is 15
- For stretched claims, the maximum is the number shown in the **Maximum Values Allowed** box

**A) Disadvantaged Funding (2 year old LA Issued only)**

Enter the number of **Funded Hours per week**. Proceed to step 37.

The screenshot shows the 'Funding Details' tab of a form. On the left, under 'Funding Details', there are fields for 'Start Date\*' (15-Apr-2024), 'End Date\*' (30-Aug-2024), 'Weeks Attended in Term\*' (12), 'Present during Census' (checked), 'Attends Two Days or More' (unchecked), 'Nominated for DAF\*' (radio buttons for Yes/No, with Yes selected), 'Stretching Entitlement' (checkbox, unchecked), and 'Funding Type\*' (radio buttons for Disadvantaged Funding/Working Family Funding, with Disadvantaged Funding selected). A red arrow points to the 'Funded Hours per Week' field, which has a value of 15. To the right, under 'Attendance Days', there are radio buttons for each day of the week (Monday to Sunday), all of which are set to 'No'. Below the 'Funded Hours per Week' field, there is a 'Non-Funded Hours per Week' field with a value of 0.00. At the bottom right, a red box titled 'Maximum Values Allowed' contains the following information: 'Number of Weeks: 12', 'Funded Weekly Hours: 15.00', 'Funded Termly Hours: 180.00', and 'Funded Yearly Hours: £70.00'.

**B) Working Family Funding (9 months Plus and 2 year olds with Working Families eligibility codes)**

Enter the number of **Expanded Hours per week**.

If you claimed for extended hours previously the **Eligibility Code** will be present, otherwise enter it.

Eligibility must be checked electronically to be able to progress with the claim. Press the **Check Eligibility Code** button. Proceed to step 36.

Summary Child Details Parent / Carer Details **Funding Details** Notes

**Funding Details**

Start Date\* 06-Jan-2025

End Date\* 18-Apr-2025

Default Term Dates

Weeks Attended in Term\* 12

Present during Census ☒

Attends Two Days or More ☐

Nominated for DAF\* ☐ Yes ☒ No

**Funded Hours per Week**

Hours\* 15

**Extended Funded Hours per Week**

Extended Hours\* 15

Eligibility Code 5011111111

Check Eligibility Code

Eligible for Extended Hours ☐

**Total Funded Hours per Week**

Total Funded: 30.00

**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\* 6.00

**Census Information**

Funded Entitlement Weeks 47.00

Extended Entitlement Weeks 0.00

Records the Number of Weeks the Child is expected to stretch their Funded/Extended hours across the Child's eligibility year, in line with the parental declaration form.

**Maximum Values Allowed:**

Number of Weeks: 12

Funded Weekly Hours: 15.00

Funded Termly Hours: 180.00

Funded Yearly Hours: 570.00

Extended Weekly Hours: 15.00

Extended Termly Hours: 180.00

Extended Yearly Hours: 570.00

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

### 35. Steps 34 and 35 are for adding hours for 3 and 4 year olds only.

All claims are subject to the following limitations:

- Half hour increments are permitted, for example 7.5
- For term-time or self-stretched claims, the maximum number is 15
- For stretched claims, the maximum is the number shown in the **Maximum Values Allowed** box

Enter the number of **Universal Funded Hours per week**, or enter zero if not claiming Universal hours

Summary Child Details Parent / Carer Details **Funding Details** Notes

**Funding Details**

Start Date\* 06-Jan-2025

End Date\* 18-Apr-2025

Default Term Dates

Weeks Attended in Term\* 12

Present during Census ☒

Attends Two Days or More ☐

Nominated for DAF\* ☐ Yes ☒ No

**Funded Hours per Week**

Hours\* 15

**Extended Funded Hours per Week**

Extended Hours\* 15

Eligibility Code 5011111111

Check Eligibility Code

Eligible for Extended Hours ☐

**Total Funded Hours per Week**

Total Funded: 30.00

**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\* 6.00

**Census Information**

Funded Entitlement Weeks 47.00

Extended Entitlement Weeks 0.00

Records the Number of Weeks the Child is expected to stretch their Funded/Extended hours across the Child's eligibility year, in line with the parental declaration form.

**Maximum Values Allowed:**

Number of Weeks: 12

Funded Weekly Hours: 15.00

Funded Termly Hours: 180.00

Funded Yearly Hours: 570.00

Extended Weekly Hours: 15.00

Extended Termly Hours: 180.00

Extended Yearly Hours: 570.00

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

36. Enter the number of **Extended Funded Hours per week**

If you are not claiming extended hours, enter zero and go to step 37 now

If you claimed for extended hours previously the **Eligibility Code** will be present, otherwise enter it.

Eligibility must be checked electronically to be able to progress with the claim. Press the **Check Eligibility Code** button.

Summary Child Details Parent / Carer Details **Funding Details** Notes

**Funding Details**

Start Date\* 06-Jan-2025

End Date\* 18-Apr-2025

Default Term Dates

Weeks Attended in Term\* 12

Present during Census ☒

Attends Two Days or More ☐

Nominated for DAF\* ☐ Yes ☒ No

**Funded Hours per Week**

Hours\* 15

**Extended Funded Hours per Week**

Extended Hours\* 15

Eligibility Code 501111111111

Check Eligibility Code

Eligible for Extended Hours ☐

**Total Funded Hours per Week**

Total Funded: 30.00

**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\* 6.00

**Census Information**

Funded Entitlement Weeks 47.00

Extended Entitlement Weeks 0.00

Records the Number of Weeks the Child is expected to stretch their Funded/Extended hours across the Child's eligibility year, in line with the parental declaration form.

**Maximum Values Allowed:**

Number of Weeks: 12

Funded Weekly Hours: 15.00

Funded Termly Hours: 180.00

Funded Yearly Hours: 570.00

Extended Weekly Hours: 15.00

Extended Termly Hours: 180.00

Extended Yearly Hours: 570.00

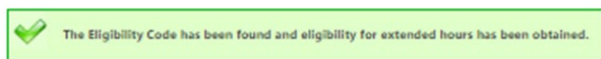
if this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carer

### 37. This step relates to EYFE for Working Families claims only

The portal displays the results of the eligibility check with either a green or red coloured banner

#### Green banner (Eligibility code check successful)

A green banner denotes that the eligibility check was successful, and a tick appears next to **Eligible for Extended Hours** to indicate that the check is complete. Go to step 20 to continue the claim.



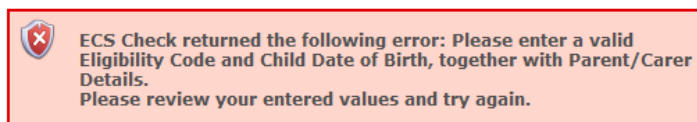
#### Red banner (Eligibility code check unsuccessful)

An error message in a red banner denotes that the check was unsuccessful. There are three possible errors - follow the guidance below to attempt to resolve your particular error:

You cannot claim EYFE hours if this check is unsuccessful.

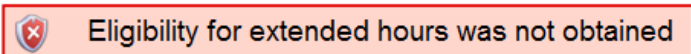
- If, after completing this step, eligibility cannot be verified, for **3 and 4 year olds**, you must enter a zero for Extended hours and claim Universal hours for the child only. If you resolve the issue with the parent before the submission deadline, re-enter the Extended hours into the claim and re-check eligibility.
- For **9 Months Plus** and **2 year olds**, you will be unable to claim EYFE for Working Families, and must not enter any hours or submit a claim.

- **Unable to perform the check**



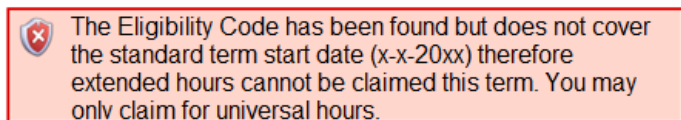
The check was unsuccessful because at least one of the items listed in the error message is missing, or not in the correct format. Fix the mistake, then press the **Check Eligibility Code** button again.

- **Eligibility not obtained**



The portal checked this claim electronically with HMRC, but it is not a match. Check that the eligibility code, child's date of birth, and parent details are correct, noting that the parent that applied for the code must be in the Parent/Carer tab. Fix the data, then press the **Check Eligibility Code** button again.

- **Code found but does not cover the term start date**



The code details are a match with HMRC, but the child is not eligible this term because the code start date is after the start of term. Use the portal's Eligibility Checker to obtain the eligibility start date (refer to the Eligibility Checker [help guide](#) for what to look for). If you believe the child should be eligible this term (because the parent has evidence of applying or reconfirming before the start of term) please send the details (code, parent's details and child's details) and any evidence to us by email [free.entitlement@westsussex.gov.uk](mailto:free.entitlement@westsussex.gov.uk) and we will advise you.

### 38. **Attendance Days** - answer is not required

**Funding Details**

Start Date\* 06-Jan-2025  
End Date\* 18-Apr-2025  
Default Term Dates

Weeks Attended in Term\* 12

Present during Census ☒  
Attends Two Days or More ☐  
Nominated for DAF\* ☐ Yes ☒ No

Funded Hours per Week  
Hours\* 15

Extended Funded Hours per Week  
Extended Hours\* 15  
Eligibility Code 501111111111  
Check Eligibility Code

Eligible for Extended Hours ☐

Total Funded Hours per Week  
Total Funded: 30.00

**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\* 6.00

**Census Information**  
Funded Entitlement Weeks 47.00  
Extended Entitlement Weeks 0.00

Records the Number of Weeks the Child is expected to stretch their Funded/Extended hours across the Child's eligibility year, in line with the parental declaration form.

**Maximum Values Allowed:**  
Number of Weeks: 12  
Funded Weekly Hours: 15.00  
Funded Termly Hours: 180.00  
Funded Yearly Hours: 570.00  
Extended Weekly Hours: 15.00  
Extended Termly Hours: 180.00  
Extended Yearly Hours: 570.00

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

### 39. Enter the number of **Non-Funded Hours per Week** that the child attends your provision, or enter zero if none

- Half hour increments are permitted, for example 7.5
- This figure has no bearing on your claim, but is part of the Census required for the DfE

**Funding Details**

Start Date\* 06-Jan-2025  
End Date\* 18-Apr-2025  
Default Term Dates

Weeks Attended in Term\* 12

Present during Census ☒  
Attends Two Days or More ☐  
Nominated for DAF\* ☐ Yes ☒ No

Funded Hours per Week  
Hours\* 15

Extended Funded Hours per Week  
Extended Hours\* 15  
Eligibility Code 501111111111  
Check Eligibility Code

Eligible for Extended Hours ☐

Total Funded Hours per Week  
Total Funded: 30.00

**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\* 6.00

**Census Information**  
Funded Entitlement Weeks 47.00  
Extended Entitlement Weeks 0.00

Records the Number of Weeks the Child is expected to stretch their Funded/Extended hours across the Child's eligibility year, in line with the parental declaration form.

**Maximum Values Allowed:**  
Number of Weeks: 12  
Funded Weekly Hours: 15.00  
Funded Termly Hours: 180.00  
Funded Yearly Hours: 570.00  
Extended Weekly Hours: 15.00  
Extended Termly Hours: 180.00  
Extended Yearly Hours: 570.00

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



#### 40. New step for Spring 2025

In 'Census Information' you will see one or two of three possible fields:

- Funded Entitlement Weeks (This is for Universal EYFE and 2 year old LA Issued EYFE)
- Extended Entitlement Weeks (This is for Extended EYFE for Working Families if child is accessing EYFE for 3 & 4 year olds)
- Expanded Entitlement Weeks (This is for EYFE for Working Families if child is under 3)

You must enter the number of weeks you claim per year.

- For term time only, this will be 38 (or less)
- For stretched providers, this will be between 39 and 52
- For self-stretched, this will be 38

The submission will provide an error message if the contents of this field, multiplied by the number of hours per week is more than 570. For example, if 'Funded Hours per week' are 15, and 'Funded Entitlement Weeks' are 39 or more, this will error, and you will need to amend the information in order to save the record.

<b>Funded Hours per Week</b> Hours* 15	<b>Non-Funded Hours per Week</b> Non-Funded Hours* 6.00
<b>Extended Funded Hours per Week</b> Extended Hours* 15 Eligibility Code 50111111111 <a href="#">Check Eligibility Code</a> Eligible for Extended Hours <input type="checkbox"/>	<b>Census Information</b> Funded Entitlement Weeks 38 Extended Entitlement Weeks 38 <small>Records the Number of Weeks the Child is expected to stretch their Funded/Extended hours across the Child's eligibility year, in line with the parental declaration form.</small>

41. Go to the **Notes** tab

- Notes that may help support a claim now, or record changes to circumstances that may prove useful at a later date, can be added to the child's claim by either a provider or the Early Years Funding team
- Examples of things you may wish to record are shown in the screenshot below
- Notes that have been added previously show in the Notes History on the right hand side

If appropriate, **Add a new note** to the left hand side – it will be added to **Notes History** when you save the child's claim later

Child Details Parent / Carer Details Funding Details **Notes**

**Add a new note**

Adopted

**Notes History**

Child increased hours on 01/09/17, amended parent declaration to reflect this.

Child moved from xxx nursery on 04/09/17.

Child changed surname - previous name Smith.

Child due to leave setting on 01/10/17. Will transfer funding to new setting.

Child claiming 10 hours here and 5 hours at xxx

42. **This step is only required when claiming EYPP under non-economic criteria**

Go to the **Notes** tab

To claim EYPP under non-economic criteria, add the relevant criteria as a note for us to pick up – you only need to do this once for a child, it will remain in place for your next claim

The permissible criteria are:

- **Adopted** – you have seen evidence of an adoption certificate
- **SGO** – you have seen evidence that the child left care under a Special Guardianship Order
- **Residency** - you have seen evidence that the child left care under a Residency Order
- **CLA (Name of local authority)** – you have been told that the child was looked after for one day or more in the current term. Specify which local authority and we will check and confirm eligibility. We attempt to identify these children early from our own records however we realise that parents may make this information known to you first.

Add the criteria as a new note under **Add a new note** to the left hand side – it will be added to **Notes History** when you save the child's claim later

Child Details Parent / Carer Details Funding Details **Notes**

**Add a new note**

Adopted

**Notes History**

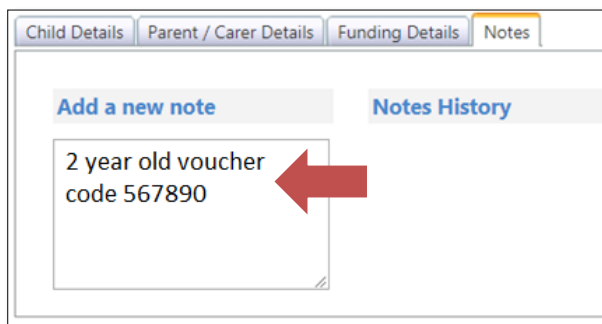
#### 43. This step is only required when claiming for 2 year old LA Issued EYFE

Go to the **Notes** tab

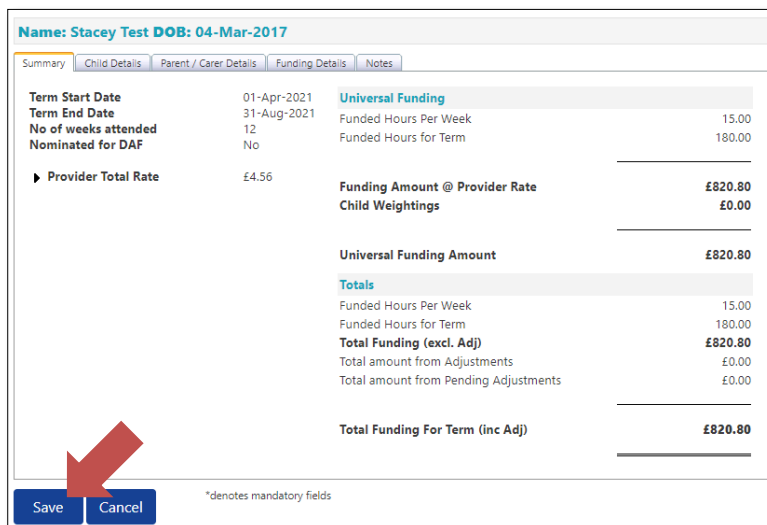
To claim LA Issued 2 year old EYFE for a child, add their 6 digit voucher code (from the parent's funding award letter) as a note for us to pick up – you only need to do this once for a child, it will remain in place for your next claim

- If LA Issued 2 year old funding was approved by another Local Authority, state which one and add their code or reference instead

Add the code as a new note under **Add a new note** to the left hand side – it will be added to **Notes History** when you save the child's claim later



#### 44. You've now finished adding the data for the new child - save the child's claim by pressing the **Save** button at the end of any of the tabs

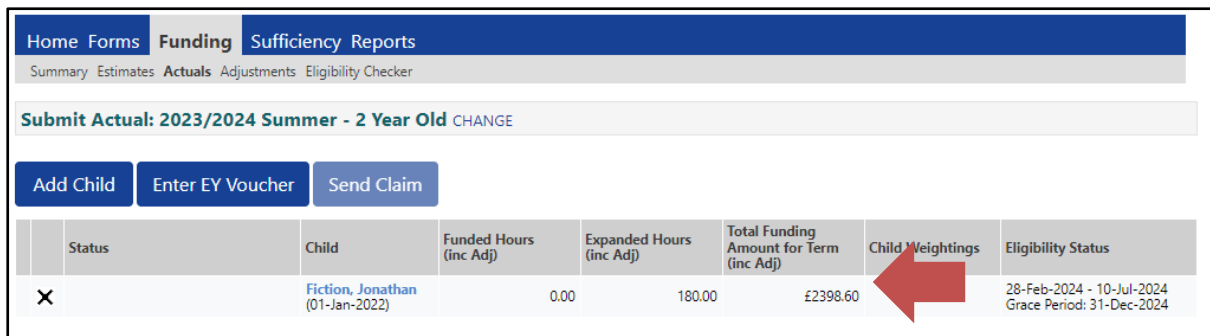


Name: Stacey Test DOB: 04-Mar-2017	
Term Start Date	01-Apr-2021
Term End Date	31-Aug-2021
No of weeks attended	12
Nominated for DAF	No
Provider Total Rate	£4.56
Funding Amount @ Provider Rate	£820.80
Child Weightings	£0.00
Universal Funding Amount	£820.80
<b>Totals</b>	
Funded Hours Per Week	15.00
Funded Hours for Term	180.00
Total Funding (excl. Adj)	£820.80
Total amount from Adjustments	£0.00
Total amount from Pending Adjustments	£0.00
Total Funding For Term (inc Adj)	£820.80

45. The screen changes back to your main claim screen

Note that the child that you added appears in the list with:

- a status of **New, Unsubmitted child** (because you have not yet sent it to us)
- the **Funded hours** (Universal) and/or **Extended hours** that you input for 3 and 4 year olds
- the **Funded hours** (LA Issued) or **Expanded hours** that you input for 2 year olds
- the **Expanded hours** that you input for 9 Months Plus
- a calculation of the **Total Funding Amount for the Term**



Home Forms Funding Sufficiency Reports

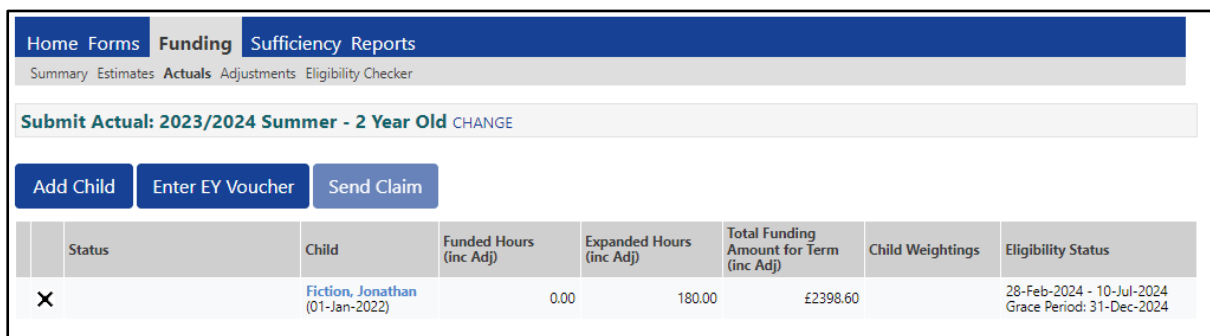
Summary Estimates Actuals Adjustments Eligibility Checker

Submit Actual: 2023/2024 Summer - 2 Year Old CHANGE

Add Child Enter EY Voucher Send Claim

	Status	Child	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
X		Fiction, Jonathan (01-Jan-2022)	0.00	180.00	£2398.60		28-Feb-2024 - 10-Jul-2024 Grace Period: 31-Dec-2024

46. Add more children by repeating the steps. When all new children have been added, move on to the next section (Sending your claim to us).



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Summary Estimates Actuals Adjustments Eligibility Checker

Submit Actual: 2023/2024 Summer - 2 Year Old CHANGE

Add Child Enter EY Voucher Send Claim

	Status	Child	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
X		Fiction, Jonathan (01-Jan-2022)	0.00	180.00	£2398.60		28-Feb-2024 - 10-Jul-2024 Grace Period: 31-Dec-2024

## Sending your claim to us

47. Before sending your claim to us, check your list of children to ensure that:

- children to be funded have either **Universal**, **Extended** or **Funded** or **Expanded Hours** as required
- children that are no longer to be funded have a status of **Awaiting LA deletion**

Press the **Send Claim** button

Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)
New, Unsubmitted Child	Test, Dan (15-Oct-2017)	180.00	0.00
Unsubmitted Claim	Test, Stacey (04-Mar-2017)	180.00	0.00
	That, Katie (28-Mar-2017)	180.00	0.00

Buttons: Add Child, Send Claim

About the **Send Claim** button:

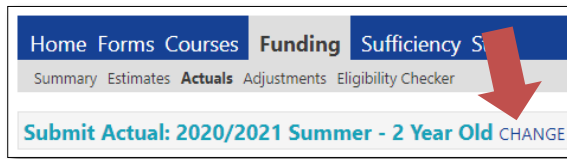
- It only sends your claim for the funding type that you are in (e.g. 3 and 4 year olds)
- It instructs the portal to send us anything that you have added, changed or removed (children with a status of **unsubmitted**)
- It will warn you if you have children with zero hours still on your claim, and give you the opportunity to fix it before you submit
- You must press it before submissions close for us to get your claim
- Press it again if you make further changes later on
- The button becomes unavailable after you press it because there are no changes waiting to be sent to us - it will become active if you add, delete or edit a child
- The button disappears after submissions close

A green banner denotes that you have successfully submitted your claim. Children that had a status of **Unsubmitted** now have a status of **Awaiting LA Download** – when process your data the status of all your children will revert to blank

Status	Child	Universal Hours (inc Adj)
New, Awaiting LA Download	Test, Dan (15-Oct-2017)	180.00
Awaiting LA Download	Test, Stacey (04-Mar-2017)	180.00

Buttons: Add Child, Send Claim

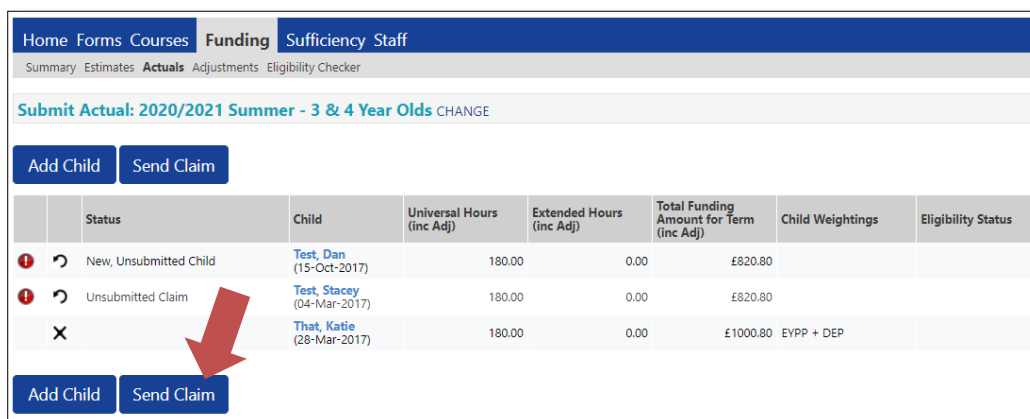
Remember: Claims for 9 Months Plus EYFE, 2 year old EYFE 3 and 4 year old EYFE are all separate. Ensure you complete your claim for all funding types if applicable, **and send us all three** – you can move between age groups by pressing **CHANGE** from any claim screen



## Editing your claim further before the deadline

48. You can make further changes to your claim after you have sent it to us, up to the submission deadline. When the deadline has passed, your claim becomes read-only and the buttons for **Add Child** and **Send Claim** disappear.

Add, remove or edit child claims as per the earlier steps in this guide. You can edit any child irrespective of their status. The **Send Claim** button becomes active after you change your claim, press it to send us your latest changes.



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Summary Estimates **Actuals** Adjustments Eligibility Checker

Submit Actual: 2020/2021 Summer - 3 & 4 Year Olds CHANGE

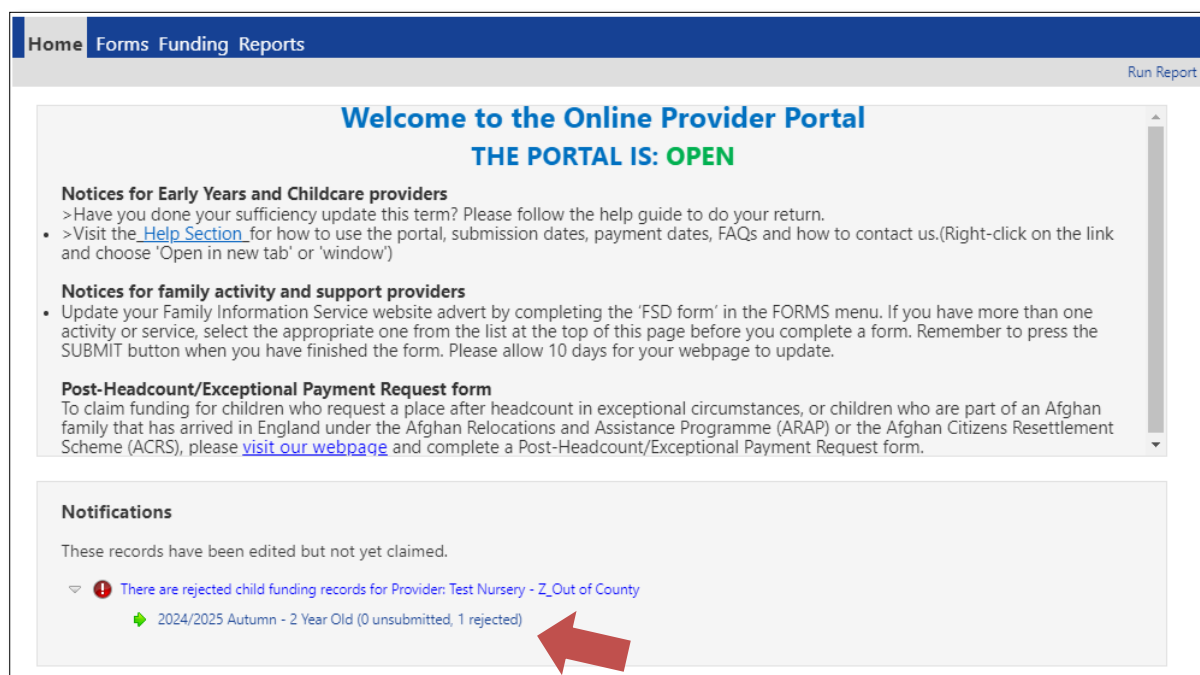
Add Child Send Claim

	Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
🔴 ↺	New, Unsubmitted Child	Test, Dan (15-Oct-2017)	180.00	0.00	£820.80		
🔴 ↺	Unsubmitted Claim	Test, Stacey (04-Mar-2017)	180.00	0.00	£820.80		
✕		That, Katie (28-Mar-2017)	180.00	0.00	£1000.80	EYPP + DEP	

Add Child Send Claim

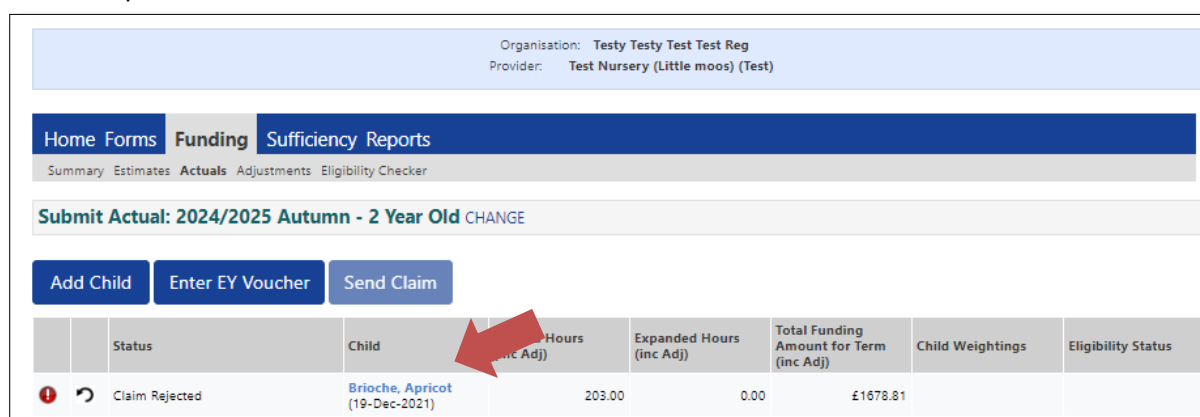
## Dealing with 'Rejected' claims

49. There may be instances where we need to reject your claim for a particular child, for instance where you have submitted a claim for LA Issued 2YO funding, for a child that we don't appear to have approved them for it. You will receive an automated email from [freentitlement@westsussex.gov.uk](mailto:freentitlement@westsussex.gov.uk), with the email subject 'Urgent Action Required: Headcount Funding Claim Rejected', asking you to log back into the OPP for more information.
50. One logged in again, you will see a **Notification** about the issue. Click on the term details to be taken straight to the term the issue is on (you may have to enter your secret word again).



The screenshot shows the 'Welcome to the Online Provider Portal' page. Under the 'Notifications' section, there is a message: 'There are rejected child funding records for Provider: Test Nursery - Z\_Out of County'. Below this, a link is provided: '2024/2025 Autumn - 2 Year Old (0 unsubmitted, 1 rejected)'. A red arrow points to this link.

51. The child whose claim has been rejected will have a Status of 'Claim Rejected'. Click on the **child's name** to open the record.



The screenshot shows the 'Funding' tab in the Online Provider Portal. At the top, it says 'Organisation: Testy Testy Test Test Reg' and 'Provider: Test Nursery (Little moos) (Test)'. Below this, there is a table with columns: Status, Child, Hours (inc Adj), Expanded Hours (inc Adj), Total Funding Amount for Term (inc Adj), Child Weightings, and Eligibility Status. The first row shows a 'Claim Rejected' status for a child named 'Brioché, Apricot (19-Dec-2021)'. A red arrow points to the child's name.

Status	Child	Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
Claim Rejected	Brioché, Apricot (19-Dec-2021)	203.00	0.00	£1678.81		



52. Click on the **Summary tab**, for details of why we needed to reject the claim. This text may differ depending on the issue regarding the claim.

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Summary Estimates **Actuals** Adjustments Eligibility Checker

**Name: Apricot Brioché DOB: 19-Dec-2021**

Summary **Child Details** Parent / Carer Details Funding Details Notes

<b>Term Start Date</b>	02-Sep-2024
<b>Term End Date</b>	03-Jan-2025
<b>No of weeks attended</b>	14
<b>Nominated for DAF</b>	No

► **Provider Total Rate** £8.27

**Claim Rejected**

Dear Stacey,

This claim is rejected for the following reasons:  
This child has not been approved for LA Issued 2YO funding within West Sussex.

The actions required are as follows:

\* If approved for the funding from out of county, please detail the code given, code start date (if applicable) and the Local Authority who issued the code, within the notes box (step X of the portal guidance).

\* If you meant to claim for Working Family entitlement, please tick the correct box, and add the child's code to the box, following step X of the portal guidance).

\* If you added this child in error, please delete the child from your headcount claim.

\* Finally, if the family wish to apply for LA Issued 2YO funding, they must do so by no later than X date to make sure that if eligible, they do not have to pay for any time attended until now.

Kind regards  
Early Years Funding Team

**Funding**

Funded Hours Per Week	14.50
Funded Hours for Term	203.00

---

**Funding Amount @ Provider Rate** £1678.81

**Child Weightings** £0.00

---

**Funding Amount** £1678.81

**Totals**

Funded Hours Per Week	14.50
Funded Hours for Term	203.00
<b>Total Funding (excl. Adj)</b>	<b>£1678.81</b>
Total amount from Adjustments	£0.00
Total amount from Pending Adjustments	£0.00

---

**Total Funding For Term (inc Adj)** **£1678.81**

Save Cancel

\*denotes mandatory fields

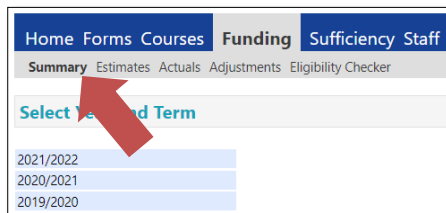
53. Once you have rectified the issue and have amended the details required, you will be able to resend the claim.

#### About **Rejected Claims**

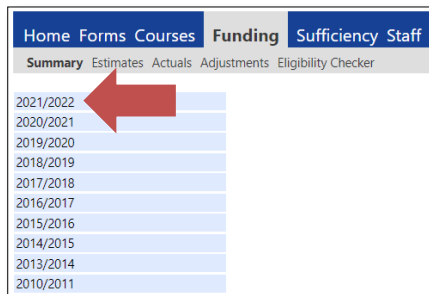
- The portal will allow you to submit the amended claim even after the portal has closed for submissions. However, we will only accept the claims during the week after the deadline, so for example, if the deadline for submission is midnight Friday 27 September, then the latest you could submit a correction to a rejected claim is Friday 4 October.

## Viewing your payment summary (after payment)

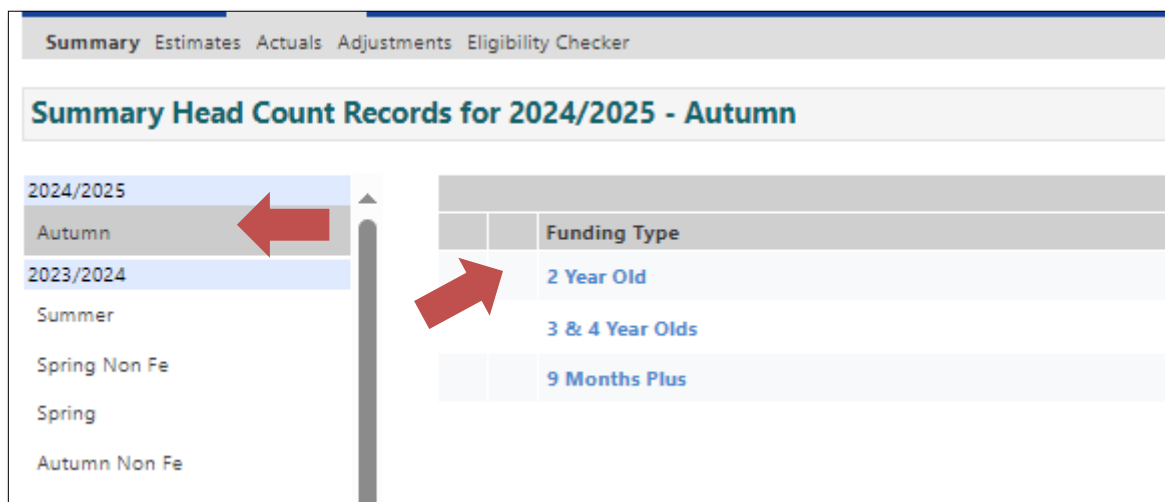
54. You can view a summary of your payment on the portal after payment has been made – go to the **Summary** tab in the **Funding** sub-menu



55. Select a year to expand it to view the terms within



56. On the left hand side of the window select the appropriate term (Spring, Summer or Autumn), then select the **Funding Type** you wish to view on the right hand side of the window



57. A summary of your Actuals payment appears on the right hand side of the summary

Note that:

- The summary may be blank if your submission has not yet been accepted by us. More information will appear as your claims are accepted, EYPP eligibility verified, and DAF approved. Note that EYPP is not checked until after the portal is closed.
- Look for a **Processed Date** at the end of the summary to determine if the payment has been released.
- You can expand parts of the summary using ► to see further information.
- You can view a summary for another term or age group by pressing **CHANGE**.

**Summary: 2023/2024 Summer - 3 & 4 Year Olds** [CHANGE](#)

Rate x Hours may not equal Totals as rounding is applied per child.  
The totals shown are the sum of the funding amounts per child.

Estimates		Actuals	
Term Length (Weeks)	12	Term Length (Weeks) Term Time	12
► Provider Rate applied	£5.51	Term Length (Weeks) Stretched	20
<b>Estimate Funding</b>		► Provider Rate applied to child funding	£5.51
Hours Per Week	0.00	<b>Funding</b>	
Term Funding Amount	£0.00	Funded Hours for Term	0.00
Interim %	70.00%	Funding Amount @ Provider Rate	£0.00
Interim Amount Payable	£0.00		
<hr/>		Funding Amount	£0.00
Total Interim Amount Paid to Date (before Adj)	£0.00	<b>Extended Funding</b>	
<hr/>		Funded Hours for Term	0.00
Interim Amount Payable Balance	£0.00	Funding Amount @ Provider Rate	£0.00
<hr/>		Extended Funding Amount	£0.00
		<b>Totals</b>	
		Funded Hours for Term	0.00
		Funding Amount @ Provider Rate	£0.00
		Child Weightings	£0.00
		<hr/>	
		Term Funding Amount	£0.00
		Interim Amount Paid (before Adj)	£0.00
		<hr/>	
		Term Funding Amount Balance	£0.00
		Adjustments Paid with Final Payment	£0.00
		<hr/>	
		Actual Amount Paid (Inc. Adj)	£0.00
		<hr/>	
Processed		No	
Processed Date			

**THIS IS THE END OF THIS GUIDANCE DOCUMENT**

If you have any feedback for how this guidance could be improved, you can complete an Online Provider Portal Feedback Form found under Forms on the OPP.

**Home** **Forms** **Funding Sufficiency Reports**

[Fill In Forms](#) [View Forms](#)

**Fill In Forms**

Please select a form below to update your details:

- [Online Provider Portal Feedback Form](#)
- [Staff Update Form v2](#)
- [Termly Childcare Provider Update](#)