Funded Early Education Entitlement

General Guidance for Providers

CONTENTS

- ## **Accessing the Portal**

Provider Portal – Main Login Screen

The link for the provider portal is: https://familyinfoservice.sthelens.gov.uk/synergy/publicenquiry/

By clicking the link, it will take you a screen that will look similar to:
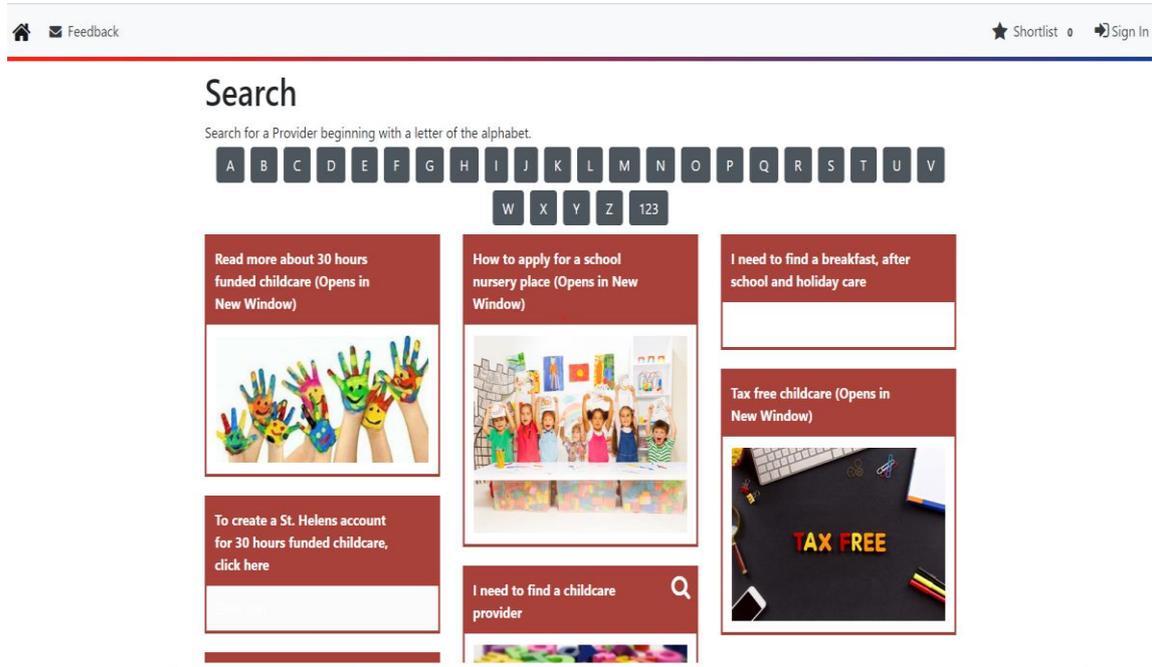
At the top right hand corner, click sign in.

Use your normal log in detail and click next to enter your password and log in to the portal.

This will be your default home page screen. On the top left-hand side, click on module and select your setting from the drop down. If you have access to more than one, they will be listed in the drop down.

To access your funding data, click Childcare/ Service Provider from the top left of the screen.

This is your main screen where you can access your headcount, estimate and financial summary.

Organisation: **Providertest**
Provider: **Providertest (Day Nursery)**

Home Forms Funding Sufficiency

Welcome to FIS Provider Portal

Please make a selection from the above menu to proceed

Notifications

These records have been edited but not yet claimed.

▽ ❗ There are rejected child funding records for Provider: Providertest - Day Nursery
➡ 2021 Term 1 (1st Apr - 31st Aug) - Funding For 2yr Olds (0 unsubmitted, 1 rejected)

Historical Notifications

These records were edited but never claimed.

Click here to view these items

1. Estimate

- Submit estimate of hours to be claimed for each age group separately (2,3 or 4 year old).

- A child's age group is determined by their actual age on the following dates:
  - spring term – age as of 31 December
  - summer term – age as of 31 March
  - autumn term – age as of 31 August

- Calculate your total hours by age group and add to portal (see below).

- You can re-submit your estimate as many times as you wish, up until headcount, and your monthly payment will adjust accordingly.

- You should re-submit your estimate following headcount to reflect the actual number of hours claimed.

Synergy FIS Provider Portal

Signed in as: **Testprovider**
User Settings | Sign Out

HOME FORMS **FUNDING**

Summary **Estimates** Actuals Adjustments Eligibility Checker

Please select a provider from the drop down below ☒

Manage Providers: Test Provider (Day Nursery) ▾

Submit Estimate: 2017 Term 3 (1st Jan - 31st Mar) - Funding For 2yr Olds CHANGE

Estimate Number of Funded Hours for this Term | 495
Please enter a number, then 'Send Claim'

Send Claim

Calculation
number of children x hours per week x weeks in term

example one - 3 children x 15 hrs x 11 wks. = 495 hrs
example two – 3 children x 30 hrs x 11wks = 990 hrs

2. How to Submit a Claim

Parent Carer Contract

- Complete a parent/carer contract in full (applies to 2,3 and 4 year olds).

- Obtain a copy of the child's I.D (Passport or Birth Certificate).

- Ensure that parent/carer has had sight of the council's Fair Processing Notice.

- Ensure that the parent/carer has read the declaration prior to signing the contract.

- Ensure that the parent/carer and provider have both signed the contract.

- Ensure that the childs start date is completed.

- Ensure details of any other setting the child attends (if applicable) is completed.

- If the parent has indicated that the child is in receipt of DLA, obtain a copy of the award notice.

Entering the Claim onto the Provider Portal

- Select term and headcount for the age of the child.

- Select Actuals.

- Select Add Child (as below).

		Status	Child	Funded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	
❗	↩	New, Awaiting LA Download	Casey, Joe (30-Mar-2019)	195.00	£980.85		

- Select child details.

- Complete child details from the birth certificate/passport provided.

- Complete all other details from the parent/carer contract.

- Select and complete parent/carer details including National Insurance or NASS Number.

- Tick the consent boxes (if permission has been given on parental contract) for EYPP/30H. We cannot check for EYPP or eligibility for 30 hours without the parent/carer consent.

- Select and complete funding details;

- Tick present at census (unless a child leaves before headcount).

- Tick attends two days or more (for children accessing more than 10 hours).

- If a child is in receipt of Disability Living Allowance and you have a copy of their award notice on file tick yes to 'nominated for DAF' otherwise tick no. Upload a copy of the award notice using the document upload facility.

- If a child is eligible for 30 hours funding enter the universal hours (15) and the same for extended hours. (You must first have carried out a eligibility check, see 30 hour claims).

- Enter the 30 hour code.

- Click 30 Hours (You should get a green tick to confirm the code is eligible).

- Tick which days the child attends.

- Enter any non funded hours that the child accesses at your setting.

- Complete start date for the child. End date will always be the last day that you deliver funding in the term.

- The funding tab shows the maximum hours and weeks that can be claimed in the term.

- Save and submit claim (if adding more than one child save and submit once all claims have been added).

Claims Rejected by the Local Authority.

- Claims can be rejected if information is incomplete on your claim or there are errors. For example;

    o Start Dates – These must be set to the child's actual start date in the term.
    o Disability Access Fund – No award notice attached.
    o Proof of DOB missing – not ticked

- You will be notified on a rejected claim by email.
- You can also see this on your portal.

You will be able to see the reason for the rejection in the child record on the summary screen.

If a claim is rejected, make the necessary amendments and resubmit.

2 Year Old Claims

- The LA will send out a postcard, inviting applications, to all families that are on the list that is received from DfE but compiled by DWP/HMRC prior to the start of every term.

- Parents/Carers on the list will need to apply to the LA to check their eligibility. Parents can apply online https://familyinfoservice.sthelens.gov.uk/Enrol/Website/ or by contacting the FEEE Team on 01744 676541/676557/676542

- If eligible they will also be issued with a passport for 2s document to take to their chosen childcare provider along with a copy of ID (birth certificate or passport).

- A copy of the passport must go on the child file along with all other documents relating to FEEE.

- Ensure that the details on the passport match the details given on the parent contract.

- Parent/carer's must take up the child's entitlement within one term of the initial application. If parents choose not to take up the funding until a later date then a further check will be needed to ensure that they are still eligible and that there are no change to circumstances.

- If the parent indicates that the child is in receipt of Disability Living Allowance, obtain a copy of the award notice to keep on file.

- Enter the child onto the portal as per instructions above.

- Include a copy of the DLA award notice if applicable, using the document upload facility.

30 Hours Claims

- The parent/carer applies for a code via the Childcare Choices website. https://www.childcarechoices.gov.uk/

- The code must be obtained prior to the start of the term that the child becomes eligible.

- Codes that are obtained after the start of the term will not be eligible until the start of the following term.

- Codes will need to be reconfirmed every 3 months. This must be done before the valid end date.

- Parent/carers renew their code by logging onto their Childcare account https://www.gov.uk/sign-in-childcare-account

- Parent/carers cannot take up a place if their code expires prior to the start of term and has not been reconfirmed.

- Verify the code via the provider portal (as illustrated below)
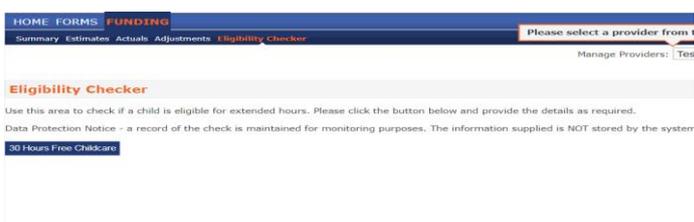
30 Hours Free Childcare

Please enter a valid Eligibility Code and Child Date of Birth, together with Parent/Carer Details.
Partner Details are optional but if entered then all fields, except Forename, must be filled in.

Eligibility Code*	
Child Date of Birth*	
Parent/Carer Forename	
Parent/Carer Surname	
Parent/Carer NI Number*	
Partner Forename	
Partner Surname	
Partner NI Number	

*denotes mandatory fields

Submit   Cancel

- Enter the parent/carer details from the contract

- Submit (you will get a green tick if the code is eligible)

- Enter the child onto the portal as per instructions above. If the code is eligible it will then open up your headcount to accept 30 hours funding.

3. Headcount

- The information on your headcount (actuals tab on the portal) must be accurate prior to the portal closing on headcount day.

- Delete any children who have left your setting in the previous term, by clicking on the red cross next to the child's name.

- Check that the information on the portal matches the parent carer contract.

- The hours claimed matches your register.

- Children included are on roll at headcount date.

- You have proof of DOB and it is ticked on the portal.

- You have ticked present at census for all children still in attendance at headcount (including children who are sick, on holiday, have an authorised absence and those who have attended during the week but the day of headcount is not their allocated day of attendance).

- If there are any changes to a child's details attach a notification slip to the parent/carer contract and update the portal. A child cannot increase or decrease hours after headcount. If there are no changes to a child record, do not select save, select cancel. This will ensure that only amendments and new claims are submitted to the FEEE team.

- Prompt parents to renew their codes prior to the valid end date.

- Notify the LA of any children who are adopted from care so that EYPP can be applied.

- Ensure that updated provider information is submitted through forms on your portal.

- Ensure that you updated your sufficiency information for the current term.

- Re-submit your estimate figures, which should now equal your actual figures.

- When requested by the LA, send a confirmation email confirming all details are correct.

4. Exceptional Circumstances Claims

After headcount date has passed any further claims have to meet exceptional circumstances.

You will find a list of criteria in section 8 of this guidance. Setting errors, (child missed off headcount or incorrect hours claimed) will not meet exceptional circumstance criteria.

IMPORTANT - payment is not guaranteed and will only be made from the date authorised by the funding manager if it is agreed. It is therefore not advisable to start a child at your setting until you have received approval, you will receive a call once your claim is approved. I**f you start a child before you get notification of approval, then you do so at your own risk and you may not receive any funding for the child. Exceptional circumstances claims are not guaranteed.**

The exceptional circumstance form can be found on your portal in the forms section. D**o not use it until headcount has passed**.

- Complete the parent/carer declaration, obtain ID and any supporting documentation.

- Complete the online form **fully.**

- You will only need to submit the claim form we **will not** require a parent/carer declaration or ID as all the information we require will be on the form that you complete.

- The Parent/Carer Declaration, ID and any other supporting documentation should be on file at the setting in the child file for audit purposes.

- There may be instances whereby we ask for proof of change of address or other back up evidence for your claim.

- Please ensure you obtain any supporting documentation in advance of submitting the claim so that you have it ready should it be required.

- There is a two-tier approval system in place now and strict criteria.

- Because of the two-tier approval it will take longer for the claims to be approved so please bear this in mind when you are submitting your claim and make parents aware of this.

5. General Information

General Term Dates - (as set by DfE)

- Summer Term (Term 1)   1 April to 31 August

- Autumn Term (Term 2)   1 September to 31 December

- Spring Term (Term 3)   1 January to 31 March

Funding Parameters

- No session longer than 10 hours.

- Not before 6am or after 8pm.

- A maximum of 3 providers on no more than 2 sites.

- Maximum 15 hours per week (universal offer) plus 15 hours per week (extended offer) where applicable.

Funding Weeks – 38 Week Delivery

- Summer Term – 13 weeks

- Autumn Term – 14 weeks

- Spring Term – 11 Weeks

Funding Weeks - Stretched Offer Delivery

- As above. Claim the funding in the same way as standard delivery but manage the stretched offer internally.

Payment Dates

- Refer to 'Important Dates to Remember'

Contact Information

- Alison Naylor   - 01744 676542
  Sandra Hughes   - 01744 676557
  Shell McBride   - 01744 676541

Email – earlyyearsfeee@sthelens.gov.uk

Provider Portal Link

https://familyinfoservice.sthelens.gov.uk/synergy/publicenquiry/

- The link can also be found on the Council website: Select Schools/education/FIS/FIS Directory and you will find the link in the 'Useful Links' at the bottom of the page.

6. Stretched Offer

The key to stretched offer is to not give the parents back any more hours than we give you in each term.

Spring	165 hours for 15-hour claim	or	330 hours for 30-hour claim
Summer	195 hours for 15-hour claim	or	390 hours for 30-hour claim
Autumn	210 for 15 hours claim	or	420 hours for 30-hour claim

Total Hours   570 for 15 hours claim   or   1140 for 30-hour claim

If you operate this way parents will never owe you money if they leave before accessing a full year, especially the summer term which is the term where you could give far more back than you need to.

If a parent is looking to access the full entitlement over the full year, then you would claim 15 or 30 hours from the LA over 38 weeks but to deliver that in your setting to give the exact amount of funding back to the parent you would offer.

12 or 24 hours over 47.5 weeks = 570 or 1140 hours

If a parent is looking to access less than their full entitlement over the year (i.e., only want to take 10 hours over 51 weeks) then you would need to claim the appropriate hours on the portal, and we would still pay you that amount over 38 weeks, but you would calculate as follows.

Examples of a 10- and 20-hour claim over 51 weeks.

For a 15-hour claim - 10 hours x 51 weeks divide by 38 weeks that we are paying you.

= 13.42 hours per week **(this is what you would claim from us)**

For a 30-hour claim – 20 hours x 51 weeks divide by 38 weeks that we are paying you.

= 26.84 hours per week **(this is what you would claim from us)**

7. How to Carry Forward Sufficiency Data

From your main screen, select the year:

Select the term you are carrying the data from (e.g term 2 to term 3)

Select Copy

Term Time Sufficiency for 2019 - Term 3 (1st Jan - 31st Mar)

Age Group	Places	Mon AM	Mon PM	Tue AM	Tue PM	Wed AM	Wed PM	Thu AM	Thu PM	Fri AM	Fri PM	Sat AM	Sat PM	Sun AM	Sun PM	Wait List	Cost Type	Cost Value
0- 2	Offered	5	5	5	5	5	5	5	5	5	5	0	0	0	0	0	Full Daily Rate	£60.00
	Vacancies	1	1	2	0	1	0	2	0	1	0	0	0	0	0			
2 - 3	Offered	10	10	5	5	5	5	10	5	10	5	0	0	0	0	0	Full Daily Rate	£48.00
	Vacancies	3	1	1	1	1	0	0	3	0	2	0	0	0	0			
3 - 4	Offered	10	5	10	5	10	5	10	5	10	5	0	0	0	0	0	Full Daily Rate	£48.00
	Vacancies	2	1	1	1	1	1	1	0	0	0	0	0	0	0			

When you select copy the following screen will appear. If you only operate Term Time then you select Term Time and **submit**. If you operate through the school holidays too then you will have to repeat for the School Holidays too. When you click submit it will ask you are you sure you want to do it, please select **yes.**
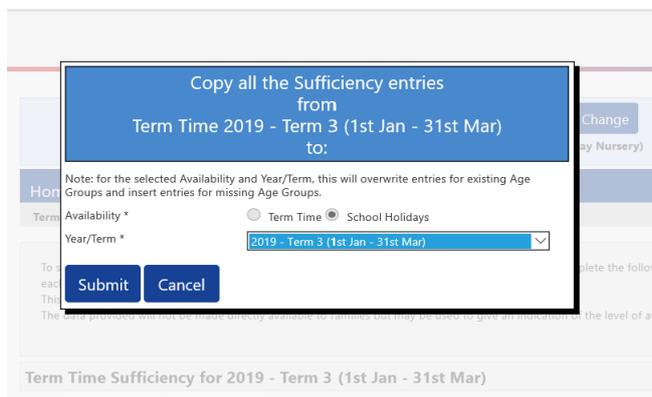
You will get a confirmation to say that you have carried the term forward successfully.

Home Forms Funding **Sufficiency** Images

Term Time School Holidays

✔ Copied to School Holidays 2019 - Term 3 (1st Jan - 31st Mar)

To support the LA in their statutory duty to ensure sufficient early years and childcare places, please complete the following tables, indicating the number of places you offer across each age range and the number of vacancies you hold for each age range.
This information will be collected on a termly basis and will only be used to inform the LA.
The data provided will not be made directly available to families but may be used to give an indication of the level of availability in the local area.

Term Time Sufficiency for 2019 - Term 3 (1st Jan - 31st Mar)

[Edit] [Copy]

Age Group	Places	Mon AM	Mon PM	Tue AM	Tue PM	Wed AM	Wed PM	Thu AM	Thu PM	Fri AM	Fri PM	Sat AM	Sat PM	Sun AM	Sun PM	Wait List	Type	Value
0- 2	Offered	5	5	5	5	5	5	5	5	5	5	0	0	0	0	0	Full Daily Rate ∨	£60.00
	Vacancies	1	1	2	0	1	0	2	0	1	0	0	0	0	0			
2 - 3	Offered	10	10	5	5	5	5	10	5	10	5	0	0	0	0	0	Full Daily Rate ∨	£48.00
	Vacancies	3	1	1	1	1	0	0	3	0	2	0	0	0	0			
3 - 4	Offered	10	5	10	5	10	5	10	5	10	5	0	0	0	0	0	Full Daily Rate ∨	£48.00
	Vacancies	2	1	1	1	1	1	1	0	0	0	0	0	0	0			

[Edit] [Copy]

Once you have completed your carry forward select the arrow indicated below to take you back to your main screen.

Term

8. Criteria

Early Years Pupil Premium (EYPP) – Eligibility Criteria

- Income Support;
- Income based Job Seekers Allowance;
- Income related Employment and Support Allowance;
- Support under Part VI of the Immigration and Asylum Act 1999;
- The Guaranteed element of State Pension Credit;
- Child Tax Credit provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs.
- Working Tax Credit 'run on' (This is paid to a family for 4 weeks after you stop qualifying for Working Tax Credit).
- Universal Credit. From 1 April 2018 if a parent is entitled to Universal Credit they must have an annual net earned income equivalent to and not exceeding £7,400, assessed on up to three of the parent's most recent Universal Credit assessment periods to be eligibile.
- The child is a Looked After Child;
- The child has been adopted, left care through Special Guardianship or Child Residence Order.

2 Year Old Funding Criteria

- Income Support.
- Income based Job Seekers Allowance.
- Income related Employment and Support Allowance.
- Universal Credit – for places starting in the summer term of 2018 (on or after 1st April 2018), or any subsequent term, if a parent is entitled to Universal Credit they **must** have an annual net earned income equivalent to and not exceeding £15,400, assessed on up to three of the parent's most recent Universal Credit assessment periods.
- Support through Part VI of the Immigration and Asylum Act 1999.
- The guaranteed element of State Pension Credit.
- Tax credits and they have an annual income of under £16,190 before tax.
- The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit).
- The child has an Education Health and Care Plan.
- The child has a statement of special educational needs.
- The child is a Looked After ChildThe child has been adopted, left care through Special Guardianship or Child Arrangement Order.
- Children of Zambrano Carers
- Children of families with no recourse to public funds with a right to remain in the UK on grounds of private and family life under Article 8 of the European Convention on Human Rights (ECHR)
- Children of a subset of failed asylum seekers (supported under section 4 of the Immigration and Asylum Act 1999 'the 1999 Act').
- Hong Kong British Nationals (O)s will be granted leave to remain with no recourse to public funds. This mean that in order to access the 2YO entitlement, they will need to fall within one of the categories where we have extended this entitlement irrespective of immigration status. BN(O)s will also be entitled if the child has SEND, an Education, Health and Care Plan (EHCP) or they are a looked after or previously looked after child.

30 Hour Funding Criteria

- The parent of the child (and their partner where applicable) should be seeking the funded childcare to enable them to work;
- Both parents are working (or the sole parent is working in a lone parent family) and earning the equivalent of 16 hours at the national living wage or their national minimum wage rate over the forthcoming quarter;
- Neither parent's income can exceed £100,000
- Both parents are employed but one or both parents is temporarily away from the workplace on parental, maternity or paternity leave;

- Both parents are employed but one or both parents is temporarily away from the workplace on adoption leave;
- Both parents are employed but one or both parents are temporarily away from the workplace on statutory sick pay;
- One parent is employed and one parent has substantial caring responsibilities based on specific benefits received for caring;
- One parent is employed and one parent is disabled or incapacitated based on receipt of specific benefits

Disability Access Fund (DAF) - The child is in receipt of Disability Living Allowance.

Exceptional circumstance claims

- Safeguarding concerns – based on recommendations from a St Helens Council social care professional or health professional.
- Notable change of address – where the distance from a new home to the current early education provider is greater than 2 miles, more than the distance from the old home to same provider.
- Multiple and significant changes placing a family in challenging circumstances.
- Where current Early Education and care arrangements prevent a parent accepting a job offer.
- Childs additional needs are not being met.
- Child who has not accessed a provision before.

9.   Document Upload

- **Go into the relevant term and headcount for the age of the child**

- **Click into the child in your headcount.**

- **Click into the Documents Tab**

- **Upload the file from your PC.**