



Harrow Early Years Provider Portal Guidance



**Education Services
June 2024**

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1. Introduction

The Online Provider Portal is a secure website where Harrow early years childcare providers can input and submit the termly headcount funding for funded 9 months - 2, 3 and 4 year olds. The Portal provides easy access to make funding claims and view payment breakdowns.

This document contains user guidance to help you access the Provider Portal to view, check and submit the following:

- 9 month – 23 month old Funding
- 2 year old Funding
- 3 and 4 year old Funding
- Working Family Eligibility Checker

And also, to submit any relevant Online Forms for the service, such as:

- 2 Year Old Funding Eligibility Check
- Leavers Form for Funded Children

Note: Some additional forms will be required outside of the portal, which forms part of the overall claims process; these can be found on the Harrow website.

- Disability Access Fund Form (DAF)
- Send Inclusion Funding Form
- Parent/Carer Declaration Form
- Provider Declaration Form
- Quality Supplement Application Form

Harrow Families Information Service team will:

- Relay any updates in regard to the provider portal at the termly Harrow Early Years Forums.
- Provide a portal guidance document, covering step by step processes to portal usage.
- Provide phone support to all PVI's, childminders and academies with the operational usage of the system.
- Provide user access to the system (for those who are offering free early years entitlements).
- Undertake termly audits to review submitted data quality and integrity.
- Notify providers of updates/changes to the system accordingly.

Childcare providers should:

- Ensure that accurate information about children attending their setting is submitted by the set dates (see the Key Funding Dates in the Handbook for Early Years Providers).
- Ensure accurate data is submitted.

- Ensure access is only granted to authorised personnel to submit the funding claims and online forms on behalf of the setting.
- Co-operate fully with the audits as and when required by a designated Harrow Council Officer.
- Ensure all staff comply with the Data Protection Act 1998 and the General Data Protection Regulations (GDPR) 2018.
- Inform all relevant staff about updates or changes to the system.
- Comply with relevant legislation and financial requirements.
- Deliver the free entitlements to all eligible parents/carers and be clear about any additional services and charges.
- Retain any parental consent documentations relating to claims and submissions.
- Make parents/carers aware of the Harrow Council Privacy Notice when submitting information.

2. Important Information Before Claiming

Parent/Carer Declaration

As providers, it is your responsibility to:

- Ensure that you have a signed declaration in place for all children that you are making a claim for. If you do not have a signed agreement/contract in place you do not have consent from the parent/carers to make a claim. This form is to be retained for your records.
- Ensure that parents/carers are informed of any notice periods you have. It is the responsibility of the provider to ensure that notice periods are agreed with families when a child registers at a setting. These notice periods will not be part of the funding unless the child is in attendance for the whole period.
- View proof of the child's date of birth i.e., copy of birth certificate/passport. We will perform periodic audits to verify that details submitted correspond to claim information held on the portal.

Security

The Provider Portal is a secure system. In order to maintain this; the following guidelines need to be followed:

- Keep your login details secure.
- Do not share your login details with anyone else.
- Remember that the Portal when accessed online is secure; if you chose to print information from the portal or access the portal in a public location you need to take the relevant precautions around GDPR (please see the ICO website).
- Always remember to logout of the Portal system when not in use to prevent inappropriate access to the system and loss of data (the Portal will automatically logout after a prolonged period of inactivity).

Stretched Hours

- It is possible to stretch the funding entitlement over the academic year – however this is a matter for the settings and when submitting a claim please base this on the usual funded 38 weeks. When inputting the attendance for these children you need to 'standardise' the hours and weeks for that term.

For a full and complete guide to the funding process please refer to the Handbook for Early Years Providers on the Harrow website. This will include:

- Number of funded weeks (see the Key Funding Dates in the Handbook for Early Years Providers).
- General Data Protection Regulations (GDPR)
- Privacy Notice
- Appeals
- Complaints

Please read this document before submitting any information, as this will help you understand the process of logging into the Provider Portal and submitting your headcount and supplementary claims correctly.

Please review your register to ensure that you claim for the exact number of children that are entitled to the funding.

If you have any issues accessing the Provider Portal, please contact FIS via email fis@harrow.gov.uk or call 020 8901 2690 (option 2).

3. Submission Actions

9 months to 23 month olds		
Key Action	Steps to Submit	Information
Existing 9 month old to 23 month old claims	Save and submit existing child records each term, making any necessary amendments	Existing children from the previous term will already be listed on the Provider Portal but still need to be re-submitted for the current term (if the child is no longer at the setting, please delete the child record and submit it).
New 9 month to 23 months old claims	Add the new children on the Provider Portal and submit	Refer to the Funding section in this Provider Portal guidance document. Ensure you enter the eligibility code in the funding section.

2 Year olds		
Key Action	Steps to Submit	Information
Existing 2 year old claims	Save and submit existing child records each term, making any necessary amendments	Existing children from the previous term will already be listed on the Provider Portal but still need to be re-submitted for the current term (if the child is no longer at the setting, please delete the child record and submit it).
New 2 year old claims	Add the new children on the Provider Portal and submit	Refer to the Funding section in this Provider Portal guidance document. The ' notes ' screen will must be completed with the evidence of eligibility (letter/email/out of borough letter). If the child is from another borough the eligibility evidence should be sent securely to FIS
Submit a 2 year Old Funding Eligibility Check (Disadvantaged criteria)	To check the eligibility for new 2 year old claims under the 'disadvantaged' criteria (whereby they have not received an eligibility letter) please complete the Eligibility Check Form on the Provider Portal under the 'Forms' section.	Refer to the Forms section in this Provider Portal guidance document.

3 and 4 year olds		
Key Action	Steps to Submit	Information
Existing 3 and 4 year old claims	Save and submit existing child records each term, making any necessary amendments	Existing children from the previous term will already be listed on the Provider Portal but still needs to be re-submitted for the current term (if the child is no longer at the setting, please delete the child record and submit it).
New 3 and 4 year old claims	Add the new children on the Provider Portal and submit.	Refer to the Funding section in this Provider Portal guidance document.
Extended Hour claims (30 Hours)	Validate/check code on the 'Eligibility Checker' on the Provider Portal. Ensure that the code dates are valid for the appropriate term and submit claims making sure you complete the parent/carer section and tick the Working Family Eligibility box . Add the universal and extended hours accordingly	Refer to the Funding section in this Provider Portal guidance document.

Supplements for all funding entitlements		
Key Action	Steps to Submit	Information
EYPP	Complete the parent/carer section of the child record and tick the EYPP box	Refer to the Funding section in this Provider Portal guidance document. Before completing this section for EYPP, check that the parent/carer meets one or more of the eligibility criteria as set in the Handbook for Early Years Providers
Quality Supplement Form	Complete the Quality Supplement Form on the Harrow website. The completed form should be sent securely to FIS	To be submitted annually in the summer term, should you wish to access this supplement.
Flexibility Supplement	Automatically applied	Captured from information supplied in your Spring Term Early Years Census form.
IDACI Supplement	Automatically applied	Captured from the LSOA using the child's postcode (if a child is eligible for this, their record will have IDACI recorded on the 'weightings' tab.
Inclusion Funding	Applications to be completed and submitted to inclusionfunding@harrow.gov.uk securely	Information and application guidance can be found on the SEND Funding pages on the Early Years website.
Disability Access Funding (DAF) (If applicable)	Complete the DAF Form on the Harrow Website. The completed form should be sent securely to FIS together with a copy of the current DLA letter	Information and application guidance can be found on the SEND Funding pages on the Early Years website.
Leaver form	Complete Leavers Form for Funded Children who leave part way through the term on the Provider Portal. Please do not submit leaver forms for children who have left at the end of the term. For these children simply delete the child records from the headcount in the following term and submit	Refer to the Forms section in this Provider Portal guidance document.
Estimates for interim payment	Add the total number of estimated hours to the Provider Portal for the following term (for each funding type). Dates to submit your estimates are included within the funding timetable	Refer to the Funding section in this Provider Portal guidance document (estimates section).

4. Managing your Login

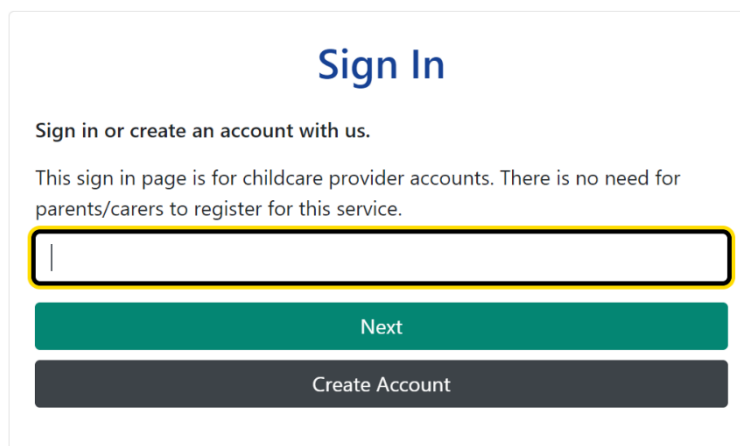
Logging in for the first time

This document advises on your responsibility with regards to keeping your data and passwords safe as well as recommending a password policy for new and old users.

You can access the portal by clicking this link '[Provider Portal](#)' or by copying this link into your internet browser [Sign In - Synergy \(servelec-synergy.com\)](http://servelec-synergy.com).

The link above will take you to the '**Sign In**' screen.

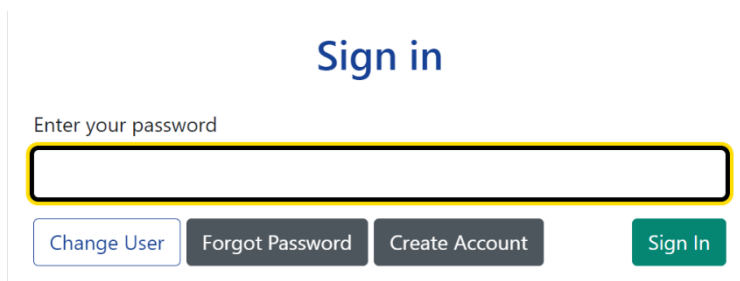
Step 1: Type in the username provided by FIS



The screenshot shows a 'Sign In' page with the following elements:

- Header: **Sign In**
- Text: Sign in or create an account with us.
- Text: This sign in page is for childcare provider accounts. There is no need for parents/carers to register for this service.
- Input field: A text box for entering a username, highlighted with a yellow border.
- Buttons: A green 'Next' button and a dark grey 'Create Account' button.

Step 2: Type in the password provided by FIS and select sign in



The screenshot shows a 'Sign in' page with the following elements:

- Header: **Sign in**
- Text: Enter your password
- Input field: A text box for entering a password, highlighted with a yellow border.
- Buttons: A light blue 'Change User' button, a dark grey 'Forgot Password' button, a dark grey 'Create Account' button, and a green 'Sign In' button.

Step 3: You will then be taken to a 'reset password' screen, where you can reset your password following the password policy below and select change password.

Reset password

New Password *

Confirm Password *

Please confirm your password

Change Password

To change your password:

Please follow this password policy criteria to create new password.

- Cannot be the same as the username
- Must be a minimum of 8 characters in length
- Must contain at least one alphabetic character
- Must contain at least one number
- Must contain a special character (! \$ % ^ & * () : ; @ # -)
- Must contain at least one capital letter

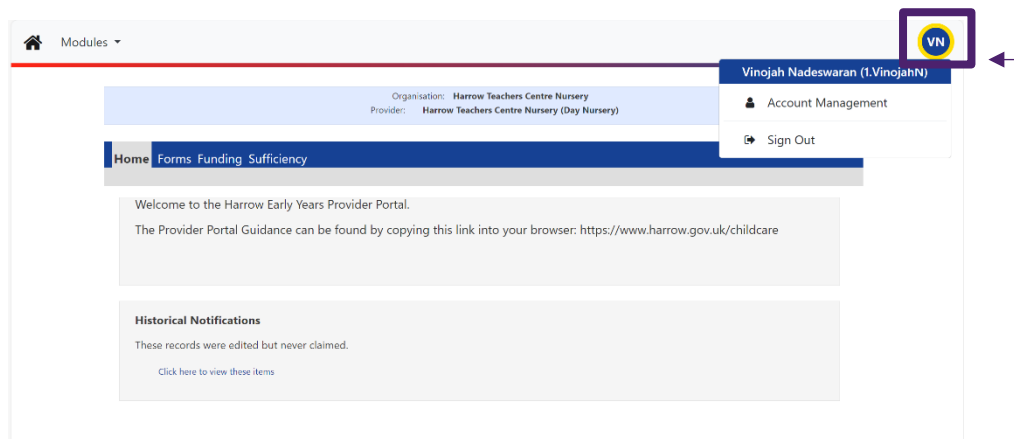
If you have any issues logging into the system, please contact FIS by email fis@harrow.gov.uk or call us on 0208 901 2690 (option 2).

Authentication Questions

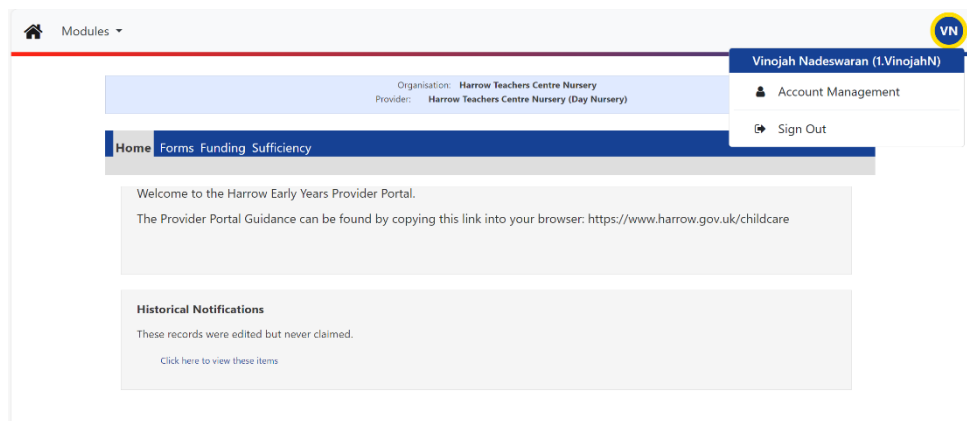
For added security on the provider portal, '**Authentication Questions**' have been added.

The first time you login, you need to reset all three authentication questions to personalise these settings because without resetting these questions, you will not be able to secure the funding access. The temporary questions and answers (which will be set by FIS) will be sent to you via email with your login details. Once you create your answers to the questions, you will be asked to answer a question at random each time you select the Funding tab.

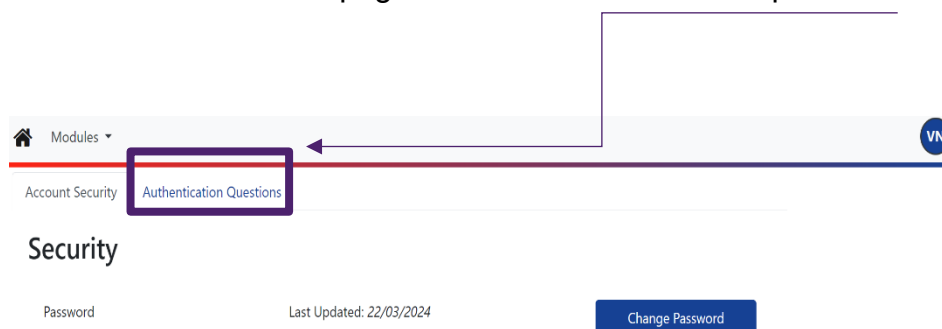
Step 1: To change your authentication question, click your initials as shown.



Step 2: Select Account Management



Step 3: You will be taken to this page and click authentication questions



Step 4: Click on each question and fill in the field with the old answer that the FIS team emailed you and your new answer then click save.

Modules ▾

Account Security Authentication Questions

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.

- Place of birth (Provider)
- * What is your favourite colour? (Provider)
- * What is your mother's maiden name? (Provider)

Old Answer:

New Answer:

Confirm New Answer:

Save

Once you have selected save, you will see a notification confirming your new answer was successfully saved.

Modules ▾

Account Security Authentication Questions

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.

- Place of birth (Provider)
- What is your favourite colour? (Provider)
- What is your mother's maiden name? (Provider)

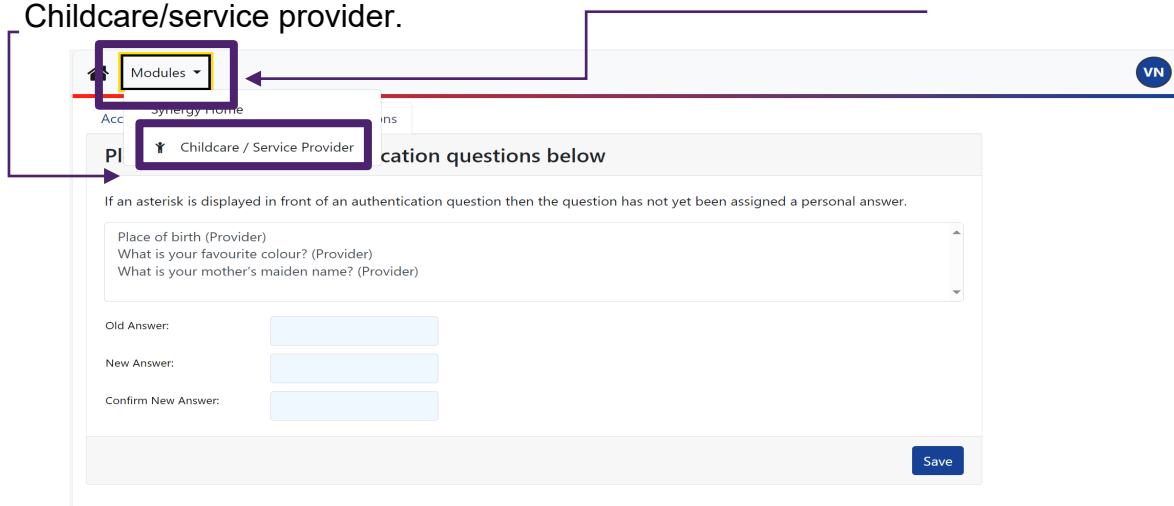
New answer successfully saved.

Note: A ‘*’ against any of the questions means that the Authentication Question has not yet been set.

You can change your authentication questions at any point. In order to do this, you will need to edit your user settings. At the top right-hand side of the screen select 'User Name'.

Once selected, the screen will default to display the 'Change Password' tab, if you have already changed your password, you do not need to do anything on this screen; then Click on the '**Authentication Questions**' tab.

Step 5: to go back to the funding and headcount page, click modules and select Childcare/service provider.



Existing user access

The portal can be found at the following link: [Sign In - Synergy \(servelec-synergy.com\)](https://synergy.servelec-synergy.com)

In order to access the Provider Portal you will need the following information:

- Username and Password
- Answers to the Security Questions

If you forget your password, you can request for it to be reset it by contacting FIS by email fis@harrow.gov.uk or telephone 020 8901 2690 (option 2).

Please note: the passwords in the portal are case sensitive. If you are locked out of the system, you will need to contact FIS for reset.

New Users

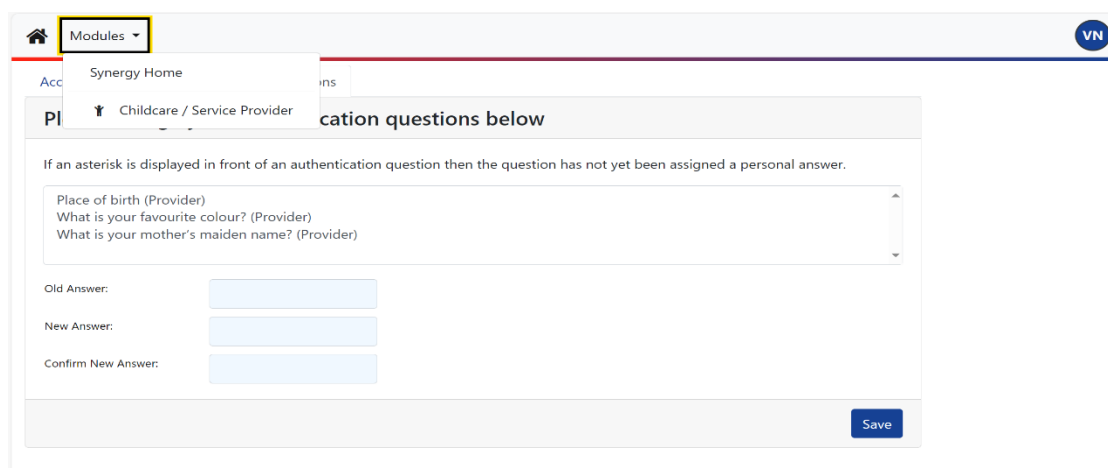
Access to the Provider Portal will only be granted at the request of the setting's manager in writing. Requests should be emailed to fis@harrow.gov.uk

Inactive Users

When staff no longer work at the setting, it is the managers' responsibility to inform FIS so that their access rights are suspended/removed. Notification should be emailed to fis@harrow.gov.uk

Managing your password and security authentication answers

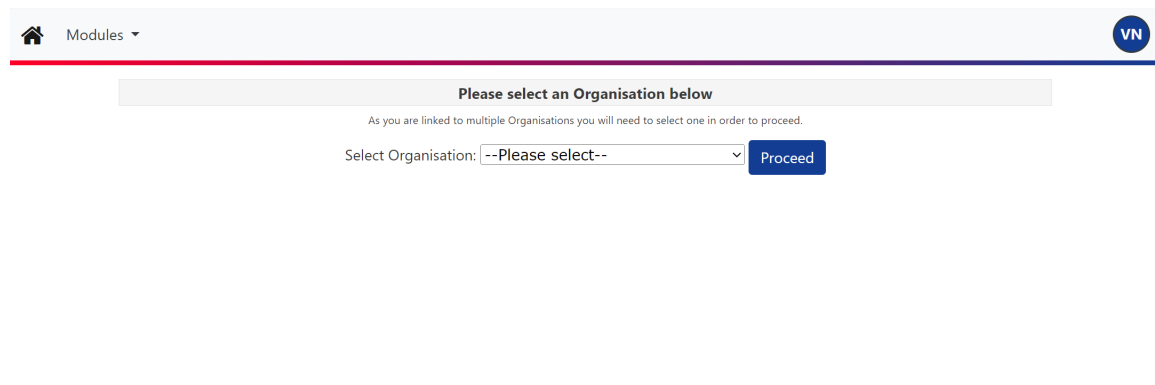
If you wish to change your password or the answers to your authentication questions at any time then select the 'User Name' at the top right hand side of the screen, and choose 'Change Password' and/or 'Authentication Questions' tabs to complete the relevant fields and make the required changes.



The screenshot shows a web application interface. At the top, there is a navigation bar with a home icon, a 'Modules' dropdown menu, and a 'VN' logo. Below the navigation bar, there is a breadcrumb trail: 'Acc > Synergy Home > Childcare / Service Provider'. The main content area is titled 'Authentication questions below'. It contains a message: 'If an asterisk is displayed in front of an authentication question then the question has not yet been assigned a personal answer.' Below this message is a scrollable list of questions: 'Place of birth (Provider)', 'What is your favourite colour? (Provider)', and 'What is your mother's maiden name? (Provider)'. Underneath the list are three input fields labeled 'Old Answer:', 'New Answer:', and 'Confirm New Answer:'. A blue 'Save' button is located at the bottom right of the form.

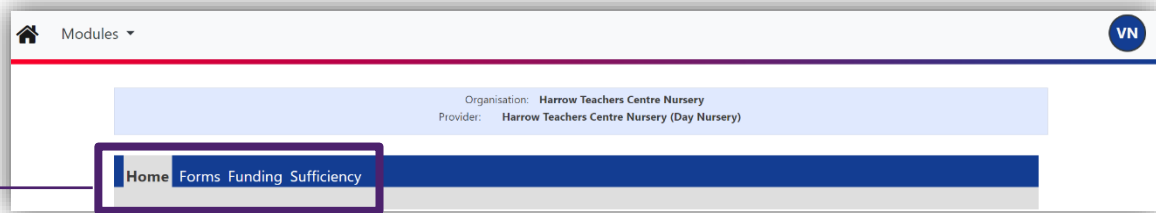
5. Using the Provider Portal

The Provider Portal has four main menu selections '**Home**', '**Forms**', '**Funding**' and '**Sufficiency**'. Each menu has several sub menu options which can be seen underneath the selected menu.



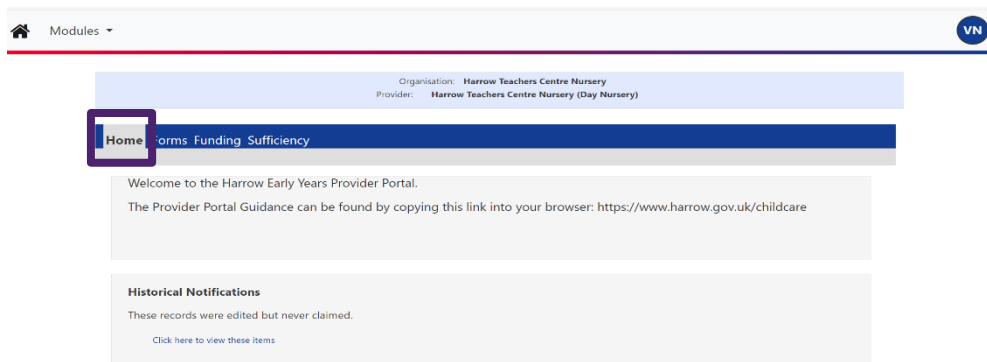
The screenshot shows a web application interface. At the top, there is a navigation bar with a home icon, a 'Modules' dropdown menu, and a 'VN' logo. Below the navigation bar, there is a message: 'Please select an Organisation below'. Underneath this message is a smaller message: 'As you are linked to multiple Organisations you will need to select one in order to proceed.' Below this is a form with a label 'Select Organisation:' followed by a dropdown menu showing '--Please select--' and a blue 'Proceed' button.

For multiple users (providers managing more than one setting), you will be able to select the relevant setting from the select organisation drop down list. Once you have selected a provider you will be taken to the home page as below (if you have only one provider, you will be taken directly to the home page once you login).



The Provider Portal has four main menu selections '**Home**', '**Forms**', '**Funding**' and '**Sufficiency**'. Each menu has a number of sub menu options which can be seen underneath the selected menu.

5.2 Home Page

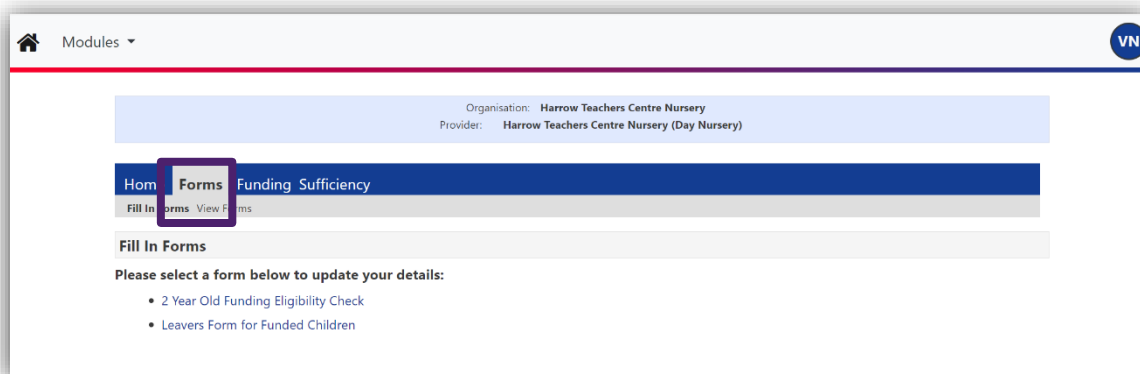


Each time you log into the Provider Portal you will be taken to the '**Home**' page. You can also return to this page at any time using the '**Home**' menu selection at the top of the page.

The home page is where you will see important messages and communications. Examples of these might be when the Provider Portal is open for you to make Headcount Claims, links to the privacy policy and Early Years website, or any key information around funding which may need to be communicated to Harrow Early Years providers. Note that FIS will continue to email out communications as well as having them visible on the Provider Portal.

5.3 Forms Page

All online forms can be found under the **'Forms'** menu. The first sub menu is **'Fill in Forms'**, where a list of forms are available for completion. The second sub menu is **'View Forms'**, here you can view any submitted forms and check the status.



Please see below for the purpose of each current form and when they need to be completed:

2 Year Old Funding Eligibility Check (Disadvantaged Criteria Only)

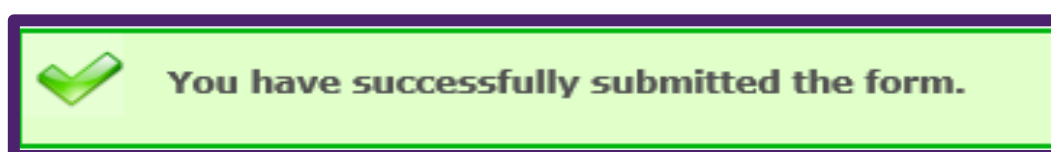
This form can be completed and submitted by your provision to check a child's eligibility under the disadvantaged families criteria. Please ensure that the parent/carer has read and understood the Privacy Notice. Before you submit any details to Harrow Council, the parent/carer must consent to transferring the child's information as part of their eligibility check.

Leavers Form for Funded Children

This form only needs to be completed if a child leaves your provision **after the headcount deadline** or **before the end of the term**. In some cases, under the 3 and 4 year old funding; funding adjustments may not be made i.e., once the funding is closed. The leavers form is still required for audit purposes.

Select the form you require by selecting the required form link. Each form will have at **least two pages**, you can select the **'Next Page'** button that appears on the online form to move from page to page.

All fields with a **'***, must be completed in order to submit the form. Once the form is fully completed, select **'Submit Form'**. If the form has been submitted successfully a green message will be displayed stating 'You have successfully submitted the form'.



You can view forms you have previously submitted and check their status by selecting **'View Forms'**

Home Forms Funding Sufficiency

Fill In Forms **View Forms**

View Forms

Select a form below to view:

- 2 Year Old Funding Eligibility Check (02/04/2024 11:18:21 - Pending)
- Leavers Form for Funded Children (11/09/2018 15:22:22 - Authorised)
- Leavers Form for Funded Children (11/09/2018 15:06:19 - Authorised)
- 2 Year Old Funding Eligibility Check (13/08/2018 13:07:26 - Authorised)
- 2 Year Old Funding Eligibility Check (02/08/2018 15:38:51 - Authorised)

The forms will have a status at the end to say if they are **'Pending'** or have been **'Authorised'** or **'Denied'**.

Forms are usually **'Denied'** if they have been submitted more than one/duplicated, a blank form has been submitted or the form has not been completed within the guidelines given in this guidance.

You should receive an email to advise of the outcome of your form submission once the FIS team has assessed the request. If there are any problems you will be contacted by the FIS

5.4 Funding Page

This is where you will complete all your headcount claims every term.

Please note: whenever you select the **'Funding'** Tab you will be asked one of your security questions.

Home Forms Funding Sufficiency

Security question

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

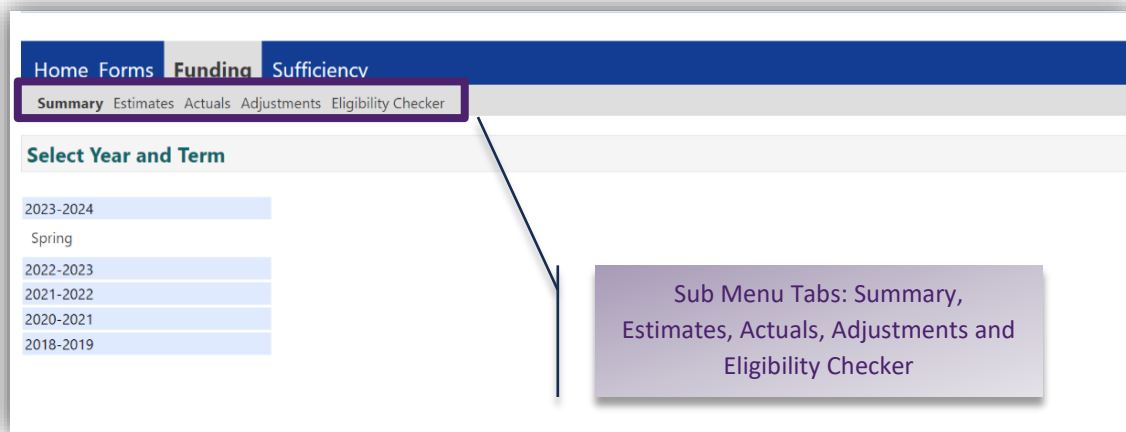
Place of birth

Submit

For 9 months + and 2 year old funded children of working families, you must only submit funding claims for those eligible children with a working family eligibility code. For 'disadvantaged two year olds' you must have seen a current eligibility confirmation such as a valid eligibility letter or an email confirmation from FIS. refer to 'The Claim Process' in the Handbook for Early Years Providers.

If eligibility confirmation has not been received, you should complete and submit the **'2 Year Old Funding Eligibility Check'** form located in the **'Forms'** tab (use this form to check eligibility under the disadvantaged families criteria). You must wait for confirmation before submitting a funding claim for that child. If a parent/carer has not received an eligibility letter or an eligibility code and you think the child may be eligible under other eligibility criteria, contact FIS to confirm before making a funding claim.

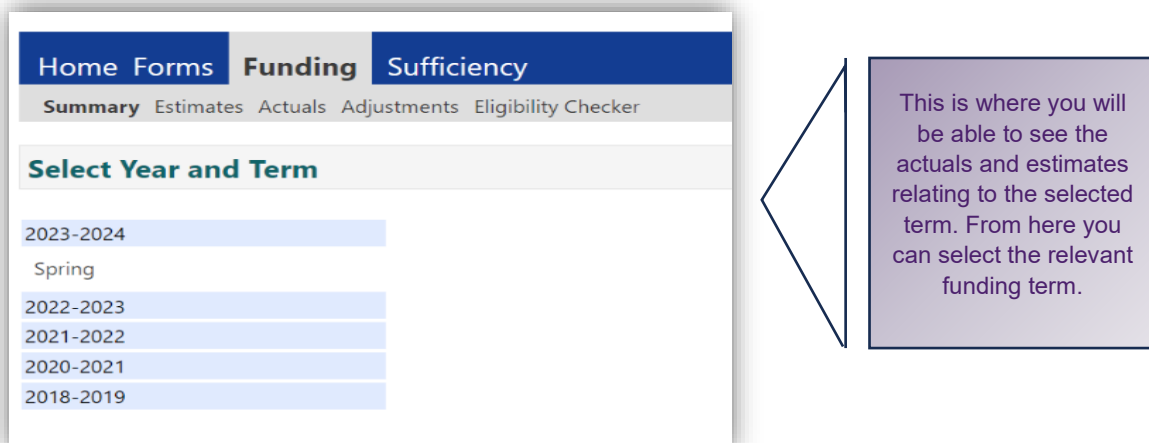
When selecting Funding, a sub-menu will appear immediately below showing **'Summary'**, **'Estimates'**, **'Actuals'**, **'Adjustments'** and **'Eligibility Checker'** options.



5.4.1 Sub Menu: Summary

This is where you can view at a glance the funding breakdown, for your setting including your rates per hour, interim amount and adjustments.

To see the summary for any term use **'Select'** to the left of the required line, this will display a summary for the relevant period. Changes can only be made for the current term until the funding date has closed (please refer to Handbook for Early Years Providers. Once the funding term has been selected, the Summary screen will appear (see example below).



Summary Head Count Records for 2024-2025 - Autumn

2024-2025	
Autumn	
2022-2023	
2021-2022	
2020-2021	
2018-2019	

	Funding Type
	2 Yr Old Funding
	3yr & 4yr Old Funding
	9 Months + Funding

Once you select the funding term, you will be able to select '9 months + Funding', '2 year old funding' or '3 & 4 year old funding' to check your actuals or estimates.

To view a different term or funding type, select '**CHANGE**'. The screen will return to the list of funding terms where you will be able to select an alternative option.

Summary: 2024-2025 Autumn - 9 Months + Funding CHANGE

Estimates	
Term Length (Weeks)	14.00
▶ Provider Rate applied	£10.37
Estimate Funding	
Hours Per Week	0.00
Term Funding Amount	£0.00
Interim %	75.00%
Interim Amount Payable	£0.00
<hr/>	
Total Interim Amount Paid to Date (before Adj)	£0.00
<hr/>	
Interim Amount Payable Balance	£0.00
<hr/>	
Number of Payments Due	2 / 2
Next Payment Amount Due (before Adj)	£0.00
<hr/>	
Fully Processed	No

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.

Actuals	
Term Length (Weeks) Term Time	14.00
▶ Provider Rate applied to child funding	£10.37
Expanded Funding	
Funded Hours for Term	0.00
Funding Amount @ Provider Rate	£0.00
<hr/>	
Expanded Funding Amount	£0.00
<hr/>	
Totals	
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	

Summary: 2023-2024 Spring - 3Yr & 4yr Old Funding CHANGE

Provider Rate, including supplements (note supplements may not be displayed until approved)

The interim payment is based on estimates and will be displayed here.

Once payments are processed, this field will be populated

Estimates	
Term Length (Weeks)	11.00
▶ Provider Rate applied	£5.87
Base Rate	£5.39
Flexibility	£0.24
Quality Supplement	£0.24

Estimate Funding	
Hours Per Week	0.00
Term Funding Amount	£0.00
Interim %	75.00%
Interim Amount Payable	£0.00

Total Interim Amount Paid to Date (before Adj)	£0.00
Interim Amount Payable Balance	£0.00

Number of Payments Due	2 / 2
Next Payment Amount Due (before Adj)	£0.00
Fully Processed	No

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.

Actuals	
Term Length (Weeks) Term Time	11.00
▶ Provider Rate applied to child funding	£5.87
Base Rate	£5.39
Flexibility	£0.24
Quality Supplement	£0.24

Funding	
Funded Hours for Term	330.00
Funding Amount @ Provider Rate	£1937.10
▶ Child Weightings Total	£128.70
2 children with Deprivation Area Band 3 (£0.06)	£19.80
1 child with Early Years Pupil Premium (£0.65)	£108.90
Funding Amount	£2065.80

Extended Funding	
Funded Hours for Term	0.00
Funding Amount @ Provider Rate	£0.00
Extended Funding Amount	£0.00

Totals	
Funded Hours for Term	330.00
Funding Amount @ Provider Rate	£1937.10
Child Weightings	£128.70
Term Funding Amount	£2065.80
Interim Amount Paid (before Adj)	£0.00

Term Funding Amount Balance	£2065.80
Adjustments Paid with Final Payment	£0.00
Actual Amount Paid (Inc. Adj)	£0.00

Processed	No
Processed Date	

Child weightings include EYPP, DAF and IDACI (click on the arrow to display rates)

Once payments have been processed, this field will be populated.

5.4.2 Sub Menu: Estimates

The interim payment will be based on the estimates provided prior to the start of term.

You will need to enter your estimated number of funded hours per week for each term in advance of each term's start date. Dates to submit your estimates prior to a new term will be included in your funding timetable.

Select the 'Estimates' tab and enter the

- **Number of weeks: Please do not change**
- **Estimated Number of Funded Hours Per Week for the term: Expected number of funded hours multiply by expected number of funded children per week: e.g. (3 children x 15 hours) + (4 children x 30 hours) = 45 hours + 120 hours. The number of hours to enter on the portal will be 165 hours**

As a total for all children that you are expecting to attend your setting that term and select 'Calculate'. Then select 'Send Claim' once you have done this, you will see a notification on your screen confirming that your submission is successful.

The screenshot shows a 'Submit Estimate' form for the 2024-2025 Autumn term for 3yr & 4yr old funding. A green notification bar at the top says 'Submission Successful'. Below this, the form has two input fields: 'Number of Weeks for this Term' with the value '11.00' and 'Estimate Number of Funded Hours Per Week for this Term' with the value '165.00'. A note below the fields says 'There are 1,815.00 Hours in this Term' and 'Please enter both numbers, click 'Calculate', then 'Send Claim''. There are two buttons: 'Calculate' and 'Send Claim'. Two callout boxes provide additional instructions: one points to the weeks field saying 'Number weeks for the term. Please do not change' and another points to the hours field with the same calculation example as in the text above.

Please note: estimates can be viewed, amended and re-submitted whilst the submission dates remain open (see the Key Funding Dates in the [Handbook for Early Years Providers](#)). Separate estimates will need to be completed for each funding type (9 month +, 2 year old and 3 and 4 year old).

Once the Estimate submission date has passed, the 'Estimates' screen for that term will show a summary of what was submitted.

Note: The interim payment will be approximately 75% of your estimates. **If the estimated submission date is missed, no interim payment will be made.**


5.4.3 Sub Menu: Actuals

This is where you will need to complete the Headcount Claims for all the children you are claiming funding for each term. Select '**Actuals**' tab, then select the relevant funding type for the term (9 month +, 2 year old and 3 and 4 year old). Within the selected term you will manage children's records for the headcount for that period.



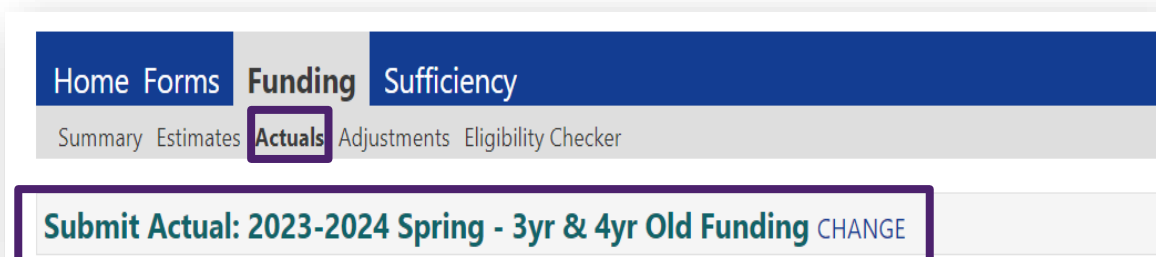
Note that once funding dates are closed the icon will still be present, but no amendments or further submissions can be made for that term as it is now closed.

Once you '**Select**' the term you will either see '**View Actuals**' or '**Submit Actual**' (discussed in the next section) displayed in orange. Previous terms are displayed as '**View Actuals**', they are available as **view only** and changes cannot be made as the funding submission for the selected term has now closed.

Where  icon appears indicates the funding for that term/type has been submitted. If the funding dates are still open you can submit again to send through this claim (and any others with this icon).

5.4.3.1 Understanding Child Record Status

Once you have selected the correct term from the Provider Headcount Records screen you will see the '**Submit Actual**' screen for the term selected (if you see



'**View Actual**' this indicates that the submission dates are closed).

On this screen you will manage and submit your headcount details. This screen will be pre-populated to display the details of all children who have been transferred from your previous headcount return and are still eligible for funding for the current term.

From this screen you can:

1. Remove child records that are no longer required i.e. child has left setting
2. Add actual attendance hours for your existing child records
3. Check that all the details of the children carried forward from the previous term are correct and change or amend any discrepancies
4. Add new child records to your headcount submission

Each time you add, delete or amend the details of a child record it will be saved in the Provider Portal, and you will be able to revisit and make further changes at any time **before the current headcount submission closes**.

Once you have been through the process of:


- Deleting those children who are no longer at your setting
- Updated the existing children who are on roll, and
- Adding new children at your setting claiming the funding






Then select the ‘Send Claim’ button to submit your claims.

5.4.3.2 Deleting a child record from the headcount

The ‘**Submit Actual**’ screen will initially show all your eligible child records that have been carried forward from the previous term.

You must ensure that you delete all children that no longer attend your setting.

To remove a child that is no longer in attendance at your setting, select this symbol button  by the relevant child record.

Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
 	Gorman, June (18-Sep-2019)	165.00	165.00	£1947.00	IDACI	09-Aug-2022 - 10-Mar-2024 Grace Period: 31-Aug-2024
	Small, Teddy (03-Aug-2020)	165.00	165.00	£1947.00	IDACI	10-Jul-2023 - 12-Jun-2024 Grace Period: 31-Dec-2024
	Street, Bert (26-Jun-2020)	165.00	0.00	£1087.35	EYPP, IDACI	
	Ugwu, Joan (06-Aug-2020)	165.00	0.00	£978.45	IDACI	

Once you click the symbol to delete, you will get a pop up notification like the one below which you click yes to confirm the deletion of a child.

Request Delete

Are you sure you want to request the deletion of child: Gorman, June from this headcount record?
Delete requests are automatically submitted but can be cancelled.

Once you select 'Yes', the 'Status' of the funding for the child will show 'Awaiting LA Deletion'. This allows you to easily identify which records will be removed.

If you want to cancel the deleting of this child, select the reverse button on the side of the child's name.

Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
Awaiting LA Deletion	Gorman, June (18-Sep-2019)	0.00	0.00	£9.90 IDACI	09-Aug-2022 - 10-Mar-2024 Grace Period: 31-Aug-2024	
X	Small, Teddy (03-Aug-2020)	165.00	165.00	£1947.00 IDACI	10-Jul-2023 - 12-Jun-2024 Grace Period: 31-Dec-2024	
X	Street, Bert (26-Jun-2020)	165.00	0.00	£1087.35 EYPP, IDACI		
X	Ugwu, Joan (06-Aug-2020)	165.00	0.00	£978.45 IDACI		

The 'Cancel Delete' message will appear. Select 'Yes' to reverse the delete action.

Cancel Delete

Are you sure you want to cancel the deletion of child: Gorman, June from this headcount record?

5.4.3.3 Amending and updating an existing record

Existing child records carried over from the previous term, will be shown with the status 'Unchanged', you **must still edit** all records where a status of 'Unchanged' is showing in order to submit a headcount claim for these children. **Failure to do this will mean the child will not be funded for the current term.**

If you have no existing children carried over and wish to claim for new children select 'Add Child'.

	Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
🚨	New, Awaiting LA Download	Gorman, June (18-Sep-2019)	165.00	165.00	£1937.10		05-Aug-2022 - 10-Mar-2024 Grace Period: 31-Aug-2024
🚨	New, Awaiting LA Download	Small, Teddy (03-Aug-2020)	165.00	165.00	£1937.10		10-Jul-2023 - 12-Jun-2024 Grace Period: 31-Dec-2024
🚨	Awaiting LA Download	Street, Bert (26-Jun-2020)	165.00	0.00	£1087.35	EYPP, IDACI	
🚨	Awaiting LA Download	Ugwu, Joan (06-Aug-2020)	165.00	0.00	£978.45	IDACI	

To amend or update an existing child's record, select the child's name; this will open the '**Child Details**' screen. Most of the information will be pre-populated, however please ensure that you complete or amend all relevant mandatory fields for a child record before you save again and submit.

The screen below will appear with four tabs as follows: '**Summary**', '**Child Details**', '**Parent/Carer Details**', '**Funding Details**' and '**Notes**'.

Summary Tab: This is a view only screen which has the funding details for the child.

Home Forms **Funding** Sufficiency

Summary Estimates **Actuals** Adjustments Eligibility Checker

Name: Teddy Small DOB: 03-Aug-2020

Summary Child Details Parent / Carer Details Funding Details Notes

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

Term Start Date	08-Jan-2024	Funding	
Term End Date	26-Apr-2024	Funded Hours Per Week	15.00
No of weeks attended	11.00	Funded Hours for Term	165.00
Nominated for DAF	No		
Eligibility Start Date	10-Jul-2023	Funding Amount @ Provider Rate	£968.55
Eligibility End Date	12-Jun-2024	▶ Child Weightings	£9.90
Grace Period End Date	31-Dec-2024		
Eligibility last checked	04-Apr-2024 13:29:34	Funding Amount	£978.45
▶ Provider Total Rate	£5.87	Extended Funding	
		Funded Hours Per Week	15.00
		Funded Hours for Term	165.00
		Funding Amount @ Provider Rate	£968.55
		Child Weightings	£0.00
		Extended Funding Amount	£968.55

Child Details Tab: Please ensure that **all** mandatory fields marked '*' are complete and accurate.

Home Forms Funding Sufficiency

Summary Estimates Actuals Adjustments Eligibility Checker

Name: Teddy Small DOB: 03-Aug-2020

Summary Child Details Parent / Carer Details Funding Details Notes

Child Details

Forename*

Middle Name

Surname*

DOB*

Proof of DOB

Gender* Male Female

Preferred Surname

Ethnicity*

SEN COP Stage*

Update Address

Address

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

Save Cancel *denotes mandatory fields

Parent/Carer Details tab: Complete all section for parents/carers.

Home Forms Funding Sufficiency

Summary Estimates Actuals Adjustments Eligibility Checker

Name: Teddy Small DOB: 03-Aug-2020

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 extended hours.

Please ensure you input details for all records that have given their permission to do so, as this ensures 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

Working family eligibility: this is to check if they are eligible under working family criteria

EYPP box: if you want us to check if the family is eligible for EYPP

Funding Tab: Complete all sections to advise of funding details. Please note:

- **Start date:** If you have standard term dates that match the pre-set Harrow term dates then select the 'Default Term Dates' button which will then populate the current term dates into these fields.

If a child starts at your setting after the headcount week, then manually enter the dates from when the child starts to the end of the term.

- **End date:** enter the last day for the child in the current school term if they leave part way through the term.
- **Weeks attended in term:** **only** change the number of weeks that you wish to claim for the child should it be different to the pre-populated number of funded weeks in that term i.e. child starts after headcount week or leaving before end of term
- **Present during census:** tick this box for **all** children that you are making a claim for. You can claim for all children that are on roll or physically present at least one day during the headcount week
- **Attends two days or more:** tick this box if the child attends your setting for more than one day a week. Tick the appropriate days of the week that the child attends at your setting on the right hand side of the screen. You can only claim the full 15 hours funding for '9 months + and 2 year old funding' if this box is ticked.
- **Nominated for Disability Access Funding (DAF):** this must be '**No**' even if you are claiming DAF for this child, this is for validation purposes. Please complete the DAF form ([see Harrow Website](#)) and attach a copy of the current DLA letter for the child before you send it by secure email (Microsoft Encryption or Password Protected document) to FIS. **Please note** that you can only claim DAF once per financial year.
- **Universal hours:** enter the universal hours - ensure that you do not exceed the termly maximum hours. Where the child has been claimed for in the previous term, those hours will already be pre-populated in the current term, therefore, ensure that you amend the number of funded hours that the child is attending in the current term, if different.

If a child is attending your setting and is only accessing the extended hours only, then the universal entitlement field must be entered as '0'.

- **Extended hours:** if claiming extended hours enter this field - ensure that you do not exceed the termly maximum hours. **Please ensure that the Working Family Eligibility box on the Parent/Carer tab is ticked.**
- **Expanded hours:** This is the 15 hours funding for working families of 9 Month + and 2 year olds. If claiming expanded hours for '9 month + and 2 year old funding' then enter this field and ensure that you do not exceed the termly maximum hours. Please ensure that the working Family Eligibility Box on the Parent/Carer Tab is ticked.
- **Non-funded hours per week:** enter any other paid hours that the child attends at your setting.

Name: **Teddy Small** DOB: **03-Aug-2020**

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

Select the 'Default Term Dates' and the term dates will be populated in the field. If a child is only attending part of the term, then enter the start and end dates manually in the field. Enter the number of weeks

Please tick box if child is present during the headcount week.
Must tick 'Attends Two days or More' to get more than 10 hours funding.

If the 30H check is successful, the tick box will be automatically ticked

Select No

Funding Details

Start Date* 08-Jan-2024
End Date* 26-Apr-2024
Default Term Dates

Weeks Attended in Term* 11.00

Present during Census

Attends Two Days or More

Nominated for DAF* Yes No

Funded Hours per Week 15.00

Extended Funded Hours per Week 15.00

Extended Hours* 15.00

Eligibility Code 50110266978

Check Eligibility Code

Eligible for Extended Hours

Total Funded Hours per Week 30.00

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 0.00

Non-Funded Hours* 0.00

Maximum Values Allowed:
Number of Weeks: 11.00
Funded Weekly Hours: 15.00
Funded Termly Hours: 195.00
Funded Yearly Hours: 570.00
Extended Weekly Hours: 15.00
Extended Termly Hours: 195.00
Extended Yearly Hours: 1140.00

See Eligibility Check section 5.3.5 for 'Extended Funded Hours' (30 hour funding) and Working Family Eligibility codes for 9 month old + and 2 year old funding.

Enter any additional hours attended outside the universal and the extended hours

Please use the radio buttons to select the days the child is attending

Ensure that Universal hours are entered

*denotes mandatory fields

Save Cancel

Select No for 'Nominated for DAF', please complete the DAF form which can be found on [Harrow website](#).

Notes tab

For New 2 Year Old Funding Claims (Not applicable for working family claims)

This is where you enter notes in this section specific to the child's claim i.e.

On the notes tab, you will need to indicate the evidence of new 2 year old funding such as:

Harrow Council Eligibility Letter	Please enter the date and reference Code of the letter e.g., April 2019
FIS Email	Please type the date the eligibility confirmation email was received e.g., Wed 15/05/2019 16:13
DLA Statement/EHC Plan Disability Living Allowance /Education Health Care Plan	Please type under which criteria the child is getting funding and email FIS a copy of the current DLA Statement or EHC Plan letter via secure email to FIS
CLA - Child Looked After	Please write the name of the Social Worker in order certify that they meet this criterion
Eligibility letter	Please email the evidence to FIS via secure email
Leaving before end of term	Please provide dates
Going on holiday – please provide dates	Please provide dates
Splitting hours between providers	Please provide attendance dates and name of other setting if known

Other notes for all funding claims:

This is where you enter notes in this section specific to the child's claim i.e.

Leaving before end of term	Please provide dates
Going on holiday – please provide dates	Please provide dates
Staggered entry to school reception	Please provide dates
Splitting hours between providers	Please provide attendance dates and name of other setting if known

Organisation: Harrow Teachers Centre Nursery
 Provider: Harrow Teachers Centre Nursery (Day Nursery)

Home Forms **Funding** Sufficiency

Summary Estimates **Actuals** Adjustments Eligibility Checker

Name: June Gorman DOB: 18-Sep-2019

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

Add a new note

FIS confirmation email was received on: 05/04/2021 at 10:30pm

Notes History

No Historical Notes

Save Cancel *denotes mandatory fields

Select 'Save' button to update the record.

Save Record Failed Due To The Errors Listed Below

Name: June Gorman DOB: 18-Sep-2019

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

Funding Details

Start Date* 08-Jan-2024
 End Date* 28-Mar-2024
 Default Term Dates

Weeks Attended in Term* *

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

Funded Hours per Week

Hours* 15.00

Extended Funded Hours per Week

Extended Hours* 15.00
 Eligibility Code 50095024107
 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* 20.00

ⓘ 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

Maximum Values Allowed:

Number of Weeks: **11.00**
 Funded Weekly Hours: **15.00**
 Funded Termly Hours: **195.00**
 Funded Yearly Hours: **570.00**
 Extended Weekly Hours: **15.00**
 Extended Termly Hours: **195.00**
 Extended Yearly Hours: **1140.00**

The following errors need to be fixed before the record can be saved:
 Weeks Attended in Term must be entered (Funding Details Tab)

Note that all mandatory fields need to be completed. If mandatory fields have not been completed, you will receive an error message on screen displaying the fields that require completion prior to saving.

Once saved you will be taken back to the 'Submit Actuals' screen, which will now show the revised status of the child as 'Unsubmitted Claims'.

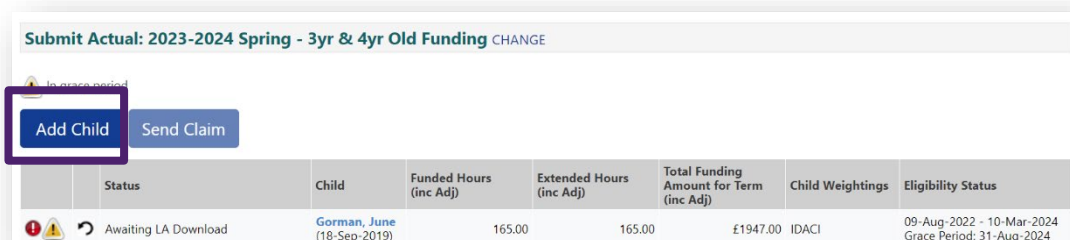
Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
Unsubmitted Claim	Gorman, June (18-Sep-2019)	165.00	165.00	£1947.00	IDACI	09-Aug-2022 - 10-Mar-2024 Grace Period: 31-Aug-2024
x	Small, Teddy (03-Aug-2020)	165.00	165.00	£1947.00	IDACI	10-Jul-2023 - 12-Jun-2024 Grace Period: 31-Dec-2024
x	Street, Bert (26-Jun-2020)	165.00	0.00	£1087.35	EYPP, IDACI	
x	Ugwu, Joan (06-Aug-2020)	165.00	0.00	£978.45	IDACI	

- Repeat this process for all existing children from the previous term who are already listed on the Provider Portal but still need to be re-submitted for the current term (if the child is no longer at the setting, please delete the child record and submit it).
- Please select 'Send Claim' button once all existing and new children are saved.

Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
Awaiting LA Download	Gorman, June (18-Sep-2019)	165.00	165.00	£1947.00	IDACI	09-Aug-2022 - 10-Mar-2024 Grace Period: 31-Aug-2024

Once you send claim, the status will show as 'Awaiting LA Download', meaning that the claim has been sent to the LA.

Go to Funding – ‘Actuals’, select the required funding period. Select ‘Add Child’



A new screen will appear with the following sub heading: Child Details, Parents/Carers Details and Funding Details. Please complete each tab with the information required.

Complete all mandatory fields marked “*” on all the tabs following the instructions above.

Note: that Parent/Carer details should be added for EYPP and 30 hours funding.

Enter the following:

- Child details
- Parent/Carer Details (required for 30 hours eligibility code validations, 9 Month + & 2 yo working family code entitlements and EYPP eligibility checks)
- Funding details and any
- Notes if applicable, then save record.

Home Forms **Funding** Sufficiency

Summary Estimates **Actuals** Adjustments Eligibility Checker

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 extended hours.

Please ensure you input details for all records that have given their permission to do so, as this ensures you receive the additional funding. Please also ensure that the correct consent boxes are selected as per the usage of the details.

<p>Parent / Carer Details</p> <p>Forename <input style="border: 1px solid black;" type="text"/></p> <p>Surname <input type="text"/></p> <p>DOB <input type="text"/></p> <p>Email <input type="text"/></p> <p>Contact Number <input type="text"/></p> <p><input type="checkbox"/> NI or <input type="checkbox"/> NASS Number</p> <p>Tick to give consent to Eligibility Checking for <input type="checkbox"/> EYPP <input type="checkbox"/> Working Family Eligibility</p>	<p>Partner Details</p> <p>Forename <input type="text"/></p> <p>Surname <input type="text"/></p> <p>DOB <input type="text"/></p> <p>Email <input type="text"/></p> <p>Contact Number <input type="text"/></p> <p><input type="checkbox"/> NI or <input type="checkbox"/> NASS Number</p> <p>Tick to give consent to Eligibility Checking for <input type="checkbox"/> EYPP <input type="checkbox"/> Working Family Eligibility</p>
--	--

*denotes mandatory fields

Repeat this process for all new claims for the term.

Please select ‘send claim’ button once all existing and new children are saved.

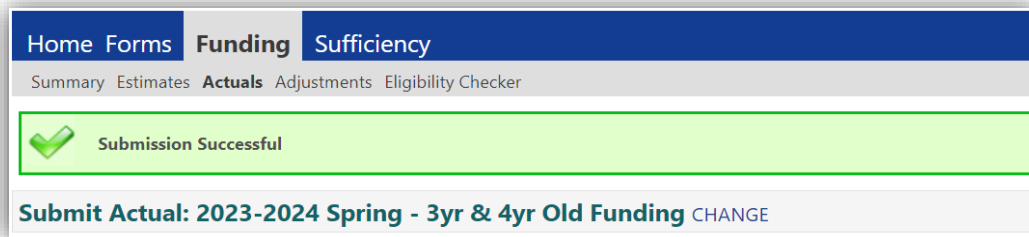
5.4.3.5 Finalising your headcount

Once you have been through the process of:

- Deleting those children who are no longer at your setting
- Updated the existing children who are on roll, and
- Adding new children at your setting claiming the funding

Then select the **'Send Claim'** button to submit your claims.

A green bar will appear at the top of the screen to confirm the submission was successful.

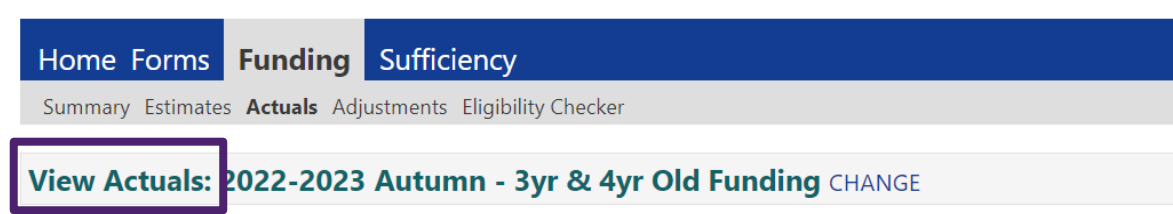


Please note: The information can be viewed, amended and re-submitted whilst the submission dates remain open for that term (see the Key Funding Dates in the Handbook for Providers).

Once the Actuals submission date has passed, the **'Actuals Screen'** for that term will show **'View Actual'** rather than **'Submit Actual'** screen.

The **'View Actual'** screen is the summary of what was submitted for that term. Individual child records can still be viewed, but no further amendments can be made.

The final payments will be calculated based on those records which have been submitted for that term. For any adjustment claims after final submission date please email fis@harrow.gov.uk.



5.4.3.6 Providers Offering 30 hours Extended Entitlement Funding

Please see **section 5.4.5** for information on using the Working Family Eligibility Checker prior to adding a child's extended hours claims.

For those providers offering 30 Hours, you will have access to the following screen which will allow you to enter both Universal and Extended hours.

In order to make a 30 hour claim you must:

- Complete the 'Parent/Carer Details' tab
- Complete the 'Funding Details' tab'

Name: June Gorman DOB: 18-Sep-2019

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

Please ensure that you have completed the information required in this parent/carers section for all 30 hours and EYPP claims. You must complete this section for all 30 hours claims.

Select the 'Default Term dates' to populate and enter the number of funded weeks in the box below

Do not select this box. It will automatically be ticked once the code has been successfully validated.

Funding Details

Start Date* 08-Jan-2024

End Date* 28-Mar-2024

Default Term Dates

Weeks Attended in Term* 11.00

Present during Census

Attends Two Days or More

Nominated for DAF* Yes No

Funded Hours per Week Hours* 15.00

Extended Funded Hours per Week 15.00

Extended Hours* 15.00

Eligibility Code 50095024107

Eligible for Extended Hours

Check Eligibility Code

Total Funded Hours per Week 30.00

Total Funded: 30.00

Ensure that Universal hours are entered

Select the days the child attends

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* 20.00

Enter the number of non-funded hours (hours paid for by parent/carers)

! 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

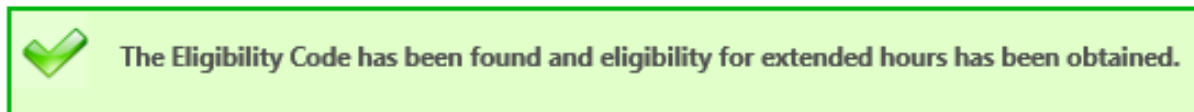
Maximum Values Allowed:

Number of Weeks:	11.00
Funded Weekly Hours:	15.00
Funded Termly Hours:	195.00
Funded Yearly Hours:	570.00
Extended Weekly Hours:	15.00
Extended Termly Hours:	195.00
Extended Yearly Hours:	1140.00

Enter the 11 digit eligibility code. Then select the 'Check eligibility code' button.

Once you select the '30 Hours Free Childcare' button, if successful the box below will appear.

The system will be automatically populated with the information relating to the 30



hour code: 'Validity Start Date', 'Validity End Date' and the Grace period' for that child. **Repeat this process for every child you wish to claim 30 hour funding for in that term.**

If a child is within their grace period, the child's record will be flagged with a yellow exclamation icon. The applicable dates will be displayed in the 'Eligibility Status' column and on your headcount page. The revalidation should take place before the Grace Period starts.

Submit Actual: 2023-2024 Spring - 3yr & 4yr Old Funding CHANGE

In grace period

Add Child Send Claim

Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
Awaiting LA Download	Gorman, June (18-Sep-2019)	165.00	165.00	£1947.00	IDACI	09-Aug-2022 - 10-Mar-2024 Grace Period: 31-Aug-2024
Awaiting LA Download	Small, Teddy (03-Aug-2020)	165.00	165.00	£1947.00	IDACI	10-Jul-2023 - 12-Jun-2024 Grace Period: 31-Dec-2024

5.4.3.7 Early Years Pupil Premium (EYPP)

EYPP information can be submitted for 9 Month +, 2 and 3 and 4 year old children if eligible (please refer to the [Handbook for Early Years Providers](#). Details of the benefit claimant must be added on the 'Parent/Carer Details' tab. These details will then be used to check their eligibility.

Home Forms Funding Sufficiency

Summary Estimates Actuals Adjustments Eligibility Checker

Name: June Gorman DOB: 18-Sep-2019

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 extended hours.

Please ensure you input details for all records that have given their permission to do so, as this ensures you receive the additional funding. Please also ensure that the correct consent boxes are selected as per the usage of the details.

Parent / Carer Details		Partner Details	
Forename	Joan	Forename	
Surname	Ugwu	Surname	
DOB	12-Dec-1991	DOB	
Email		Email	
Contact Number		Contact Number	
<input checked="" type="checkbox"/> NI or <input type="checkbox"/> NASS Number	JS495243D	<input type="checkbox"/> NI or <input type="checkbox"/> NASS Number	
<input checked="" type="checkbox"/> Tick to give consent to Eligibility Checking for		<input type="checkbox"/> 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	

Once EYPP is authorised, the Child record will display EYPP under the 'Child Weightings' column (see example below) within the selected funding period. If eligible EYPP will be displayed see [Handbook for Early Years Providers](#) for further information.

Submit Actual: 2023-2024 Spring - 3yr & 4yr Old Funding CHANGE

In grace period

Add Child Send Claim

Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
Awaiting LA Download	Gorman, June (18-Sep-2019)	165.00	165.00	£1947.00	IDACI	09-Aug-2022 - 10-Mar-2024 Grace Period: 31-Aug-2024
Awaiting LA Download	Small, Teddy (03-Aug-2020)	165.00	165.00	£1947.00	IDACI	10-Jul-2023 - 12-Jun-2024 Grace Period: 31-Dec-2024
Awaiting LA Download	Street, Bert (26-Jun-2020)	165.00	0.00	£1087.50	EYPP,IDACI	

5.4.4 Adjustments

The online adjustment is currently not available.

For children starting or leaving the setting after the given submission deadlines, for example:

- A child is attending less/more hours
- A child leaves the nursery mid-term
- Starts mid-term, etc.

Please email FIS fis@harrow.gov.uk using Microsoft encryption or password protected document for notification of those changes, so that any necessary adjustments to the funding for your setting can be made.

5.4.5 Eligibility Checker (9 Months + and 2 Year Old Working Families & 30 Hours Funding)

Before offering a place to parents/carers who qualify for 30 hours funding, 9 Month + and 2-year-old working family funding, providers **must** first check that the eligibility code is valid and within the set dates of eligibility for the current term.

To validate the code prior to submitting a funding claim, providers will need the following information:

- Eligibility Code
- Child DOB
- Parent's National Insurance Number

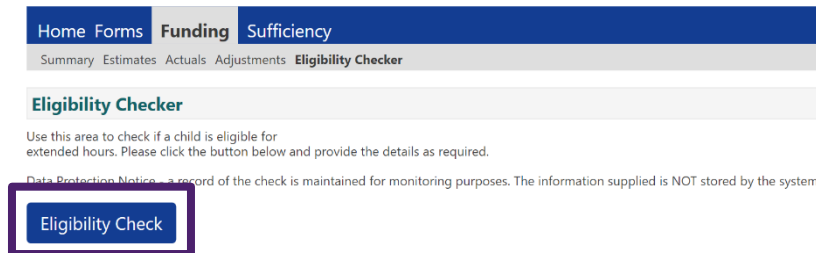
The eligibility Code: this is the 11-digit code issued to parents/carers by the HMRC

- **Code Start Date:** This is the date the parents/carers applied, and the code was issued.
- **Code End Date:** Parents/Carers deadline for reconfirming their eligibility.

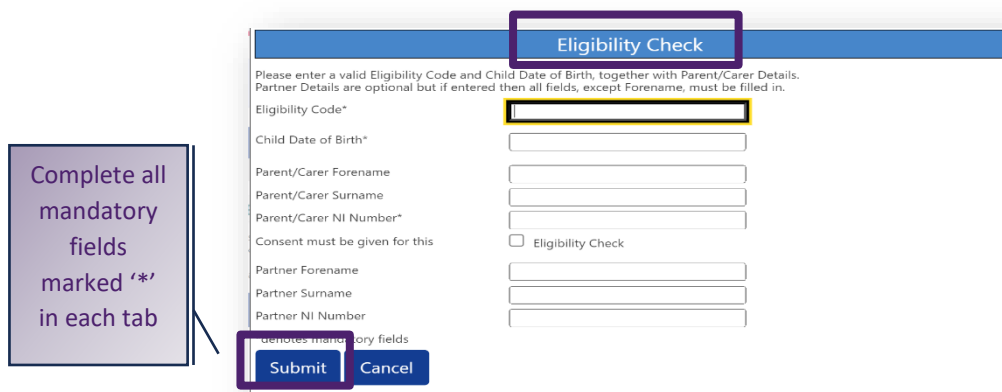
Please note: Parents/Carers must reconfirm their eligibility every three months.

They should receive messages about reconfirming their eligibility in the 'secure messages' section on their HMRC childcare account or through email/text.

Grace Period End Date: This enables parents to retain their childcare for a short period (Grace Periods typically last until the end of term – 31st March / 31st August / 31st December) if they fall out of eligibility. If the parent's eligibility status has not reverted to 'eligible' after this date, then their funding will cease from the following term.

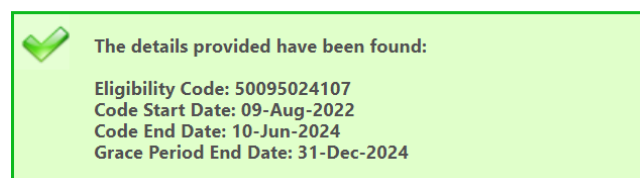


Select the **Funding Tab**, then Eligibility Checker. Then select on the 'Eligibility Checker' button



The screen above will appear. **Then populate the fields marked “*” as without this the information will not be processed.**

Once you select 'Submit' you should receive an outcome of whether they are eligible or not.



Please note, a child cannot start accessing the working family funding entitlement for the first time within their grace period (period between the validity end date and grace period end date) regardless if the code has been validated. Further information can be found in the [Handbook for Early Years Providers](#)

5.4.6. 9 Month Old + Funding and 2 year Old Funding

Expanded hours is the funded hours. You have to fill this in to get payment for the funded hours.

Select attends two days or more to get full 15 hours funding.

Select the 'Default Term dates' to populate and enter the number of funded weeks in the box below

Expanded Funded Hours per Week
Expanded Hours*
Eligibility Code

Check Eligibility Code

Eligible for Expanded Hours

Save **Cancel**

Funding Details

Start Date*
End Date*

Default Term Dates

Weeks Attended in Term*

Present during Census

Attends Two Days or More

Nominated for DAF* Yes No

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*

Maximum Values Allowed:
Number of Weeks: **14.00**
Expanded Weekly Hours: **15.00**
Expanded Termly Hours: **570.00**
Expanded Yearly Hours: **570.00**

Once code has been filled, you have to click check eligibility code to check whether it is valid.

Select the days the child attends

Fill in if child is doing extra non funded hours.

Ensure you follow the maximum values allowed guidance.