

Quick Guide Notes

Estimate

To enter an estimate, go to FUNDING, Estimate and select the term i.e. 2019/20 Spring and the age range you wish to submit. There are 11 funded weeks in Spring (max 165 universal hours), 13 weeks in Summer (195 hours) and 14 weeks in Autumn (210 hours) in the 19/20 financial year.

At Estimate we don't need details of your Early Education Funded (EEF) children at this point, just the total number of hours being delivered. For example if you have 10 children at 15 hours per week in Spring your estimate would be 1650. If the estimate changes before the deadline for estimates, you can resubmit and this will replace your previous estimate. If you do not wish to submit estimated hours, payments 1 & 2 will be released together.

Headcount

Log onto the portal, Go to FUNDING, Actuals, select the Term and Age Group.

- Check child records currently against your account are correct.
- Delete (using red cross) any children who have left and not attended this term.
- Add Child for any new children who are newly accessing funding. **Children missed off your claim will NOT be funded later in the term.**
- Check children accessing 30Hours have a valid code. Codes due to expire have a warning triangle next to the child's name. Please chase parent to re-confirm and refer any parents having severe problems with HMRC renewing to Early Years and Childcare.

Adjustment

Stating **No Changes** including those with no children

Log onto the portal, Go to FUNDING Actuals, select the Term and Age Group, check the records are correct and Exit the system. We will be aware that you have checked the records and this will release payment.

Reporting **Changes** to your Headcount statement

Log onto the portal, Go to FUNDING Actuals, select the Term and Age Group:

- If adding a new two year old do this via **Enter Voucher Code**
- If adding a new three year old do this via **Add Child**
- If a child has left mid-term please amend the number of weeks and the end date of the term (**do not delete**)
- If a child hasn't attended this term at all please delete
- If a child has increased or reduced the number of hours per week, changed address etc. then please amend the record and comment under notes (Early Years and Childcare can help calculate an average if required; if you are unsure just give us a call)
- Add Notes to any children sharing EEF delivery with more than one provider, stretching delivery or anything relevant to the claim
- Children missed off at Headcount cannot be included in this claim.

SAVE any changes made to a child record and **SEND CLAIM** to transfer the changes to us.