# Free Entitlement Funding Portal

Online Provider Portal for the Free Early Education Entitlement for two year olds

**Training Guide** 



# Contents

Introduction	3
First Claim Submission	4
Delete a child	7
Amend a child's details	8
Add a child	9
Second claim submission	11
Claims after second submission	11

### Introduction

The two year old free early education entitlement is claimed online however the procedure is slightly different to that followed when claiming the 3 & 4 year old free early education entitlement.

Each term there will be two main claim dates when claiming the 2 year old free early educational entitlement. Please ensure that you refer to the payment schedule and check the dates in which online submissions should be made.

## At each claim stage the provider will receive 100% payment for the children they are claiming for:

#### First Submission

At this point you will log onto the online portal and submit information for any eligible 2 year old children actually accessing your setting (the following procedure clearly outlines what information is required).

#### Second Submission

The second submission allows you to claim for any new eligible 2 year old children who have started at your setting after the first submission date.

If there are any eligible 2 year old children who are placed at your setting after the second submission date, you will need to claim for by submitting a paper claim within two weeks of the child starting. All claims for new children must be submitted by the last week of any given term.

#### Key differences you need to be aware of before you start.

At the beginning of any new term you must delete any children that no longer attend your setting.

The process for the first submissions is different to that of the 3 & 4 year olds in that you will be required to input actual hours and child details.

On the second submission you must not delete children as this could result in an under payment.

If a child's attended hours increase or decrease mid term please email the free entitlement team with the details and they will make the necessary amendments.

The pages to follow will guide you through the process of making online claims.

### **First Claim Submission**

- Login to Provider Portal
- Select Funding Tab

Synergy FIS	Synergy FIS Provider Portal					Logged in a Usur Settings 11	s: mia .ogout
HOME FUNDING							
Rennery Estimates Atlant	January						
Location: HOME > BUNDING >	SUMMARY				Manage Providers:	Mia McMahon	*
Provider Headcoun	t Records						
		Printinus 1	Page: 1   Next  11	lesuit)			
Summary		Year		Termi	FI	mding Type	
New	2010/2011		Autum		3 & 4 Year Fun	ding	
		Prevenue 1	Page: 1   New [1]	(flues)			

Select <u>View</u> to see a Summary of the relevant term details. Note! The current estimates are shown on the left with the actuals on the right hand side.

AND MARKED STREET			
Internet Extension Actuals			
an HORE > I KOING > GUNNARY		Manage Provider	1: Nia McMahon
nmary: 2010/2011 Auturn - 3	& 4 Year Funding		
Esometes		ACTION	
Term Length (Weeks)	14.00	Term Length (Weeks)	14.0
Hours Per Week	0.00	Funded Itrs (Term)	0.0
Total Rate Per Hours	63.00	Total Rate Per Hours	63.0
Term Funding Amount	60.00	Term Funding Amount	60.0
Interim %	30.00%	Interim Amount Paid	E0-0
Interim Amount Due	£0.00	Term Funding Amount Balance	£0.0
A A A A A A A A A A A A A A A A A A A		Actual Amount Paid	60.0
		Total Weekly Noe Funded Hours	0.0
Paid	760	Paid	N
and the second se	(G)	Bradd Brata	

- > Select Estimates option to input current estimates
- > Select Open that relates to the current term

Synergy FIS Provider Portal	Loggad in act: Springmondinest (2007.3002200) (Longest
HOME FUNDING STAFF	
Summary Eliterature Aduate Aduatments	
Location ( NOTE - NUMBERS - EXTENSION	Manage Providers: Spring Meadows Day Nursery (Day Nursery) 👻
Submit Estimate: Financial Year 2011/2012 Spring - 3 & 4	Year Old Funding
Number of Weeks for this Term 12.000 Extensite number of Punded Hours Per Week for this Term 15.00 Please enter both numbers, dick "Calculate", then "Send Claim"	
Casculate	
Converges © 2012, 5 mar Planation 124	Names and Provider States - Part of the Investor Fit State

- > Input number of weeks to be claimed for
- Input Funded Weekly Hours and <u>Select Calculate</u>
- > Total Number of Hours for the Term will be calculated

Synergy FIS Provider Portal	Lopped in as: Springmeadows1 Uner Settinus / Lopper
HOME FUNDING STAFT	
Summary Ellipstei Atualy Alpinments	
LEGATION: HORE > SUNDING > ESTIMATES	Manage Providers: Spring Meadows Day Nursery (Day Nursery) 🐖
Submit Estimate: Financial Year 2011/2012 Spring - 3 & 4 3	/ear Old Funding
The second se	
Rumber of Weeks for this Term 12,000 Estimate Number of Funded Hours Per Week for this Term 15,00 Please enter both numbers, click 'Calculate', then 'Send Claim'	There are 180.00 Hours in this Term
Calcuate Send Clann	
- Complete (g. 2013, Netto) Ethereties int	Service for maxime field - minuted spring, fit pairs ( for a co

I

Select <u>Send claim</u> to Submit your estimates for the relevant term



*It is important that you immediately submit child information for eligible 2 year old children currently accessing your setting.* 

Antonio		1949-051-05-05-051-0472	N.				ALL SAME
HOME FUNDING							
Biomary Constant	etaila						
ocation( <u>HORE</u> > <u>FUND</u>	NS > SUMMAR	Y				Manage Providers: Mia McMahon	X
Provider Heado	ount Reco	rds					
			Previous 1 3	Page: 1   Next  1	Result)		
Summ	iry	-	Year	12	Termi	Funding Type	
		2010/2011		Autum		3.8.4 Year Funding	
View	1						

> Select Actuals option to input child details.

Select <u>open</u> to view the relevant term.

> Now you will need to add, amend or delete any children.

### **Delete a child**

If children have already been attending with the provider from a previous term, they will already be shown.

**DELETE;** If the child no longer attends your setting then you must request deletion.

**AMEND;** Each child's record will need to be edited to ensure all correct details are recorded for this term

ADD; If you need to add a child you can do so from this screen.

#### **Request Deletions**

1

Synergy FIS Provide	r Portal			Ligged in an	Springnicadows or hellpris I Loko
ICHE FUNDING Y FAFF					
Supervised Internation Committee Advancements			Mariago Prysklero: 5	pring Meadows Day Numer	y (Day Norsery)
ubmit Actual: Financial Year 1	011/2012 Spring	3 & 4 Vear O	t Funding		
ubmit Accust: Financial Vear 3	011/2012 Spring	3 & 4 Year O	t Funding		
ubmit Accost: Financial Vedr 3	011/2012 Spring	3 & 4 Year O	I Funding		
Addinate Tenancial Veda 3	011/2012 Spring	3 & 4 Year O	f Functing Famine Hours fo	r Torya	inues for Term
Annual: Financial Year 3 Annual Tend Clam Sides Add Funding, Julinited	O11/2012 Spring Odd Sme Latonad, Dates	3 & 4 Year Of Data of Birth 01-hw-2011	Funding Famine Hears for LEG AD	r Torya 150.00	Nones for Term
Accord: Financial Year 3	Child Hone Ladwood, Dates	3 B. 4 Year Of Data of Birth Di-hoy-2011	f Funding Femine Henry fo Leg Ap	r Terre 159.00	listers for Term
Addit Financial Year 3 Addit Financial Year 3 Add Finder Add Finder, Luinthed Add Finder, Luinthed	Child Spring Child Sume Lastwood, Gates	3.8.4 Year Of Date of Brits 09-hoy-2011	f Funding Tensing Hours to Lea Ao	r Terru 100-00	inurs for Torm
Addit Financial Year 3 Addit Financial Year 3 Add Fording, Status and Class Add Fording, Subritised	Child Spring Child Sume Lastwood, Gates	3. B. 4 Year Of Date of Birth Dehoy-2011	f Funding Paralist Haurs fo Lea Ao	r Terre Roon Flashed 200.00	ilaurs for Torm

> Select Delete from the left hand side of the child's name

Select Send claim

Harage Housing Berry Headows Day Hursely (Day Hursely)
ing - 3 & 4 Year Old Lunding
nue - Flatic of Weith - Flandhol Hours for Torns - Non-Flandhol Hours for Torns
THE REPORT OF TH
Exercise Theorem Phys. Res. 2017; 1997; 19

The support team will receive the request and complete the deletion of the child. The child will not be deleted from the database but will no longer appear at your setting.

### Amend a child's details

Select Edit at the left hand side of the child's name to check the child's details and make any necessary changes.

Synergy FIS Pr	rovider Portal			Ligged i	n in: Springmoados User heftmen i Lee
HOME PURCTURE STAFF					
Survey Extended Actual +	CARLE CO.		Mariada Prinabera 1	Spring Meadows Day Nu	mary (Day Norserv)
iubmit Actual: Financia	d Year 2011/2012 Spring	3 & 4 Year O	d Funding		
Submit Actual: Financia	d Year 2011/2012 Spring	3 & 4 Year O	d Funding		
Submit Actual: Financia	d year 2011/2012 Spring	3-8-4 Year O	d Funding		
Submit Actual: Financia	d year 2011/2012 Spring	3 & 4 Year O	d Funding		
Austhur Der Clan	d Viar 2011/2012 Spring	Date of Brits	d Funding Tanding lines b	er Taron Roos Fund	led linues for Terms
Aarthar Ball Add Fending 1	al Viar 2011/2012 Spring tos Child Name Ratritted Lastwood, Datag	3 & 4 Year Of Date of Birth (6-ftw-2011	d Funding Familief Hairs & List At	er Termin 300-00	led linurs for Term

- > Make any alterations necessary and then select Save
- ➢ If all claims are correct select <u>Send Claim</u>

#### Add a child

Select Add Child from the bottom of the screen to record a new child on the database.

Synergy FIS Provider Portal	Ladged in an Springenation i
HERE FURNISHES STAT	
Contrary Lances and Contrary Advances	Namaga Providence Aprily Machine Day Survey (Day Survey)
Submit Actual: Emercial Veier 2011/2012 Spring - 3	6.4 Year Old Funding
Autom Genetitien	
apathesi Benetikan	
and this Band China	
ngatinin <sup>a</sup> insetition	
Red Chine Sand Chine	

> Input child information on Child Details tab.

Synergy FIS Provi	ider Portal	Long PP II an April 1000 August Augus
Internet Hilts + Multiple + Orthip De	54.8	Manage President Spring Heather Day Namer Day Namer
Out Deale (Justice Deale)		
Freenantee* Multian Isaana Baanaana* Doort Proof of DOM Domber* Profession Profession Domber* Profession Domber* Dombe	D Dhas Dhoney radiotecon ristionecon	Address Line 3* dditese Line 3 Address Line 3 Line Bits Town Country Prediceds*

> Input information on Funding Details tab.

strate the state of the state of the		
HOME FRIEDRIC STAFF		
Incoments Information Intelligence Advectments		
NAMES - EXAMPLE - CHILD (NEW)	all.	Hartage Providers: Raming Meadows Day Ruceery (Day Normery)
Deld Datase   Purchis Datase		
Panding Details		
Prevent during Centual	0	
Term Start Date"	95-Jan 200	
Yorrs find trate*	304Mar-2812	
Attenue Teol Days or More	23	
Weeks Attended in Term"		
Funded Havis Fer Ineek*		
Taine-Fortheid Manath Part Manath "		

- Complete Child Details Form and Funding Details Form fill out all fields marks with \* as mandatory
- Select Save

The new child's record will be added to your list.

Synergy FIS Provider Portal	Légged in au <b>Springmosdaws</b> Uner Inffirms / Lindon		
HOME FUNCTING STACE			
Surveyore Estimates Actions Atlantments			
Income REAL + LINCOM + HELING		Manage Prevaders: Spring Ma	adows Day Nursery (Day Nursery) 📼
Submit Actual: Financial Year 2011/201	2 Spring - 3 & 4 Year 0	lid Funding	
And Char			
Status C	hild Name Date of Birth	Tanded Hears for Term	Non-Funded lines for Term
Tipletar Kall Add Fending, Submitted Laukou	nul Dates 00-Nov-2011	100.00	309,00
Add Child Send Charp			
Startup & Stat. The Street of the		Savarias his feasilier result - i	to all the farmings the factor and the state of the

- Repeat Process as Required
- Select <u>Send claim</u> once all the new children have been added and any deletions and amends have been made.
- > The status will change to pending.

Synergy FIS Provider Portal			Légget in in: Springree adsuit Liser Institunis   Linkey			
HOME FURNISHE	STATE:					
Summery Estimates in	The Hantsen					
Location ISSNE - TLASED	C - PCTIML8			Mariaga Pryskbirst (5	ipring Meadows Day No	utaery (Day Nursery) =
Submit Actual: Fi	mandal Year 30	11/2012 Spring	3 & 4 Year Ok	d Funding		
Ast Date Ten	(Gwn					
Aut Date	Status	Child Name	Date of Birth	Tanded Hours In	r Term None Fue	aled linury for Torm
Ann Dung Dans	Status Status	Child Name Lankwood, Datay	Date of Birth 03-Feb-3010	Familial Maters for EAR /10	r Term Nove Fus 0,00	alad iinary for Torm
Am Diar	Status Status andings Submitted	Orbid Sume Lashvesid, Datas	Data of Birth 82-Feb-2010	Familied Hours for 140.00	ir Term Rom Fus 0.00	aled sinary for Torm
Ann Chair The International Contractions Anno Chair The Chair	r Cham Status Inding , pillimited - r	Child Same Lashvanil, Garay	Date of Birth 03-Feb-3010	Funding Hours fo Leo do	n Terran Room Flas 0,00	alad iisaara far Tarna
Add Child College Add Child Add Child Send	Giam Sitebus anding, Salamitinal Glam	Child Statue Latiburnel, Chater	Date of Birth BJ-Fan-3010	Familed Hours for LEG 00	r Terre Rove Faa 0.30	ded liners for Torns
Ann Chur Cealgar Call Add 7 Ann Chur	Giam Status anding, Submitted Giam	Child Same Lashvord, Datas	Date of Meth RJ-Fan-2010	Familief Hearts for LEG AD	n Terra 0.30	ded Hours for Torm
Ann Chur Cenigtu Cult Add 7 Ann Chur	Chan Status anderg, Salarrithed I Charr	Child Same Latitored, Datas	Onto of Birth DJ-Feb-2010	Funding Houry fo	n Terrat Rose Fue 0.30	ded Hours for Torro

### Second claim submission

This stage is to allow you to claim for any new eligible 2 year old children who have joined your setting after the first submission deadline.

To enable you to do this, you will need to;

- Log onto the portal
- Select Funding tab
- Select actuals
- > Open the current term
- > Add any new children
- Select submit

Please do not delete or amend any existing children at this stage or it could result in an underpayment.

#### **Claims after second submission**

Paper claims will need to be made for any children that start with the setting after the second submission deadline has passed.

All submissions should be made in line with the submission and payment timetable.