**Free Entitlement – 2, 3 and 4 year old provider payment timetable 2019/20**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Period**  **2019/20** | **ESTIMATES** | | | **ACTUALS** | | | **ADJUSTMENTS** | | |
| **Portal opens** | **Estimates Deadline**  **PORTAL CLOSES** | **Estimate Payment processed week commencing** | **Portal opens** | **Actuals Deadline PORTAL CLOSES** | **Actuals Payment processed week commencing** | **Portal opens** | **Adjustments Deadline PORTAL CLOSES** | **Adjustments Payment processed week commencing** |
| **Summer Term 2019** | **1 Mar 2019** | **15 Mar 2019** | **1 Apr 2019** | **1 Mar 2019** | **24 May 2019** | **24 Jun 2019** | **26 Jul 2019** | **9 Aug 2019** | **26 Aug 2019** |
| **Autumn Term 2019** | **8 Jul 2019** | **26 Jul 2019** | **26 Aug 2019** | **30 Sept 2019** | **11 Oct 2019** | **11 Nov 2019** | **11 Nov 2019** | **6 Dec 2019** | **23 Dec 2019** |
| **Spring Term 2020** | **2 Dec 2019** | **13 Dec 2019** | **23 Dec 2019** | **2 Dec 2019** | **24 Jan 2020** | **9 Mar 2020** | **24 Feb 2020** | **6 Mar 2020** | **23 Mar 2020** |

**Please note: The portal is open for input of data for a two-week period at each interval. If you fail to submit information within this period, refer to the ‘missed deadline process’ within the Provider Agreement for funding Business Processes. **

**Estimate payments will be processed at the same time as the previous term’s adjustment payments. Hence, two terms being accessible at the same time. Please ensure you input data into the correct term.**

**75% of three and four year old pay claims will be paid at the Estimate stage and 100% will be paid for two year old claims.**

**Actual payments are processed part way through the year; the remaining 25% of Estimates for three- and four-year olds will be paid along with claims for any new children.**

**Terms can be stretched for children who do not access their full entitlement of 15/30 hours per week. A child cannot claim more than 15/30 hours per week.**

**Late starters who start after the ‘Actuals’ deadline will be paid in the Adjustment payment at the end of the term. Late claims/midterm adjustments should be submitted in accordance with the guidance set out within the provider agreement.**

**Hard copies of any forms are to be kept on site for validating at Free Entitlement audits.**

**Telephone: 0161 770 3163 (Calls taken between 9am and 12.30pm. An answer machine service operates outside of these times)**

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