

Free Entitlement Funding Portal Training Guide

Early Years and Childcare Services
November 2023

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1 Logging onto the Provider Portal

- 1.1. The provider portal can be accessed using the following link;
<https://myapps.microsoft.com/>

or alternatively, log onto the Oldham council website and select:

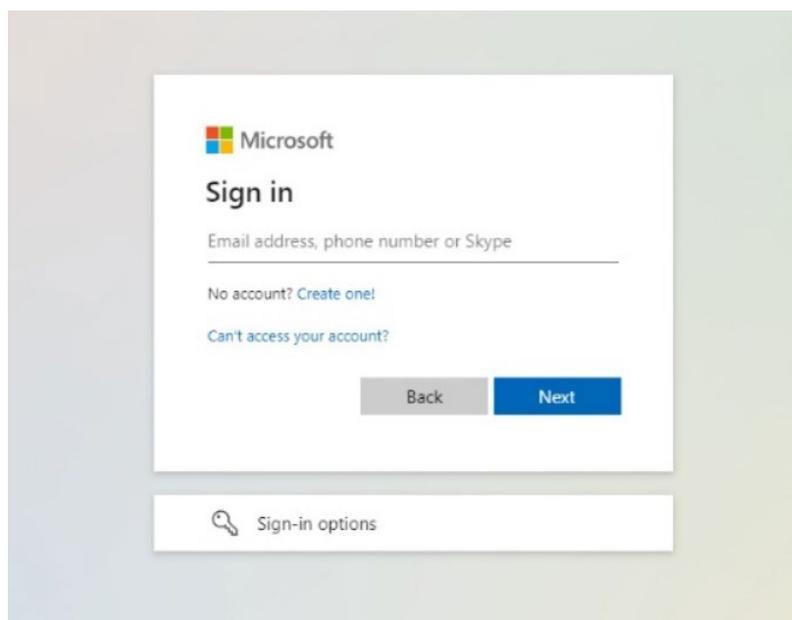
Education / Early Years / Free Early Education (Provider Information) / PVI agreement for funding/ Provider Portal

Note: We recommend that you **do not** save this page in your favourites for future use, as this may cause issues with logging in.

- 1.2 Once at the provider portal, you will be required to enter your Microsoft apps username and password.

Your username will *always* end in @oldham.gov.uk.

Please ensure that you do not use your personal or work email to sign into Microsoft as this will not give you access to the synergy provider portal.



If you are having any issues with your Microsoft apps log in details, you will need to contact our IT department on 0161 770 1000, as the free entitlement team cannot assist providers with their Microsoft log in issues.

If you do not have a Microsoft account, please email the free entitlement team on free.entitlement@oldham.gov.uk with your full name, email address and direct contact number (without a holding message) and the team will request a new user from the IT department.

- 1.3 Once you have signed into the Microsoft apps section, you will come to the synergy live sign in page where you must enter your Synergy username and password.

Sign In

Sign in or create an account with us.

Enter your username

Next

Create Account



Sign in

Enter your password

You must enter a password to continue

[Change User](#) [Forgot Password](#) [Create Account](#) [Sign In](#)

If you forget your password for the synergy portal, email the free entitlement team to request a password reset.

2 Home Page

2.1 The home page is where all portal functions are accessed. The ones that providers will be using are:

- **Home** – takes you back to this home screen from wherever you are in the portal
- **Forms** – used to update your details i.e. vacancies, costs, and EY Census data collection.
- **Funding** – this is where you view your provider headcount records and submit headcount claims
- **Staff** – this is where you can manage your staff, which needs to be regularly updated to access training courses.

Welcome to FIS Provider Portal

Please make a selection from the above menu to proceed

3 Funding

- 3.1 The first page in the funding tab is the Provider Headcount records page. Here you will find funding details for the current and previous terms. Funding is divided into two different **Funding Types** – 3&4 year old funding and 2 year old funding if you offer the 2YO funding.

Select Year and Term

Fin Year 2022/23

Summer

Spring

Autumn

Fin Year 2021/22

Fin Year 2020/21

Please note, only records on the current term can be amended, all previous terms can be selected to view as read only.

- 3.1.2 Within the funding tab, you are able to select from the following options;
- Summary** – allows you to view a breakdown of the funding you will receive within the relevant term
 - Estimates** – allows you to submit an estimate of funded hours based on the number of children you expect to attend your setting the coming term.
 - Actuals** – lists funded children in your nursery and allows you to submit new child details
 - Adjustments** - method of informing the free entitlement team if a child starts or leaves the setting after the actuals deadline and submit evidence to the Free Entitlement Team.
 - Eligibility Checker** – allows you to check the eligibility for 30 hours. This can be used to check eligibility before you offer a 30 hour place or to check if a parent has reconfirmed their eligibility.

4 Summary

4.1 Select the Term you wish to open



4.2 Below is an example of what you will see on the summary screen

Estimates		Actuals	
Term Length (Weeks)	14.000	Term Length (Weeks) Term Time	14.000
▶ Provider Rate applied	£4.240	▶ Provider Rate applied to child funding	£4.240
Estimate Funding		Universal Funding	
Hours Per Week	85.00	Funded Hours for Term	420.00
Term Funding Amount	£5045.60	Funding Amount @ Provider Rate	£1780.80
Interim %	75.00%	▶ Child Weightings Total	£84.00
Interim Amount Payable	£3784.20		
		Universal Funding Amount	£1864.80
Total Interim Amount Paid to Date (before Adj)	£3784.20	Extended Funding	
		Funded Hours for Term	210.00
Interim Amount Payable Balance	£0.00	Funding Amount @ Provider Rate	£890.40
		▶ Child Weightings Total	£42.00
		Extended Funding Amount	£932.40
Processed	Yes	Totals	
Processed Date	31-Aug-2022	Funded Hours for Term	630.00
		Funding Amount @ Provider Rate	£2671.20
		Child Weightings	£126.00
		Term Funding Amount	£2797.20
		Interim Amount Paid (before Adj)	£3784.20
		Term Funding Amount Balance	(£987.00)
		Adjustments Paid with Final Payment	£2923.20
		Actual Amount Paid (Inc. Adj)	£1936.20

4.3 The summary page provides details of your payments and the page is split in 2 to show estimate and actual payments. The amounts will populate once you have submitted your estimate figures and child level details (actuals) and these have been imported by the Free Entitlement Team. Providers are expected to check the summary

page to confirm they have successfully submitted both their estimates and actuals. **Please note, the summary page will show zero hours until your submissions have been imported.**

The values on the Summary page should be checked to make sure they are in line with the funding you are expecting. By doing this on a termly basis you reduce the chance of missing children off your headcount.

Please be aware if a negative value is displayed this means you have overclaimed at estimates and this money will need to be repaid.

- 4.4 If you have selected '**nominated for DAF**' for any child in the child's record, the DAF payment due will also show on the summary page however, this will only be paid if the DAF process has been followed, please see annex B: Business Planning & Quality Improvement Processes.
- 4.5 The **processed date** is the date the Free Entitlement Team creates the payment production report and sends the payment request to Accounts Payable. **It can take up to 5-10 working days from this date for the payment to reach your bank account.**

5 Estimates

- 5.1 You must submit an estimate of the number of weekly hours you expect to be funded for the selected term. The submission of estimates should be in line with the dates on the payment schedule. It is from this estimate that the payment you receive at the start of the term is calculated from. **Please Note**, if no estimate is submitted you will **NOT** be paid at the payment run.
- 5.2 To enter your estimate, you need to select **estimate** from the top menu. Select the **term** and **funding Type (2 year old, or 3&4 year old)**
- 5.3 enter the number of hours you expect to be funded for the selected term. This will be the total amount of **weekly** hours for all expected children, for example, if you have 6 children doing 15 hours and 3 doing 30 hours, the amount you will enter is 180 (12 x 15)



Submission Successful

Submit Estimate: 2017/2018 Autumn - 3 & 4 Year Old Funding [CHANGE](#)

Number of Weeks for this Term

Estimate Number of Funded Hours Per Week for this Term There are 630.00 Hours in this Term

Please enter both numbers, click 'Calculate', then 'Send Claim'

- 5.4 Select **calculate** to calculate the number of estimated hours for the term. For 2 year old funding you will be paid 100% of the value of these hours. For 3&4 year old funding the estimate payment is based on 75% of the value of hours you have submitted. The remaining 25% will be paid at actuals along with any new starters not accounted for at Estimates.

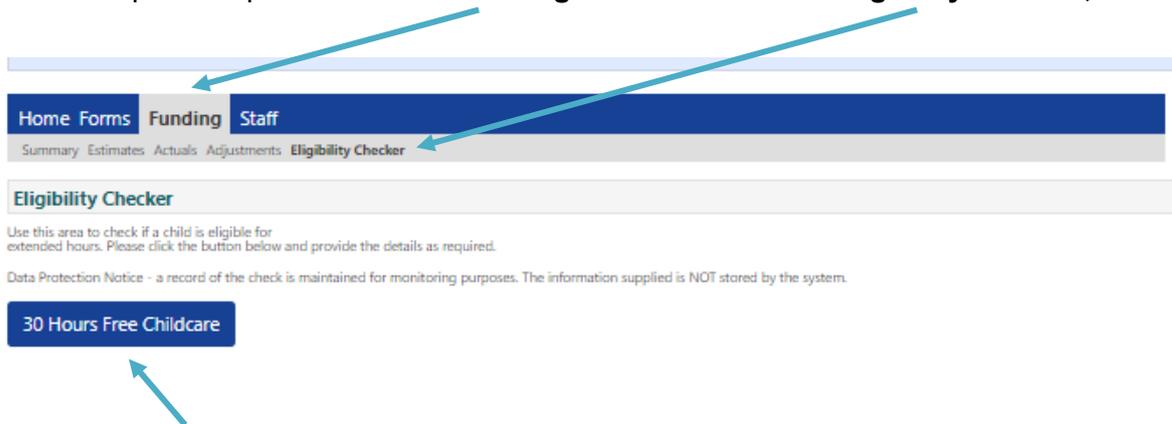
You can change the number of hours you have estimated even if you have already submitted your hours up until the submission deadline date. Simply enter the new number and click **send claim** to resubmit.

6 Eligibility Checker – checking an eligibility code (30 hours)

6.1 Eligibility codes need to be **verified before** additional free childcare can be offered. The DfE eligibility checking service (ECS) provides the facility for verifying eligibility of children for 30 hours free childcare. Providers can verify codes by entering the eligibility code into the Synergy online provider portal and this code will automatically be checked against the ECS. To carry out the check you will need the eligibility code (11 digits), parent's National Insurance number and the child's date of birth. Ensure you have written consent form, or on behalf of the parent to receive confirmation of the validity of the parent's 30 hour eligibility code. This is obtained via the parental declaration form.

The following shows how to check if a 30 hour code is eligible, it does not add the child to your term headcount.

In the provider portal select the **funding** tab and then select **eligibility checker**;



Select **30 hours free childcare**.

Complete the 30 hours free childcare screen filling in all mandatory fields marked with an *.

Once completed, click **submit**.

The image shows a screenshot of the '30 Hours Free Childcare' form. The form has a blue header with the title '30 Hours Free Childcare'. Below the header, there is a text box for 'Eligibility Code*' and a text box for 'Child Date of Birth*'. There are also text boxes for 'Parent/Carer Forename', 'Parent/Carer Surname', and 'Parent/Carer NI Number*'. There is a checkbox for 'Consent must be given for this' with the label 'Eligibility Check'. There are also text boxes for 'Partner Forename', 'Partner Surname', and 'Partner NI Number'. At the bottom of the form, there are two buttons: 'Submit' and 'Cancel'. A note at the bottom left of the form states '*denotes mandatory fields'.

The system will now connect to the ECS checker and return the result.

If the details are correct, you will be given a start date, end date and grace period end dates. You will then be able to offer places if the dates meet the criteria for the funding, for details on the criteria see the **Early Years Entitlement Operational Guidance**.

 The details provided have been found:

Eligibility Code:
Code Start Date: 12-Dec-2017
Code End Date: 16-Sep-2018
Grace Period End Date: 31-Dec-2018

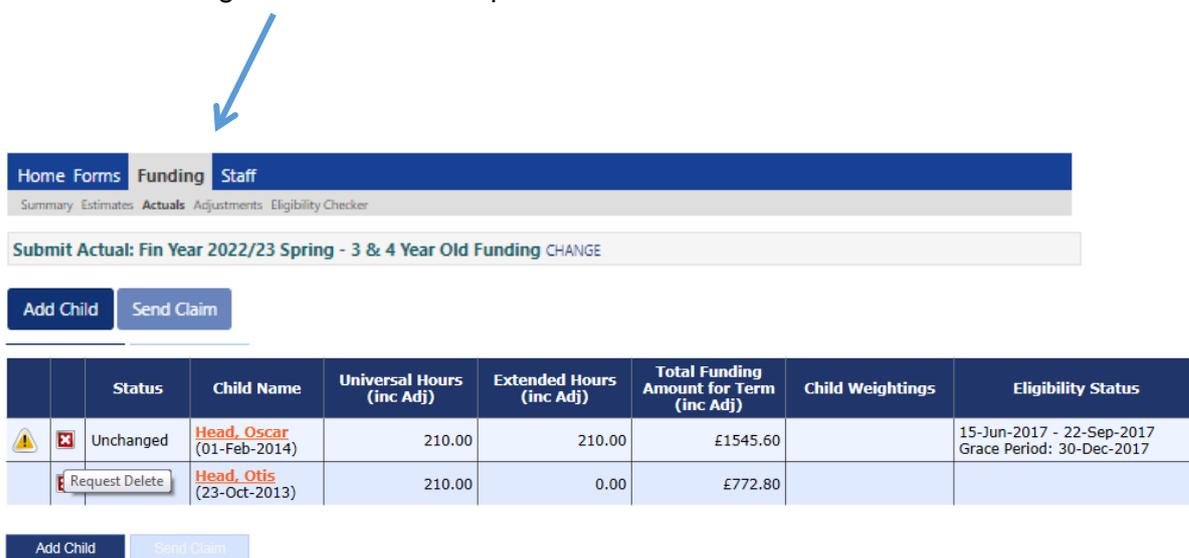
If a code is 'found' as above, it does **not** necessarily mean that the code is **valid** for the term. **Please ensure that you check the dates of the code to determine if the code is actually valid for the term.**

For example: for a 30 hour code to be valid for the Autumn term, the start date must be on or before 31 August to be valid for the term and accepted on the portal. If a code is applied for, or reconfirmed late, the code may show as 'found' as it is in fact an eligible code, *however* if the start date is after 31 August, the portal will **not** accept this once you come to add the child onto your Actuals.

If the term is open, you can add the child to your term headcount via the 'add child' function.

7 Actuals

7.1 The Actuals tab will show you a list of funded children attending your setting. Select the **Term** and **Funding Type** you wish to open and select the **Actuals** tab to see a list of children brought forward from the previous term.



Home Forms Funding Staff

Summary Estimates **Actuals** Adjustments Eligibility Checker

Submit Actual: Fin Year 2022/23 Spring - 3 & 4 Year Old Funding CHANGE

Add Child Send Claim

	Status	Child Name	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
	 Unchanged	Head, Oscar (01-Feb-2014)	210.00	210.00	£1545.60		15-Jun-2017 - 22-Sep-2017 Grace Period: 30-Dec-2017
	 Request Delete	Head, Otis (23-Oct-2013)	210.00	0.00	£772.80		

Add Child Send Claim

7.2 **Please note**, only eligible children will be automatically carried forward into subsequent terms. For example, if a child has turned 5 years old and is therefore out

of the date range for the next term, they will automatically be removed by the system. Additionally, if this is the first term entering child details, no previous terms will appear.

On this page you can:

- i. **delete**,
- ii. **edit** and
- iii. **add** a child and their details

You will need to review the list of children and update their details accordingly for the current term.

a) Deleting a child

You will only need to do this at the start of a term when a child has been brought forward by the Free Entitlement Team but is no longer attending the school nursery.

If you need to delete a child from your records, click on the **X**.

Selecting the **X** will bring up the following message:



Selecting **yes** changes the status of the child to **'delete pending, submitted'** as shown below. The child will be removed once your request has been actioned by the Free Entitlement Team.

		(inc Adj)	(inc Adj)	(inc Adj)		
⚠	Unchanged	Head, Oscar (01-Feb-2014)	210.00	210.00	£1545.60	
⚠		Head, Otis			£772.80	
➕	Add Child	Are you sure you want to request the deletion of child: Head, Otis from this headcount record? Delete requests are automatically submitted but can be cancelled.				
			Yes	No		

b) Editing a child's detail

All details apart from hours attended are brought forward from the previous term therefore, you will need to input the child's attendance hours. You are also able to correct any incorrect information in a child's records i.e. update address details. Once you have made the necessary corrections, click **Save** to take you back to the Actuals headcount page. The status of this child's record will change to 'Edit pending'. The following symbol will appear  informing you that an action is pending, in this case it means the claim needs to be submitted.

c) Adding a child

To add a new child click the **add child** button.

A blank form will appear for you to complete. **Please note**, there are 4 separate tabs, you must complete the first 3 tabs; child details, parent/carer details and funding details. Tab 4 should be completed if you have documents to share with the Free entitlement Team i.e. evidence to support claim for DAF.

All fields marked with an * on the **Child Details** tab must be completed.

The **Parent/Carer Details** tab shown below must be completed fully using the information collected on the Parental Declaration form. This will enable the Free Entitlement Team to carry out an Early Years Pupil Premium (EYPP) check. For children entitled to the extended hours funding, this information is required to enable validation of the 30 hour code.

Home Forms **Funding** Staff

Summary Estimates **Actuals** Adjustments Eligibility Checker

Child Details Parent / Carer Details **Funding Details** Documents

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.

Details are optional but if entered then at least Forename, Surname and NI or NASS Number must be filled in.

Parent / Carer Details		Partner Details	
Forename	<input type="text"/>	Forename	<input type="text"/>
Surname	<input type="text"/>	Surname	<input type="text"/>
DOB	<input type="text"/>	DOB	<input type="text"/>
<input type="checkbox"/> NI or <input type="checkbox"/> NASS Number	<input type="text"/>	<input type="checkbox"/> NI or <input type="checkbox"/> NASS Number	<input type="text"/>
Tick to give consent to Eligibility Checking for <input type="checkbox"/> EYPP <input type="checkbox"/> 30H		Tick to give consent to Eligibility Checking for <input type="checkbox"/> EYPP <input type="checkbox"/> 30H	

Save Cancel *denotes mandatory fields

You **must** tick the EYPP and/or 30H box to allow for these checks to be carried out only if the parent/carer has provided these details on the parental declaration form. This forms their consent for eligibility checks to be carried out.

If you fail to tick the EYPP box, no EYPP eligibility check will be carried out and you will not receive EYPP funding even if you know the child is entitled to it.

When you tick the 30H consent box, the following message will appear as a reminder that National Insurance details are required to enable a 30 hours eligibility check to be carried out.

Tick to give consent to Eligibility Checking for EYPP 30H

Consent for 30H:
The NI Number will also be required for this data to be used for an Eligibility Check

If the 30H consent box is not ticked, you will not be able to submit a 30 hour claim.

When you select the **30 Hours Free Childcare** button on the funding tab to validate the 30 hour code, the following error message will appear:

 **Must provide consent to use Parent/Carer Details for this Eligibility Check.**
Please review your entered values and try again.

On the **Funding Details** tab, select **Default Term Dates** if a child is expected to be with you for the full term. This will auto populate with the term start and end dates. If a child starts with you mid-way through the term, you need to enter the correct start date. Equally, if you know a child will be leaving early, you need to enter the correct end date. You must enter the number of weeks within this period in **Weeks attended in term**.

The screenshot shows the 'Funding Details' form with the following sections:

- Funding Details:** Start Date*, End Date*, Weeks Attended in Term*, Present during Census (checked), Attends Two Days or More (checked), Nominated for DAF* (Yes/No).
- Attendance Days:** Attends Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday (Yes/No).
- Universal/Extended Funded Hours per Week:** Universal Hours*, Extended Hours*, 30H Eligibility Code (30 Hours Free Childcare button), Eligible for 30H.
- Non-Funded Hours per Week:** Non-Funded Hours*.
- Maximum Values Allowed:**
 - Number of Weeks: 11.000
 - Universal Weekly Hours: 10.00
 - Universal Termly Hours: 110.00
 - Universal Yearly Hours: 380.00
 - Extended Weekly Hours: 10.00
 - Extended Termly Hours: 110.00
 - Extended Yearly Hours: 380.00

You **must** select 'attends two days or more' if the child accesses their free entitlement on more than 1 day.

The red box informs you of the maximum number of hours per week/ term/ year you can claim based on the attendance details you have input. If you have not selected attends two days or more, then the maximum you can claim is 10 hours per week (this is based on DfE Guidance that a child cannot access more than 10 hours of funded hour in a day). If this box is not ticked, the system assumes the child is only attending 1 day per week and therefore caps the funding at 10 hours per day x number of weeks in the term. If the box is ticked, you can claim the maximum number of hours in the term.

If **Nominated for DAF** is selected as **Yes**, please ensure the DAF process is followed. DAF payments will only be made on receipt of evidence. Evidence can be submitted through the document upload function available on the provider portal. How to upload documents via the portal is discussed later in the document.

8 Validating a 30 hour code

8.1 Parents who are eligible for Extended Hours are issued a voucher code which is given to their chosen provider. Providers will enter the voucher code via the Provider Portal to be validated.

For a 30 hour claim or where a child is accessing 30 hours in total between providers, enter the 30hr eligibility code. **You must enter the 30 hour eligibility code even if you are only delivering the 15 Universal hours and the 15 extended hours are being accessed elsewhere.** You will be able to identify if this is the case from the completed Parental Declaration Form.

If a child is accessing the extended hours at your setting, you **must** enter the child's 30 hour code and validate it via the **30 Hours Free Childcare** button.

The Eligibility Code has been found and eligibility for extended hours has been obtained.

Name: Otis Head DOB: 01-Feb-2015

Summary | Child Details | Parent / Carer Details | **Funding Details** | Documents

Funding Details		Attendance Days	
Start Date*	<input type="text" value="01-Jan-2019"/>	Attends Monday	<input type="radio"/> Yes <input type="radio"/> No
End Date*	<input type="text" value="31-Mar-2019"/>	Attends Tuesday	<input type="radio"/> Yes <input type="radio"/> No
	Default Term Dates	Attends Wednesday	<input type="radio"/> Yes <input type="radio"/> No
Weeks Attended in Term*	<input type="text" value="11.000"/>	Attends Thursday	<input type="radio"/> Yes <input type="radio"/> No
Present during Census	<input type="checkbox"/>	Attends Friday	<input type="radio"/> Yes <input type="radio"/> No
Attends Two Days or More	<input checked="" type="checkbox"/>	Attends Saturday	<input type="radio"/> Yes <input type="radio"/> No
Nominated for DAF*	<input type="radio"/> Yes <input type="radio"/> No	Attends Sunday	<input type="radio"/> Yes <input type="radio"/> No
Universal Funded Hours per Week		Non-Funded Hours per Week	
Universal Hours*	<input type="text" value="15.00"/>	Non-Funded Hours*	<input type="text" value="0.00"/>
Extended Funded Hours per Week		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	
Extended Hours*	<input type="text" value="15.00"/>		
30H Eligibility Code	<input type="text" value="20099997575"/>	Maximum Values Allowed: Number of Weeks: 11.000 Universal Weekly Hours: 10.00 Universal Termly Hours: 110.00 Universal Yearly Hours: 380.00 Extended Weekly Hours: 10.00 Extended Termly Hours: 110.00	
Eligible for 30H	<input checked="" type="checkbox"/>		
Total Funded Hours per Week			
Total Funded:	<input type="text" value="30.00"/>		

This check requires the parent or carers details and National Insurance number to be entered within the Parent / Carer Details tab.

Confirmation that the Eligibility Code has been found will be displayed and the Eligible for 30H tick box will be populated. Click **Save**

If you receive the following message after clicking the '30 hours free childcare' button the eligibility code is not valid. Recheck the details you have input (30hr code, DOB & parent NI number). If the details are correct, speak to the parent as they may not have reconfirmed their eligibility in time.

Eligibility for extended hours was not obtained. You will only be able to claim for standard hours.

If a 30-hour child takes up a place for the first time whilst in the grace period, the following message will be displayed:

The Eligibility Code has been found, but does not cover the standard term start date (01-Sep-2016) therefore extended hours cannot be claimed this term. You may only claim for universal hours.

You must also enter a value in the **Non-Funded Hours per Week** field if the child is accessing more than 30 hours a week or if the child is accessing more than 15 hours per week and is not entitled to the additional 15 funded hours. When you have entered the details on all 3 tabs, simply press **save**.

If, when trying to save the child's record you have entered an invalid entry, you will receive an error message. The page will list the sections which need to be changed:

Save Record Failed Due To The Errors Listed Below

Child Details
Parent / Carer Details
Funding Details
Documents

Child Details

Forename* *

Middle Name

Surname* *

DOB* *

Proof of DOB

Gender* Male Female *

Preferred Surname

Ethnicity* *

SEN COP Stage

Address

Address Line 1* *

Address Line 2

Address Line 3

Locality

Town

County

Postcode* *

The following errors need to be fixed before the record can be saved:
 Forename must be entered (Child Details Tab)
 Surname must be entered (Child Details Tab)
 DOB must be entered (Child Details Tab)
 Gender must be entered (Child Details Tab)
 Ethnicity: Value cannot be '<unknown>' (Child Details Tab)
 Address Line 1 must be entered (Child Details Tab)
 Postcode must be entered (Child Details Tab)
 Term Start Date must be entered (Funding Details Tab)
 Term End Date must be entered (Funding Details Tab)
 Weeks Attended in Term must be entered (Funding Details Tab)
 Nominated for DAF must be entered (Funding Details Tab)
 Universal Hours must be entered (Funding Details Tab)
 Non-Funded Hours must be entered (Funding Details Tab)
 Extended Hours must be entered (Funding Details Tab)

Save
Cancel
*denotes mandatory fields

After saving the record you will return to the Actuals where the Eligibility Status details can be viewed:

Home
Forms
Funding
Staff

Summary Estimates **Actuals** Adjustments Eligibility Checker

Submit Actual: Fin Year 2022/23 Spring - 3 & 4 Year Old Funding CHANGE

Add Child
Send Claim

	Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
✘		[REDACTED]	0.00	0.00	£0.00	DC2,EYPP	12-Jul-2022 - 14-Jan-2023 Grace Period: 31-Mar-2023
✘		[REDACTED]	0.00	0.00	£0.00	DC2	
✘		[REDACTED]	0.00	0.00	£0.00	DC2	
✘		[REDACTED]	0.00	0.00	£0.00	DC2	

Add Child
Send Claim

Children who are in a Grace Period will display a warning icon  to notify the provider that the child is in the Grace Period for the given term.

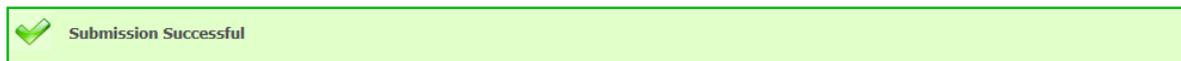
9 Submitting your headcount form

9.1 You must submit your headcount information by the specified date, please refer to the Payments Submission Timetable.

9.2 To submit the headcount, select the **ACTUALS** tab and select the appropriate Term to open up the Provider Headcount Records page. Check the names and hours are correct. Once you are happy to proceed, click **Send Claim**.



9.3 If you have completed your headcount correctly, you should receive a **Submission successful** message. If your submission is not successful, you will need to check your records and resubmit.



You are able to update and resubmit child records as many times as you need up to the deadline for Actuals. The child records will be overwritten with the latest information.

To check if you have successfully submitted all claims, log out and log back into the portal. If your claim has been submitted, no message will show on the Home page.

After the deadline for submission has passed you will no longer be able to add further children or edit your headcount.

10 Adjustments

10.1 Once the Actuals deadline date has passed, the Actuals screen for that term will show a summary of the records submitted including the breakdown of Universal and Extended hours. Individual child records can still be viewed on the Actuals tab but no further amendments can be made.

10.2 To add children who have started after the submission cut-off date, or to make other amendments i.e. inform of a child leaving early, an adjustment will need to be made via the **Adjustments** tab:



To submit an adjustment click on the child's name if the change relates to an existing child or click **Add Child** if it is a new child

- 10.3 When making an adjustment claim the child's details can be amended via the **Child Details** tab, the term start date and end date can be amended via the **funding details** tab and the parent/carer details can be amended via the **parent/carer tab**. Child hours are recorded in the **Pending Adjustment** tab.

This screen enables providers to add a positive or negative adjustment to the Universal Hours, Extended hours or both and enter a reason to support the adjustment.

In the drop down box **More Hours** should be used add a positive adjustment i.e. increase in hours or new starter. **Less hours** should be used for negative adjustments i.e. reduction in hours or child leaving before the end of the term. **If the child leaves early and there are no exceptional circumstances, in accordance with the Annex B – Business, Planning Processes, the funding will remain with the setting however, you still must submit an adjustment at zero hours and provide a reason for the adjustment so that the system records that the child is no longer attending your setting.**

Once you have made the necessary changes, click **save**. If there are any errors in input, these will be displayed upon saving the record.

The adjustment will be displayed on the adjustment headcount page with the hours showing under **Pending Universal/Extended Adj Hours** column.

Not submitted ⚠ In 30H grace period

Add Child Send Claim

Status	Child Name	Pending Universal Adj Hours	Pending Extended Adj Hours	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
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- 10.4 Click **send claim** to submit your adjustment. If your submission is successful, the submission successful message will appear and the status will change from **Edit Pending** to **Edit Pending, Submitted**.

		Status
		Unchanged
		Edit Pending, Submitted

10.5 Once the adjustment has been imported by the Free Entitlement Team, the status on the adjustment tab will change to **Unchanged** and the **Pending adjustment hours** will change to zero.

	Status	Child Name	Pending Universal Adj Hours	Pending Extended Adj Hours
	Unchanged	Batey, Abdul (01-Feb-2015)	0.00	0.00
	Unchanged	Bond, Aisha (01-Feb-2015)	0.00	0.00
	Unchanged	Head, Oscar (01-Feb-2015)	0.00	0.00
	Unchanged	Head, Otis (23-Oct-2014)	0.00	0.00
	Unchanged	Head, Otis (01-Feb-2015)	0.00	0.00
	Unchanged	Roberts, Lexi (06-Oct-2014)	0.00	0.00
	Unchanged	Wood, Lucy (09-May-2015)	0.00	0.00

10.6 The funding amount owing to you will show at the top of the adjustment tab. This will show as **Not Paid** until the payment is processed. Clicking on the arrow symbol expands to reveal who this payment relates to.

Home **Funding**

Summary Estimates Actuals **Adjustments** Eligibility Checker

View Adjustments. Fin Year 2022/23 Autumn - 3 & 4 Year Old Funding CHANGE

▼ Paid With Estimates - Total: (£75.60), Paid Date: 31-Aug-2022

Type	Date Added	Child Name	Date of Birth	No. of Hours	Override Rate per Hour	Total Child Weighting Amount	Total Amount @ Provider Rate	Amount	Reason
Provider	25-Aug-2022							(£75.60)	Carried negative final value from Summer Fin Year 2022/23

▼ Paid as Adjustments - Total: £399.60, Paid Date: 30-Nov-2022

Type	Date Added	Child Name	Date of Birth	No. of Hours	Override Rate per Hour	Total Child Weighting Amount	Total Amount @ Provider Rate	Amount	Reason
Child	16-Nov-2022	Mohammed Faya	18-Apr-2019	90.00		£18.00	£381.60	£399.60	Start date 7/11/2022

Please email the Authority to request changes to the adjustments.

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Once adjustment payments have been processed the payment will show as **Paid with Estimates/Actuals**. This is the cumulative amount, expand to see how this payment is broken down.

11 Uploading Documents

- 11.1 Documents needed to support your claim for funding can be sent to the Free Entitlement Team via the **Documents Tab** on the provider portal. This includes: evidence to support a claim for DAF funding and parental declaration forms where children have started the setting midterm or left the setting before the end of the term.

Supporting Documents
Please upload any documents which support this term.
Please enter a Description to clarify what the file contains.
Allowed file types are: .docx, .doc, .pdf, .jpg, .jpeg, .png, .gif, .bmp, .tif, .tiff, .txt, .rtf
Files may not be larger than 10 MB.

Description*	File Name
No Documents Uploaded	

Upload a file

Save Cancel *denotes mandatory fields

- 11.2 To add the evidence, click **upload a file**. Select the required file and click **open**. The selected file will upload and you will be asked to name the file. Please make clear what this uploaded document relates to i.e. name the file: midterm starter, midterm leaver, DAF, birth certificate etc.
Save and **Send** the claim

12 Child funding summary

- 12.1 Within this tab you will be able to see a breakdown of the child's claim including if they are eligible for EYPP and/or nominated for DAF.
Within the **Funding** tab, select **Actuals** and open the appropriate term.



- 12.2 This will bring up the list of children (headcount) for that term. Select the child by double clicking on the child's name

Select the **summary** tab to see the breakdown

Name: Oscar Head DOB: 01-Feb-2014

Summary | Child Details | Funding Details | Parent / Carer Details

Child is in 30H grace period

Term Start Date	04-Sep-2017	Universal Funding	
Term End Date	15-Sep-2017	Funded Hours Per Week	15.00
No of weeks attended	14.000	Funded Hours for Term	210.00
Nominated for DAF	No	Funding Amount @ Provider Rate	£772.80
30H Eligibility Start Date	15-Jun-2017	Child Weightings	£0.00
30H Eligibility End Date	22-Sep-2017	Universal Funding Amount	£772.80
30H Grace Period End Date	30-Dec-2017	Extended Funding	
30H Eligibility last checked	15-Jun-2017 15:19:56	Funded Hours Per Week	15.00
Provider Total Rate	£3.680	Funded Hours for Term	210.00
		Funding Amount @ Provider Rate	£772.80
		Child Weightings	£0.00
		Extended Funding Amount	£772.80
		Totals	
		Funded Hours Per Week	30.00
		Funded Hours for Term	420.00
		Total Funding (excl. Adj)	£1545.60
		Total amount from Adjustments	£0.00
		Total Funding For Term (inc Adj)	£1545.60

Close *denotes mandatory fields

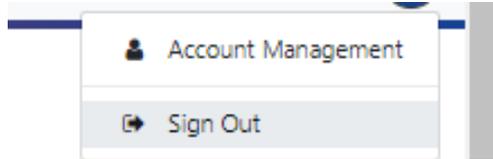
Where this symbol is visible the information can be extended to provide a breakdown of the weightings applied to that child.

13 30 hour – Local Authority audits and parent reconfirmations

- 13.1 Parents need to re-confirm their eligibility every three months via the Government Gateway Childcare Services Account. Parents will be notified via their chosen method of communication prior to their validity end date. If the parent successfully reconfirms, new period dates will be issued.
- 13.2 If a parent does not re-confirm their eligibility or loses eligibility, a grace period will come into effect. The grace period enables parents to retain their childcare place for a short period. The Operational Guidance outlines specific grace period cut-off dates.
- 13.3 Local Authorities will carry out an audit of codes at six fixed points within the year and childcare providers will be notified once these have been done. A warning triangle will appear beside the child's name for children who are in their grace period. These parents should be reminded to reconfirm their eligibility otherwise they will lose eligibility for the extended hours the following term.
- 13.4 Please note, warning triangles will not show for children whose grace period has lapsed and are no longer eligible for the extended hours.
More information on audit dates and grace period dates can be found in the Operational Guidance.

14 Logging out

14.1 When you have finished using the portal, exit the site via the **Logout** button:



Each time you leave the site you must always log out to allow updates to refresh and for security reasons.