

FIS Synergy Web Provider Portal for Early Years Funding

**A guide for Early Years childcare providers who are registered to offer
government funded places**



CONTENTS

1. LOGGING IN

- a. Changing your password

2. HOME PAGE AND FUNDING SUMMARY SCREEN

3. CHECKING THE ELIGIBILITY OF 30 HOUR VOUCHER CODES

4. SUBMITTING ESTIMATES

5. COMPLETING YOUR HEADCOUNT

- a. Submitting your headcount claim
- b. Deleting a child
- c. Undoing changes to a record
- d. Adding or updating a child
- e. Checking the validity of a voucher code
- f. Uploading a document to the Funding Team
- g. Completing a 2YO headcount

6. CHECKING YOUR HEADCOUNT

- a. Viewing your payment summary

7. FREQUENTLY ASKED QUESTIONS

- a. Access to systems and passwords
- b. Data quality
- c. Funding and claim details
- d. Parental Agreements

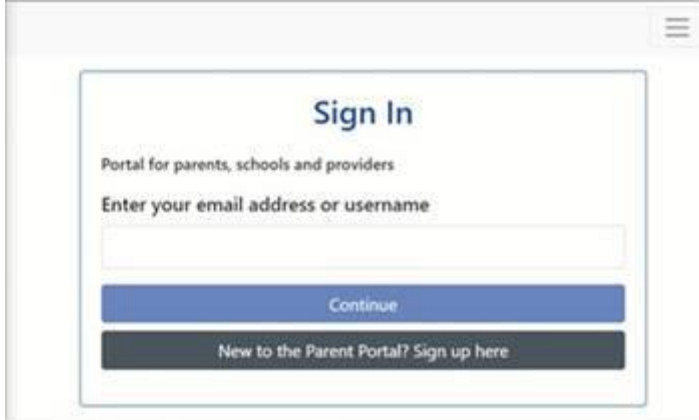
8. CONTACT INFORMATION

1. Logging in

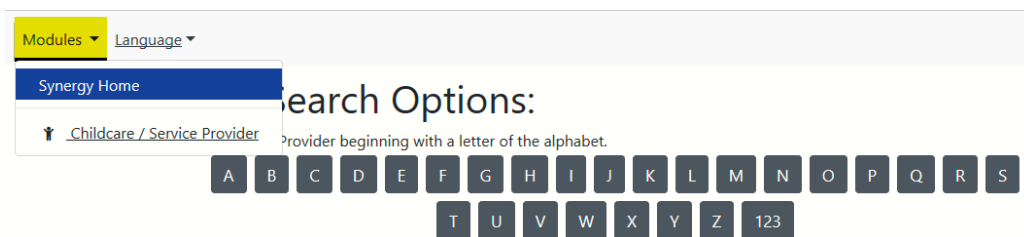
The website address is: <https://fisportal.northyorks.gov.uk/Synergy/Login.aspx>

Enter your username, this is always the Ofsted number or the one provided to you, select 'Continue'. There are two ways of logging into the system; single sign on as described below, and two factor authentication(2FA) You will have been issued with the credentials when set up for funding.

Enter your password, click Sign in



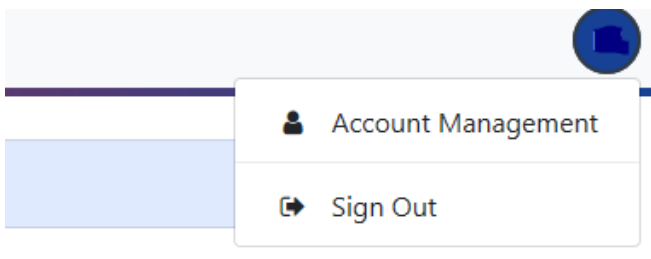
You may get the following screen, if you do, please click on the Modules and chose Childcare/Service Provider. This will take you to the home screen



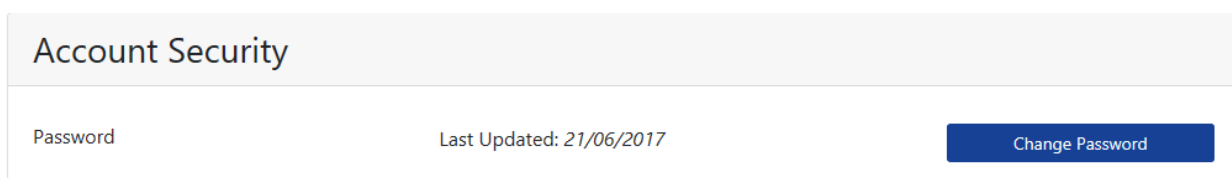
If you have forgotten your login details, please contact the Families Information Service via

Changing your password

You can change your password by clicking on your username in the top right-hand corner and the clicking into 'Account Management'.



You will see this screen and should click into 'Change Password' to amend your password.



Please note passwords are case sensitive however, usernames are not.
Password requirements are stated on the screen, as shown below.

Childcare / Service Provider Hello Friarage, Sign Out

Change Password Authentication Questions

Please change your password below:

To change password, please enter your current password and your new password and press the Change Password button.

Your Password:
Must be a minimum of 6 characters in length.
Must contain at least one alphabetic character.
Must contain a number.
Must contain an uppercase character.

Current Password:

New Password:

Confirm Password:

2. Home Page

On the homepage you will be able to access the key functions of the Synergy FIS Provider Portal using the headings at the top of the page. The Notifications section of this page will alert you to any headcount records that have been saved, but not submitted. Un-submitted records will not be funded. If you see a notification regarding current un-submitted claims and the funding window is still open, you must click the link and submit your claim. If the funding window is closed, then please contact the Early Years Funding team to query your claim.

Home **Forms Funding Sufficiency Staff Ofsted**

Welcome to FIS Provider Portal

Please make a selection from the menu above to proceed

These are the key functions of the portal

Forms

Provider Updates Form - This form is used to add or update your setting details. Please ensure your details are up to date.

Funding

The Spring Term headcount is now open and available for providers to add and submit claims for processing. The deadline for claims to be sent is **Friday 20th January 2023**. An email was sent to all providers on 7th December including further guidance on Spring Term Headcount. The guidance can be found on our website at [Early Education Places, Funding and Entitlement | CYP\\$Info \(northyorks.gov.uk\)](#) along with various other useful information regarding early years funding.

30 Hours Code Information – Forthcoming Spring Term 2023

As advised in our email of 24 November, providers must check the validity of 30 hours codes for both new and existing parents who wish to access 'Extended' funded hours with them in Spring 2023. This check should be done using the 'Eligibility Checker' on the Portal, and be completed before an 'Extended' funded place is offered from January 2023. It is a provider's responsibility to ensure a parent holds a valid 30 hours code for Spring Term, before allowing a child to access 'Extended' funded hours.

Further information on checking 30 hours codes can be found in our email as well as on our website here at [Checking 30 Hours Codes Spring Term 2023.pdf \(northyorks.gov.uk\)](#). To recap, to access 30 hours funding from January 2023, parents must have applied/or re-confirmed their code with HMRC on or before **31 December 2022**. Codes re-confirmed/received from 1 January 2023 onwards will not be valid for use.

Payments

Funded payments for Spring Term are made for three months, January, February and March. Payments made in January and February are based upon 'estimated' funded hours. The final payment in March is calculated using Spring headcount claim/s submitted to us. If you have a query about your monthly payment, please email the team at eyft@northyorks.gov.uk including details of how much you were expecting to be paid. We can then look into this for you.

Funding Tab

The funding tab is used to view and submit headcount claims for Early Years Funding. You can also use this function to view which children are entitled to EYPP and assist you in the reconciliation of your headcount.

Summary Screen

Select **Funding** from the main menu, then **Summary** from the sub-menu.

On the right-hand side of the summary screen, under the 'Actuals' heading, you can view the funding you are due for each term - this data is based on the information you have provided on your headcount submission and will be updated after the headcount has been processed.

On the left-hand side of the screen, you can view the 'Estimates' section of the portal – this will show the estimated weekly funded hours that you will be being paid based on for the term you are viewing. This section is for information only and can assist you in understanding your monthly payments.

Home Forms Funding Sufficiency Staff Ofsted	
Summary Estimates Actuals Adjustments Eligibility Checker	
Summary: 2022/23 Financial Year Spring - 3 & 4 Yr Old CHANGE	
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.	
Estimates	Actuals
Term Length (Weeks) 11.80	Term Length (Weeks) Term Time 11.80
▶ Provider Rate applied £4.31	Term Length (Weeks) Stretched 11.80
Estimate Funding	▶ Provider Rate applied to child funding £4.31
Hours Per Week 0.00	Universal Funding
Term Funding Amount £0.00	Funded Hours for Term 118.00
Interim % 100.00%	Funding Amount @ Provider Rate £508.58
Interim Amount Payable £0.00	▶ Child Weightings Total £0.00
<hr/>	<hr/>
Total Interim Amount Paid to Date (before Adj) £0.00	Universal Funding Amount £508.58
<hr/>	Extended Funding
Interim Amount Payable Balance £0.00	Funded Hours for Term 0.00
<hr/>	Funding Amount @ Provider Rate £0.00
	<hr/>
	Extended Funding Amount £0.00
	Totals
Processed No	Funded Hours for Term 118.00
Processed Date	Funding Amount @ Provider Rate £508.58
	Child Weightings £0.00
	<hr/>
	Term Funding Amount £508.58
	Interim Amount Paid (before Adj) £0.00
	<hr/>
	Term Funding Amount Balance £508.58

3. Checking the eligibility of 30-hour voucher codes

There is a facility available on the portal to check the eligibility of 30H voucher codes at any point in the term. This enables you carry out a live check to see if children are eligible for the additional 15 hours of extended entitlement funding before offering them a funded place, regardless of the portal being open for

headcount submission. No information is stored in the system when you use this facility, it is for checking purposes only and you must have received the parent's written permission that you can use their details – this should be taken from the Parental Agreement.

To claim for extended hours, you will be required to check the validity of the codes on each child's record when submitting your headcount- using the separate Eligibility Checker will not save the details of the code. *Please note, codes may be issued for children who are not three until the term following the one you are checking for; these children will not be eligible until they reach eligible age so cannot be offered a place on the basis of having an eligible code.*

To check a 30H validity code, select 'Funding' then 'Eligibility Checker'

Home Forms Funding Sufficiency Staff Ofsted

Summary Estimates Actuals Adjustments Eligibility Checker

Eligibility Checker

Check if a child is eligible for extended hours by clicking on the button below. You only need to complete the fields marked * MANDATORY

Completing the NON-MANDATORY fields will result in a submission error

Data Protection Notice - a record of the check is maintained for monitoring purposes. The information supplied is NOT stored by the system.

30 Hours Free Childcare

Click the '30 Hours Free Childcare' button.

Enter only the information required in the mandatory fields marked * (the eligibility code, the child's DOB and parents NI number) into the appropriate fields and select 'Submit'. The consent box must also be ticked to perform the eligibility check.

30 Hours Free Childcare

Please enter a valid Eligibility Code and Child Date of Birth, together with Parent/Carer Details. Partner Details are optional but if entered then all fields, except Forename, must be filled in.

Eligibility Code*

Child Date of Birth*

Parent/Carer Forename

Parent/Carer Surname

Parent/Carer NI Number*

Consent must be given for this Eligibility Check

Partner Forename

Partner Surname

Partner NI Number

*denotes mandatory fields

Submit **Cancel**

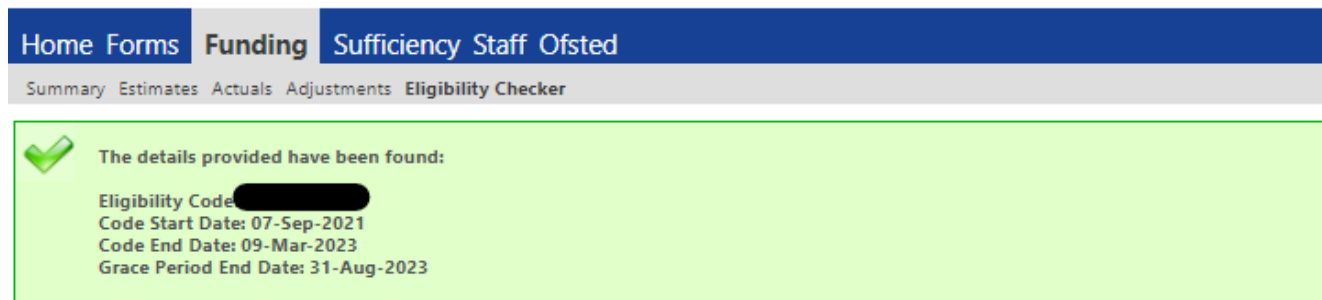
If the child is eligible for the extended entitlement funding you will see the following message, with the three dates linked to the code:

Code Start Date – the date the code has been generated by HMRC.

Code End Date – the date the code is valid until, parents must reconfirm their eligibility by this date

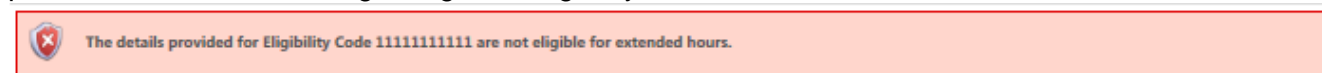
to continue to access extended entitlement funding.

Grace Period End Date – the date that the child will be able to access funding, based on the current status of their code. This date will always run until the end of the current or following term. Please note, a code that is in grace period can only be used if the child has accessed extended hours with you in the previous term.



The screenshot shows a navigation bar with 'Home', 'Forms', 'Funding', and 'Sufficiency Staff Ofsted'. Below it are links for 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. A green box contains a checkmark icon and the text: 'The details provided have been found: Eligibility Code: [redacted], Code Start Date: 07-Sep-2021, Code End Date: 09-Mar-2023, Grace Period End Date: 31-Aug-2023'.

If the code you are checking is invalid you will receive the message below. If you receive this message, you should contact the parent to confirm that they have given the correct details. If the details are correct and the check is still returning an invalid result, it is the responsibility of the parent to contact HMRC regarding their eligibility.



The screenshot shows a red box with a shield icon containing an 'X' and the text: 'The details provided for Eligibility Code 1111111111 are not eligible for extended hours.'

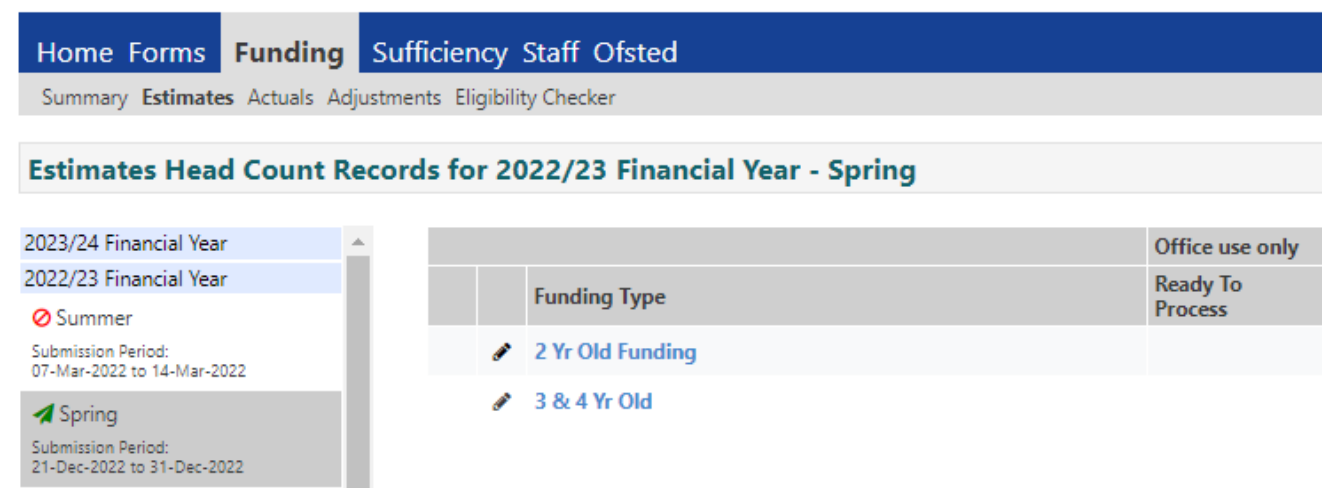
4. Submitting estimates

Childminders Prior to the beginning of each term, childminders are required to submit estimates of weekly funded hours on the Provider Portal, this enables an accurate monthly payment to be calculated. An email will be sent by a member of the Early Years Funding Team notifying providers when they must submit estimates.

Other types of providers, estimates are based on your headcount figures from the previous year. You can find these on your indicative budget statement, released in March each year, or on your headcount summary for the appropriate term on the Provider Portal. Providers can contact the Early Years Funding team, prior to the beginning of term if their numbers appear to be significantly different to the previous year.



Only Childminders will be able to submit estimates via the provider portal

To submit an 'Estimate' select **Funding** then **Estimates**.



The screenshot shows the navigation bar with 'Home', 'Forms', 'Funding', and 'Sufficiency Staff Ofsted'. Below it are links for 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. The main heading is 'Estimates Head Count Records for 2022/23 Financial Year - Spring'. On the left, there is a dropdown menu for '2023/24 Financial Year' and '2022/23 Financial Year'. Under '2022/23 Financial Year', 'Summer' is selected with a red circle and 'X', and 'Spring' is selected with a green arrow. Submission periods are listed for both. On the right, there is a table with columns 'Funding Type' and 'Office use only' (with sub-column 'Ready To Process'). The table lists '2 Yr Old Funding' and '3 & 4 Yr Old' with edit icons.

You will be able to see each term listed on the left-hand side of the screen, along with the submission dates that the portal is open.

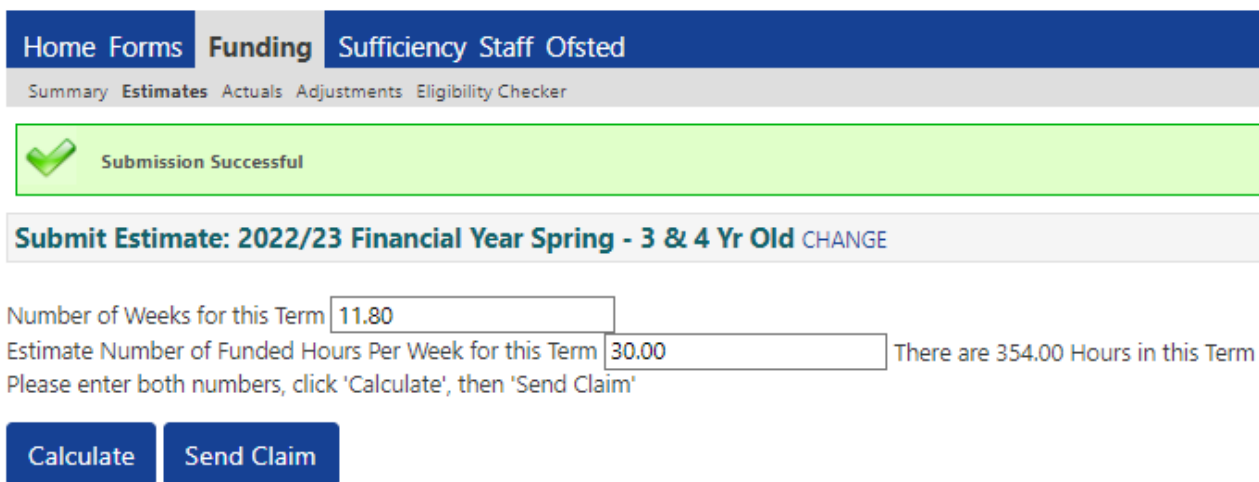
The symbols next to each term signify if the term is currently open  or closed  for submissions. Select the term you want to submit estimates for and then select the appropriate funding type.

The number of weeks will already be prepopulated on the form, enter the total number of weekly funded hours you are expecting for the term, click 'Calculate' and then 'Send Claim'.

For 3&4yo children please include both universal and extended hours in your estimate- the hours do not


need to be split until you complete your headcount.

Please take care to submit the total number of weekly funded hours for all children in the funding category you are submitting- do not submit the total number of termly funded hours or attempt to submit each child's hours separately.



Home Forms **Funding** Sufficiency Staff Ofsted

Summary **Estimates** Actuals Adjustments Eligibility Checker

 Submission Successful

Submit Estimate: 2022/23 Financial Year Spring - 3 & 4 Yr Old CHANGE

Number of Weeks for this Term

Estimate Number of Funded Hours Per Week for this Term There are 354.00 Hours in this Term

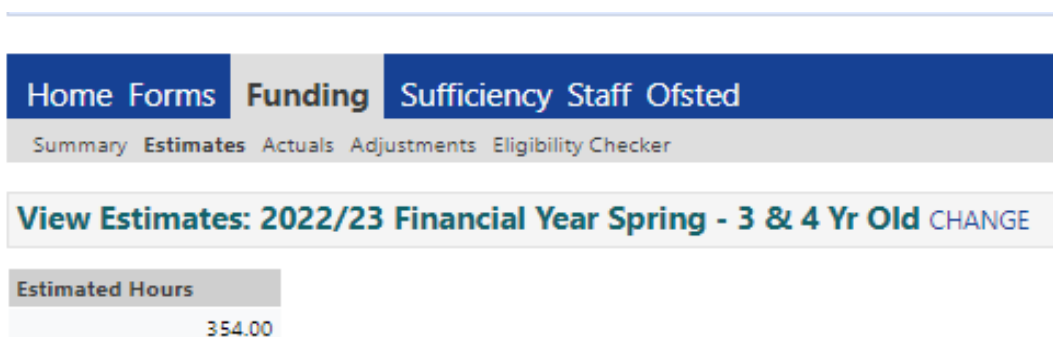
Please enter both numbers, click 'Calculate', then 'Send Claim'

Calculate **Send Claim**

You should see a 'Submission Successful' banner appear when your claim has been sent. Repeat this process for both headcounts if you have both 3&4yo and 2yo children.

Once the submission window has closed, you can view your estimate on the same screen or by looking at the Summary screen, as previous explained.

Please note, on the estimates screen it will show the total termly estimate you have submitted, not the weekly hours.



Home Forms **Funding** Sufficiency Staff Ofsted

Summary **Estimates** Actuals Adjustments Eligibility Checker

View Estimates: 2022/23 Financial Year Spring - 3 & 4 Yr Old CHANGE

Estimated Hours
354.00

5. Completing headcount

The Early Years Funding Team will contact all providers via email each term when the Provider Portal is open for headcount submissions - this is usually at the end of the previous term and enables any issues with 30H codes to be identified before the deadline for parents to apply.

Each term has a headcount week- this will always run from the beginning of the week that school census day falls, the table below explains when headcount week falls.

<i>Term</i>	<i>School census day</i>
Summer	3 rd Thursday in May
Autumn	1 st Thursday in October
Spring	3 rd Thursday in January

In the headcount email, the date of headcount week will be confirmed, and you will be asked to provide details of any children who are registered and attending during that week. We will also advise you of the deadline your headcount data must be submitted to us by, this is usually the end of headcount week.

a. Submitting headcount claim

Select **Funding** from the main menu, then **Actuals** from the submenu.


Select the appropriate term and funding type you are submitting a claim for.


Funded children from the previous term will be shown on this screen, but their funded hours will be set to zero. *Children who have zero hours will not be allocated funding.*



You must click into each child's record, check their details, and enter the weekly funded hours for Universal and Extended Entitlement hours for the current term.

Any children who are no longer accessing funded hours at your setting will need to be **deleted** from your headcount return.

The front page shows a summary of your headcount, you will see the following information when you select a headcount under actuals:

1.  shows that the record has been saved but not submitted for processing


 shows that the child's 30H code is in the grace period – see far right 'Eligibility Status' column for details.

2.  use this button to undo any changes you have recently made to the child record
-  use this button to delete the child record
3. **Status column** – explains the status of each child record; 'Unchanged' means the details have not been changed since the record was last processed, 'Edit Pending' or 'Add Pending' means the details have been changed but not yet submitted, 'Awaiting LA Download' means the record has been submitted for processing by NYC.
4. **Universal and Extended Hours columns** – shows the total termly hours that will be funded for the child.
5. **Total Funding Amount for Term column** – shows the total amount funding due for the child in the term – this includes deprivation and EYPP.
6. **Child Weightings column** – shows the level of deprivation funding the child receives, if eligible 'EYPP' will also be shown in this column.
7. **Eligibility Status column** – shows the eligibility dates of the child's 30H code. This is not live data but shows the validity dates at a certain time.
Please note, checks made on the 'Eligibility Checker' tab are not saved so are not shown here. The dates shown here will reflect when a check has been made on the child's record, either by you on their funding record on the portal, or when NYC have performed an audit of the codes. You are notified whenever NYC perform these checks.






Home Forms
Funding
Sufficiency Staff Ofsted

Summary Estimates **Actuals** Adjustments Eligibility Checker

Submit Actual: 2022/23 Financial Year Spring - 3 & 4 Yr Old CHANGE

 In 30H grace period

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
			141.60	0.00	£610.30		30-Aug-2022 - 12-Dec-2022 Grace Period: 31-Mar-2023
			159.30	0.00	£692.95	C [0.04]	02-Aug-2022 - 11-Nov-2022 Grace Period: 31-Mar-2023
			177.00	0.00	£769.95	C [0.04]	

b. Deleting a child

To delete a child, click on the  to the left of the 'Status' column.


The following message will appear – click Yes to delete the record.


Request Delete

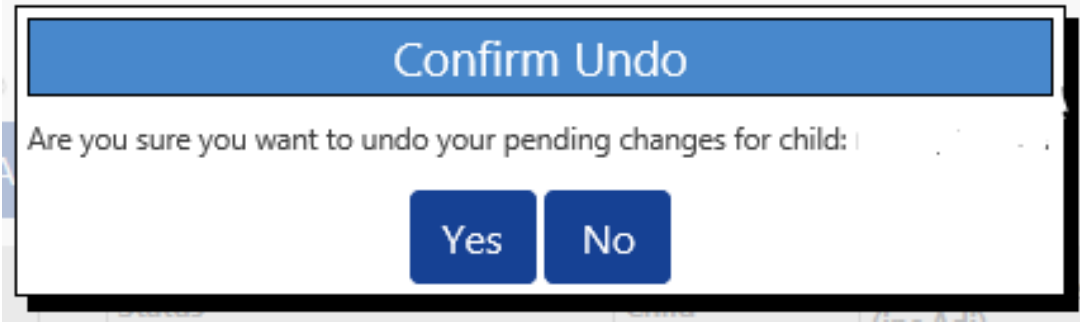
Are you sure you want to request the deletion of child: ' [Child Name] ' from this headcount record?
Delete requests are automatically submitted but can be cancelled.

Yes
No

c. Undoing changes to a record

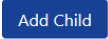
To undo any changes made to a child record click the  to the left of the status column.

The following message will appear – click  to undo the changes.



d. Adding or updating a child

For an existing child, open the record by clicking on the child's name.


For a new child you should select .

If editing an existing child, you will see the details of the child have been saved but there will be no funded hours attached to the child's record. You should open the child's record by clicking on the name, check the existing information is still correct and add the funding details.

If adding a new child, you will be taken straight to the 'Child Details' tab when you click the 'Add Child' button.

If you are updating an existing child, you will see a 'Summary' tab - here you will see the eligibility dates if there is a 30H code on the child's record.

You will also see the amount of funding the child will receive for the term, based on the details you provide. If you are adding a new child, you will see this tab after you have saved the record.

Summary	Child Details	Parent / Carer Details	Funding Details	Documents	Notes
 Child is in 30H grace period					
Term Start Date	01-Jan-2023				
Term End Date	31-Mar-2023				
No of weeks attended	11.80				
Nominated for DAF	No				
30H Eligibility Start Date	30-Aug-2022				
30H Eligibility End Date	12-Dec-2022				
30H Grace Period End Date	31-Mar-2023				
30H Eligibility last checked	28-Nov-2022 16:49:06				
▶ Provider Total Rate	£4.31				
		Universal Funding			
		Funded Hours Per Week		12.00	
		Funded Hours for Term		141.60	
		Funding Amount @ Provider Rate		£610.30	
		Child Weightings		£0.00	
		Universal Funding Amount		£610.30	
		Totals			
		Funded Hours Per Week		12.00	
		Funded Hours for Term		141.60	
		Total Funding (excl. Adj)		£610.30	
		Total amount from Adjustments		£0.00	
		Total amount from Pending Adjustments		£0.00	
		Total Funding For Term (inc Adj)		£610.30	

Child Details Screen

Step 1 – Once child details (name, surname, DOB etc) have been added please enter the child's postcode details in the box shown below and click 'Search'. Take care to ensure the correct details are added and these also added in the correct format e.g., YO7 and not Y07, and correctly spaced e.g., DL7 8AE and not DL78AE. Once the postcode is added click 'Search'

The screenshot shows the 'Child Details' screen with the following sections:

- Child Details:** Fields for Forename*, Middle Name, Surname*, DOB*, Proof of DOB (checkbox), Gender* (Male/Female checkboxes), Preferred Surname, Ethnicity* (dropdown), and SEN COP Stage (dropdown).
- Search for an Address:** Fields for Primary and Postcode* (with a yellow highlight), and a Search button.
- Address:** Fields for Address Line 1*, Address Line 2, Address Line 3, Locality, Town, County, and Postcode*.

At the bottom, there are 'Save' and 'Cancel' buttons, and a note: '*denotes mandatory fields'.

Step 2 – If address details are 'found', please select the correct address from the dropdown menu shown and then click 'Confirm' that appears.

This will then add this information to your headcount claim. You can then move onto adding the remaining information on the 'Parent Details' and 'Funding Details' screens as well as any 'Notes' required to complete the claim to submit.

This screenshot shows the 'Search for an Address' section with the following details:

- Primary: [Empty field]
- Postcode*: YO8 6TE
- Search button
- Dropdown menu: 1 Meadow Croft Meadowfield Drive, South Duffield, Selby, YO8 6TE
- Address:** Fields for Address Line 1* (1 Meadow Croft Meadowfield I), Address Line 2, Address Line 3, Locality (South Duffield), Town (Selby), County, and Postcode* (YO8 6TE).

Buttons at the bottom include 'Cancel', 'Enter Manually', and 'Confirm'.

Step 3 – If the address details you require are not given in the dropdown menu **or** are not found and the following message appears

No matches were found. Please check your search criteria and try again or enter address manually.

you must check the details input is correct. Once checked if the address is still 'not found' then click 'Cancel' and then click 'Enter Manually' to input the address details instead. We would advise that if the address appearing in the dropdown menu is slightly different to that shown on your parental agreement, that you 'manually input' the child's address. This will ensure the address submitted on headcount matches the address details confirmed by the parent on their signed agreement.

The screenshot shows the 'Child Details' form with the following fields:

- Child Details:** Forename*, Middle Name, Surname*, DOB*, Proof of DOB (checkbox), Gender* (Male/Female checkboxes), Preferred Surname, Ethnicity* (dropdown), SEN COP Stage (dropdown).
- Search for an Address:** Primary (text input), Postcode* (text input with 'DL7 8AE'), Search button.
- Address:** Address Line 1* (text input), Address Line 2 (text input), Address Line 3 (text input), Locality (text input), Town (text input), County (text input), Postcode* (text input), Enter Manually button.

No matches were found. Please check your search criteria and try again or enter address manually.

Step 4 – Once you have typed in the child's full address details click 'Confirm'. Once the address details have been confirmed, then click 'Update' to add the child's address details to your claim. These will be added and now appear 'greyed out' on screen. Then click on 'Update'. This will then complete adding this information to your headcount claim. You can then move onto adding the remaining information on the 'Parent Details' and 'Funding Details' screens as well as any 'Notes' required to complete the claim to submit.

The screenshot shows the 'Child Details' form with the following fields:

- Child Details:** Forename*, Middle Name, Surname*, DOB*, Proof of DOB (checkbox), Gender* (Male/Female checkboxes), Preferred Surname, Ethnicity* (dropdown), SEN COP Stage (dropdown).
- Search for an Address:** Primary (text input), Postcode* (text input with 'DL7 8AE'), Search button.
- Address:** Address Line 1* (text input with 'County Hall'), Address Line 2 (text input with 'Racecourse Lane'), Address Line 3 (text input), Locality (text input), Town (text input with 'Northallerton'), County (text input with 'North Yorkshire'), Postcode* (text input with 'DL7 8AE'), Cancel button, Enter Manually button, Confirm button.

Update Address

Address

Address Line 1*	County Hall
Address Line 2	Racecourse Lane
Address Line 3	
Locality	
Town	Northallerton
County	North Yorkshire
Postcode*	DL7 8AE

Parent/Carer Details screen

Please complete the parent/carer details tab with at least one parent/carer's details for all types of funding claims. All fields in the parent tab marked * must be completed.

This information is required for you to input headcount for any child accessing 3&4 YO 'Extended' funding. This will enable an automatic check to be completed for any 3&4 YO child who may be eligible for EYPP on 'economic grounds'.

Where possible, please also include all parental email addresses and contact numbers as given on your signed parental agreement. Please note the parent email and telephone number is not mandatory.

Funding Details screen

Start and End Dates – this field should be prepopulated with the term dates, please do not change these dates. They should always remain as the full period of the term, regardless of when you opened for your first day of term. If you have a child who is not present on headcount week, they should not be claimed for. If a child will miss a significant number of weeks in the term, you should contact NYC to discuss this.

Weeks attended in term – this field should be prepopulated, if it isn't, you will be able to find this in the Headcount information that is sent each term. If you are an Independent School and are not open for the number of funded weeks in term then you must enter your actual number of weeks and notify the Early Years Funding Team.

Present during Census – this box must be ticked for each child who is present on headcount week.

Attends Two Days or More – This must be ticked if the child attends for more than 10 hours per week – please note, the maximum number of hours claimed in one day is 10.

Nominated for DAF – use this field to identify children in receipt of Disability Living Allowance, who have nominated you to claim Disability Access Fund.

Attendance days – This can be used to identify the days that the child attends- this is helpful for the processing of data but is not mandatory.

Stretching Entitlement – Please tick this box if you are making a stretched claim for a child.

This helps us to monitor how funding is being accessed by parents and offered by childcare providers. You will need to input your claim as 'term time' only and the number of funded hours claimed will be subject to the maximum termly funded hours available. You must also ensure that you have spoken to the parent about the number of termly hours that have been claimed, agreed how these will be accessed by their child during the term and whether the child is claiming at another provider.

Further details on 'Stretched Funding' can be found here on our website using this link:

[Stretched Funding Guidance.pdf \(northyorks.gov.uk\)](#)

Universal Funded Hours per Week – Enter the total number of universal hours the child accesses at your setting.

Non-funded Funded Hours per Week– Enter the total number of non-funded hours the child accesses at your setting.

Extended Funded Hours per Week – enter the total number of extended funded hours the child accesses at your setting and the 30-hour eligibility code.

Before the record can be saved with extended hours you must check the code on the child record, see section below for instructions on how to do this.

Maximum Values Allowed field– This field is useful when working out how many hours can be claimed for each child, if you are offering stretched funding. Please note, this does not update based on any other provider submission so if the child attends more than one setting you will still see the totals the child is entitled to overall.

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

Funding Details

Start Date* 01-Sep-2020

End Date* 31-Dec-2020

Default Term Dates

Weeks Attended in Term* 14.00

Present during Census

Attends Two Days or More

Nominated for DAF* Yes No

Stretching Entitlement

Universal Funded Hours per Week

Universal Hours* 0.00

Extended Funded Hours per Week

Extended Hours* 0.00

30H Eligibility Code

30 Hours Free Childcare

Eligible for 30H

Total Funded Hours per Week

Total Funded: 0.00

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* 0.00

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:	14.00
Universal Weekly Hours:	15
Universal Termly Hours:	210
Universal Yearly Hours:	570
Extended Weekly Hours:	15
Extended Termly Hours:	210
Extended Yearly Hours:	570

Save Cancel *denotes mandatory fields

e. Checking the validity of a 30 Hour code

If the child is accessing Extended Entitlement hours you must check the eligibility of the code on the child record before the system will allow you to save. After entering the child DOB, parent NI number and 30H eligibility code you should click the '30 Hours Free Childcare' button.

Please note, checking codes on the 'Eligibility Checker' tab does not store any information so do not come out of the child record.


If the child is eligible, you will receive the below message and the 'Eligible for 30H' box will be ticked, you can now save the record.

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


If you enter a code that is not valid you will receive the below message and will not be able to claim Extended hours for the term. Please check the details are correct and re-check the code, if the eligibility still cannot be found you should contact the parent to ensure you have the correct details. If you have checked all the details and are still unable to save the record you can contact the Early Years Funding team to query the result.


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

You may have parents who have applied for their code too late or failed to reconfirm their eligibility on time. If you enter a code that is not valid for the current term you will receive the below message and therefore cannot claim Extended hours.


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

If you attempt to check a code with some of the information missing you will receive one of the following messages. You must correct any errors before you can check the eligibility for 30 hours.


 ECS Check returned the following error: Please enter a valid Eligibility Code and Child Date of Birth, together with Parent/Carer Details. Please review your entered values and try again.

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

TOP TIP: the system will not allow you to save a record with hours in the 'Extended Hours' field if you have not been able to obtain 30H eligibility. If you would like to save the rest of the information you have already entered and come out of the record you should set the extended hours to '0'. You can return to the child's record later when you have resolved the query with their code.


Step 4. Once all information has been completed you can now click . You will then be taken back to the screen listing all children on your headcount. Repeat this process to include all children on your headcount.

When all the information has been saved, click  to submit your headcount return.


Please note, any child records that have been edited but not submitted will have a  in the left-hand column, all records must be submitted for you to receive payment.

Once you have submitted your headcount, the below message will appear to notify you that your submission has been sent successfully and you should now see that the status column for all children whose details have been sent will change to include 'Submitted'. ***It is recommended that at this point you have a look at the list of children to identify any records that either do not have any hours attached or where the status does not say 'Submitted'. The screenshot below shows a record that has been successfully submitted but with no hours attached.***





Summary Details Funding Details Eligibility Checks

 Submission Successful

Submit Actual: 2022/23 Financial Year Spring - 3 & 4 Yr Old [CHANGE](#)

 In 30H grace period

[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
			141.60	0.00	£610.30		30-Aug-2022 - 12-Dec-2022 Grace Period: 31-Mar-2023
		Awaiting LA Download	159.30	141.60	£1303.25	C [0.04]	02-Aug-2022 - 11-Nov-2022 Grace Period: 31-Mar-2023

You have now successfully submitted your headcount on the Provider Portal. The Early Years Funding team will process your return and contact you with any queries. If you have made any errors on your headcount submission, or you need to amend it after it has been sent, you can make as many changes as you like within the headcount submission period. Simply select the child you need to change, make the amendments, save the record, and resubmit. Changes will not affect the other submissions you have already sent. If you need to make any changes after the headcount deadline you should contact the Early Years Funding Team for advice.

f. Uploading a document to the Funding Team

If you wish to send documentation to the Funding Team on behalf of a child when completing headcount, this can be done by selecting the 'Documents' screen as highlighted.

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

Supporting Documents
Please upload any documents which support this term.

Please enter a Description to clarify what the file contains.
Allowed file types are: All file types permitted
Files may not be larger than 5 MB.

Description*	File Name	Upload a file
No Documents Uploaded		

Once selected, click onto 'Upload a file'. Depending upon the device being used to add your claim, please select the document you wish to send across. Please also write a brief description of the document being sent, in the box below:

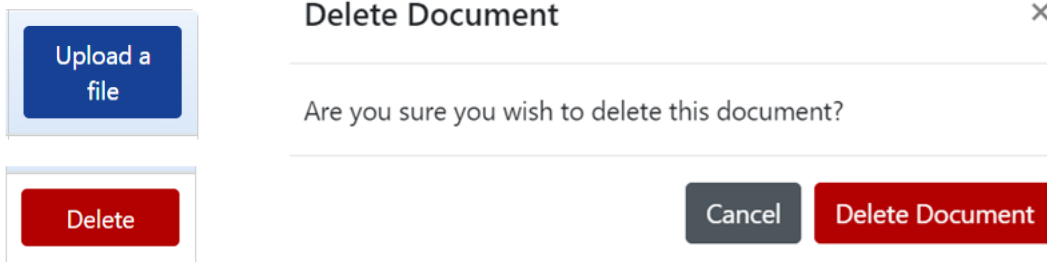
Files may not be larger than 5 MB.

Description*

Once the document has been selected/added and your description included, click 'save.'

[Save](#) [Cancel](#)

Should you wish at any point to delete a document that has been previously added for a child, this can be done by selecting the child's record as if completing their headcount claim, and selecting the 'Document' screen again. You can then identify the document/s held on the child record and select 'Cancel' and then 'Delete Document'.



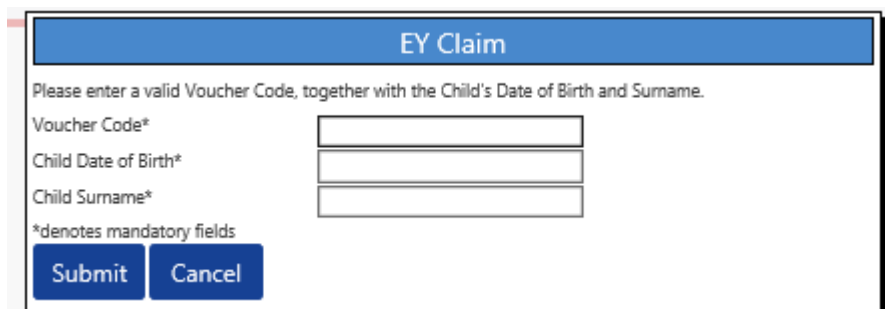
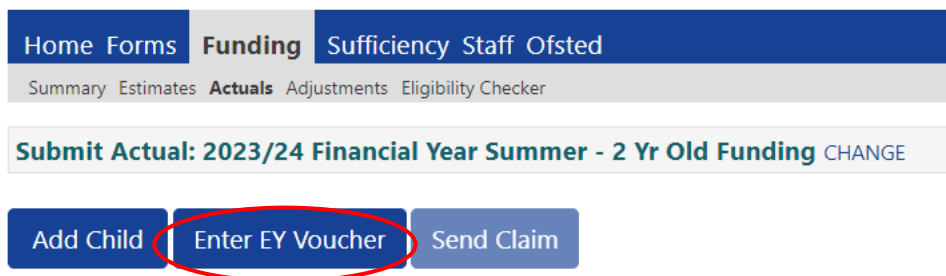
Finally click 'Save' to complete deleting the document.



g. Completing a 2yo headcount

The process for completing your 2-year-old headcount is largely the same as your 3&4yo headcount. The only difference is the way in which you can add new children to your headcount: Funded 2-year-old children must have a letter of eligibility from North Yorkshire Council, this will have a voucher code. When adding these children, you must enter the voucher code by clicking 'Enter EY Voucher'. You will enter the voucher code, child DOB and surname, click submit and the portal will prepopulate some of the information on the child's record. If you have the parent details, please enter these into the parent tab. The information entered must match the details that the parent has applied for 2yo funding with. If you are having issues entering the voucher code, claims can also be made by clicking the Add Child button, as you would on a 3&4yo headcount – you must see eligibility of 2yo funding before making a claim.

Please note, 2yo children are not eligible for 30 hours so you will only see a field for universal hours and will only be able to claim a maximum of 15 hours.



6. Checking your headcount

The Early Years Funding Team will notify all providers when the headcount checking, and verification process is complete and give you a deadline date to check your information. As part of this process, the details or number of hours for some children may change, it is your responsibility to check that any changes that have been made are correct and that the total number of hours being claimed for is right for the term. You will be required to check the details and number of hours for every child in each type of headcount.

Step 1. Open your headcount. You will see the status of each child is 'Unchanged' and the 'Total Funding Amount' for Term will have been calculated. If any children have their status as 'Pending' they may not have been submitted correctly.

To include these records, you must click 'Send Claim' and contact the Early Years Funding Team to inform them of the submission.

Home Forms **Funding** Sufficiency Staff Ofsted

Summary Estimates **Actuals** Adjustments Eligibility Checker

Submit Actual: 2022/23 Financial Year Spring - 3 & 4 Yr Old CHANGE

In 30H grace period

Add Child Send Claim

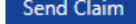
Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
⚠️ X		141.60	0.00	£610.30		30-Aug-2022 - 12-Dec-2022 Grace Period: 31-Mar-2023
⚠️ X		159.30	141.60	£1308.91	C [0.04]	02-Aug-2022 - 11-Nov-2022 Grace Period: 31-Mar-2023
X		177.00	0.00	£769.95	C [0.04]	
X		177.00	0.00	£1575.26	B [0.07]	

When all headcount records have been processed, the Early Years Funding Team will complete a bulk check of all 30H voucher codes. You will be able to see the most up to date information regarding the eligibility status for each child. This enables you to notify parents when their code will expire, to ensure they reconfirm their eligibility in time for the following term. The Grace Period is the date the child can continue to receive funding if the parent falls out of eligibility or fails to reconfirm their code in time.

Please note, extended funding can only be taken in the grace period with the provider who the child has accessed extended funding in the previous term.

Step 2. Open each child record and check the information on the Child Details, Parent/Carer Details And Funding Details tabs. If there are any amendments to be made please edit the information, save the record, send the claim and then contact the Early Years Funding team to notify them of the changes. If there are no changes to be made come out of the child record and do not save the changes. If you accidentally save an unchanged record the system will think you have unsubmitted headcount records and you will see the status change to Unsubmitted Claim.

You can cancel this by clicking the  button and the status of the child will revert back.

Step 3. If any changes have been made you must click  and contact the Early Years Funding Team to inform them of the alteration. Any changes made will not be accepted if the team has not been contacted by telephone or email.

a. Viewing your payment summary

On the Summary tab you will see the total amount of funding you are due for the term under the Actuals heading. This information will appear when NYC have verified your headcount and can be

used to cross reference the payments you receive and what you are expecting to receive in future months.

Home Forms Funding Sufficiency Staff Ofsted	
Summary Estimates Actuals Adjustments Eligibility Checker	
Summary: 2022/23 Financial Year Spring - 3 & 4 Yr Old CHANGE	
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.	
Estimates	Actuals
Term Length (Weeks) 11.80	Term Length (Weeks) Term Time 11.80
▶ Provider Rate applied £4.31	Term Length (Weeks) Stretched 11.80
▶ Provider Rate applied to child funding £4.31	
Estimate Funding	Universal Funding
Hours Per Week 30.00	Funded Hours for Term 654.90
Term Funding Amount £1525.74	Funding Amount @ Provider Rate £2822.62
Interim % 100.00%	▶ Child Weightings Total £25.84
Interim Amount Payable £1525.74	
<hr/>	
Total Interim Amount Paid to Date (before Adj) £0.00	Universal Funding Amount £2848.46
<hr/>	
Interim Amount Payable Balance £1525.74	Extended Funding
	Funded Hours for Term 141.60
	Funding Amount @ Provider Rate £610.30
	▶ Child Weightings Total £5.66
	<hr/>
	Extended Funding Amount £615.96
	Totals
	Funded Hours for Term 796.50
	Funding Amount @ Provider Rate £3432.92
	Child Weightings £31.50
	<hr/>
	Term Funding Amount £3464.42
	Interim Amount Paid (before Adj) £0.00
	<hr/>
	Term Funding Amount Balance £3464.42
	Adjustments Paid with Final Payment £0.00
	<hr/>
Processed No	
Processed Date	

7. Frequently Asked Questions

a. Access to systems and passwords

What do I do if I forget my username or password?

You can click on the Forgotten Password and the system should send you a token, or you can request a password reset by contacting the Families Information Service via our Customer Contact Centre on 0300 131 2131.

Will each member of staff that will use the system have their own login?

Each provider is given only one username and password, please be mindful of GDPR when sharing details.

How do I change my password?

You can change your password by logging in to the provider portal and following the changing your password procedure on page 3 of this guidance.

What if a member of staff leaves who has access to the online system and knows the password?

You should change the password immediately to ensure only authorised members of staff and management have access to the system. If you do not have the login details, you should contact the Families Information Service via our Customer Contact Centre on 0300 131 2131.

b. Data quality

Who is responsible for the quality and accuracy of the child data entered into the online system?

The person entering and checking the data is responsible for the accuracy of information. Please ensure that you have the child's full details, including full name, address including postcode and legal surname. It is good practice to use the information on the Parental Agreement form when inputting your headcount to ensure the information you are providing is accurate.

c. Funding and claim details

Do I need to submit a funding estimate online every term?

Childminders are asked to submit an estimate to ensure accurate funding is given each term. PVI providers and maintained schools should only submit an estimate if they are required to do so. Payments are based on the previous year's term funded hours; these are shown on the indicative budget statement that is sent to all providers in March of each year.

What figure should I enter for weeks attended in term on the Provider Portal?

The number of weeks per term will be prepopulated on each child's record. If this needs to be added the number of funded weeks each term can be found on our 'Useful Dates' information sent to you. If you are an Independent School and open for less weeks than in the funded term you should enter the number of weeks you are open.

What do I do if a funded child leaves after headcount week?

Childminders must notify the Early Years Funding Team who will adjust the funding claim. For all other providers, you do not have to notify us of this change, and you will receive funding for the full term, this does not have to be returned to NYC.

Can I make a claim for a child who joins us after headcount week?

For PVI providers or maintained nursery classes, if a child joins you after headcount week, and has never been funded by North Yorkshire, you need to contact the Early Years Funding Team to discuss the process for an After Headcount Adjustment. You will receive funding for the child from the first week they attend for their full hours, for the remainder of the term.

This payment will be made to you when all data has been finalised. If a child joins you after headcount week, and has been previously funded by North Yorkshire, you should offer the place but cannot claim for them until the next term. If you do not have any spaces at your provision, you are not obliged to give a funded place as you must ensure that you stay in your child/staff ratios. Childminders are allowed to claim for children who begin funding after headcount week, regardless of if they have been previously funded in North Yorkshire or not and should contact the Early Years Funding Team to discuss claiming this funding.

What do I do if a child leaves before headcount week?

Only children who are registered and attending of headcount week can be claimed for. Therefore, you must not add the child to your headcount submission, and you will not receive any funding for this child for the period they have attended. You should not charge the parent for the sessions the child has accessed in the term before they leave.

Will the online system give me a warning if another provider has claimed for a child?

No, if there is an over claim of hours between two providers, a member of the Early Years Funding Team will be in touch to resolve this issue. It is important that you discuss the funding with the Parents so that they understand the funding and ensure that the Parental Agreement form is filled in accurately as this will highlight if they are attending another provider.

d. Parental Agreements**Do Parental Agreement Forms have to be in place for all funded children?**

Yes, Parental Agreement Forms should be completed and signed by the parents when a child first claims a funded place with your setting. It is important to amend the Parental Agreement if there are any changes in the funding or child details in a term and ask the parent to sign and date the agreement. You are not required to reissue Parental Agreements each term if there are no changes to the funding.

Why do we have Parental Agreement forms?

The Statutory Guidance for Local Authorities states that local authorities should support providers to establish Parental Agreement forms. These should set out the hours and pattern of attendance for Early Years funded hours. The agreement is your contract with the parent, allowing you to claim funding on their behalf. If there were any disputes regarding funded hours for a child, North Yorkshire Council would look to the Parental Agreement in the first instance. NYC may visit your setting to audit your claim information and will expect to see Parental Agreement forms and all other paperwork pertaining to the government funded places.

How long do we have to keep Parental Agreements Forms?

We advise that providers keep declarations for the current year financial year plus 4.

8. Contact information

Early Years Funding Team

North Yorkshire Council

Early Years Funding Team

County Hall

Racecourse Lane

Northallerton

DL7 8AD

Email: eyft@northyorks.gov.uk

Families Information Service

Email: fis.information@northyorks.gov.uk

Tel: 0300 131 2131.

HMRC 30-hour voucher code queries – for parents

Tel: 0300 123 4097

