

PORTAL AND 30 HOURS ELIGIBILITY**Q1 When can parents apply/re-confirm – can they do this at any time in the relevant period, and can they re-confirm in the grace period?**

Response: The first time a parent claims they need to apply prior to the last date of the previous term, so 31st December, 31st March and 31st August. Ideally we would recommend that the claim be made prior to the deadline on the 1st of these months to ensure that the code start date is prior to the start of the term that the parent wants funding to start. Parents then need to reconfirm every three months. The system allows parents to apply for funding up to 16 weeks before their 3rd birthday, and so these parents will often have to reconfirm prior to their child being able to access their place the term after their third birthday.

You can re-confirm in the grace period, however eligibility will not start until the term after the parent has re-confirmed. Funding will however continue to be received during the grace period providing that the parent does not change provider.

Where a child is starting reception they will not be reconfirming entitlement in their grace period.

Q2 Do parents get an e-mail / text message reminding them that they need to reconfirm?

Response: Parents should receive a text message, however there have been cases where this has not happened, so it is always best to tell the parent to check by logging into their childcare choices account.

Q3 Is the code always the same, for example if a parent is self-employed and/or moves in and out of eligibility – does their eligibility code remain the same?

Response: The code should always be the same, however, in the case where a temporary code has been issued, these codes usually begin with '11'.

A parent should keep the same 30 Hour code for each child, sometimes there are occasions when they may be issued with a different code but the provider should always check before offering a 30 hour place.

Q4 I have received an invalid message when checking an eligibility code, what should I do?

Response: Check your records – e.g. Date of Birth, parents NI number, as when issues of ineligibility arise flagged as red, there may be a clerical error (NI error for example). Ensure that you have input the correct details provided by the parent, if unsure of any detail check again with the parent in case they have made an error when completing their parental agreement– If still a problem tell parent to refer to HRMC

Q5 I checked the refreshed headcount and it did not reflect the current status of the eligibility codes, why is this?

Response: The status of the codes is not live on the headcount, though we do update it on a monthly basis. The eligibility checker is live, and this should be used to confirm eligibility, and not the eligibility information showing on the headcount, as this will not necessarily reflect the current eligibility position.

Q6 Do you need parent's details (name etc.) when accessing the eligibility checker on the Provider Portal?

Response: The eligibility checker requires three pieces of mandatory information – the eligibility code, the child's date of birth, and the National Insurance number of the parent. You also must have the parents permission to use their details to check eligibility.

Q7 When are eligibility checks best undertaken?

Response: These are best done well in advance of the end of the previous term, e.g. the

<i>check for the Autumn term should be done in June. This is important so that any issues are rectified so that the funding is in place for the new term. The Autumn term check also needs to be done early as termly settings will not be open for all August, and most of July and so providers will not see parents until the next term.</i>
Q8 How does being in receipt of Maternity, or Care Allowance affect extended entitlement?
<i>Response: Parents must check their entitlement with HMRC via the digital childcare service.</i>
Q9 Is there any flexibility for starting funded entitlement in the current term, if the date of the entitlement is after that terms final confirmation date?
<i>Response: NYCC have agreed with the DfE to fund extended entitlement during a discretionary window which means, parents that have had problems with their application but who have applied/reconfirmed before 31st August, 31st Dec and 31st March will be issued with a code between 1-14th Sep, 1-14th Jan and 1-14th Apr and they should be able to access their extended hours from the beginning of term.</i>
Q10 Are Local Authority Headcounts in line with census dates?
<i>Response: Yes, the headcount dates are the third Thursdays in January and May, and the first Thursday in October.</i>
Q11 Does grace period apply only to existing provider?
<i>Response: Yes, a child can only access extended entitlement whilst in their grace period at their current provider. The grace period helps to smooth out changes e.g. seasonal working, allowing the parents to find another job, and then to reconfirm during the grace period so that they are eligible for the next term</i>
Q12 Why is the top level of deprivation supplement so high?
<i>Response: A deprivation review is to be carried out in the autumn term. It is currently based on the child's IMD (Index of multiple deprivation) postcode, and the highest deprivation banding is paid to those children who reside in areas of highest deprivation</i>
Q13 Can EYPP eligibility be included as part of parental agreement?
<i>Response: In order for EYPP to be awarded you need the parent's date of birth, this can be collected through the parental agreement.</i>
Q14 How does EYPP (Early Years Pupil Premium) work where a child is in more than one Early Years setting?
<i>Response: EYPP is based on the universal hours only as EYPP is not payable on extended hours. The parent should indicate on their parental agreement which setting they want to claim their universal hours with. If it is not clear then NYCC will make a 50/50 split between the settings.</i>
Q15 Does a child adopted from care qualify for EYPP?
<i>Response: Yes, the LA will be aware of those children adopted from care in NYCC, however we may not necessarily be aware if they have been adopted from care from another Local Authority and so this may have to be highlighted to the EY funding Team.</i>
Q16 Can you get EYPP at the same time as 30 hours funding?
<i>Response: Yes, for example, children can also qualify for EYPP on a non-economic basis, e.g. if they have been previously looked after by a Local Authority for one day or more, or if they have been adopted from care, so in this circumstance they would qualify for both if the parents met the extended funding criteria. Please Note: EYPP is only paid on universal hours.</i>
Q17 Is EYPP linked to Element 2?
<i>Response: No there is a separate process for this, see SEND</i>
Q18 Element 2 Funding (formerly inclusion funding), how does it work?
<i>Response: Element 2 funding is to support the inclusion of 2, 3, and 4 year olds with SEND who are accessing early years' provision and receiving funded education. There are specific</i>

<i>criteria that must be met, and all applications are considered by a panel at specific points in the year.</i>
Q19 DAF (Disability Access Fund), how does this work?
<i>Response: Early Years providers are responsible for identifying eligible children, and then they need to apply for it. It is for 3 & 4 years who are in receipt of disability living allowance (DLA). DAF is payable once a year as a lump sum, and is only paid to one setting per financial year. DAF can be used for supporting providers in making reasonable adjustments to their settings and/or helping with building capacity (be that for the child in question or for the benefit of children as a whole attending the setting).</i>
Q20 Can DAF (Disability Access Funding) be used for staffing costs?
<i>Response: No, it is equipment based, it is paid out in one amount of £615 per financial year, and it cannot not be split between settings.</i>

FUNDING AND BUSINESS VIABILITY

Q21 I expect my actual termly hours to be significantly different from the hours on my indicative Budget statement, what can I do?
<i>Response: If you expect your termly hours to be significantly different from the hours on your indicative budget statement then e-mail the early years funding team at eyft@northyorks.gov.uk, and they can update the system. Smaller differences will be rectified during the headcount, with the corrective payment being made in July, December and March</i>
Q22 Can NYCC funding be stretched beyond a term?
<i>Response: In the first instance it is advisable to contact the Early Years Funding Team to discuss the options available with regard to stretching.</i>
Q23 Can NYCC funding be compressed over less than 38 weeks?
<i>Response: Free entitlement hours cannot be compressed i.e. a parent cannot take more than 15 or 30 hours per week over fewer than 38 weeks of the year. However, a parent can choose a provider that is open for fewer than 38 weeks of the year and therefore receive 15 or 30 hours a week during fewer weeks.</i>
Q24 Can we charge funded children for meals, and can a charge be made for covering the half hour lunch break between funded nursery sessions (school setting)?
<i>Response: Providers can charge for meals and snacks as part of a free entitlement place, however these charges must be voluntary. Parents must be offered an alternative, for example allowing parents to supply their own meals. You cannot have an artificial break in the middle of the day if a parent is accessing funded hours which would straddle the lunch break. If, for example, a parent was accessing funded care from 9.00 until 3.30 then the charge would need to be at the start or end of the session, so either 9.00 until 9.30 or 3.00 until 3.30. This means that the parent could access a full six hour free of charge.</i>
Q25 Can we charge a refundable deposit?
<i>Response: Yes, however include the details of this in your parental agreement, and it has to be refunded within a reasonable timeframe. This will provide the setting with some financial protection where a parent changes provider before headcount, as the setting will not then receive funding for that child. In this circumstance the setting could retain the deposit to cover some of the costs of childcare for the weeks that the child attended the setting.</i>
Q26 My setting is registered for 26 places – I will never run at full capacity, how should I do my occupancy modelling?
<i>Response: Model around for 16 or 24 places (based on a ratio of 1:8) for your maximum occupancy, and then use your normal sessional occupancy to calculate your occupancy</i>

percentage
Q27 Do you have to offer funded hours over the full period you are open?
<i>Response: There are no set hours that you have to offer as funded, it is up to individual providers. Funded hours can be provided between 6am and 8pm up to a maximum of 10 hours per day, and over maximum of two providers per day.</i>
Q28 If there are outstanding monies owed from any chargeable hours taken can we refuse parent /child their funded hours?
<i>Response: No - you must still provide the free entitlement.</i>
Q29 Do parents need an invoice if they only access funded hours, and do not pay for any additional services?
<i>Response: Parents need an invoice if they buy any additional services, and this needs to clearly identify that they are receiving the funded hours free of charge. If they are not paying for any additional services then they do not require an invoice, however if a parent requests an invoice then they should be provided with one.</i>
Q30 Parent pay (for schools) is this acceptable as there is no invoice? (Some school settings feel that this is the best way to get the contributions from families where parent pay is already in use at the school)
<i>Response: The DfE requirements state that providers must ensure invoices are, 'clear, transparent and itemised allowing parents to see that they have received their child's free entitlement completely free of charge and understand fees paid for additional hours or services'.</i>
Q31 Do I need to get a new Parental Agreement signed each term or year?
<i>Response: No you don't need a new Agreement each term or year, unless there have been changes</i>
Q32 If a child changes setting after headcount will the new provider receive any funding in that term?
<i>Response: No. Funding will be paid to the provider that the child was registered with at Headcount. Some providers work together where there are frequent movements between settings, and will transfer money to the setting that is proving the care for the rest of that term. This is entirely voluntary however, NYCC would not become involved in this process.</i>
Q33 Is there a limit to providers that can be accessed by a child?
<i>Response: No, parents can have 2, 3 or 4, providers, however no more than two sites in one day.</i>

The information provided may be subject to change in the event of government policy.