

## **Early Years Funding – After Headcount claim guidance**

Providers sometimes have children join their setting after headcount week who wish to take up funded hours. If you have a funded place available, you should offer this to the child and in some cases, you are able to make a claim for the funded hours the child takes up.

- Childminders are able to claim for any eligible child who starts after headcount week.
- PVI providers and schools can only claim for eligible children who have never accessed a funded place in North Yorkshire, in any term.

### **How to claim for a child starting after headcount week**

#### **Step 1 – requesting your claim**

When you have checked with the Early years Funding Team if you are eligible to claim after headcount funding for the child and you have obtained a signed parental agreement you must send an email to [eyft@northyorks.gov.uk](mailto:eyft@northyorks.gov.uk) and provide the following information:

- The child's details including their full name and date of birth
- The date the child is joining you from
- How many funded hours you wish to claim per week
- A brief explanation as to why they are now coming to you to access their funding. For example, is the child moving from another area?

#### **Step 2 – submitting your claim**

- The Early Years funding team will contact you via email when the provider portal is open for after headcount claims – the email will contain term specific guidance including the deadline for submitting claims and details of the maximum number of weeks you can claim
- Log into the provider portal and select the relevant term and open the after headcount claim – please take care not to select the main headcount
- Add the details of the child you are claiming for, ensuring you enter the attendance dates and the number of weeks exactly
- Save the record and send your claim by the deadline.

#### **Points to remember**

- The after headcount claim is for **new** children only, you cannot use it to adjust hours for a children who were attending on headcount week.
- Working family codes must be valid from the **beginning of the term** you are claiming for, not the date they are starting.
- Check the deadline date of the email – late claims will not be processed.
- You should only claim for children who you have already notified the Early Years Funding team of.