

Early Years Funding – New Staff Information

This information is to assist colleagues who may be new to early years funding administration. NYC has over 600 funded providers and it is not possible for us to offer induction training or one to one support to colleagues who may be new to early years funding. We expect each provider to ensure any new staff involved in their early years admin will have received an induction and handover of the processes and systems used to claim funding. Where a handover has not been possible, this guide has been created by NYC to support new staff. Contact details for the Funding Team can also be found at the end of this document and we are available to help support new colleagues with any queries they may have, once you have read this information and the documents available to you via our website here [Early Education Places, Funding and Entitlement | CYPInfo \(northyorks.gov.uk\)](#).

What is Early Years Funding?

All 3&4-year-old children in England (from the term after they turn 3) are entitled to access 15 hours per week 'Universal' childcare for 38 weeks per annum. In addition, eligible working families can apply to HMRC and obtain a 'Working Family Entitlement' code that allows them to claim a further 15 hours per week 'Working Entitlement' funding to cover childcare, again for 38 weeks per annum. Parents do this by registering with HMRC and applying online directly to HMRC for their code. If eligible, the parent receives an 11-digit code to pass onto their childcare provider to use to claim the additional funding available. Parents must also renew this code via their online account with HMRC every three months, to continue to claim 'Working Family Entitlement' funding each term.

For eligible families with a child aged 2 upwards, they too can claim early years funding to access up to 15 hours per week childcare from the term after the child's 2nd birthday. This too is payable for 38 weeks per annum. There are two types of 2YO funding available – 2YO Disadvantaged Funding and 2YO Working Family Entitlement funding. The main difference between these types of funding is how parents apply and the eligibility criteria in place to qualify.

Families apply to NYC for 2YO Disadvantaged Funding via the local authority website. If eligible the parent receives a letter and 6-digit code to pass onto their childcare provider to claim funding. This code does not need to be renewed and the child remains eligible to access for 2YO Disadvantaged Funding until the term after the child's 3rd birthday.

Families apply for 2YO Working Family Entitlement Funding via HMRC. If eligible, the parent receives an 11-digit code to pass onto their childcare provider to claim funding. This code then must be renewed every three months for the parent to continue to access 2YO Working Family Entitlement until the term after the child's 3rd birthday. Further details on 2YO funding can be found here: [How to Claim 2YO Funding 2024-25.pdf \(northyorks.gov.uk\)](#)

Once a provider is set up and registered with Ofsted **and** NYC to offer funded childcare to parents, the provider will then claim early years funding each term from NYC, on behalf of parents. This is submitted via our online system and providers should claim each term, early years funding on behalf of those children registered and attending on 'headcount week'.

A general guide to the different funding available for childcare can be found here at [Childcare Choices | 30 Hours Free Childcare, Tax-Free Childcare and More | Help with Costs | GOV.UK](#)

For specific information about funding, claiming and administration with NYC, information can be found on our NYC CYPS Info website here at [Early Education Places, Funding and Entitlement | CYPInfo \(northyorks.gov.uk\)](#).

We would advise new colleagues to read the information given on both websites before proceeding any further.

What else do I need to do?

Once you have read all our information on early years funding, the next step is to check you can access the systems we use.

- All providers use a web based online system called the Synergy Provider Portal to submit their claims to us. This and can be accessed via this link [Sign In - Portal for parents, schools and providers \(northyorks.gov.uk\)](#)

For security, each user will have their own individual login to the system. If this information has not been given to you upon handover, then you will need to contact our Families Information Service on 0300 131 2131. They will be able to confirm the login details held for your setting or arrange for you to be given new login details. If you already have login details but do not know the password, you can arrange a password reset by contacting our NYES Digital Team on 01609 536086, option 1.

- All providers have their own NYC email address and account which we use to communicate and send all information about funding, requests for information and deadlines in place to you.

This email account needs to be accessed and checked regularly as this is our main method of communication. Should you require details of the email address in place for your setting, please contact the funding team at eyft@northyorks.gov.uk. If you know the email address but are having issues with access or require a password reset, please contact our NYES Digital Team on 01609 536086, option 1.

- If you are **not** a childminder and are **not** claiming early years funding on behalf of a maintained school, then you will also need to access a system called AnyComms+. This can be accessed here: [AnyComms+ Login \(northyorks.gov.uk\)](#)

AnyComms+ is a web-based system and each month a remittance advice slip which provides a breakdown of the monthly early years payment is sent where applicable, via AnyComms+. Providers are required to download this each month to check and ensure their monthly payment from NYC is as expected. The login for AnyComms+ will be your setting's NYC email address. If you do not know this, please contact the funding team at eyft@northyorks.gov.uk. If you know the email address but are having issues with access or require a password reset, please contact our NYES Digital Team on 01609 536086, option 1.

How do I know what funding to claim for a child and how do I send this to NYC?

If you read the documents on our website and you have checked you can login to our online systems, the next step is to then read the latest version of our 'Synergy FIS Provider Portal Guidance' found here [Early Education Places, Funding and Entitlement | CYPInfo \(northyorks.gov.uk\)](#)

This guide will give you a step-by-step introduction to the system and how to input your claims for funding correctly. Before starting to submit any claim, we would suggest logging into the system and looking at each of the screens, to familiarise yourself with the system and the information you will need to input for each child.

When starting to input a headcount claim for a new term you will see we have carried across the names of the children for whom funding was claimed for in the previous term, who are eligible to still claim with you. Only the names are carried across though. All other information such as address, date of birth, parental details, how many funded hours to claim and any Working Family entitlement code

information (for 2, 3&4 YO) will have to be added. Referring to the parental agreements signed, completed and in place for the children registered to attend and claim funding with you, we would suggest inputting headcount in the following way:

- Remove details of children no longer attending on headcount week with you or accessing early years funding with you by deleting their record
- Add details and funding information for children new to claiming early years funding with you
- Input all details for the children who accessed funding with you in the previous term, as required. We would also advise checking all information on your parental agreement is still correct e.g., has the child has moved address, or has the parent increased or reduced the number of weekly funded hours they wish you to claim. If the agreement shows the parent using funding with another childcare provider, check if the parent has changed the number of funded hours being used elsewhere since last term.

Your headcount claim should be saved at each stage and then submitted to the funding team for processing. If you need to delete, add or amend your claim for any child you have already submitted data for, you can always log back into the Synergy Provider Portal and amend your claim as required. Changes to headcount can be made at any point up until the deadline for headcount to be sent. Please just ensure that any changes are saved, and your amended claim/s are re-submitted to the team to be processed.

Once the deadline for headcount to be sent has passed, the Funding Team will process all claims received and communicate any further action required by you, via your NYC email address for you to take action.

SUMMARY

Read

- Read through Introduction to Funding, plus additional information found at Early Education Places, Funding and Entitlement | CYPInfo (northyorks.gov.uk)
- Further information on funding and different types of childcare available can also be found on the Government's 'Childcare Choices' website at Childcare Choices | 30 Hours Free Childcare, Tax-Free Childcare and More | Help with Costs | GOV.UK

Check System Access

- Check you can access and login to the Synergy Provider Portal (Sign In - Portal for parents, schools and providers (northyorks.gov.uk))
- Check you can access and login to the NYC email account for your setting and regularly login to check this for updates and information from the Funding Team
- If you are not a childminder or maintained school provider, check you can access and login to AnyComms+ and login each month to download and check your monthly remittance.

Submit 'headcount' claim

- Read Synergy FIS Provider Portal guidance. Login to the Portal and step-by-step using the guide familiarise yourself with the various screens and the information you need to input and submit.
 - Following the guide begin to input your setting's funding claims, with the information required for each child claiming early years funding with you. The data input by you then needs to be saved and submitted to NYC for processing.
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Contact Details

Early Years Funding Team – Government Funding information

Telephone

Mandy Bradley – 01609 532393

Rosie Mackay – 01609 532391

Joanne Webster – 01609 532970

Kate Povall – 01609 798531 (Monday-Friday 9am-2pm)

Maddy Atkinson – 01609 533018 (Mon-Thurs)

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Families Information Service:

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NYES Digital Team:

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