

## **Early Years Funding – estimate guidance.**

It is important for providers to submit estimates prior to the beginning of each term to enable accurate payments are made, avoid overpayments and to assist with your cash flow.

### **How estimates are calculated**

- Before the beginning of each term an email will be sent out with a link to an online form, follow the instructions in the email and complete the online form before the deadline, which will be detailed in the email.
- For PVI providers and schools, if you do not provide an estimate, estimates will be based on your indicative budget statement using actual figures from the equivalent term from the previous year. For childminders, you will not receive any estimate payments if you do not complete the online estimate form.

### **How to submit your estimate**

- Add the total number of weekly funded hours for children in each funding category to get your total weekly funded hours estimate.
- Only include hours for children with working family codes where you have validated the code and checked the start and end dates are valid for the relevant term.
- Follow the link in the email to the online form to enter your estimates.
- Please ensure you enter your provider name and Ofsted registration number accurately; this is vital to enable the Early Years Funding team to record your estimates correctly.
- If you complete the form more than once, your most recent entry will be accepted.

### **Checklist**

1. Use the Eligibility Checker on the provider portal– this is open all year round. Check entitlement codes for all children who will be accessing the working family entitlement. (This includes Under 2, 2-year-old and 3 & 4-year-old children).  
*It is the responsibility of the provider to check the validity dates of the codes before submitting estimates or offering funded places. Remember the vital information to check is the start date of a code – a code being ‘found’ or the screen showing a green banner when completing your check does not mean a code is valid.*
2. Check the eligibility letters for all new Disadvantaged 2-year-olds who will be accessing a funded place at your setting. Please ensure any letter seen is from North Yorkshire Council, and not another local authority.
3. Calculate the total weekly funded hours for each funding type, you must split the 3 & 4-year-old 30 hours into universal hours and extended hours. Please add ‘0’ to any field you do not know or are unable to provide estimated hours for.

Please remember that the previous method of submitting estimates via the Provider Portal, or by email, is no longer used. Any estimates received, other than by the Online Form will not be accepted.