

HOW TO CLAIM 2-YEAR-OLD FUNDING – 2024/2025

Following the government expansion of funded childcare from April 2024 onwards, there are now two different types of 2-year-olds funding a parent may be eligible to receive for their child. These are 2YO Working Family Entitlement funding and 2YO Disadvantaged funding

What is the difference between funding and 2YO Working Family Entitlement funding?

The main differences are shown below. Both types of funding are claimed for up to 15 hours per week, for 38 weeks per annum. Both types are also paid the same basic funding rate of £7.01 per hour from April 2024 onwards.

2YO Working Family Entitlement	2YO Disadvantaged funding
Claimed by working families/carers meeting certain income requirements. Eligibility criteria can be found here Childcare Choices 30 Hours Childcare, Tax-Free Childcare and More Help with Costs GOV.UK	Claimed by families in receipt of certain income related benefits, children receiving Disability Living Allowance or children with looked after status. Eligibility criteria can be found here Early years funding for 2 year olds North Yorkshire Council
Parents apply to HMRC online using above link	Parents apply to North Yorkshire Council (NYC) online using above link
If eligible, a parent will receive an 11-digit code from HMRC	If eligible, a parent will receive a 6-digit code from NYC
Must be re-confirmed by the parent every three months with HMRC, to continue accessing 2YO Working Family Entitlement funding until the term after a child's 3 rd birthday.	Does not need to be re-confirmed. Once a code is received, the child remains eligible for 2YO Disadvantaged Funding until the term after their 3 rd birthday.
Parent must apply and have received their code on or before 31 March, 31 August, or 31 December to claim funding from 1 April, 1 September, or 1 January respectively.	Parent must apply to NYC by 17 May 2024, 4 October 2024, or 17 January 2025 to claim funding for all funded weeks available in Summer, Autumn, or Spring Term respectively
Any queries regarding applying or eligibility must be made to HMRC on 0300 123 4097	Any queries regarding applying or eligibility must be made to our FIS Team 0300 131 2131

A provider should identify from the signed parental agreement which type of funding a child is eligible to access and which type of funding to claim on headcount.

If a parent is eligible for both types of funding, then any funding claimed by a provider should be as 2YO Disadvantaged Funding. The parental agreement and headcount claim should also reflect the type of funding you are claiming on behalf of the parent.

When does a child become eligible to access either type of 2YO Funding?

For both types of funding, a parent becomes eligible to access funded hours the term after a child's second birthday.

For a child eligible for 2YO Working Family Entitlement funding, the child must not only meet the date of birth criteria shown, but the parent must also have applied and received from HMRC a valid 11-digit code, by the end of the month before a new term starts.

Parents can also apply to HMRC up to 16 weeks before their child's 2nd birthday for their Working Family Entitlement code. However even if the parent holds an 11-digit code, the child must still also meet the date of criteria shown below, before 2YO Working Family Entitlement funding can be claimed.

Your child's birthday	When they can get their hours from
1 September to 31 December	Term starting on or after 1 January
1 January to 31 March	Term starting on or after 1 April
1 April to 31 August	Term starting on or after 1 September

For a child eligible for 2YO Disadvantaged funding as well as meeting the date of birth criteria above, the parent must also have **applied to North Yorkshire Council** before headcount deadline date, for a provider to claim and be paid for the full number of weeks funding available in that term.

Summer Term	Code must be applied by, and eligibility confirmed by NYC before 17 May 2024	12 Funded Weeks Payable
Autumn Term	Code must be applied by, and eligibility confirmed by NYC before 4 October 2024	14 Funded Weeks Payable
Spring Term	Code must be applied by, and eligibility confirmed by NYC before 17 January 2025	12 Funded Weeks Payable

If a parent applies (and is found eligible by NYC) after the deadline dates shown for their 2YO Disadvantaged Funding, funding will only be paid to a provider from the date the parent's application was approved. The parent will therefore need to pay for any childcare accessed beforehand.

How do I know if I can claim 2YO Funding for a child and offer a funded place?

For a child claiming 2YO Working Family Entitlement funding, before offering a funded place, a provider must:

- Check the child's date of birth means they are eligible to access funding in that term and;
- Check the parent holds a valid code from HMRC using the 'eligibility checker' on the Portal.

Further information on checking Working Family Entitlement codes can be found on our website here [Checking Expanded Hours Codes - Summer 2024 Term.pdf \(northyorks.gov.uk\)](#).

For a child claiming 2YO Disadvantaged funding, before offering a funded place, a provider must:

- Check the child's date of birth means they are eligible to access funding in that term and;
- Check the parent holds a letter of eligibility or details of a 6-digit code from NYC

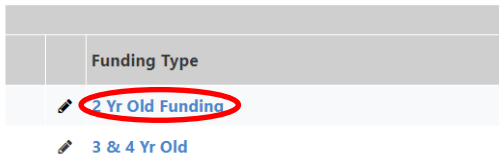
If the parent has a letter from another local authority, the parent must apply online to North Yorkshire to check they are eligible. This can be done using the link here [Early years funding for 2](#)

[year olds | North Yorkshire Council](#). They must apply by the dates shown above to be included on headcount and claim all funded weeks available.

For either type of funding, it is a providers' responsibility to check that a parent is eligible to access any type of 2YO funding in that term, before offering their child a funded place.

How do I make a claim for 2YO Funding on headcount?

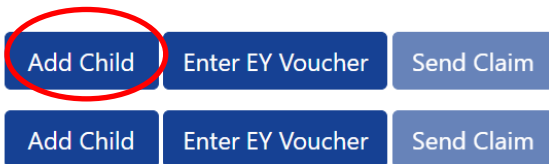
For both types of claims please login to the Portal under 'Funding' then 'Actuals' and select the correct term you are inputting claims for. Then click into '2 Yr Old funding'



2YO Working Family Funding Claims

Top Tip - Before inputting this type of claim we always advise checking the validity of the parent's code using the Eligibility Checker screen, before trying to add/send a child's headcount claim. That way you can be sure the code is valid and will work before you are part-way through inputting headcount.

If you are claiming 2YO Working Family Entitlement Funding, then click onto 'Add' Child



Working through each screen, please input all details onto 'Child Details' and 'Parent/Carer' Details screen. Take care to ensure all details are correct and that on the 'Parent/Carer' screen you have also ticked the consent boxes for both 'Working Family Eligibility' and 'EYPP (Early Years Pupil Premium)' The team cannot carry out any automatic check to confirm is a child is eligible for EYPP unless this is ticked. Further details on EYPP can be found later in this guide too.



Once ticked click into the 'Funding Details' screen. Working from top of screen to bottom of screen, complete all necessary fields. When you reach 'Funding Type', then select 'Working Family' funding.

Funding Details

Start Date*

End Date*

Default Term Dates

Weeks Attended in Term*

Present during Census

Attends Two Days or More

Nominated for DAF* Yes No

Stretching Entitlement

Funding Type* Disadvantaged Funding Working Family Funding

Children can only be funded for one funding type, please select which funding type you wish to enter before proceeding.

Upon clicking into this you will then see on screen as follows:

Expanded Funded Hours per Week

Expanded Hours*

Eligibility Code

Check Eligibility Code

Eligible for Expanded Hours

Input the number of weekly funded hours you need to claim as 'Expanded Hours' and enter the 11-digit code as 'Eligibility Code'. Once added click 'Check Eligibility Code'. If the code and data input onto your claim is correct, you will then see the indicator here as grey

Eligible for Expanded Hours

If this does not happen and an error message appears at the top of the screen, about the code information you have added, please follow the guidance on our website regarding checking codes, found here [Checking Expanded Hours Codes - Summer 2024 Term.pdf \(northyorks.gov.uk\)](https://www.northyorks.gov.uk/parenting/early-years/2-year-old-funding/expanded-hours).

Top Tip - Whilst you investigate any code error/issue, you can delete the 11-digit code number and change the number of 'Expanded' hours to 0. This will enable you to save and come out of the record to keep the details added so far.

If the code details are correct and the validity indicator is now grey, move across to the right hand side of the screen and confirm days of the week attended, and the number of non-funded hours per week the parent pays for, if applicable.

Once all fields are correctly completed, press save. If you have more children to add to claim 'Working Family Entitlement' funding then follow the same process, saving each child's claim once complete. It is then up to you whether you wish to send all this type of claim for processing now, or if you prefer to input any other type of funding claim (2YO Disadvantaged funding or 3&4 YO claims) to be included headcount and submitted all together.

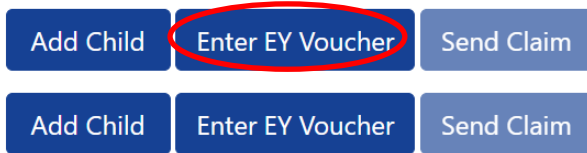
As and when you wish to submit for processing any headcount claims you now completed, please click on 'Send Claim'.

Send Claim

2YO Disadvantaged Funding Claims

Top Tip - Before inputting this type of claim you should check the parent holds a letter of eligibility and/or 6-digit code from North Yorkshire Council confirming the child can access 2YO Disadvantaged Funding for this term.

If you are claiming 2YO Disadvantaged Funding, then click onto 'Enter EV Voucher'



Into the screen that appears please input all three pieces of information correctly.

EY Claim

Please enter a valid Voucher Code, together with the Child's Date of Birth and Surname.

Voucher Code*

Child Date of Birth*

Child Surname*

*denotes mandatory fields

If the data input matches the data the parent used to apply to NYC for their code, you will see headcount screens appear pre-populated with child and address details. Please work through each screen to check all details are correct and ensure you also enter in the parent/carer details too. It is important the parent/carer screen is complete, and you have also ticked the consent box for EYPP (Early Years Pupil Premium) **only**. This will enable an automatic check to be carried out to see if the family are eligible for EYPP

Tick to give consent to Eligibility Checking for

EYPP

Working Family Eligibility

Once 'Child Details' and 'Parent/Carer' screens are complete, click into the 'Funding Details' screen. The indicator for 'Disadvantaged Funding' is now shown, so you can then just enter all details required, including the weekly funded hours to be claimed.

Funding Details

Start Date*

End Date*

Weeks Attended in Term*

Present during Census

Attends Two Days or More

Nominated for DAF* Yes No

Stretching Entitlement

Funding Type* Disadvantaged Funding Working Family Funding

Funded Hours per Week

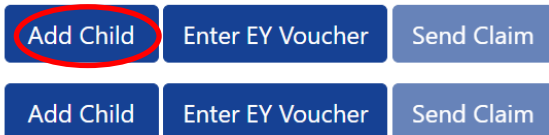
Hours*

Once the information on the left of the screen is added, move across to the right hand side of the screen and confirm days of the week attended, as well as the number of non-funded hours per week the parent pays for, if applicable. Enter '0' if none.

If you have entered EY Voucher Details onto the 'Ey Claim' screen and the child details were not found, then as long as you have seen a letter from NYC or 6-digit code from NYC showing the child is eligible for 2YO Disadvantaged Funding, please manually enter the child's details onto your headcount to claim funding instead.

Top Tip -If you are unsure if a child is eligible for 2YO Disadvantaged Funding and wish to check this, please email eyft@northyorks.gov.uk and confirm the child's full name and date of birth for the team to advise you.

To manually add the child's claim, click onto 'Add child' instead



Working through each screen, please input all details onto 'Child Details' and 'Parent/Carer' Details screen. Take care to ensure all details are correct and that on the 'Parent/Carer' screen you have also ticked the consent box for 'EYPP' **only**. Further details on EYPP can be found later pages 8-9.

Tick to give consent to Eligibility Checking for EYPP Working Family Eligibility

The click into 'Funding Details' and input all information required. For 'Funding Type' click into 'Disadvantaged Funding'. The final step is to then input the funded hours per week to be claimed and then input on the right hand side of the screen the days of the week attended, and any non-funded hours the parent may pay for. Enter '0' if none.

Child Details | Parent / Carer Details | Funding Details | Documents | Notes

Funding Details

Start Date*

End Date*

Weeks Attended in Term*

Present during Census

Attends Two Days or More

Nominated for DAF* Yes No

Stretching Entitlement

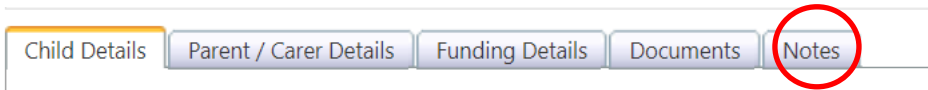
Funding Type* Disadvantaged Funding Working Family Funding

Funded Hours per Week

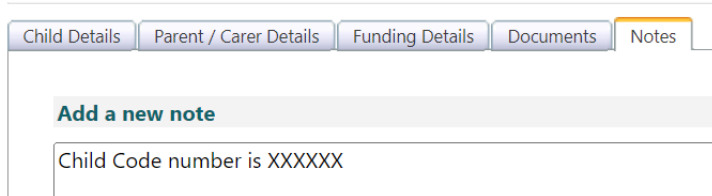
Hours*

Once all fields are correctly completed, press save.

You should then click into the 'Notes' screen as shown here;

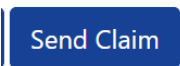


On this screen, please add a note confirming the child's 6 digit code number with NYC, an example is shown below. You can then press save.



If you have more children to add to claim 'Disadvantaged funding then follow the same process, saving each child's claim once complete. It is then up to you whether you wish to send all this type of claim for processing now, or if you prefer to input any other types of funding claim (2YO Working Family Entitlement funding or 3&4 YO claims) to be included headcount and submitted all together.

As and when you wish to submit for processing any headcount claims you now completed, please click on 'Send Claim'.



Disability Access Funding (DAF) – Can I claim this for a 2YO Funded child?

Yes, from April 2024 onwards eligible 2YO Funded children, claiming either Disadvantaged or Working Family Entitlement funding can have DAF claimed on their behalf. Further details on DAF including how much is payable, when this can be claimed/paid and what DAF may be used for, can be found on our website here [Early Education Places, Funding and Entitlement | CYPInfo \(northyorks.gov.uk\)](http://northyorks.gov.uk).

How will I know if a child is eligible for DAF?

For DAF to be claimed by a provider, the child must be accessing early years funding on headcount week and receiving Disability Living Allowance (DLA) from the Department of Work and Pensions, also on headcount week of the term your claim is made. Your signed parental agreement should indicate when a child is claiming DLA in this section below.

Disability Living Allowance (DLA) and Disability Access Funding (DAF)				
Funded children who are in receipt of DLA and are receiving the funding entitlement are eligible for the DAF.				
The DAF is a fixed annual rate of £910 per eligible child, and paid annually to the child's nominated early years childcare				
Is your child eligible and in receipt of DLA?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Please nominate the main early years provider that you wish to claim for the DAF.	Name of nominated provider:			

If this is ticked yes by the parent, please discuss with the parent if they wish a claim to be made and how the funding claimed will be spent to benefit their child or the setting. We advise documenting any discussion you may have with the parent, alongside their parental agreement as well as retaining any invoices/receipts to show how the child's funding was spent.

How do I claim DAF?

To claim and be paid DAF alongside the child's 2YO funding a provider must;

- Confirm the child is nominated for DAF on the 'Funding Details' screen, on the child's headcount claim, as shown below

Nominated for DAF*

Yes No

- Then, please send to the Funding Team or upload the following supporting evidence:
 - A copy of the signed parental agreement dated after **1 April 2024**.
 - A copy of the child latest award letter from the Department of Work and Pensions to confirm they are being paid Disability Living Allowance. This must clearly show payment for the child is still being made on headcount week, for the term your claim is made.

The headcount claim and all evidence must be received by the funding by the headcount deadline date, for the term DAF is being claimed.

Details on how and where to send all supporting evidence can be found on our DAF website information here [Early Education Places, Funding and Entitlement | CYPSinfo \(northyorks.gov.uk\)](#).

It is a providers' responsibility to ensure both the child's headcount claim, and all correct supporting evidence are submitted to the Funding Team by headcount deadline date. No claim for DAF will be paid if headcount or any supporting evidence is missing or submitted after our deadline. If supporting evidence is received late or is invalid, providers will be notified and advised to re-submit the child's DAF claim correctly in the following term instead, subject to the child still being eligible for DAF.

Early Years Pupil Premium (EYPP) – Can I claim this for a 2YO Funded child?

Yes, from April 2024 onwards eligible 2YO Funded children, claiming either Disadvantaged or Working Family Entitlement funding can be eligible and paid EYPP. Further details on EYPP including how much is payable, how eligibility is checked and what EYPP may be used for, can be found on our website here [Early Education Places, Funding and Entitlement | CYPSinfo \(northyorks.gov.uk\)](#).

How does a child qualify for EYPP?

The eligibility criteria for a child to qualify for EYPP is if their family are in receipt of certain income related benefits (economic grounds) **OR** the child has 'looked after status'. If a child or siblings have qualified for 'free school meals' this does not mean a child will then also automatically qualify for EYPP.

For a child to be checked to see if they qualify on 'economic grounds', we carry out an automatic check when processing your termly headcount claim. However, we can only do this if a provider has correctly completed the screen below, all highlighted information shown is added, and you have also ticked the EYPP consent box.

Parent / Carer Details

Forename*

Surname*

DOB*

Email

Contact Number

NI* or **NASS Number***

Tick to give consent to Eligibility Checking for **EYPP** Working Family Eligibility

If one or more pieces of information are missing, the automatic check cannot be completed. This may mean a provider is missing out on receiving additional early years funding for a child.

The other criteria that may apply for EYPP, is if a child has 'looked after' status. We are unable to check whether a child qualifies on this basis, using your headcount data. We therefore need providers to be aware from their contact with any parent/carer, if a child may meet this criteria. If a child's adoption or placement was carried out via North Yorkshire, then our child record may have EYPP added. However, if the child was placed via a different local authority, we may need additional evidence from the parent/carer to be provided by you before we can add EYPP to your headcount claim.

How do I know if a child has been found eligible for EYPP?

Once all termly headcount claims are processed and the Portal is re-opened for providers to check claims, this is when you should also check if any children you expected to have EYPP, have this shown. If a child has been found eligible, you will see the initials 'EYPP' for the child in the 'weightings column', if they are eligible.

Once you have checked headcount, if there is a child you would have expected to qualify for EYPP either on 'economic' or 'looked after' criteria who is not shown with this on the Portal, we ask that you notify the team at eyft@northyorks.gov.uk. Please confirm the name and date of birth of the child and why you believe the child should qualify e.g., 'economic grounds' or because they have 'looked after' status. We can then review the headcount and child data held and advise further.

To amend and include EYPP on your headcount for a child, we would need to be contacted by a provider and any further details/evidence submitted by the deadline given for all termly headcount checks to be completed. This deadline will be included in our email to providers when sent asking for headcount to be checked.

How much is EYPP and what can EYPP be used for?

Further details on EYPP including details on the amount payable and how to use EYPP to benefit a child can be found on our website here [Early Education Places, Funding and Entitlement | CYPSinfo \(northyorks.gov.uk\)](#).

Can I stretch funding for a child claiming 2YO Funding?

Yes, as with 3&4 YO funding if you are a provider that offers 'stretched' funding to parents you can also do this for any 2YO funded child if you wish. Further details on 'stretching' funding and how this should be claimed can be found on our website here [Early Education Places, Funding and Entitlement | CYPSinfo \(northyorks.gov.uk\)](#).