

## **UNDER 2-YEAR-OLD WORKING FAMILY ENTITLEMENT FUNDING – 2024/2025**

From September 2024 onwards, children aged 9 months to 23 months whose parents are working may be eligible to receive 'Under 2YO Working Family Entitlement' funding.

### **When can a child access Under 2YO Working Family Entitlement Funding?**

The term after they have turned 9 months old. To access Under 2YO Working Family Entitlement funding, the child must meet the date of birth criteria shown below, and 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.

	<b>Autumn Term 2024</b>	<b>Spring Term 2025</b>
<b>Eligible Dates of Birth for Under 2YO Working Family Entitlement Funding</b>	01/09/2022-30/11/2023	01/01/2023-31/03/2024

Parents can apply for their code from HMRC up to 16 weeks before their child reaches 9 months of age and can access their funded hours from the term after they meet all the eligibility criteria.

For parents returning to work after maternity, paternity or adoption leave or starting a new job, the date of their return can affect when they are able to access their Under 2YO Working Family Entitlement funding from. Please refer to the Department for Education's 'Early Years Entitlement FAQ's' here [Early Years Entitlement FAQ for providers to give to parents \(DfE 2 May 2024\).pdf \(northyorks.gov.uk\)](#).

If a parent needs to check their eligibility or have a query about applying for their child's code whilst on this type of leave, they should contact HMRC directly on 0300 123 4097.

### **What is Under 2YO Working Family Entitlement funding?**

This type of funding can be claimed for up to 15 hours per week, for 38 weeks per annum. The basic funding rate payable is £9.55 per hour from April 2024 onwards.

<b>Under 2YO Working Family Entitlement Funding</b>
Claimed by working families/carers meeting certain income requirements. Eligibility criteria can be found here <a href="#">Childcare Choices   30 Hours Childcare, Tax-Free Childcare and More   Help with Costs   GOV.UK</a>
Parents apply to HMRC online using above link
If eligible, a parent will receive an 11-digit code from HMRC
Must be re-confirmed by the parent every three months with HMRC, to continue accessing Working Family Entitlement funding. Parents will keep the same code number details with HMRC, as child turns 2,3, and 4 years old.

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.

Any queries regarding applying or eligibility must be made to HMRC on 0300 123 4097

A provider must check the child's birth certificate and confirm the correct details on the signed parental agreement to confirm which type of funding a child is eligible for.

### How do I know if I can claim Under 2YO Working Family Entitlement Funding for a child and offer a funded place?

For a child claiming Under 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 [Guidance on how to check Working Family Codes - Autumn Term 2024.pdf \(northyorks.gov.uk\)](#)

### How do I make a claim for Under 2YO Working Family Entitlement Funding on headcount?

Log into the Portal under 'Funding' then 'Actuals' and select the correct term you are inputting claims for. Then click into '**Under 2's**'.



*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.*

Once you have clicked 'Under 2's' as above, then 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 if a child is eligible for EYPP unless this is ticked. Further details on EYPP can be found later in this guide too.

Tick to give consent to Eligibility  
Checking for

FYPP  
 Working Family Eligibility

Moving onto the 'Funding Details' screen, see below, work from top of screen to bottom of screen, complete all necessary fields. If you click the 'default term' dates button this should pre-populate with the applicable term dates for you.

**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

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

**Expanded Funded Hours per Week**

Expanded Hours\*

Eligibility Code

**Check Eligibility Code**

Eligible for Expanded Hours

Eligible for Expanded Hours

If an error message appears at the top of the screen, about the code information you have added, please check you have the correct information for the parent and child or you can use the guidance on the cypsinfo website that can be found here: [Guidance on how to check Working Family Codes - Autumn Term 2024.pdf \(northyorks.gov.uk\)](#).

*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 'Under 2's 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**

**Disability Access Funding (DAF) – Can I claim this for a child claiming Under 2YO Working Family Entitlement funding?**

Yes, from September 2024 onwards eligible children aged 9-23 months claiming Under 2's 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. <b>The provider must have a copy of the child's Disability Living Award letter to enable a claim to be made.</b>					
Is your child eligible and in receipt of DLA?	<input checked="" type="radio"/> YES	<input type="radio"/>	<input type="radio"/> NO	<input type="radio"/>	If YES, please give a copy of the Disability Living Award letter to your provider.
Please name the main early years provider that you wish to claim for the DAF. <b>They must have a copy of the child's</b>					

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 Under 2's Working Family Entitlement 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 | CYPInfo \(northyorks.gov.uk\)](https://www.northyorks.gov.uk/cypsinfo).

***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 child claiming Under 2YO Working Family Entitlement funding?**

Yes, from September 2024 onwards eligible children aged 9-23 months claiming Under 2's 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 | CYPInfo \(northyorks.gov.uk\)](https://www.northyorks.gov.uk/cypsinfo).

#### 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 been adopted or is currently in foster care and has a '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 ticked the EYPP consent box.

Parent / Carer Details	
Forename*	<input type="text"/>
Surname*	<input type="text"/>
DOB*	<input type="text"/>
Email	<input type="text"/>
Contact Number	<input type="text"/>
<input type="checkbox"/> NI* or <input type="checkbox"/> NASS Number*	<input type="text"/>
Tick to give consent to Eligibility Checking for	<input checked="" type="checkbox"/> EYPP <input type="checkbox"/> 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 meets these 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](mailto: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?*

Full details on EYPP including information on the additional funding 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 Under 2YO Working Family Entitlement Funding?**

Yes, as with a child claiming 2YO or 3&4 YO funding, if you are a provider that offers 'stretched' funding to parents you can also do this for any child aged 9-23 months old 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 \(northyorks.gov.uk\)](#).

**My setting usually accepts children for early years funding the term after a child 2<sup>nd</sup> birthday. Do I have to offer Under 2YO Working Family Entitlement Funding?**

It is a providers business choice as to what funded places they wish to offer, but if they wish to offer Under 2-year-old funded places they must be registered for the correct age range and ensure they work within the correct ratios as per EYFS. There is also no requirement for you to offer this type of funding if a parent requests that you do so.

**Can I claim Under 2YO funding for a child that turns 2 during the term? I have checked and the parent holds a valid Under 2YO's Working Family Entitlement Code for the term.**

Again, this is for each individual setting to decide. However, if you decide to offer Working Family funded hours to a child once they turn 2, rather than waiting until the term after their 2<sup>nd</sup> birthday, this means you would claim their funding in this initial term as 'Under 2YO Working Family funding.

How this would work to then claim their funding will depend upon when the child turns 2 and whether headcount week in that the term is before or after the child's 2<sup>nd</sup> birthday.

If a child turns 2 once term starts but before headcount week, is registered and attending for their funded hours with you on headcount week as expected, then you will add them onto your main termly headcount in the usual way. You should claim their funding on headcount as 'Under 2YO's' and your claim should be for the full number of funded weeks in that term, regardless of their start date with you because they are registered/attending with you on headcount week.

If a child turns 2 during headcount week and you accept them to start accessing funding part way through headcount week, you will add them onto your main termly headcount in the usual way and claim their funding on headcount as 'Under 2YO's'. Your claim should also be for the full number of funded weeks in that term, regardless of their start date with you because they are registered/attending with you on headcount week. However, you should only claim on for the number of funded hours the child is shown on your register as attending and accessing on headcount week.

If a child's 2<sup>nd</sup> birthday is after headcount week and you accept them to start accessing funding 'after headcount' week, this then becomes an 'after headcount' claim. Whether a claim can be made will depend upon if the child has previously accessed early years funding with another North Yorkshire provider. This could be from any age from 9 months old and upwards. It will also depend upon when in the term they have started with you as the minimum 'after headcount' funding claim period is 2 weeks.

Following the 'after headcount' guidance issued to providers each term, you should then contact us to check whether a claim can be made. If it is confirmed the child has not claimed early years funding previously with our authority, then 'after headcount' funding can be claimed by you. Further guidance will be given on how to make an after headcount claim on the Portal for the child's 'Under 2YO Working Family'. This would be from the date of their 2<sup>nd</sup> birthday or the date they joined you, whichever is later. The claim would be for remaining weeks of funding available or for a minimum claim period of 2 weeks.

If you contact us to check whether a claim can be made and we confirm the child has previously accessed early years funding with our authority, then an 'after headcount' funding claim cannot be made\*. Under the terms of your funding agreement with us, we ask that you offer the child a funded place for the remainder of term, if you have availability and within your ratios. However, no further funding can be claimed from North Yorkshire Council. The parent should also not be charged to access their funded hours with you for the remainder of term either. You can of course still charge for meals/consumables and non-funded sessions though as per your terms and conditions.

\* If you are a childminder setting an 'after headcount' claim can still be made if a child has been funded previously. Please follow the 'after headcount' guidance that is issued to you each term to contact the team if you need to claim, and we will advise further.