Synergy Web Provider Portal – for Early Years Funding

How to claim 2YO Families Receiving Additional Support only

From the term following a child's 2nd birthday, families requiring additional support can apply to North Yorkshire Council to receive a 6-digit code to access up to 15 hours per week, 2YO FRAS funding (FRAS).

Before adding a child to your headcount you *must* have seen an eligibility letter from North Yorkshire confirming the child's 6-digit code. Information on the eligibility criteria for 2YO FRAS funding and how to apply are on our website here: <u>Education and childcare for families of 2-year-olds receiving</u> additional support | North Yorkshire Council

Step 1

Select 'Funding', 'Actuals', then the correct financial year <u>and</u> the term you are inputting the claim for. Finally select '2 Yr Old Funding' as this is the claim being made.



If a child has already accessed early years funding with your setting in a previous term, their name will appear on screen, see below.



To input the existing child's headcount claim, click on their name, shown in blue text to move to the next screen and skip to Step 2 to input their claim.

If a child is new to claiming funding with you, their name will not appear. Instead, you will need to click either onto 'Add child' or 'Enter EY Voucher' to input their headcount claim.



If you have the 6-digit code the parent has from North Yorkshire Council, click into the green box and complete all three fields shown here, then press 'Submit'. This can be used to automatically input some of the child's information on the next screen for you.



If you do not have the 6-digit code available **or** when added the child details are not automatically added for you, instead click the 'Add child' button, as detailed on page 1. This message will then appear on screen, click 'Continue'



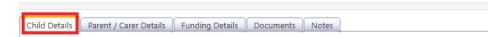
Step 2 -Child Details screen

You will now see either of the following screens:

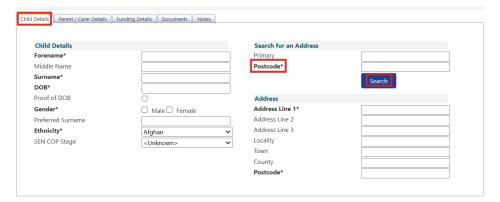
For children you have already claimed funding for your screen will show:



For children you have not previously claimed for your screen will show:



You will begin to input your headcount claim in the same way for whichever version of the screen appears by clicking onto the 'Child details' screen highlighted. You will then see this – if the child has already claimed funding with you, their address details are already shown.



Complete all sections. If address details are shown already, check they are still correct by reviewing parental agreement.

To add or amend an address type in the child's postcode as not the box indicated and click 'search'.

If the address is found, a drop-down menu will appear, you select the correct address and then at bottom right of screen click 'Confirm'



If the address is not found, then click 'Enter manually' at bottom of screen to type in the address shown on the parental agreement.



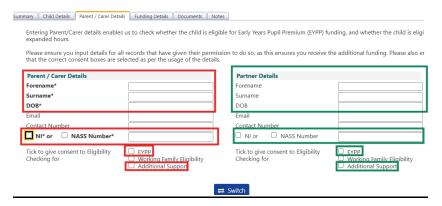
Click 'Confirm' to add address details to your headcount claim.

Step 3 -Parent/Carer screen

Click into Parent/Carer details screen

Child Details Parent / Carer Details Funding Details Documents Notes

Using details from your parent agreement, complete the screen below. If you only have details for one parent, boxes in red **must** be completed. If you have details for both parents, add second parent information into green boxes too.



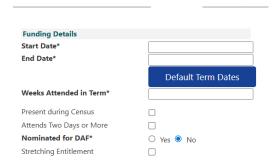
Ensure you have also ticked the 'EYPP' and 'Additional Support' consent boxes shown only. You must tick the 'Additional Support' funding box when claiming 2YO FRAS funding.

Step 4

Funding Details

Click default term dates, input the number of funded weeks payable for the term, tick present during census and tick attends two days or more if accessing more than 10 hours funding per week. If the child is nominated for Disability Access Funding (DAF) tick yes.

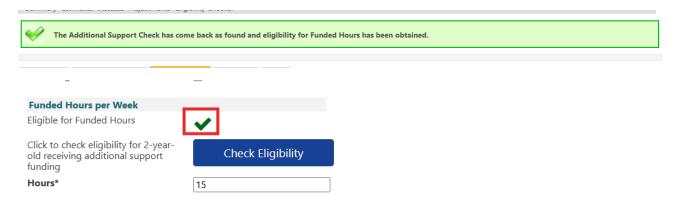
If you have advised North Yorkshire, you are offering stretched funding you will see the Stretching Entitlement box. You must tick this for all children who are accessing a stretched offer.



Move onto the 'Funded Hours' section shown below. Add the total number of weekly funded FRAS hours **only** you are claiming (up the maximum available of 15 hours per week) into the *Hours box. Click 'Check Eligibility' making sure you have ticked on the 'parent/carer' screen the consent for 'Additional Support'.



By clicking 'Check Eligibility' if the parent/carer details are found and their eligibility for 2YO FRAS funding is confirmed, you will also see banner at top of screen and green tick in Funded Hours per week section:



If the check does not return an eligible record, you will see this message appear instead

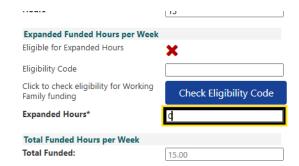


Please note that without an eligible result **you can still submit your claim for 'Additional Support' funded hours**. However we ask that before doing so, you do firstly re-check the parent and child details added, in case of error.

Once checked if all details are correct and the check is still not confirmed and the red cross still shows, please enter the child's total weekly funded (FRAS) hours to be claimed, as shown below.



Once the child's total weekly FRAS funded hours are added, move onto the 'Expanded Hours per week' section to claim the child's 2YO Working Family funded hours **only**.



Step 5

On the right-hand side of the screen now indicate which days to the week the child attends for. If the parent is paying for any additional hours not covered by funding enter them in the 'Non-Funded Hours' box, enter '0' if not applicable.

The census information box for 'Funded Entitlement' weeks should always be 38, irrespective of how many weeks per year you are open or how many weeks funded weeks you offer, if stretched. The 'Expanded Entitlement' weeks should be '0' as you are not claiming any 'Working Family' funded hours.



Finally click 'Save' at bottom left of screen to save headcount claim added for this child.



Steps 1-5 can then be repeated by you until all children you are claiming 2YO FRAS funding only have been added to headcount, ready to submit.

Step 6

Once you are ready to send your headcount claim or claims for processing, click 'send claim'.

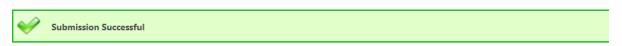


If any children do not have funded hours added for them, this warning message will appear.



Please review all child details, to ensure all have funded hours added as necessary. You should click on 'Return' to amend any claim where funded hours are missing but required for a child – remembering to save any changes made. You should delete all children claiming zero hours.

Once all children have funded hours added if you click 'Send' you will then see that your submission has been successful, with this message at the top of your screen.



Additional information

How to delete a child from headcount

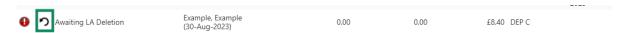
Return to the headcount summary screen where all child names are shown.



Click on the 'X' shown to the left of the child's name. A 'Request Delete' message will appear. To delete the child from your headcount, click 'yes'



You will now see in the 'status' column that this has been requested and 'Awaiting LA Deletion'. No further action is now required by you.



However, if you do need to re-add the child to your claim before the deleted record is processed, click the arrow shown in green. A 'Cancel Delete' message will appear, to re-add the child click 'yes'.

If the deletion has already been processed by the Funding Team then this step will not be possible and you will need to input again the child's headcount claim following Steps 1-6.

To amend a child headcount claim already submitted



Click onto the child's name in blue to open the headcount claim you wish to amend. Follow steps 1-6 as advised to make any necessary changes, remembering to 'save' and press 'send' to re-submit the revised claim for processing.

Providers can delete and amend headcount claims at any point after they have been submitted, right up until headcount deadline date for the term.