

## Appendix B

### Process of Support for New PVI Settings to Gain Eligibility for Early Education Funding (EEF)

1. The provider makes contact with the Early Years team to receive the necessary information and forms required to be set up to make funding claims and receive payments.
2. Funding will be provisionally offered for one term, to ensure families can access it, from when the setting opens.
3. A visit is set up to meet with the provider to discuss roles and support within the Local Authority. The good practice guide and safeguarding are also discussed. This should happen within the first term of opening.
4. As part of the visit, the AfC/RBWM Early Years team member should be shown around the setting, to compile evidence as to how the provider meets the criteria within the good practice guide. If everything is in place, the setting will continue to receive the funding.
5. The good practice guide form is shared with the Early Years team manager. Should the funding be in question, a letter will be sent to the provider detailing the reasons for this, along with a suggested action plan outline. Funding will remain in place, subject to the action plan being completed. If funding is subsequently denied, a letter outlining reasons for this will be sent to the provider and support will be given by the Local Authority. The provider can request funding the following term, and the process would need to start again.
6. Funding will be offered immediately to new providers on the proviso that they engage with the Local Authority and complete any actions required (as above). The decision will be based on a range of intelligence from the Local Authority and may require more than one visit.