

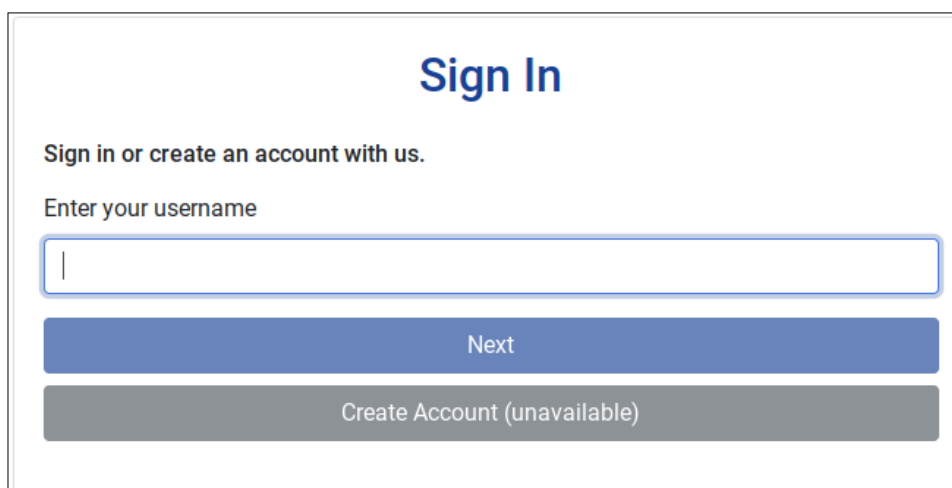
AFC/RBWM PROVIDER PORTAL USER GUIDE

This guide is designed to help childcare providers input funding data into the Synergy Provider Portal, a secure website that allows providers to enter funding data for submission to AfC. The guide will take you through the process step-by-step.

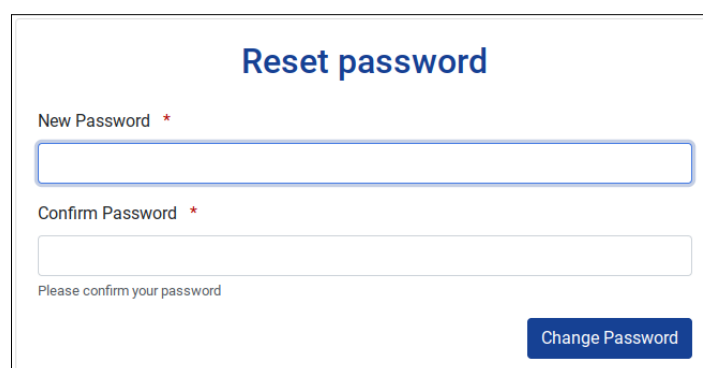
Logging in to Provider Portal

Please go to the following link:-

https://live.cloud.servelec-synergy.com/AFC_RBWM/Synergy/providers

A screenshot of the 'Sign In' page. At the top, the text 'Sign In' is displayed in a large blue font. Below it, a smaller line of text says 'Sign in or create an account with us.' Underneath, there is a label 'Enter your username' followed by a text input field. Below the input field are two buttons: a blue button labeled 'Next' and a grey button labeled 'Create Account (unavailable)'.

Usernames are issued by AfC, and will be sent to new users along with an initial password, which you will then be asked to change:

A screenshot of the 'Reset password' page. The title 'Reset password' is at the top in blue. Below it, there are two labels: 'New Password *' and 'Confirm Password *'. Each label is followed by a text input field. Below the second input field, there is a small text prompt: 'Please confirm your password'. At the bottom right of the form is a blue button labeled 'Change Password'.

Add your own choice of new password twice. Passwords will need to meet security requirements. Passwords must include a minimum of 8 characters, one capital letter and one number.

If you forget your password or are locked out, email: rbwm.earlyyears-childcare@achievingforchildren.org.uk or nicola.jordan@achievingforchildren.org.uk or charmagne.niles@achievingforchildren.org.uk

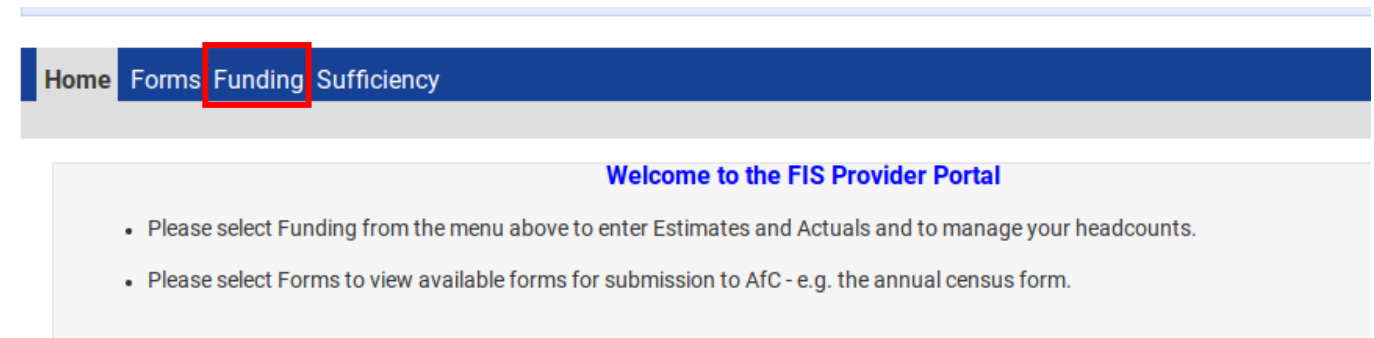
PLEASE do not use the 'Forgot Password' or 'Create Account' buttons as these will not work.

User names and passwords are issued to **individuals only** and are strictly for use **only by that individual**. **THEY MUST NEVER BE SHARED**. A setting can have as many users as it likes, but they must all access provider portal with their own username.

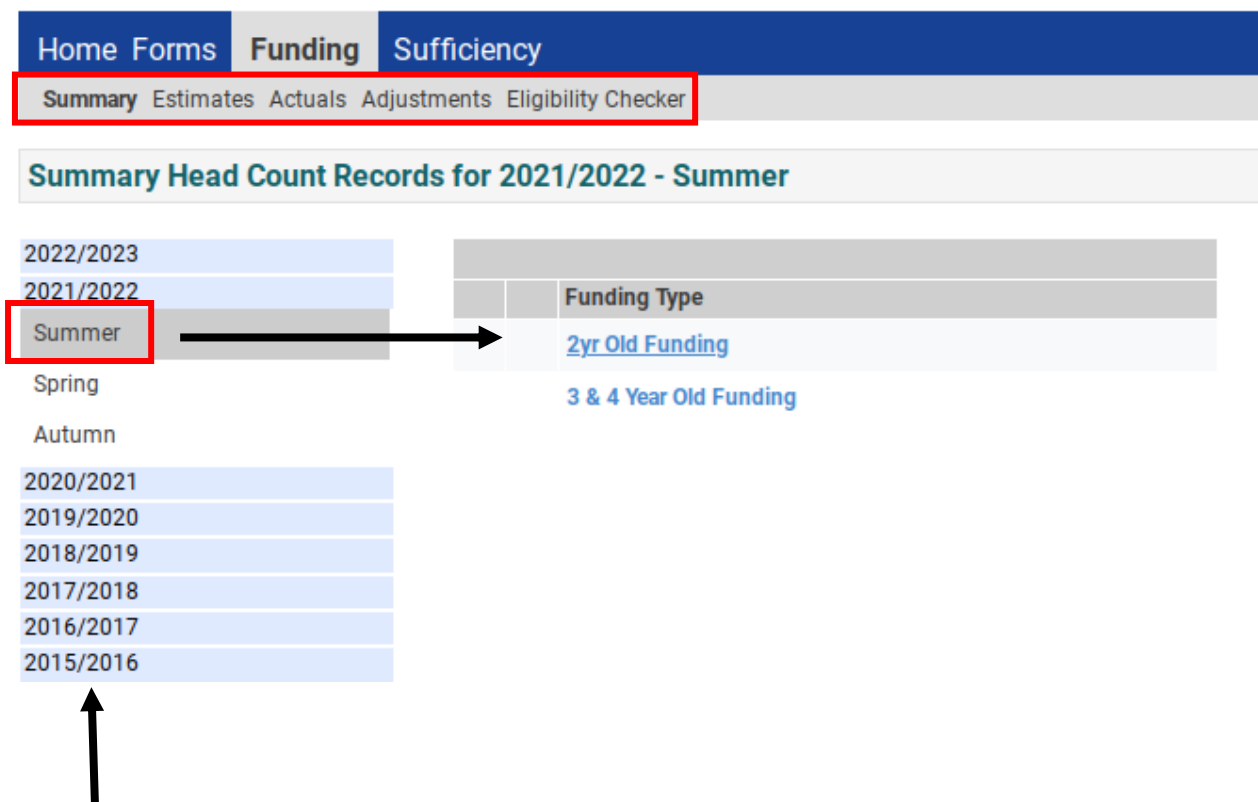
Any setting found to be sharing user names may have its access to the portal suspended.

Getting Started:

To access the funding area, switch the selection in the main menu from **Home** to **Funding...**



- You will now see an additional menu for the Funding section.
- The screen will display all terms for which your setting has funding information recorded. You'll be able to view one dataset per term for 3&4-year-olds, and one for 2-year-olds, provided both are relevant for your setting.
- The information available in Provider Portal will include backdated terms for the current registration (note: if you re-register with Ofsted you become a new setting and history will no longer be displayed)



Use these buttons to
find the relevant
year/term

Reading the data:

After selecting your term, click on the relevant funding type to view the data, e.g. 3&4 year-old funding:

Summary Head Count Records for 2021/2022 - Summer	
2022/2023	
2021/2022	
Summer	
Spring	
Autumn	
2020/2021	
2019/2020	

Funding Type
2yr Old Funding
3 & 4 Year Old Funding



- You'll see the breakdown of payments for the selected term. Estimates will show the first (Interim) payment made for the term (70% of the estimated total). Actuals show the real figures after the children have been entered and verified by AFC, and the balance due, minus the Interim.
- The Actuals column for 3&4-year-olds will show a breakdown between **Funding** and **Extended Funding** if this is relevant to your setting. **Extended Funding** refers to any additional hours claimed by children from a 'Working Family' — e.g. this could extend their hours from 15 to 30 Hours.
- The Actuals column for 2-year-olds will show a similar breakdown between **Funding** and **Expanded Funding**. The section titled **Funding** refers to 2-year-olds claiming a 'Disadvantaged' entitlement, while **Expanded Funding** refers to those claiming a 'Working Family' entitlement.

3&4-year-old breakdown example:

Summary: 2023/2024 Summer - 3 & 4 Year Old Funding [CHANGE](#)

Estimates	
Term Length (Weeks)	12.00
▶ Provider Rate applied	£6.35
Estimate Funding	
Hours Per Week	0.00
Term Funding Amount	£0.00
Interim %	50.00%
Interim Amount Payable	£0.00
<hr/>	
Total Interim Amount Paid to Date (before Adj)	£0.00
<hr/>	
Interim Amount Payable Balance	£0.00

Processed
Processed Date

Rate x Hours may not equal Totals as rounding is applied per child.
The totals shown are the sum of the funding amounts per child.

Actuals	
Term Length (Weeks) Term Time	12.00
▶ Provider Rate applied to child funding	£6.35
Funding	
Funded Hours for Term	720.00
Funding Amount @ Provider Rate	£4572.00
<hr/>	
Funding Amount	£4572.00
Extended Funding	
Funded Hours for Term	0.00
Funding Amount @ Provider Rate	£0.00
<hr/>	
Extended Funding Amount	£0.00
Totals	
Funded Hours for Term	720.00
Funding Amount @ Provider Rate	£4572.00
Child Weightings	£0.00
<hr/>	
Term Funding Amount	£4572.00
Interim Amount Paid (before Adj)	£0.00
<hr/>	
Term Funding Amount Balance	£4572.00
Adjustments Paid with Final Payment	£0.00
<hr/>	
Actual Amount Paid (Inc. Adj)	£0.00

Actuals show a breakdown of **Funding** and **Extended Funding**

This section shows your term-end totals and balances.

2-year-old breakdown example:

Summary: 2023/2024 Summer - 2yr Old Funding CHANGE

Estimates	
Term Length (Weeks)	12.00
► Provider Rate applied	£9.04
Estimate Funding	
Hours Per Week	0.00
Term Funding Amount	£0.00
Interim %	50.00%
Interim Amount Payable	£0.00
<hr/>	
Total Interim Amount Paid to Date (before Adj)	£0.00
<hr/>	
Interim Amount Payable Balance	£0.00
<hr/>	

Processed
Processed Date

Rate x Hours may not equal Totals as rounding is applied per child.
The totals shown are the sum of the funding amounts per child.

Actuals	
Term Length (Weeks) Term Time	12.00
► Provider Rate applied to child funding	£9.04
Funding	
Funded Hours for Term	540.00
Funding Amount @ Provider Rate	£4881.60
<hr/>	
Funding Amount	£4881.60
Expanded Funding	
Funded Hours for Term	0.00
Funding Amount @ Provider Rate	£0.00
<hr/>	
Expanded Funding Amount	£0.00
Totals	
Funded Hours for Term	540.00
Funding Amount @ Provider Rate	£4881.60
Child Weightings	£0.00
<hr/>	
Term Funding Amount	£4881.60
Interim Amount Paid (before Adj)	£0.00
<hr/>	
Term Funding Amount Balance	£4881.60
Adjustments Paid with Final Payment	£0.00
<hr/>	
Actual Amount Paid (Inc. Adj)	£0.00
<hr/>	

Actuals show a breakdown of **Funding** and **Expanded Funding**

This section shows your term-end totals and balances.

Important - payment structure: You will receive your total funding amount in two parts - the **interim** payment (70%) at the beginning of term (calculated after your Estimate has been submitted and verified) and the **balance** payment at the end of term (calculated once all children have been submitted and verified).

If you view the summary page at the beginning of term, it will be blank. Bear in mind that the data is live and will update as data goes on to the RBWM/ AfC system, so if you view it mid-term you might see incomplete data

- The information below will only update after AfC have processed your final payment for the term and will not reflect dates you receive payments...

Processed
Processed Date

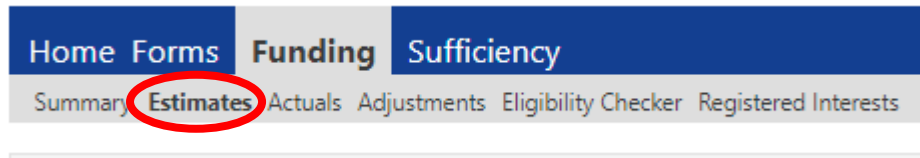
Yes
06-Sep-2017

Submitting data:

Estimates:

At the end of the previous term, you will need to submit an Estimated claim to RBWM/ AfC of the total hours you expect to be funded for in the subsequent term. Once the estimate has been verified, a financial value will be calculated, and you will receive an interim payment that equates to 70% of this projected amount. There are no children's details recorded or needed at this stage.

To submit your estimate, select Estimates from the menu:



You should see this screen:

Submit Estimate: 2022/2023 Autumn - 3 & 4 Year Old Funding [CHANGE](#)

Number of Weeks for this Term

Estimate Number of Funded Hours Per Week for this Term

Please enter both numbers, click 'Calculate', then 'Send Claim'

- The number of funded weeks is set by RBWM/ AfC to the default figure for that term. The autumn term is 14 weeks, the spring term is 12 weeks and the summer term is 12 weeks. If a different (lower) number of weeks applies to your setting, you will need to change this figure
- You need to enter the estimated number of hours **per week** you expect to be funded for. For example, if you expect to have 10 children attending, each claiming 15 hours per week, you would enter 150 hours here.
- **If you are providing Extended Hours (3&4yo) or Expanded Hours (2yo), your estimate should be a combined total of all estimated hours (e.g. 10 children x 15 Universal + 15 Extended = 300).**

Click 'Calculate', and the system will multiply your estimated figure by the number of weeks to give you the estimated total hours for the term.

Submit Estimate: 2022/2023 Autumn - 3 & 4 Year Old Funding [CHANGE](#)

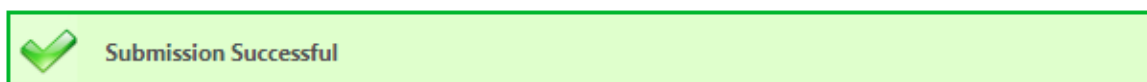
Number of Weeks for this Term

Estimate Number of Funded Hours Per Week for this Term

Please enter both numbers, click 'Calculate', then 'Send Claim'

There are 2,100.00 Hours in this Term

- If you are happy with the figure, click 'Send Claim'
- Look for the Submission Successful message for confirmation:



If you have no idea what your estimate should be:

You can access the previous relevant term's data for a guideline. For example, if you needed an estimate for Summer 2023/24 3&4-year-olds, you could view Summer 2022/23's figures from your summary screen...

Click change to view your available terms again:

Submit Estimate: 2022/2023 Autumn - 3 & 4 Year Old Funding **CHANGE**

Select the relevant previous year/term and funding type from your list, and switch the view to Summary:

Home	Forms	Funding	Sufficiency
Summary	Estimates	Actuals	Adjustments
Eligibility Checker	Registered Interests		

Summary Head Count Records for 2020/2021 - Summer

2022/2023	
2021/2022	
2020/2021	
Summer	←
Spring	
Autumn	
2019/2020	

Funding Type
2yr Old Funding
3 & 4 Year Old Funding

The Estimates 'Hours Per Week' figure will tell you what this was for the previous term.

Estimates
Term Length (Weeks)
▶ Provider Rate applied
Estimate Funding
Hours Per Week 390.00

If this figure is not available, you can still use last term's Actuals to calculate an estimate - divide the Funded Hours by the number of weeks in the term

Actuals
Term Length (Weeks) Term Time
12.00
Funding
Funded Hours for Term
720.00

Points worth remembering about Estimates:

You can submit a revised estimate as many times as you like until the estimate has been processed by AfC. At this point your estimate will be locked in.

Factor into your calculations children attending only part of the term. However, don't worry if your estimate is inaccurate. The balance payments will ensure you receive the correct amount of funding for the term.

Don't overestimate in an attempt to claim your whole payment in advance. AfC will check all estimates and will query and adjust as necessary if the estimates appear too high.

If it transpires that your interim payment is more than the total funding due for the term, AfC may invoice you for overpayment.

Eligibility Checks for Extended and Expanded Hours

Before submitting your Actuals, you will need to check the eligibility of any 'Working Family' children claiming **Extended (3&4yo)** or **Expanded (2yo)** hours. The portal has a built-in Eligibility Checker to enable you to perform these checks both before and during the process of submitting Actuals.

If you do not have any Extended/Expanded hours claims and wish to skip straight to the Actuals submission, please go to page 9 of this guide.

Please be aware at all times: A child's eligibility for funding during the term is still primarily determined by their date of birth. An eligibility check determines a 'Working Family's eligibility for Extended/Expanded hours ONLY. The portal will still block you from entering any children who are not of the correct age at the beginning of the term.

Eligibility Code checks:

Permission!

Prior to undertaking any online code check you must obtain the parent's written permission in compliance with data processing regulations. The parent must complete at least part 2 of the Parent Authorisation Form and sign it, and this will allow you to gather the necessary information and permission to undertake the validation check.

Checking an eligibility code prior to submitting actuals / For information:

When you come to enter a child's Extended/Expanded hours, the portal will enforce a mandatory online check to validate those hours. It is possible, however, to perform a code check for information only.

From the Funding menu, select Eligibility Checker, then click on Eligibility Check to start:

The screenshot shows the portal's navigation bar with three main tabs: 'Home Forms', 'Funding', and 'Sufficiency'. The 'Funding' tab is highlighted with a red rectangle. Below this bar is a sub-menu with links: 'Summary', 'Estimates', 'Actuals', 'Adjustments', 'Eligibility Checker', and 'Registered Interests'. The 'Eligibility Checker' link is circled in red. Below the navigation bar is a section titled 'Eligibility Checker' with a light blue background. It contains the text: 'Use this area to check if a child is eligible for extended hours. Please click the button below and provide the details as required.' Below this text is a 'Data Protection Notice - a record of the check is maintained for monitoring purposes. The'. At the bottom of this section is a blue button with the text 'Eligibility Check', which is highlighted with a red rectangle.

The ECS Checker will pop up.

Only enter the mandatory information as indicated by the asterisks. These are:

- The 11-digit voucher code
- The child's date of birth
- The parent's national insurance number

Then tick the box to indicate that you have permission to perform the check and click Submit.

Eligibility Check

Please enter a valid Eligibility Code and Child Date of Birth, together with Parent/Carer Details. Partner Details are optional but if entered then all fields, except Forename, must be filled in.

Eligibility Code*	01234567891
Child Date of Birth*	01-Jan-2021
Parent/Carer Forename	
Parent/Carer Surname	
Parent/Carer NI Number*	JB019950C
Consent must be given for this	<input checked="" type="checkbox"/> Eligibility Check
Partner Forename	
Partner Surname	
Partner NI Number	

*denotes mandatory fields

Submit

Cancel

You should see a result returned instantly. A result displayed in Green with a tick denotes eligibility. This result will display the key dates of when eligibility starts and ends, and when the Grace Period ends.

The details provided have been found:

Eligibility Code: XXXXXXXXXX

Code Start Date: 05-Nov-2021

Code End Date: 13-Nov-2022

Grace Period End Date: 31-Mar-2023

A result with a red cross denotes that the claimant is not eligible for Extended/Expanded hours:

The details provided for Eligibility Code 12345678910 are not eligible for extended hours.

The portal should also tell you if you have entered an invalid NI number:

Parent/Carer Surname	<input type="text"/>	
Parent/Carer NI Number*	JB199950Z	This field is required and must be valid
Consent must be given for this	<input checked="" type="checkbox"/> Eligibility Check	

However, you will need to perform the check again when entering the child's hours into the Actuals screen.

Actuals

Home Forms **Funding** Sufficiency

Summary Estimates **Actuals** Adjustments Eligibility Checker

Summary Estimates **Actuals** Adjustments Eligibility Checker Registered Interests

Submit Actual: 2022/2023 Autumn - 3 & 4 Year Old Funding [CHANGE](#)

Add Child Send Claim

Add Child Send Claim

Add Child Send Claim



	Status	Child	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)
X		Bowie, David (01-Jun-2020)	0.00	0.00	£0.00
X		Bush, Kate (01-Mar-2020)	0.00	0.00	£0.00
X		Simone, Nina (01-Feb-2020)	0.00	0.00	£0.00

Request Delete

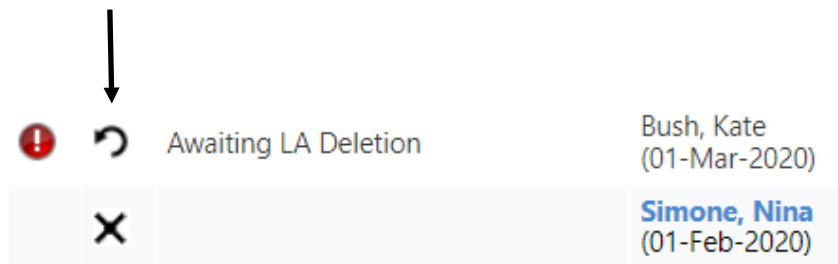
Are you sure you want to request the deletion of child: Test, Another from this headcount record?
Delete requests are automatically submitted but can be cancelled.

Yes

No

  Awaiting LA Deletion

You can still cancel a request for deletion up to the point it is processed by AfC. To cancel the request click the 'Undo' button indicated below.



If the child is attending again, click on their name to update them with the new hours for this term. You will find that any known Child Details or Parent/Carer details are retained in those tabs:

Name: Child Test DOB: 01-Jan-2019

Summary Child Details Parent / Carer Details Funding Details Documents

Child Details

Forename* Child
 Middle Name
 Surname* Test
 DOB* 01-Jan-2019
 Proof of DOB ☐
 Gender* ☐ Male ☒ Female
 Preferred Surname
 Ethnicity* Information Not Yet Obtained
 SEN COP Stage <Unknown>

Update Address

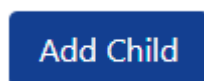
Address

Address Line 1* 42 York Street
 Address Line 2
 Address Line 3
 Locality
 Town Twickenham
 County
 Postcode* TW1 3BW

You now need to update the hours in the Funding Details tab (including the addition of Extended/Expanded Hours for any eligible children), then add your new children. Both are explained in more detail in the [Adding New Children](#) section that follows.

Adding New Children

Start by clicking Add Child:



You'll be taken to this screen:

Child Details Parent / Carer Details Funding Details Documents

Child Details

Forename*
 Middle Name
 Surname*
 DOB*
 Proof of DOB ☐
 Gender* ☐ Male ☐ Female
 Preferred Surname
 Ethnicity* Information Not Yet Obtained
 SEN COP Stage <Unknown>

Search for an Address

Primary
 Postcode*
 Search

Address

Address Line 1*
 Address Line 2
 Address Line 3
 Locality
 Town
 County
 Postcode*

Save Cancel *denotes mandatory fields

There are three tabs to complete for the child data entry. The first is the Child Details tab

- You do not have to write something in every box. Asterisks denote mandatory fields.
- Complete the child's personal details and move on to the Parent / Carer and Funding Details tabs
- **To save time, don't click Save until you have completed all tabs. However, you can save a partial entry and complete it later if you wish.**

Complete the child's personal details on the first tab - **this page includes an online address search!**

Child Details Parent / Carer Details Funding Details Documents

Child Details

Forename* Example
Middle Name
Surname* Child
DOB* 01-Jan-2019
Proof of DOB ☐
Gender* ☐ Male ☒ Female
Preferred Surname
Ethnicity* Any Other Mixed Background
SEN COP Stage No Special Educational need

Search for an Address

Primary
Postcode* KT1 1EU
Search

Address

Address Line 1*
Address Line 2
Address Line 3
Locality
Town
County
Postcode*

Save Cancel *denotes mandatory fields

Using the address search:

Please use the address search to find the child's address. To do this, type in the postcode and click **Search**

Search for an Address

Primary
Postcode* KT1 1EU
Search

If there is more than one address for that postcode, you'll be presented with a list to select from. Select that address and you will see it appear in full below. Then click **Confirm**

Search for an Address

Primary
Postcode* KT1 1EU
Search

Please select an item from the list ...
Please select an item from the list ...
Guildhall, High Street, Kingston Upon Thames, KT1 1EU
Kingston History Centre, Guildhall, High Street, Kingston Upon Thames, KT1 1EU
Guildhall 1, High Street, Kingston Upon Thames, KT1 1EU
Guildhall 2, High Street, Kingston Upon Thames, KT1 1EU

Address

Guildhall 2, High Street, Kingston Upon Thames, KT1 1EU

Address Line 1* Guildhall 2
Address Line 2 High Street
Address Line 3
Locality
Town Kingston Upon Thames
County
Postcode* KT1 1EU

Cancel Enter Manually Confirm

Manual entry of the address is still available - please only use this if you are unable to locate the address using the search. After an unsuccessful search, click the **Enter Manually** button to activate those fields.

Child Details

Forename*

Middle Name

Surname*

DOB*

Proof of DOB ☐

Gender* ☐ Male ☒ Female

Preferred Surname

Ethnicity*

SEN COP Stage

Search for an Address

Primary

Postcode*

Address

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

No matches were found. Please check your search criteria and try again or enter address manually.

*denotes mandatory fields

When you have finished click on the Parent/Carer Details tab to continue:

Parent/Carer Details:

- If the child is only claiming standard Funded Hours (3/4yo) or Disadvantaged funding (2yo), the Parent/Carer detail entry is **optional**, however...
- **You should still fill in as many Parent/Carer details as you can, as these details are used for EYPP checking.**
- This entry is **mandatory** if the child is from a 'Working Family' claiming **Extended** (3&4yo) or **Expanded** (2yo) Hours as the details are required to check the eligibility of the claim.
- **Please only fill in the details of one parent** - do not complete the partner details, this is not required.

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

Partner Details

Forename

Surname

DOB

Email

Contact Number

☐ NI or ☐ NASS Number

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

You must indicate that you have consent to use these details to carry out the relevant checks

Now move on to the **Funding Details** tab to continue:

Name: Child Test DOB: 01-Jan-2019

Summary Child Details Parent / Carer Details **Funding Details** Documents

Completing Funding Details

The Funding Details tab requires some key information that needs to be considered carefully, so the guide will now take you through it field-by-field...

Summary Child Details Parent / Carer Details **Funding Details** Documents

Funding Details

Start Date* 01-Apr-2024

End Date* 31-Aug-2024

Default Term Dates

Weeks Attended in Term* 12.00

Present during Census ☐

Attends Two Days or More ☒

Nominated for DAF* ☐ Yes ☒ No

Funded Hours per Week

Hours* 15.00

Extended Funded Hours per Week

Extended Hours* 0.00

Eligibility Code

Check Eligibility Code

Eligible for Extended Hours ☐

Total Funded Hours per Week

Total Funded: 15.00

Attendance Days

Attends Monday ☐ Yes ☒ No

Attends Tuesday ☐ Yes ☒ No

Attends Wednesday ☐ Yes ☒ No

Attends Thursday ☐ Yes ☒ No

Attends Friday ☐ Yes ☒ No

Attends Saturday ☐ Yes ☒ No

Attends Sunday ☐ Yes ☒ No

Non-Funded Hours per Week

Non-Funded Hours* 0.00

⚠ if this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carer

Maximum Values Allowed:

Number of Weeks: **12.00**

Funded Weekly Hours: **15.00**

Funded Termly Hours: **180.00**

Funded Yearly Hours: **570.00**

Extended Weekly Hours: **15.00**

Extended Termly Hours: **180.00**

Extended Yearly Hours: **570.00**

Save Cancel

*denotes mandatory fields

- **Start/End Dates**

You can use the 'Default Term Dates' button to automatically add the dates covering the full term. **You will need to amend these dates if the child is not attending for the full term** (in which case use their exact start and/or end date as appropriate).

Funding Details

Start Date* 01-Sep-2022

End Date* 31-Dec-2022

Default Term Dates

- Weeks Attended in Term:**

Like the Start/End dates, the number of weeks attended will default to the full term (14 in Autumn, 12 in Spring and Summer). **You should amend this figure if the child is not attending the full term.**

Weeks Attended in Term*

14.00

- Attends Two Days or More:**

If the number of weekly hours (either Universal or Extended) is to exceed 12.5, you must tick Attends Two Days or More. The system will invalidate your entry when saving if you fill in, for example, 15 hours, but have not ticked the box.

Attends Two Days or More



- Nominated for DAF (Disability Access Funding - available once per financial year)**

If the child is eligible to receive Disability Access Funding, answer Yes to the next question. This will trigger an automatic addition of funding for this child, which you will see reflected under '**Adjustments**' on your statements. **If the child is not eligible for DAF, you must answer No here.**

Nominated for DAF*

☐ Yes ☒ No

- Hours per Week (Funded, Extended/Expanded, Non-Funded)**

3&4 year-olds

Funded - Refers to standard hours (up to 15 per week) available to all 3/4 year-olds

Extended - Refers to additional hours (up to 15 per week) available to eligible 'Working Family' children (these must be validated by an online check)

Non-Funded - Refers to any other hours attended by the child not covered by either of the above, i.e. paid for in full by the parent.

In the example below, the child is attending your setting for 25 hours a week, claiming the maximum 15 Funded Hours (agreed in your contract with the parent) plus a further 10 hours that are not subject to any EEF Funding (added in **Non-Funded Hours**). There is no claim for Extended Hours, **so this field must be set to zero.** (Extended Hours entries are covered in more detail on page 16...)

Funded Hours per Week

Hours* 15.00

Extended Funded Hours per Week

Extended Hours* 0.00

Eligibility Code

Check Eligibility Code

Eligible for Extended Hours




Total Funded Hours per Week

Total Funded: 15.00

Non-Funded Hours per Week

Non-Funded Hours* 10

 if this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carer

Maximum Values Allowed:

Number of Weeks: 12.00

Funded Weekly Hours: 15.00

Funded Termly Hours: 180.00

Funded Yearly Hours: 570.00

Extended Weekly Hours: 15.00

Extended Termly Hours: 180.00

Extended Yearly Hours: 570.00

- **Hours per Week (Funded, Extended/Expanded, Non-Funded)**

2-year-olds

For 2-year-olds, the basis for Funding must be indicated before you enter the hours. You must select either Disadvantaged or Working Family

Funding Type*

- ☒ Disadvantaged Funding
☐ Working Family Funding

The hours you can enter will depend on the selection.

In both examples below, the child is attending your setting for 15 hours a week, claiming the maximum 15 Funded Hours (agreed in your contract with the parent) only, with no further attendance (no Non-Funded Hours)

Disadvantaged Funding:

Funded Hours per Week	
Hours*	15.00

Non-Funded Hours per Week	
Non-Funded Hours*	0.00

Funded - Refers to standard hours (up to 15 per week) available to 'Disadvantaged' 2-year-olds. An online check is not required to verify eligibility.


Non-Funded - Refers to any other hours attended by the child not covered by either of the above, i.e. paid for in full by the parent.

Working Family Funding:

- Funding Type*
☐ Disadvantaged Funding
☒ Working Family Funding

Non-Funded Hours per Week	
Non-Funded Hours*	0.00

Expanded Funded Hours per Week	
Expanded Hours*	15
Eligibility Code	

 If this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carer

Expanded Hours - Refers to hours (up to 15 per week) available to 'Working Family' 2-year-olds. An online check is required to verify eligibility (Expanded Hours entries are covered in more detail on page 16...)

Non-Funded - Refers to any other hours attended by the child not covered by either of the above, i.e. paid for in full by the parent.

Extended/Expanded Hours:

Extended hours (up to 15 additional funded hours for 3/4 year-olds) and **Expanded** Hours (up to 15 funded hours for 2-year-olds) are available to children whose parents meet the 'Working Family' eligibility criteria. Any claim for these hours must be validated before submitting the claim to the LA. The parent will provide you with an 11-digit eligibility code that they obtain from HMRC, and which you need to validate with an online check. The space on the Funding Details screen for Extended/Expanded Hours is supported by a space for the code, a button to perform the live check, and a check box to let you know the claim has been validated successfully.

Expanded Funded Hours per Week

Expanded Hours*

Eligibility Code

Check Eligibility Code

Eligible for Expanded Hours ☐

- For a 3/4year-old, If Extended Hours **do not** apply to the child, **you must enter a Zero in the field**. The Total Funded field calculates the hours you have entered in both boxes:
- If Extended Hours are being claimed, enter the number in the field and enter the 11-digit-code supplied by the parent

Extended Funded Hours per Week

Extended Hours*

Eligibility Code

Check Eligibility Code

Eligible for Extended Hours ☐

- The blue 'Check Eligibility Code' button triggers a live validation check.
- Before you press this, check that the parent details are completed on the Parent/Carer Details tab** - the check will fail unless the parent's Name, DOB and NI Number can be read, and the box to confirm you have consent for the check is ticked.

Summary Child Details **Parent / Carer Details** Funding Details Documents

Entering Parent/Carer details enables us to check whether the child is eligi extended hours.

Please ensure you input details for all records that have given their permis that the correct consent boxes are selected as per the usage of the details

Parent / Carer Details

Forename Father

Surname Bowie

DOB 01-Apr-1989

Email

Contact Number

☒ NI or ☐ NASS Number JB210376C

Tick to give consent to Eligibility Checking for ☒ EYFP

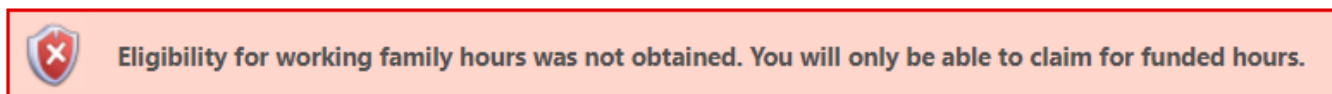
☒ Working Family Eligibility

Extended/Expanded Hours validation:

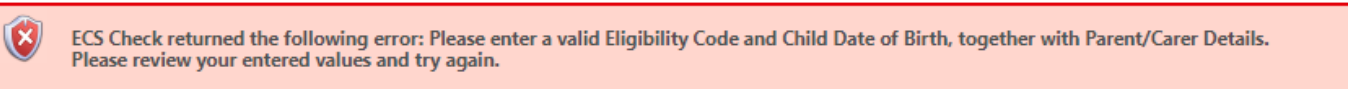
Extended Funded Hours per Week	
Extended Hours*	<input type="text" value="15"/>
Eligibility Code	<input type="text" value="12345678910"/>
<input type="button" value="Check Eligibility Code"/>	

When you press the button to perform the eligibility check, these are the possible results you will see...

Eligibility not found



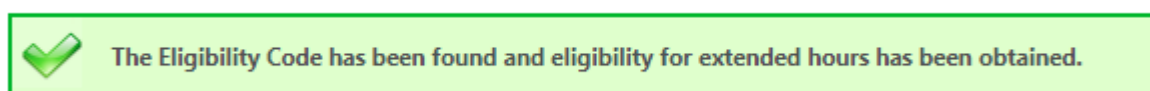
Not enough information entered to perform the check



If you see this message, any of the following could be missing:

- 11-digit eligibility code
- Valid child DOB
- Parent name, DOB and NI Number (on the Parent/Carer Details tab)

Valid claim, eligibility confirmed



If you receive the green message, you should also see a tick appear in the box just beneath the Extended/Expanded Hours to confirm the child's hours are valid.

Extended Funded Hours per Week	
Extended Hours*	<input type="text" value="15.00"/>
Eligibility Code	<input type="text" value=""/>
<input type="button" value="Check Eligibility Code"/>	
<input type="text" value="Eligible for Extended Hours"/> <input checked="" type="checkbox"/>	

CLICK SAVE AS SOON AS YOU HAVE COMPLETED THE CHECK!

It's very important after receiving the 'green light' for the Extended Hours code that you save the child in your headcount immediately - if you change anything in the child's record after doing the check, the system will make you perform the eligibility check again.

Advice on entering Hours Attended:

- Any hours entered under either Funded or Extended/Expanded Hours must only be what is agreed in the contract with the parent (a signed Parent Authorisation Form for your setting). Any hours the parent is claiming at a different setting are not a factor.
- The Funding Details tab shows maximum hours allowed for both term and year:
- If you have any queries about what hours you should be entering, please contact the RBWM Early Years team

Maximum Values Allowed:

Number of Weeks: **12.00**

Funded Weekly Hours: **15.00**

Funded Termly Hours: **180.00**

Funded Yearly Hours: **570.00**

Extended Weekly Hours: **15.00**

Extended Termly Hours: **180.00**

Extended Yearly Hours: **570.00**

Attendance Days:

Use of this feature is entirely optional, but could be used as a useful reminder for yourselves.

Name: Child Testing DOB: 01-Feb-2019

Summary Child Details Parent / Carer Details **Funding Details** Documents

Funding Details

Start Date* 01-Sep-2022

End Date* 31-Dec-2022

Default Term Dates

Weeks Attended in Term* 14.00

Present during Census ☒

Attends Two Days or More ☒

Nominated for DAF* ☐ Yes ☒ No

Attendance Days

Attends Monday ☐ Yes ☐ No

Attends Tuesday ☐ Yes ☐ No

Attends Wednesday ☐ Yes ☐ No

Attends Thursday ☐ Yes ☐ No

Attends Friday ☐ Yes ☐ No

Attends Saturday ☐ Yes ☐ No

Attends Sunday ☐ Yes ☐ No

Completing the Funding Details completes your child entry. **Now click Save.**

Total Funded Hours per Week

Total Funded: 15.00

Save Cancel

*denotes mandatory fields

The new child will appear in your headcount with a status of **New Unsubmitted Child**

Add Child

Send Claim

	Status	Child	Funded Hours (inc Adj)	Expanded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)
✗		Dylan, Bob (01-Dec-2021)	180.00	0.00	£1627.20
✗		Harry, Debbie (01-Nov-2021)	180.00	0.00	£1627.20
⚠ ↺	New, Unsubmitted Child	McCartney, Paul (01-Jun-2021)	180.00	0.00	£1627.20
✗		Nelson, Prince Rogers (01-Oct-2021)	180.00	0.00	£1627.20

⚠ The red alert icon tells you that child has not yet been submitted to AfC.

↺ The Undo button can be used to remove the child if you have made an error.

Submitting the Actuals Headcount

To submit your headcount, click the Send Claim button:

!	Unsubmitted Claim	Test, Child (01-Jan-2019)	140.00	0.00	£768.60
X		Testing, Child (01-Feb-2019)	210.00	0.00	£1152.90
Add Child		Send Claim			

If the Send Claim button is not available to click this means that either:

- You have no changes to your headcount to submit
- The window for submission is not currently open - full details of submission dates can be found on [AfC Info](#)




Changes to headcount management from Autumn 2022:

- The headcount was previously only open for one window in the term
- Due to a change in payment structure, the headcount will now be open in multiple submission windows
- You are now expected to record changes to children already submitted** - e.g. if you submit a child early in the term with the maximum number of weeks/hours attendance, but that child leaves your setting before the end of term. In these circumstances, you will need to amend the hours, and resubmit the headcount during a later submission window

Grace period alert:

If you have Extended/Expanded hours children in your headcount, it is likely you will see a number of yellow alert symbols. These are telling you that the child has entered the **grace period** for their eligibility. This means they can continue to claim Extended/Expanded hours only until the end of the grace period stated unless the parent renews their claim with HMRC.

Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
 X		120.00	0.00	£750.00		06-Jun-2023 - 14-Jan-2024 Grace Period: 31-Mar-2024

- For any **carried-over** Extended/Expanded Hours child in the headcount, make sure you always re-do the online check on the Funding Details screen. This will update the existing eligibility info (and you will see if the parent has renewed since last term).

Full info about the child's Extended Hours eligibility can be found on the **Summary** tab of the child's headcount record:

Summary	Child Details	Parent / Carer Details	Funding Details	Documents
Term Start Date		01-Apr-2024		
Term End Date		31-Aug-2024		
No of weeks attended		12.00		
Nominated for DAF		No		
Eligibility Start Date		10-Feb-2023		
Eligibility End Date		22-May-2024		
Grace Period End Date		31-Aug-2024		
Eligibility last checked		19-Feb-2024 16:59:44		

For all information about the funding process, visit AfC's information website:

[AfC Info](#)

Contact:

For all queries regarding the Early Education Funding process, contact the AfC Early Years team* at:

rbwm.earlyyears-childcare@achievingforchildren.org.uk

*Please be advised that the Early Years team will not be able to assist with technical queries, such as problems with your computer hardware or internet connection.