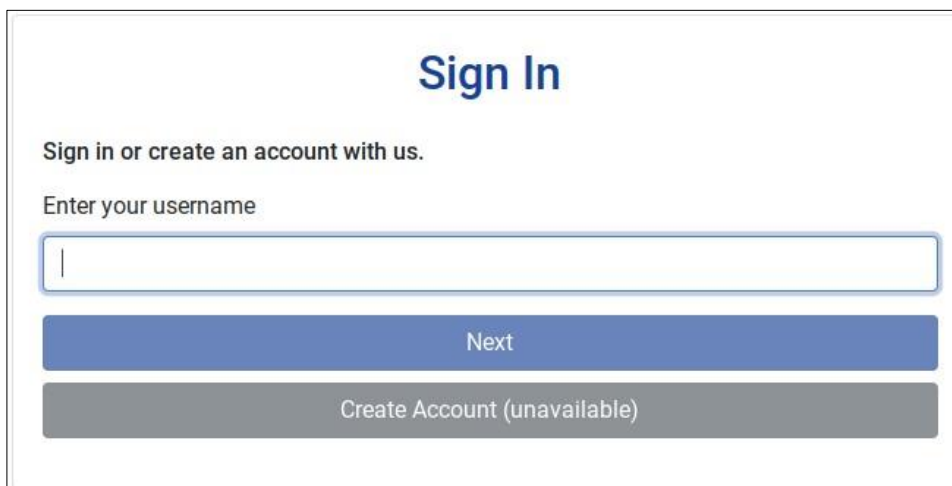


## AFC/RBWM PROVIDER PORTAL USER GUIDE

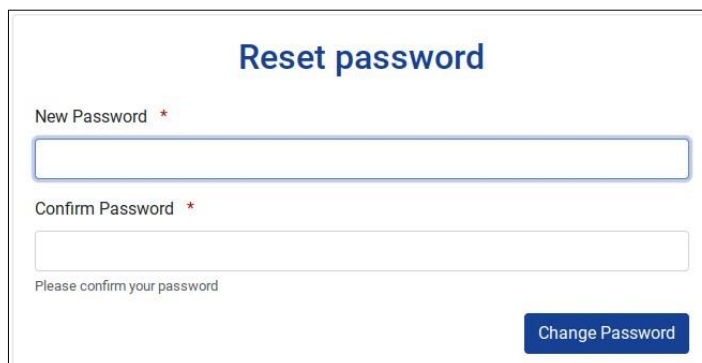
This guide is designed to help childcare providers input funding data into the Synergy Provider Portal, a secure website that allows providers to enter funding data for submission to AfC. The guide will take you through the process step-by-step.

**Logging in to Provider Portal** Please go to the following link:-

[https://live.cloud.servelec-synergy.com/AFC\\_RBWM/Synergy/providers](https://live.cloud.servelec-synergy.com/AFC_RBWM/Synergy/providers)



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:



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](mailto:rbwm.earlyyears-childcare@achievingforchildren.org.uk) or [nicola.jordan@achievingforchildren.org.uk](mailto:nicola.jordan@achievingforchildren.org.uk) or [charmagne.niles@achievingforchildren.org.uk](mailto:charmagne.niles@achievingforchildren.org.uk)

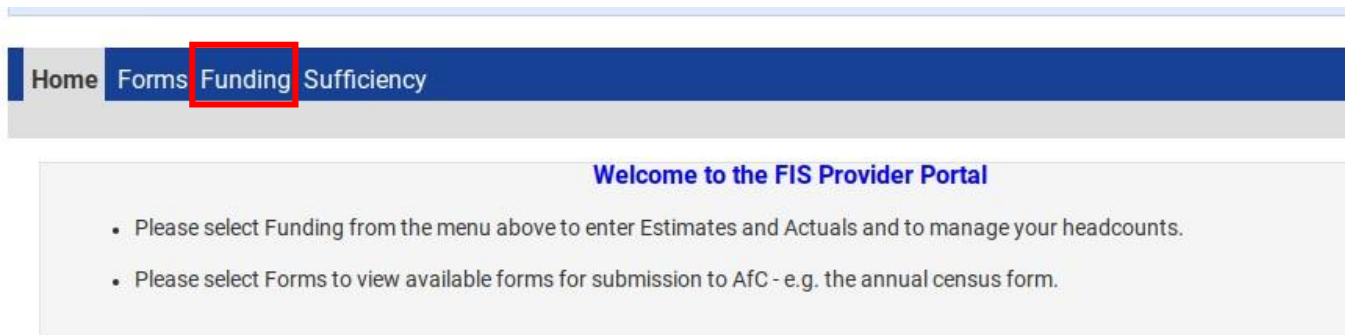
**PLEASE do not use the 'Forgot Password' or 'Create Account' buttons as these will not work.**

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...**



Home Forms **Funding** Sufficiency

**Welcome to the FIS Provider Portal**

- Please select Funding from the menu above to enter Estimates and Actuals and to manage your headcounts.
- Please select Forms to view available forms for submission to AfC - e.g. the annual census form.

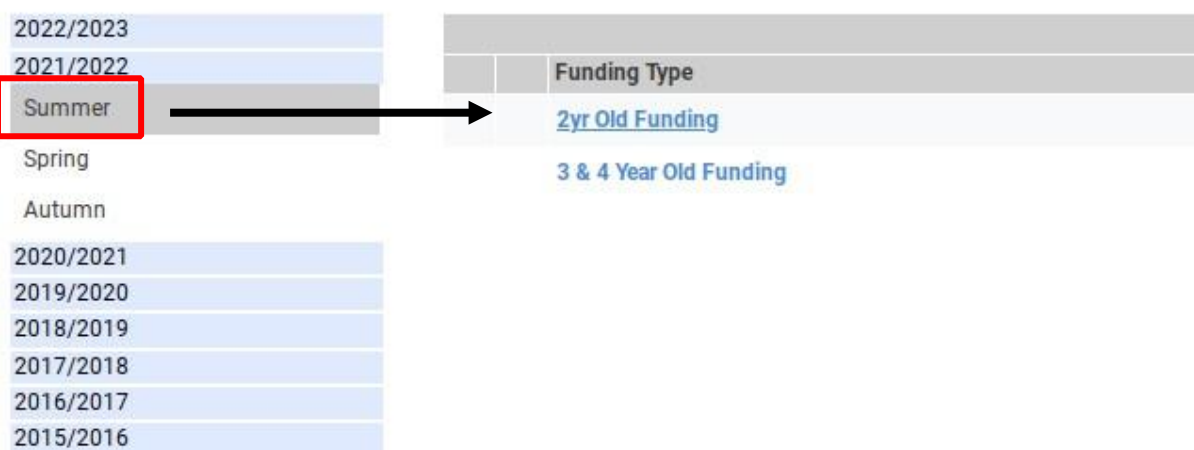
- You will now see an additional menu for the Funding section.
- The screen will display all terms for which for your setting has funding information recorded. You'll be able to view one dataset per term for 3&4-year-olds, and one for 2-year-olds, provided both are relevant for your setting.
- The information 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)



Home Forms Funding Sufficiency

**Summary** Estimates Actuals Adjustments Eligibility Checker

### Summary Head Count Records for 2021/2022 - Summer



2022/2023	
2021/2022	
<b>Summer</b>	
Spring	
Autumn	
2020/2021	
2019/2020	
2018/2019	
2017/2018	
2016/2017	
2015/2016	

Funding Type
<a href="#">2yr Old Funding</a>
<a href="#">3 &amp; 4 Year Old Funding</a>

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	

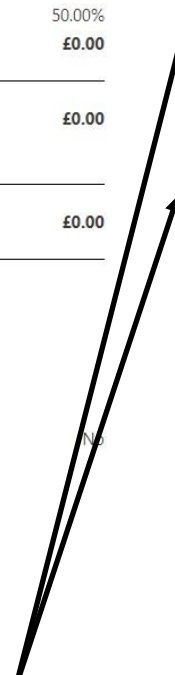
Funding Type
2yr Old Funding
3 & 4 Year Old Funding



- 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 <small>CHANGE</small>	
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.	
<b>Estimates</b>	<b>Actuals</b>
Term Length (Weeks)	Term Length (Weeks) Term Time
12.00	12.00
▶ Provider Rate applied	▶ Provider Rate applied to child funding
£6.35	£6.35
<b>Estimate Funding</b>	<b>Funding</b>
Hours Per Week	Funded Hours for Term
0.00	720.00
<b>Term Funding Amount</b>	<b>Funding Amount @ Provider Rate</b>
£0.00	£4572.00
Interim %	
50.00%	
<b>Interim Amount Payable</b>	<b>Funding Amount</b>
£0.00	£4572.00
<b>Total Interim Amount Paid to Date (before Adj)</b>	<b>Extended Funding</b>
£0.00	Funded Hours for Term
	0.00
	<b>Funding Amount @ Provider Rate</b>
	£0.00
<b>Interim Amount Payable Balance</b>	<b>Extended Funding Amount</b>
£0.00	£0.00
	<b>Totals</b>
	Funded Hours for Term
	720.00
	<b>Funding Amount @ Provider Rate</b>
	£4572.00
	<b>Child Weightings</b>
	£0.00
Processed	<b>Term Funding Amount</b>
Processed Date	£4572.00
	Interim Amount Paid (before Adj)
	£0.00
	<b>Term Funding Amount Balance</b>
	£4572.00
	Adjustments Paid with Final Payment
	£0.00
	<b>Actual Amount Paid (Inc. Adj)</b>
	£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

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.

Estimates		Actuals	
Term Length (Weeks)	12.00	Term Length (Weeks) Term Time	12.00
▶ Provider Rate applied	£9.04	▶ Provider Rate applied to child funding	£9.04
<b>Estimate Funding</b>		<b>Funding</b>	
Hours Per Week	0.00	Funded Hours for Term	540.00
<b>Term Funding Amount</b>	<b>£0.00</b>	<b>Funding Amount @ Provider Rate</b>	<b>£4881.60</b>
Interim %	50.00%	<hr/>	
<b>Interim Amount Payable</b>	<b>£0.00</b>	<b>Funding Amount</b>	<b>£4881.60</b>
<hr/>		<b>Expanded Funding</b>	
<b>Total Interim Amount Paid to Date (before Adj)</b>	<b>£0.00</b>	Funded Hours for Term	0.00
<hr/>		<b>Funding Amount @ Provider Rate</b>	<b>£0.00</b>
<b>Interim Amount Payable Balance</b>	<b>£0.00</b>	<hr/>	
<hr/>		<b>Expanded Funding Amount</b>	<b>£0.00</b>
<hr/>		<b>Totals</b>	
Processed	No	Funded Hours for Term	540.00
Processed Date		<b>Funding Amount @ Provider Rate</b>	<b>£4881.60</b>
<hr/>		<b>Child Weightings</b>	<b>£0.00</b>
<hr/>		<hr/>	
<hr/>		<b>Term Funding Amount</b>	<b>£4881.60</b>
<hr/>		Interim Amount Paid (before Adj)	£0.00
<hr/>		<hr/>	
<hr/>		<b>Term Funding Amount Balance</b>	<b>£4881.60</b>
<hr/>		Adjustments Paid with Final Payment	£0.00
<hr/>		<hr/>	
<hr/>		<b>Actual Amount Paid (Inc. Adj)</b>	<b>£0.00</b>
<hr/>		<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:

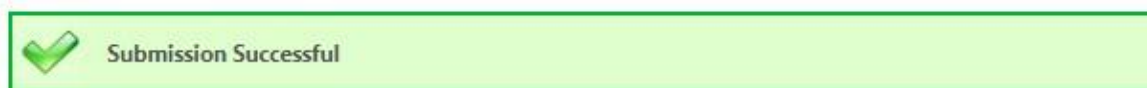
A screenshot of a web form titled 'Submit Estimate: 2022/2023 Autumn - 3 & 4 Year Old Funding' with a 'CHANGE' link. The form contains two input fields: 'Number of Weeks for this Term' with the value '14.00' and 'Estimate Number of Funded Hours Per Week for this Term' with the value '150.00'. Below the fields is the instruction 'Please enter both numbers, click 'Calculate', then 'Send Claim''. There are two buttons: 'Calculate' and '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.

A screenshot of the same 'Submit Estimate' form as above. The 'Calculate' button has been clicked, and a message box has appeared on the right side of the form, enclosed in a red border, stating 'There are 2,100.00 Hours in this Term'. An arrow points from the 'Send Claim' button to this message box.

- 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:

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

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

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

**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:

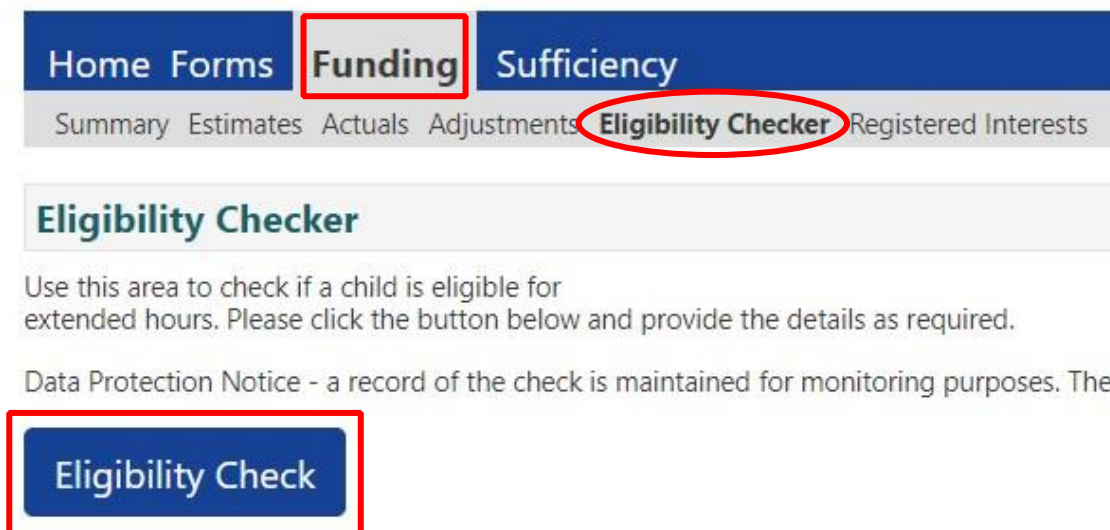
**Permission!**

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

\*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:** ██████████  
**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*	<input type="text" value="JB199950Z"/>	This field is required and must be valid
Consent must be given for this	<input checked="" type="checkbox"/> Eligibility Check	

These ECS Checks can be performed outside of the process of submitting hours, to inform your offers of extended hours places before the term begins.

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

## Submitting data:

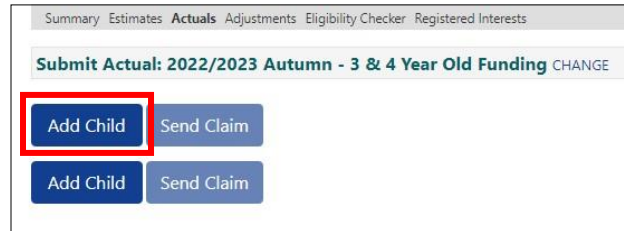
### Actuals

This is where you submit details of the children attending your setting

Home Forms
Funding
Sufficiency

Summary
Estimates
Actuals
Adjustments
Eligibility Checker

If this is your first term, or if you had no eligible children from the previous term to carry over, the screen will look like this. You need to add all your children for this term. Skip to **Adding New Children** on page 10.



**Managing Carried-Over Children.**

If you have children carried over from the previous term, you will see them listed like this, with their hours returned to zero.

Add Child Send Claim

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

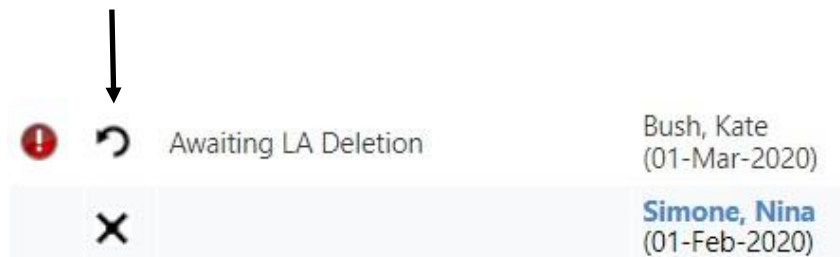
If any of your carried-over children are not attending again this term, you need to request a deletion. To do this click on the cross shown to the left. Then confirm the request when you see this message:



You'll see the status change to 'Awaiting LA Deletion' - the child will not disappear from your headcount until the request has been processed by AfC.



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 Obtainec  
 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 Obtainec  
 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\*

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\*

\*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\*

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\*

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**

Address Line 1\*

Address Line 2

Address Line 3

Locality

Town

County

Postcode\*

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\***

**Search**

---

### Address

**Address Line 1\***

Address Line 2

Address Line 3

Locality

Town

County

**Postcode\***

**Enter Manually**

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

**Save** **Cancel**

\*denotes mandatory fields

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

Child Details
Parent / Carer Details
Funding Details
Documents

**Parent/Carer Details:**

- If the child is only claiming standard Funded Hours (3/4yo), 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** in order to carry out an online eligibility check for a ‘Working Family’ (claiming **Extended** 3&4yo hrs or **Expanded** 9 month-2yo hrs), or a family receiving Additional Support (claiming for a 2yo).
- Now that you might need to carry out two different eligibility checks (one for ‘working family’ claim and one for an ‘additional support’ claim), you may need to add the details of two parents/carers

**Name: David Bowie DOB: 01-Mar-2023**

Summary
Child Details
Parent / Carer Details
Funding Details
Documents

Entering Parent/Carer details enables us to check whether the child is eligible for Early Years Pupil Premium (EYPP) funding, and whether the child is eligible for expanded hours.

Please ensure you input details for all records that have given their permission to do so, as this ensures you receive the additional funding. Please also ensure that the correct consent boxes are selected as per the usage of the details.

### 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
- Additional Support

### Partner Details

Forename

Surname

DOB

Email

Contact Number

NI or  NASS Number

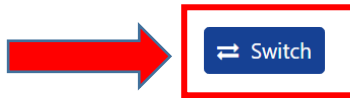
Tick to give consent to Eligibility Checking for

- EYPP
- Working Family Eligibility
- Additional Support

**Switch**

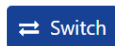
- When you perform any online eligibility check, the details of **the parent on the left of the screen** will be relevant to the check. In order to allow you to now check two parents/carers for Additional Support (2yo) eligibility, there is a new **Switch** button that allows you to swap the parents around and put the 'partner' details into the 'parent' position on the left...

<b>Parent / Carer Details</b>		<b>Partner Details</b>	
Forename	<input type="text" value="Bowie"/>	Forename	<input type="text" value="Bowie"/>
Surname	<input type="text" value="Mother"/>	Surname	<input type="text" value="Father"/>
DOB	<input type="text" value="01-Jan-1999"/>	DOB	<input type="text" value="01-Jan-2000"/>
Email	<input type="text"/>	Email	<input type="text"/>
Contact Number	<input type="text"/>	Contact Number	<input type="text"/>
<input checked="" type="checkbox"/> NI or <input type="checkbox"/> NASS Number	<input type="text" value="JB290475D"/>	<input checked="" type="checkbox"/> NI or <input type="checkbox"/> NASS Number	<input type="text" value="JB270873C"/>
Tick to give consent to Eligibility Checking for	<input checked="" type="checkbox"/> EYPP <input checked="" type="checkbox"/> Working Family Eligibility <input checked="" type="checkbox"/> Additional Support	Tick to give consent to Eligibility Checking for	<input checked="" type="checkbox"/> EYPP <input checked="" type="checkbox"/> Working Family Eligibility <input checked="" type="checkbox"/> Additional Support



- You must indicate that you have consent to use the parent/carer details to carry out the relevant checks. There are now three consent indicators for three different eligibility checks. The red panel at the bottom of this screen explains which elements are required for each check.

Tick to give consent to Eligibility Checking for	<input checked="" type="checkbox"/> EYPP <input checked="" type="checkbox"/> Working Family Eligibility <input checked="" type="checkbox"/> Additional Support	Tick to give consent to Eligibility Checking for	<input checked="" type="checkbox"/> EYPP <input checked="" type="checkbox"/> Working Family Eligibility <input checked="" type="checkbox"/> Additional Support
--	--	--	--



**Consent for Eligibility Checking:**

**EYPP:** The Surname, DOB and NI or NASS Number will also be required for this data to be used for an Eligibility Check.

**Working Family:** The Surname and NI Number will also be required for this data to be used for an Eligibility Check.

**Additional Support:** The Surname, DOB and NI Number will also be required for this data to be used for an Eligibility Check.

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... (example screen below is for a 3/4yo)

The screenshot shows a web form with the following sections:

- Funding Details:**
  - Start Date\*: 01-Apr-2024
  - End Date\*: 31-Aug-2024
  - Default Term Dates button
  - 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: [empty]
  - Check Eligibility Code button
  - 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
- Informational Note:**
  - 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

Buttons: 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).

This close-up shows the 'Funding Details' section with the following fields:

- Start Date\*: 01-Sep-2022
- End Date\*: 31-Dec-2022
- Default Term Dates button

- 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.**

This close-up shows the 'Weeks Attended in Term\*' field with the value 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...)

<p><b>Funded Hours per Week</b></p> <p>Hours* <input type="text" value="15.00"/></p>	<p><b>Non-Funded Hours per Week</b></p> <p>Non-Funded Hours* <input type="text" value="10"/></p>
<p><b>Extended Funded Hours per Week</b></p> <p>Extended Hours* <input type="text" value="0.00"/></p> <p>Eligibility Code <input type="text"/></p> <p><input type="checkbox"/> Eligible for Extended Hours</p> <p><input type="button" value="Check Eligibility Code"/></p>	<p><b>Maximum Values Allowed:</b></p> <p>Number of Weeks: <b>12.00</b></p> <p>Funded Weekly Hours: <b>15.00</b>            Funded Termly Hours: <b>180.00</b>            Funded Yearly Hours: <b>570.00</b></p> <p>Extended Weekly Hours: <b>15.00</b>            Extended Termly Hours: <b>180.00</b>            Extended Yearly Hours: <b>570.00</b></p>
<p><b>Total Funded Hours per Week</b></p> <p>Total Funded: <input type="text" value="15.00"/></p>	

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

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

### 2-YEAR-OLDS

From September 2025, a 2-year-old child can be eligible for funding in two different ways:

- **By being from a family receiving Additional Support (up to a maximum of 15 hours p/w)**
- **By being from a ‘Working Family’ (up to a maximum of 30 hours p/w)**

**DUAL ELIGIBILITY:** Previously, 2yos could only be eligible using one basis or the other, but from September 2025 they can now claim using **both criteria at the same time**, e.g. if a parent was both working and receiving additional support.

**IF A CHILD IS DUAL ELIGIBLE FOR 2-YEAR-OLD FUNDING** – Prioritise the hours for claimed for Additional Support. For example, if there is a full 30 hours eligibility and the family is dual eligible, then claim for 15 hours as Additional Support and 15 hours as Working Family.

### **THE TOTAL HOURS CLAIMED FOR A 2-YEAR-OLD CANNOT EXCEED 30 HOURS PER WEEK**

**Funded Hours Per Week** - Refers to hours available to 'Additional Support' 2-year-olds.

**Expanded Funded Hours Per Week** – Refers to hours available to 'Working Family' 2-year-olds

<b>Funded Hours per Week</b>	
Eligible for Funded Hours	<b>×</b>
Click to check eligibility for 2-year-old receiving additional support funding	<b>Check Eligibility</b>
<b>Hours*</b>	<input type="text" value="0.00"/>

<b>Expanded Funded Hours per Week</b>	
Eligible for Expanded Hours	<b>×</b>
Eligibility Code	<input type="text"/>
Click to check eligibility for Working Family funding	<b>Check Eligibility Code</b>
<b>Expanded Hours*</b>	<input type="text" value="0.00"/>

Online Eligibility Checking can now be done to verify both types of claim. However, passing the check is NOT MANDATORY for **Additional Support** 2-year-olds. It remains mandatory for **Working Family** 2-year-olds who must validate the 11-digit code (see below)

### **Claiming hours for 2-y-os receiving Additional Support**

- Enter the hours (up to a maximum 15 per week)
- Click Check Eligibility
- The system will check the **parent** (not partner) details entered on the Parent/Carer Details tab against DWP data to confirm their eligibility. **Use the Switch button on the Parent/Carer tab to check the second parent**

A Valid Result will look like this (look for the green tick & message at the top):


The screenshot shows a user interface for funding details. At the top, a green banner with a checkmark icon contains the message: "The Additional Support Check has come back as found and eligibility for Funded Hours has been obtained." Below this, the user's name "Kayniah Beya" and date of birth "21-Aug-2022" are displayed. The "Funding Details" section includes fields for "Start Date\*" (01-Sep-2025), "End Date\*" (31-Dec-2025), "Weeks Attended in Term\*" (14.00), and "Nominated for DAF\*" (No). The "Funded Hours per Week" section shows "Eligible for Funded Hours" with a green checkmark and a "Check Eligibility" button. The "Hours\*" field is set to 15. A red arrow points to the green banner, and another red arrow points to the "Eligible for Funded Hours" section.

A failed check will look like this:

The screenshot shows a user interface for funding details. At the top, a yellow banner with a warning icon contains the message: "The Additional Support Check has come back as not eligible, Funded Hours can still be entered, but may be rejected by the LA." Below this, the user's name "David Bowie" and date of birth "01-Mar-2023" are displayed. The "Funding Details" section includes fields for "Start Date\*" (01-Sep-2025), "End Date\*" (31-Dec-2025), "Weeks Attended in Term\*" (14.00), and "Nominated for DAF\*" (No). The "Funded Hours per Week" section shows "Eligible for Funded Hours" with a red 'X' and a "Check Eligibility" button. The "Hours\*" field is set to 15.00. The "Non-Funded Hours per Week" section shows "Non-Funded Hours\*" set to 10.00. A red arrow points to the yellow banner, and another red arrow points to the "Eligible for Funded Hours" section.

**A FAILED CHECK FOR ADDITIONAL SUPPORT ELIGIBILITY DOES NOT PREVENT YOU FROM SUBMITTING THE HOURS**

As the message says, you can carry on and save this record and submit the claim. The normal Local Authority validation checks for these 2-year-olds will still take place.

 An Eligibility Check for 2-year-old receiving additional support funding should be carried out if claiming Funded Hours. If the Eligibility check returns as not being eligible hours can still be entered, but may be rejected by the LA.

**Non-Funded Hours** - 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.

<b>Non-Funded Hours per Week</b>	
<b>Non-Funded Hours*</b>	<input type="text" value="10.00"/>


### Claiming hours for 2-y-o's from 'Working Families'

**Expanded** hours for 2-y-o's from 'Working Families' from September 2025 can be claimed up to a maximum of 30 hours a week. 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. (See 'Working Family Eligibility Checks' below)

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

## 9 MONTH-2-YEAR-OLDS

- Children in this age group are only eligible for funding if they are from a 'Working Family'
- Their hours must be validated by an online check of the 11-digit code provided by the parent. (See 'Working Family Eligibility Checks' below)

<b>Expanded Funded Hours per Week</b>	
Eligible for Expanded Hours	
Eligibility Code	<input type="text"/>
Click to check eligibility for Working Family funding	<input type="button" value="Check Eligibility Code"/>
<b>Expanded Hours*</b>	<input type="text" value="0.00"/>

## Working Family Eligibility Checks:

Applies to:

- Extended Hours for 3&4 year olds (up to an additional 15 hours p/w)
- Expanded Hours for 2 year olds (up to 30 hours per week)
- Expanded Hours for 9 month-2 year olds (up to 30 hours p/w)

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

- If Extended/Expanded 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 (for 2 year olds and 3&4 year olds)
- If Extended/Expanded 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 Working Family 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	
<input checked="" type="checkbox"/> NI or <input type="checkbox"/> NASS Number	JB210376C

Tick to give consent to Eligibility Checking for

EYFP  
 Working Family Eligibility

### Extended/Expanded Hours validation:

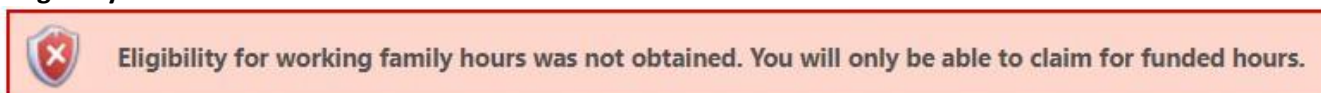
**Extended Funded Hours per Week**

Extended Hours*	15
Eligibility Code	12345678910

**Check Eligibility Code**

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

#### Eligibility not found



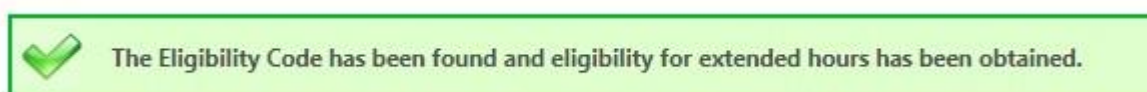
#### Not enough information entered to perform the check



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\*

Eligibility Code

**Check Eligibility Code**

Eligible for Extended Hours

**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 (updated 2-year-olds example shown):

Maximum Values Allowed:	
Number of Weeks:	14.00
Funded Weekly Hours:	15.00
Funded Termly Hours:	210.00
Funded Yearly Hours:	570.00
Expanded Weekly Hours:	30.00
Expanded Termly Hours:	420.00
Expanded Yearly Hours:	1140.00

- If you have any queries about what hours you should be entering, please contact the RBWM Early Years team

**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\*

End Date\*

**Default Term Dates**

Weeks Attended in Term\*

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

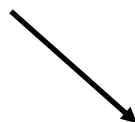
Attends Thursday  Yes  No

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:

**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)
X	Dylan, Bob (01-Dec-2021)	180.00	0.00	£1627.20
X	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
X	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:

Add Child

Send Claim

□ 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](#)

### Grace period alert:

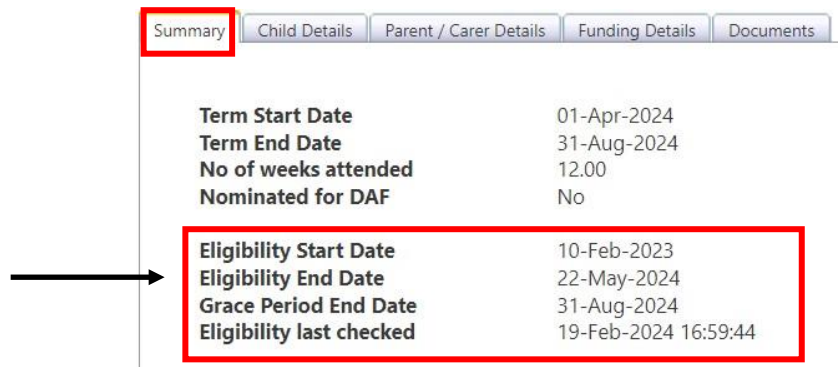
If you have Extended/Expanded hours children in your headcount, it is likely you will see a number of yellow alert symbols. These are telling you that the child has entered the **grace period** for their eligibility. This means they can continue to claim Extended/Expanded hours only until the end of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

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



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			

## [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](mailto: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.