

# GUIDANCE ON COMPLETING THE 3- & 4-YEAR-OLD FUNDING HEADCOUNT TASK

EARLY YEARS PROVIDER PORTAL

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## General Information

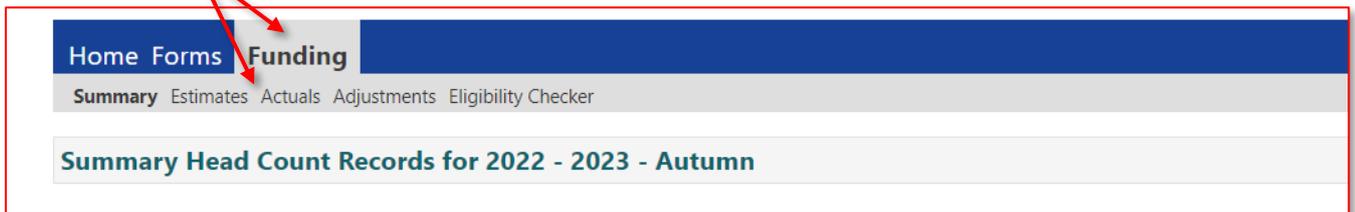
You only need to enter children who you are claiming FEEE funding for, please do not include non-funded children on this form.

Please note you will claim for 2 year funded children on a separate form, please refer to 2 year funding guidance notes.

If a child changes their hours during the period i.e., increases/decreases the system only allows one line for each child. Therefore, you will need to manually add up the total hours for the period and input this figure and then the system.???

## How to complete the 3 & 4 year headcount task

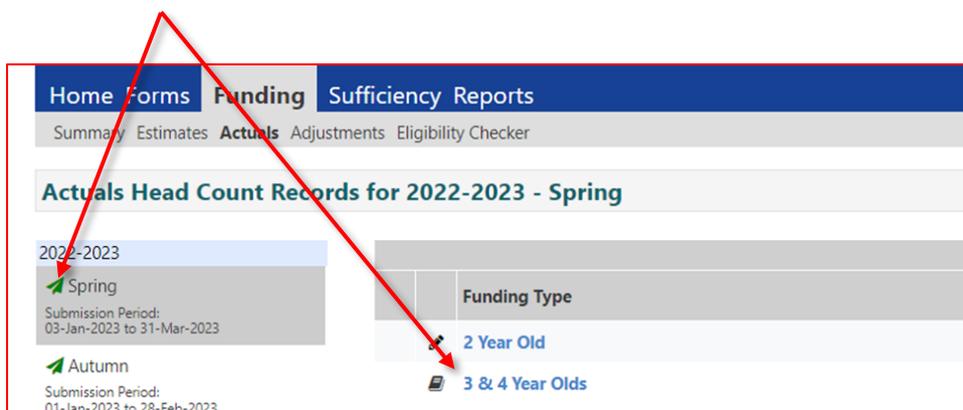
After logging in to the system, from the homepage click on the 'Funding' tab and select 'Actuals'.



As time goes by, you will see multiple years and periods of previous and future headcounts to the left of the screen. When the current headcount is open, there will be a green paper aeroplane next to the period you need to complete.

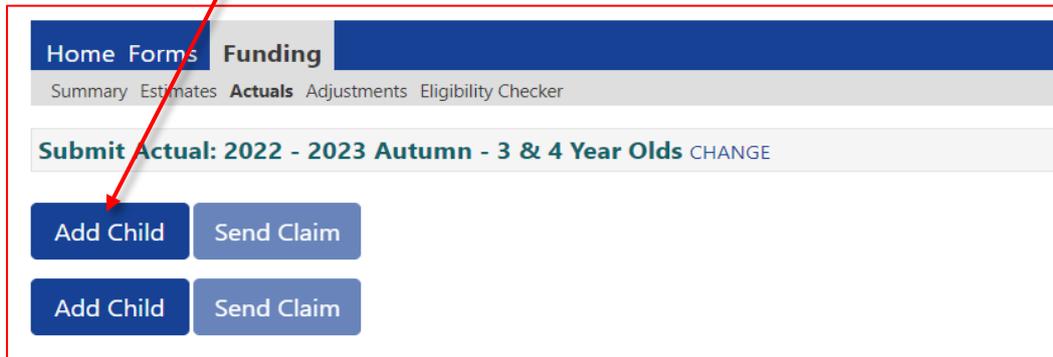
You can also refer to the FEEE calendar for the dates that the headcount task will be open. [Click here to view FEEE Calendar.](#)

To complete the 3 & 4 year headcount task, you will need to select the academic year and current period, and click on '3 & 4 Year Olds' under Funding Type.



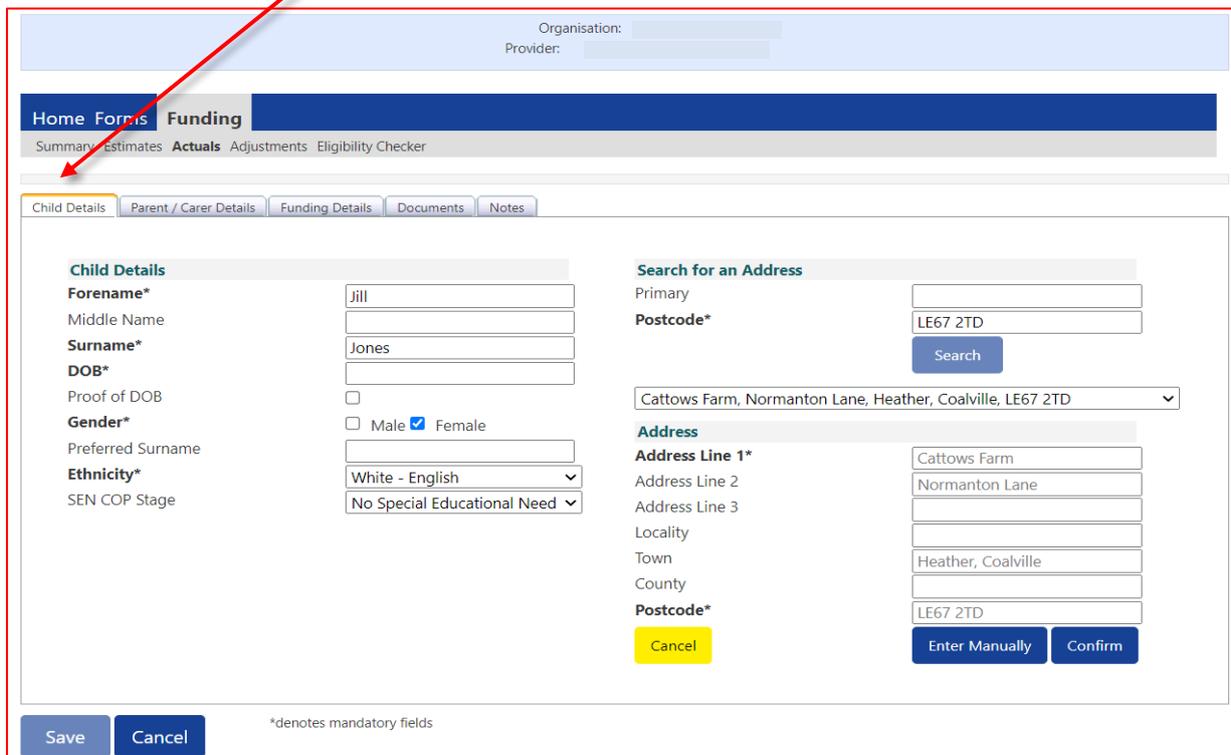
## To Add a New child

To add a new child, click on 'Add Child' button. This button will be at the top and the bottom of your list of children (if you have claimed for children previously).



The screenshot shows the 'Funding' page with a navigation bar containing 'Home', 'Forms', and 'Funding'. Below the navigation bar are tabs for 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. A header section displays 'Submit Actual: 2022 - 2023 Autumn - 3 & 4 Year Olds' with a 'CHANGE' link. Two sets of buttons are visible: the top set has 'Add Child' and 'Send Claim' buttons, and the bottom set also has 'Add Child' and 'Send Claim' buttons. A red arrow points to the top 'Add Child' button.

Click onto the Child Details tab you will need to input all their details on the system.



The screenshot shows the 'Child Details' form. At the top, there are fields for 'Organisation:' and 'Provider:'. Below this is a navigation bar with 'Home', 'Forms', and 'Funding'. A secondary navigation bar contains 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. The 'Child Details' tab is selected, showing a form with the following fields:

- Child Details**
  - Forename\* (text input: Jill)
  - Middle Name (text input)
  - Surname\* (text input: Jones)
  - DOB\* (text input)
  - Proof of DOB (checkbox)
  - Gender\* (radio buttons: Male, Female - Female is selected)
  - Preferred Surname (text input)
  - Ethnicity\* (dropdown: White - English)
  - SEN COP Stage (dropdown: No Special Educational Need)
- Search for an Address**
  - Primary (text input)
  - Postcode\* (text input: LE67 2TD)
  - Search (button)
  - Address dropdown: Cattows Farm, Normanton Lane, Heather, Coalville, LE67 2TD
  - Address fields:
    - Address Line 1\* (text input: Cattows Farm)
    - Address Line 2 (text input: Normanton Lane)
    - Address Line 3 (text input)
    - Locality (text input)
    - Town (text input: Heather, Coalville)
    - County (text input)
    - Postcode\* (text input: LE67 2TD)
  - Buttons: Cancel (yellow), Enter Manually, Confirm

At the bottom left are 'Save' and 'Cancel' buttons. A note at the bottom center states '\*denotes mandatory fields'.

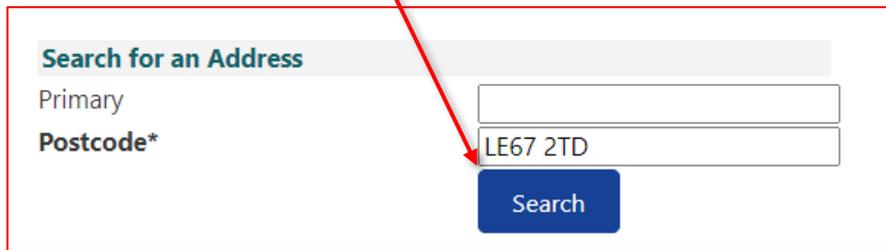
Please ensure that all mandatory fields, which are marked by an \*, are completed before submission, as failure to do so will result in you not being able to submit your funding claim.

## Mandatory fields

These must be completed:

- **Forename** – Input child's legal name (as per their birth certificate, Passport, medical card or Adoption Certificate).
- **Surname** - Input child's legal name (as per above)
- **Date of Birth** - Input child's date of birth using the calendar that will pop up when you click on the date of birth field.
- **Gender** - Tick Male or Female.

- **Ethnicity** - Please select child's ethnicity from the drop-down selection. If this information is not obtained, please select 'refused' from the list.
- **Address** - In the search for an address box, you should input the house number/name in the Primary box and input postcode in the Postcode box, and then click Search.



Search for an Address

Primary

Postcode\*

- The address should automatically populate in the full address section below. Click on 'Confirm' if correct. Please note that if you do not include a house number/name, the system should give you a choice of addresses to select from, but if there are lots of houses on that road, it may not give you any options. If the address cannot be found, please enter the address manually and click 'Confirm'.
- You cannot Save the record at this point. You must wait until all required fields on the other tabs have been completed.

### Optional Fields

- **Proof of DOB** - We encourage providers to tick the box to confirm you have a copy of the birth certificate (or relevant documentation) and you have inputted the correct legal name as stated on the official documentation. Please retain a copy of the document as per FEEE policy.
- **Middle Name** – We encourage providers to input middle name(s)
- **Preferred Surname** - **Please** input if the child has another name they use.

### Fields not to be changed

- **SEN COP Stage** – Please do not edit this section.

## [Parent/Carer Details Tab](#)

(Please complete to check for EYPP/or if child is claiming 30 hours)

If you have permission from the parent/carers to enter their details to check for EYPP or 30-hour eligibility codes, you will next need to click on the Parent/Carer Details tab.

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

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 extended 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.

Details are optional but if entered then at least Forename, Surname and NI or NASS Number must be filled in.

Parent / Carer Details		Partner Details	
Forename	<input type="text" value="Andre"/>	Forename	<input type="text"/>
Surname	<input type="text" value="Bloggs"/>	Surname	<input type="text"/>
DOB	<input type="text" value="19-Sep-2980"/>	DOB	<input type="text"/>
<input checked="" type="checkbox"/> NI or <input type="checkbox"/> NASS Number	<input type="text" value="AA123456A"/>	<input type="checkbox"/> NI or <input type="checkbox"/> NASS Number	<input type="text"/>
Tick to give consent to Eligibility Checking for	<input checked="" type="checkbox"/> EYPP <input checked="" type="checkbox"/> 30H	Tick to give consent to Eligibility Checking for	<input type="checkbox"/> EYPP <input type="checkbox"/> 30H

Close \*denotes mandatory fields

Please ensure you complete the following fields: -

- Input parent/carers Forename/Surname and Date of Birth. You can also submit partner details if you wish.
- Tick NI (National Insurance) or NASS (National Asylum Support Service) Number as appropriate and input the information.
- If the parent/carers has given consent for the provider to check if they are eligible for EYPP, you **must** tick the EYPP check box, or the child will not be checked for this additional funding.
- If the child is eligible for 30 hours, then you must tick the 30 hours check box.
- You cannot Save the record at this point. You must wait until all required fields on the other tabs have been completed.

## [Funding Details Tab](#)

(Please complete to claim funded hours)

This is where you need to input the hours and weeks that you wish to claim for in line with the signed PSOU (Parental Statement of Undertaking).

- **Start and End Date** boxes will be populated if you select the Default Term Dates box – this is if you are claiming for the full period. If the child starts later or finishes earlier in the period, you will need to amend the dates manually using the calendar that appears when you click in the box.
- **Weeks attended in Term** - Input the number weeks attended in period. This should be the amount of weeks you want to claim for in the current period.

Please refer to the FEEE calendar for the number of term time or stretched weeks. [Click here to view FEEE Calendar](#)

- **Present during Census** - This will automatically be populated as you are requesting a claim for the child. **Please do not remove this tick.**
- **Attends two days or more** - If the child attends 2 days or more at your setting, you should tick the box. If the box is not ticked, you will not be able to claim more than 10 hours a week for that child. Please note that as per the national guidance, no more than 10 hours can be claimed in one day. By not ticking the box the system will assume that the child is attending for 1 day and no more than 10 hours per week.
- **Nominated for DAF** – If you are wanting to apply for DAF funding in the current period, you should select 'Yes'. Please ensure that you upload a copy of the child's PSOU form and DLA letter to the next tab called 'Documents' before submitting the headcount. (Please refer to the documents tab)
- **Stretching Entitlement** - Please ensure that you tick the 'Stretching Entitlement' box if you are stretching or using banked hours from a previous period.
- **Universal funded hours per week** - input the number of Universal Funded Hours Per Week. (Universal is the maximum of 15 hours per week).
- **Extended Funded Hours Per Week**- input the number of extended funded hours per week (if applicable). Please note that if the child goes to two or more settings, the parent/carer should have stipulated on the PSOU which setting(s) should claim universal/extended hours this on the PSOU. If you are not claiming for the extended hours, you will need to input 0 in the box.
- **30H Eligibility Code** - input code and click on the 30 Hours Free Childcare button, which will inform you on whether the code is valid. The system will not allow you to claim for extended hours without a valid 30-hour code.
- **Eligible for 30H** – Please leave blank it will populate if applicable
- **Total Funded Hours per Week** – This box will automatically populate once the universal hours and extended hours per week has been inputted.
- **Attendance Days** - This is not mandatory; however, we recommend providers to complete this section, especially in cases where a child is attending more than one setting.
- **Non-Funded Hours per Week** – this is for any additional hours that the child is attending and not claiming funding for. If the child does not attend any additional hours, as this is a mandatory box, you will need to input 0.
- Please note you cannot save the record at this point. You must wait until all required fields on the other tabs have been completed.

If a child's parents work shifts and do different hours each week, hours can be logged as varying hours, but you must total up the hours and divide by the number of weeks to get an average.

The red box at the bottom of the tab will show you the maximum hours that a child can claim in that period and over the year, however this is dependent on what's been claimed in previous periods.

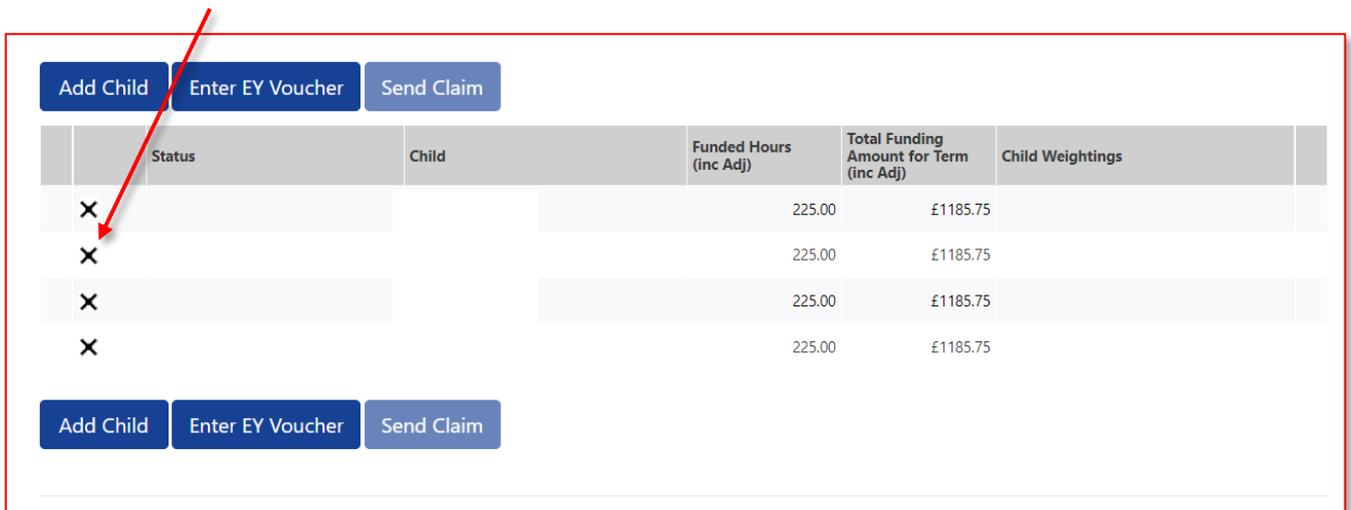
## Amending an Existing Child's record

Select the child that you want to update and then follow the process above, (making sure that all the mandatory fields are completed. (Please note that existing children will have some fields automatically populated. These fields are only to be amended, if the child's circumstances have changed, i.e. changed address.)

Once all tabs have been checked/updated please click save.

## How to delete a child

If there is a child on your headcount that you no longer wish to claim for in the current period, press the 'X' that appears on the left-hand side of the child.



	Status	Child	Funded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings
X			225.00	£1185.75	
X			225.00	£1185.75	
X			225.00	£1185.75	
X			225.00	£1185.75	

The screenshot shows a software interface with three buttons at the top: "Add Child", "Enter EY Voucher", and "Send Claim". Below these is a table with five columns: "Status", "Child", "Funded Hours (inc Adj)", "Total Funding Amount for Term (inc Adj)", and "Child Weightings". There are four rows of data in the table, each with an "X" in the first column. A red arrow points to the "X" in the first row. At the bottom of the interface, there are three more buttons: "Add Child", "Enter EY Voucher", and "Send Claim".

## Documents Tab

(this is used to upload documents)

We advise you to upload a copy of the child's PSOU form especially if the child is attending more than one provider. Click onto the 'Upload a file' button in the Documents tab.

Home Forms Funding Sufficiency Reports

Summary Estimates Actuals Adjustments Eligibility Checker

Child Details Parent / Carer Details Funding Details Documents Notes

Supporting Documents

Please upload any documents which support this term.

Please enter a Description to clarify what the file contains.  
Allowed file types are: All file types permitted  
Files may not be larger than 100 MB.

Description*	File Name	Upload a file
<input type="text" value="Birth Certificate"/>	<input type="text" value="EY Headcount 3 &amp; 4 Year Old.docx"/>	Delete

Save Cancel \*denotes mandatory fields

Please select relevant file and enter a description to clarify what the file contains. For example: -

- Birth certificates (if requested)
- Copy of PSOU if applying for DAF
- DLA Letter if applying for DAF

## Notes Tab

(to add any additional information to support your claim)

You can use this tab to add any additional information relating to the child's claim in add a new note, for example - child previously attended another provider for the first 4 weeks of the period. Any historical notes will be shown on the right-hand side.

Home Forms Funding Sufficiency Reports

Summary Estimates Actuals Adjustments Eligibility Checker

Summary Child Details Parent / Carer Details Funding Details Documents Notes

Add a new note

Notes History

No Historical Notes

## Saving the claim

Once you are happy with your claim, select the child's detail tab and click on 'Save'.

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Forms', 'Funding', and 'Sufficiency Reports'. Below this is a sub-navigation bar with 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. The main content area has tabs for 'Child Details', 'Parent / Carer Details', 'Funding Details', 'Documents', and 'Notes'. The 'Child Details' tab is active, showing a form with the following fields: Forename\* (jill), Middle Name, Surname\* (Jones), DOB\*, Proof of DOB, Gender\* (Male, Female), Preferred Surname, Ethnicity\* (White - English), and SEN COP Stage (No Special Educational Need). To the right is a 'Search for an Address' section with fields for Primary, Postcode\* (LE67 2TD), and a Search button. Below this is an 'Address' section with fields for Address Line 1\*, Address Line 2, Address Line 3, Locality, Town, County, and Postcode\*. At the bottom left, there are 'Save' and 'Cancel' buttons. A red arrow points from the top of the page down to the 'Save' button. A small note at the bottom center states '\*denotes mandatory fields'.

If the claim does not save, a red banner will appear at the top of the page and a message will be shown in red near the Save button, giving you the reasons why it has failed – see the screenshot below: Please rectify the issues and click save again.

The screenshot shows the same 'Child Details' form as above, but with a red banner at the top that reads 'Save Record Failed Due To The Errors Listed Below'. A red arrow points to this banner. The form fields are now empty, and red asterisks are visible next to the Forename\*, Surname\*, DOB\*, Gender\*, Ethnicity\*, Address Line 1\*, and Postcode\* fields. Below the form, a list of error messages is displayed in red text: 'The following errors need to be fixed before the record can be saved: Forename must be entered (Child Details Tab), Surname must be entered (Child Details Tab), DOB must be entered (Child Details Tab), Gender must be entered (Child Details Tab), Ethnicity: Value cannot be '<unknown>' (Child Details Tab), Address Line 1 must be entered (Child Details Tab), Postcode must be entered (Child Details Tab), Term Start Date must be entered (Funding Details Tab), Term End Date must be entered (Funding Details Tab), Nominated for DAF must be entered (Funding Details Tab)'. At the bottom left, there are 'Save' and 'Cancel' buttons. A small note at the bottom center states '\*denotes mandatory fields'.

You will need to repeat the above process for every child you wish to claim funding for. Please note that if you navigate away from the page before saving, any changes will be lost

## Submitting a Claim

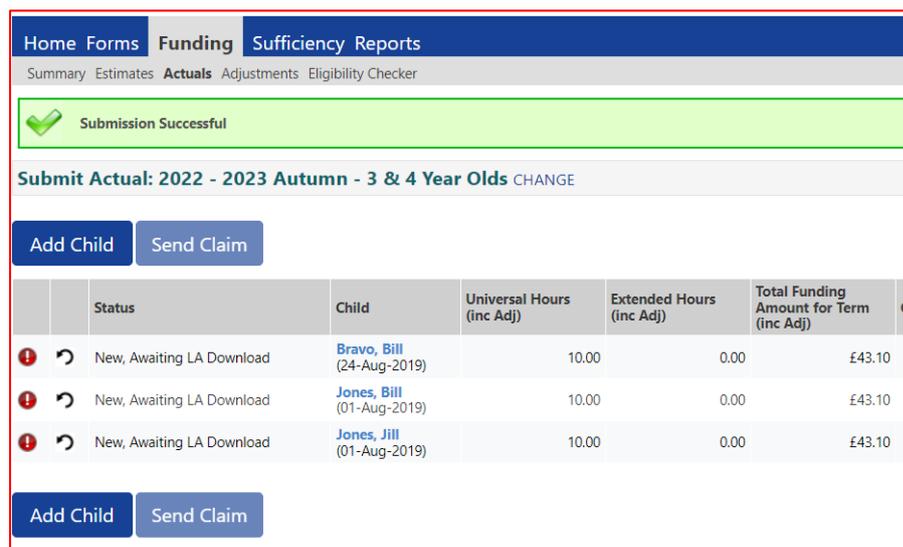
Once all children have been added, you can submit your claim by clicking on Send Claim.



The screenshot shows a web interface with a navigation bar containing 'Home', 'Forms', 'Funding', and 'Sufficiency Reports'. Below the navigation bar are links for 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. The main heading is 'Submit Actual: 2022 - 2023 Autumn - 3 & 4 Year Olds' with a 'CHANGE' link. There are two 'Add Child' buttons and one 'Send Claim' button. A table lists three children with their status, names, dates, and funding amounts. A red arrow points to the 'Send Claim' button.

Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
New, Unsubmitted Child	Bravo, Bill (24-Aug-2019)	10.00	0.00	£43.10		
New, Unsubmitted Child	Jones, Bill (01-Aug-2019)	10.00	0.00	£43.10		
New, Unsubmitted Child	Jones, Jill (01-Aug-2019)	10.00	0.00	£43.10		

You will receive a note to say submission successful.



The screenshot shows the same web interface as above, but with a green banner at the top that says 'Submission Successful' with a checkmark icon. The table now shows three children with the status 'New, Awaiting LA Download'. The 'Send Claim' button is still present.

Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
New, Awaiting LA Download	Bravo, Bill (24-Aug-2019)	10.00	0.00	£43.10		
New, Awaiting LA Download	Jones, Bill (01-Aug-2019)	10.00	0.00	£43.10		
New, Awaiting LA Download	Jones, Jill (01-Aug-2019)	10.00	0.00	£43.10		

If you have made changes but not submitted the form, a red exclamation will appear next to the children informing you that there is unsubmitted data. To rectify this, you can click on Send Claim.



The screenshot shows the same web interface as above, but with a red exclamation mark icon next to the status of each child in the table. A red arrow points to the 'Send Claim' button.

Status	Child	Universal Hours (inc Adj)
New, Unsubmitted Child	Bravo, Bill (24-Aug-2019)	10.00
New, Unsubmitted Child	Jones, Bill (01-Aug-2019)	10.00
New, Unsubmitted Child	Jones, Jill (01-Aug-2019)	10.00

If any child's record has not been submitted, you will have a notification on the home page

Home Forms Funding Sufficiency Reports

**Welcome to FIS Provider Portal**

Please make a selection from the above menu to proceed

**Notifications**

These records have been edited but not yet claimed.

There are rejected child funding records for Provider: Busy Bees at Bitteswell Montessori Nursery - Day Nursery

2022 - 2023 Spring - 3 & 4 Year Olds (0 unsubmitted, 1 rejected)

## Resubmitting a claim

You can resubmit the task multiple times whilst open. Please only submit once per day to allow the system to catch up on changes. The form can be overwritten by changes and additions.

To resubmit a claim, click on send claim

Home Forms Funding Sufficiency Reports

Summary Estimates Actuals Adjustments Eligibility Checker

There are outstanding changes made in the Actuals, therefore some Children cannot have Adjustments entered. Where the Status indicates 'New, Unsubmitted Actuals Child' or 'Unsubmitted Actuals Claim' the edit must be undone. Where the Status indicates 'New, Awaiting LA Actuals Download' or 'Awaiting LA Actuals Download' you may have to contact the authority to confirm. Where the Status indicates 'Actuals Claim Rejected', please correct and Re-Send the Actuals Claim.

**Submit Adjustments: 2022 - 2023 Spring - 3 & 4 Year Olds** CHANGE

► Paid with Actuals - Total: (£130.50), Paid Date: 16-Feb-2023

► Paid as Adjustments - Total: £0.00, Paid Date: 23-Feb-2023

Add Child Send Claim

Status	Child	Pending Universal Adj Hours	Pending Extended Adj Hours	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
		0.00	0.00	0.00	0.00	£0.00	02-Dec-2022 - 01-Jan-2023 Grace Period: 31-Jan-2023
		0.00	0.00	-75.00	75.00	£0.00	31-Dec-2022 - 01-Mar-2023 Grace Period: 30-Apr-2023
		0.00	0.00	-180.00	180.00	£0.00	31-Dec-2022 - 01-Mar-2023 Grace Period: 30-Apr-2023
Actuals Claim Rejected		0.00	0.00	180.00	0.00	£775.80	31-Aug-2022 - 14-Nov-2022 Grace Period: 28-Jan-2023

## Summary

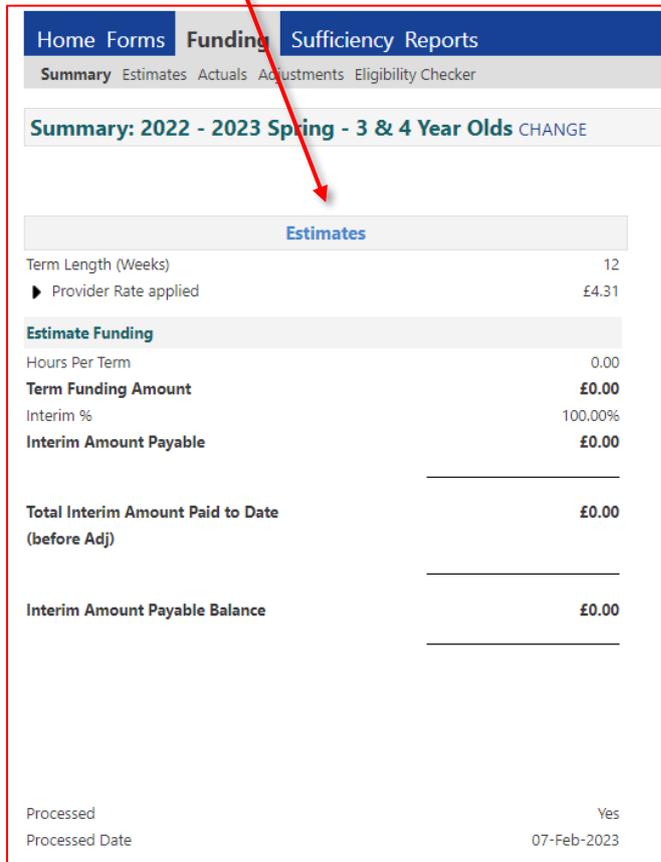
You can view the funding you are due to receive by clicking onto the relevant period.

Please note - you will be able to view any changes we are making during the data cleansing, however, please do not contact us until the payment breakdowns have been released.

Home Forms <b>Funding</b> Sufficiency Reports	
Summary Estimates Actuals Adjustments Eligibility Checker	
<b>Summary: 2022 - 2023 Spring - 3 &amp; 4 Year Olds</b> 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.	
<b>Estimates</b>	<b>Actuals</b>
Term Length (Weeks) 12	Term Length (Weeks) Term Time 12
▶ Provider Rate applied £4.31	Term Length (Weeks) Stretched 13
▶ Provider Rate applied to child funding £4.31	
<b>Universal Funding</b>	
<b>Estimate Funding</b>	Funded Hours for Term 30.00
Hours Per Term 0.00	<b>Funding Amount @ Provider Rate</b> £129.30
<b>Term Funding Amount</b> £0.00	▶ <b>Child Weightings Total</b> £1.20
Interim % 100.00%	
<b>Interim Amount Payable</b> £0.00	
<hr/>	
<b>Total Interim Amount Paid to Date (before Adj)</b> £0.00	<b>Universal Funding Amount</b> £130.50
<hr/>	
<b>Interim Amount Payable Balance</b> £0.00	<b>Extended Funding</b>
	Funded Hours for Term 255.00
	<b>Funding Amount @ Provider Rate</b> £1099.05
	▶ <b>Child Weightings Total</b> £3.00
	<hr/>
	<b>Extended Funding Amount</b> £1102.05
	<b>Totals</b>
Processed Yes	Funded Hours for Term 285.00
Processed Date 07-Feb-2023	<b>Funding Amount @ Provider Rate</b> £1228.35
	<b>Child Weightings</b> £4.20
	<hr/>
	<b>Term Funding Amount</b> £1232.55
	Interim Amount Paid (before Adj) £0.00
	<hr/>
	<b>Term Funding Amount Balance</b> £1232.55
	Adjustments Paid with Final Payment (£130.50)
	<hr/>
	<b>Actual Amount Paid (Inc. Adj)</b> £1102.05

In this tab you can view an overview of your payments which states lots of information.

On the **Estimates column** you can view the total amount paid upfront (initial payment).



Home Forms Funding Sufficiency Reports	
Summary Estimates Actuals Adjustments Eligibility Checker	
Summary: 2022 - 2023 Spring - 3 & 4 Year Olds CHANGE	
<b>Estimates</b>	
Term Length (Weeks)	12
▶ Provider Rate applied	£4.31
<b>Estimate Funding</b>	
Hours Per Term	0.00
<b>Term Funding Amount</b>	<b>£0.00</b>
Interim %	100.00%
<b>Interim Amount Payable</b>	<b>£0.00</b>
<hr/>	
<b>Total Interim Amount Paid to Date (before Adj)</b>	<b>£0.00</b>
<hr/>	
<b>Interim Amount Payable Balance</b>	<b>£0.00</b>
<hr/>	
Processed	Yes
Processed Date	07-Feb-2023



## Actuals tab

The Actuals tab will identify a pre-populated list of children that have been carried forward from the previous period who are age eligible for the current period and this will be what you use to complete your headcount task. Please note if you have not claimed before the table will be blank.

Home Forms Funding Sufficiency Reports						
Summary Estimates <b>Actuals</b> Adjustments Eligibility Checker						
View Actuals: 2022 - 2023 Spring - 3 & 4 Year Olds CHANGE						
Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status	
	0.00	0.00	£0.00	LDEP	02-Dec-2022 - 01-Jan-2023 Grace Period: 31-Jan-2023	
	-75.00	75.00	£0.00	LDEP	31-Dec-2022 - 01-Mar-2023 Grace Period: 30-Apr-2023	
	-180.00	180.00	£0.00		31-Dec-2022 - 01-Mar-2023 Grace Period: 30-Apr-2023	
	180.00	0.00	£775.80	LDEP	31-Aug-2022 - 14-Nov-2022 Grace Period: 28-Jan-2023	

To be able to view a summary of the child's funding, click on their name and you will see the following screenshot:

Home Forms Funding Sufficiency Reports		
Summary Estimates <b>Actuals</b> Adjustments Eligibility Checker		
Name: <input type="text"/>		
Summary Child Details Parent / Carer Details Funding Details Documents Notes		
<b>Term Start Date</b>	01-Jan-2023	
<b>Term End Date</b>	31-Mar-2023	
<b>No of weeks attended</b>	12	
<b>Nominated for DAF</b>	No	
<b>30H Eligibility Start Date</b>	02-Dec-2022	
<b>30H Eligibility End Date</b>	01-Jan-2023	
<b>30H Grace Period End Date</b>	31-Jan-2023	
<b>30H Eligibility last checked</b>	16-Jan-2023 10:25:41	
<b>▶ Provider Total Rate</b>	£4.31	
<b>Universal Funding</b>		
Funded Hours Per Week		2.50
Funded Hours for Term		30.00
<hr/>		
<b>Funding Amount @ Provider Rate</b>		<b>£129.30</b>
<b>▶ Child Weightings</b>		<b>£1.20</b>
<hr/>		
<b>Universal Funding Amount</b>		<b>£130.50</b>
<b>Totals</b>		
Funded Hours Per Week		2.50
Funded Hours for Term		30.00
<b>Total Funding (excl. Adj)</b>		<b>£130.50</b>
Total amount from Adjustments		£-130.50
Total amount from Pending Adjustments		£0.00
<hr/>		
<b>Total Funding For Term (inc Adj)</b>		<b>£0.00</b>

## Adjustments tab

To complete your adjustment/amendment task, you will need to click on Adjustments.

## Eligibility Checker tab

To validate a child's 30-hour eligibility code, please refer to the [Guidance Document](#).