

FIS Provider Adjustments

This document can be used where a provider needs to make adjustments to the headcount.

- Step 1. Starting off
- Step 2. Adjustments on the 2 year Headcount
- Step 3. Adding a new child
- Step 4. Increasing or decreasing existing hours
- Step 5. Adjustments on the 3 & 4 Year Headcount

Step 1. Starting off

Once you have logged into the provider portal, go to the funding tab and then click on adjustments, then choose the correct period from the options of the left:

Organisation: **Test Little Nursery**
 Provider: **Test Little Nursery (Day Nursery)**

Home Forms Funding Sufficiency Reports

Summary Estimates Actuals Adjustments Eligibility Checker

Select Year and Term

2022-2023
 Summer
Submission Period:
16-May-2023 to 26-May-2023

Choose correct headcount (2 years or 3 & 4 years):

Organisation: **Test Little Nursery**
 Provider: **Test Little Nursery (Day Nursery)**

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Adjustments Head Count Records for 2022-2023 - Summer

2022-2023
 Summer
Submission Period:
16-May-2023 to 26-May-2023

		Actuals (Office use only)		
	Funding Type	Ready To Process	Processed	Editable
	2 Year Olds			
	3 & 4 Year Olds			

Step 2. Adjustments on the 2 Year Headcount

Organisation: **Test Little Nursery**
 Provider: **Test Little Nursery (Day Nursery)**

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Summary Estimates Actuals **Adjustments** Eligibility Checker

Submit Adjustments: 2022 - 2023 Summer - 2 Year Old CHANGE

Add Child Enter EY Voucher Send Claim

Status	Child	Pending Universal Adj Hours	Funded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)
	Test, Little (01-Feb-2021)	0.00	0.00	£0.00
	Test, Peter (10-Nov-2020)	0.00	82.50	£434.78
	Test, Sarah (23-Jan-2021)	0.00	165.00	£869.55

Add Child Enter EY Voucher Send Claim

Step 3. Adding a new child

The method of adding a new child is the same as at the actuals, you can either:

Enter EY voucher – use this method if the child has a 6 digit entitlement code.

For the child to be eligible for the full periods funding they need to have turned 2 before 01/04/2023 and have an entitlement code start date on or before 01/04/2023. If the child is 2 but has an entitlement code dated after 01/04/2023 then they can only claim funding from the date of the code.

Add child manually – use this method only if 2 year funding was granted by LCC prior to 01/04/2023 or granted by another local authority, the criteria for funding is the same as above.

When the ‘Enter EY voucher’ method is used some details will already be populated.

Child details tab:

Add in all details marked with an asterisk as a minimum as per [2 year headcount guidance](#) (page 5).

Funding details tab:

Organisation: Test Little Nursery
Provider: Test Little Nursery (Day Nursery)

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Child Details Parent / Carer Details Funding Details Documents Pending Adjustment Notes

Funding Details

Start Date*

End Date*

Default Term Dates

Weeks Attended in Term*

Present during Census

Attends Two Days or More

Stretching Entitlement

Universal Funded Hours per Week

Universal Hours*

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*

ⓘ 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: **11**

Universal Weekly Hours: **10.00**

Universal Termly Hours: **110.00**

Universal Yearly Hours: **380.00**

*denotes mandatory fields

Save Cancel

Add in start and end date – please ensure that if the child is not present for the full period that you enter the actual start and/or end dates NOT the default term dates.

Leave in the present during census tick and tick attends 2 days or more if applicable, tick stretching if applicable.

Enter the attendance days if you wish.

You cannot enter the weeks attended or universal hours on this tab at the amendment task.

Documents tab: ensure that you upload proof of two year funding otherwise your claim will be rejected.

Pending adjustment tab:

Organisation: **Test Little Nursery**
Provider: **Test Little Nursery (Day Nursery)**

Home **Forms** **Funding** **Sufficiency Reports**

Summary Estimates Actuals **Adjustments** Eligibility Checker

Child Details Parent / Carer Details Funding Details Documents **Pending Adjustment** Notes

Universal Pending Adjustment

Number of Hours More Hours ▾

Reason (500 characters)

Maximum Values Allowed:
 Universal Termly Hours: **165.00**
 Universal Yearly Hours: **570.00**

*denotes mandatory fields

Choose more hours from the drop down options.

In the box to the right of this enter the **total** number of hours you wish to claim for the whole period for the child.

In the reason box you need to enter the following, ensuring that you show your calculations for example:

New starter 29/05/2023 6 weeks x 15 hours = 90 hours

Click 'save'

This will now show as a 'new unsubmitted child' in the status column

Step 4. Increasing or decreasing an existing child's hours

Click on the existing child's name in your list of children:

Submit Adjustments: 2022 - 2023 Summer - 2 Year Old CHANGE

Add Child

Enter EY Voucher

Send Claim

		Status	Child	Pending Universal Adj Hours	Funded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	
!	↶	New, Unsubmitted Child	Test, Jessica (13-Feb-2021)	165.00	165.00	£869.55	
			Test, Little (01-Feb-2021)	0.00	0.00	£0.00	
			Test, Peter (10-Nov-2020)	0.00	82.50	£434.78	
			Test, Sarah (23-Jan-2021)	0.00	165.00	£869.55	£

Add Child

Enter EY Voucher

Send Claim

Child details tab:

Check all existing details for the child are correct and amend if necessary – for example update the address if the family have moved address.

Funding details tab:

Make amendments to the start and/or end date if necessary.

Leave in present during census tick and tick attends 2 days or more if applicable, tick stretching if applicable.

Enter the attendance days if you wish.

You cannot amend the weeks attended or universal hours on this tab at the amendment task

Pending Adjustment tab:

Choose either more hours or less hours from the drop down (more hours if a child has increased their hours mid period, less hours if the child has decreased their hours mid period or left part way through the period).

In the box to the right of this enter the **total** number of hours you wish to increase or decrease your claim by for the period for the child.

In the reason box you need to enter one of the following:

Increased hours from 29/05/2023 5 weeks x 10 hours + 6 weeks x 15 hours = 140 hours claim increased by 30 hours.

Decreased hours from 29/05/2023 5 weeks x 15 hours + 6 weeks x 10 hours = 135 hours claim reduced by 30 hours.

Child left 29/05/2023 (make sure that this matches on the funding details tab) 6 weeks x 15 hours = 90 hours claim reduced by 75 hours.

Child Details Parent / Carer Details Funding Details Documents Pending Adjustment Notes

Universal Pending Adjustment

Number of Hours

Reason (500 characters)

Increased hours from 29/05/2023 5 weeks x 10 hours + 6 weeks x 15 hours = 140 hours claim increased by 30 hours.

Maximum Values Allowed:

Universal Termly Hours: **110.00**

Universal Yearly Hours: **380.00**

*denotes mandatory fields

Documents tab:

If your claim has been reduced as the child is attending another setting but the PSOU states that you should get the hours, you may increase the hours as above ensuring that you upload a copy of the PSOU.

Similarly, if your hours were reduced as there was no evidence of 2 year funding you can increase the hours back up ensuring that you upload a copy of the two year funding confirmation.

Notes tab:

This will show any notes the Local Authority have made in regards to the claim you made at the headcount task. This may include things such as any reductions made to the claim and reasons why.

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Summary Estimates Actuals Adjustments Eligibility Checker

Name: Peter Test DOB: 10-Nov-2020

Summary Child Details Parent / Carer Details Funding Details Documents Pending Adjustment Notes

Add a new note

Notes History

Reduced to 7.5 hours per week as claiming at another provider
07/03/2023, 3:10 PM

*denotes mandatory fields

Click 'save'

This will now show as a 'unsubmitted claim' in the status column.

When all additions and changes have been made click 'send claim'.

A green bar will appear at the top of the screen saying 'submission successful'.

The status column of each child will change to 'awaiting LA download'.

Organisation: Test Little Nursery
Provider: Test Little Nursery (Day Nursery)

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Summary Estimates Actuals Adjustments Eligibility Checker

Submission Successful

Submit Adjustments: 2022 - 2023 Summer - 2 Year Old CHANGE

Add Child Enter EY Voucher Send Claim

		Status	Child	Pending Universal Adj Hours	Funded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	
!	↺	New, Awaiting LA Download	Test, Jessica (13-Feb-2021)	165.00	165.00	£869.55	
			Test, Little (01-Feb-2021)	0.00	0.00	£0.00	
!	↺	Awaiting LA Download	Test, Peter (10-Nov-2020)	82.50	165.00	£869.56	📄
			Test, Sarah (23-Jan-2021)	0.00	165.00	£869.55	📄

Add Child Enter EY Voucher Send Claim

While the task is still open you can click undo edit next to the child to revert back to previous details or you can click on the child's name and make any amendments necessary and click 'submit claim' to send the updated details through.

		Status	Child	Pending Universal Adj Hours	Funded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	
!	↺	New, Awaiting LA Download	Test, Jessica (13-Feb-2021)	165.00	165.00	£869.55	
			Test, Little (01-Feb-2021)	0.00	0.00	£0.00	
!	↺	Awaiting LA Download	Test, Peter (10-Nov-2020)	82.50	165.00	£869.56	📄
			Test, Sarah (23-Jan-2021)	0.00	165.00	£869.55	📄

Undo Edit

Add Child Enter EY Voucher Send Claim

Step 5. Adjustments on the 3 & 4 Year Headcount

New Child

To add a brand new child not currently in your list of children on the headcount:

Child details tab:

Add in all details marked with an asterisk as a minimum, as per [3 & 4 year headcount guidance](#) (page 3).

Funding details tab:

Add in start and end date – please ensure that if the child is not present for the full period that you enter the actual start and/or end dates NOT the default term dates.

Leave in present during census tick and tick attends 2 days or more if applicable, tick stretching if applicable

Nominated for DAF radial please ensure that this is changed to 'NO' unless the parent supplied the relevant evidence and signed PSOU stating that they wish you to claim.

If you have ticked YES please ensure that you have added your evidence to the **Documents Tab**. If you have ticked yes and not uploaded any evidence your claim will be rejected.

If the child now has a 30 hour code and did not previously, or for some reason you did not enter it at the headcount you may add this in now as follows:

- Ensure that the parent/carer tab has been fully completed for the code to work. Please ensure that you enter the details for the parent/carer who applied for the code and pay particular attention to the National Insurance number being correct. Ensure that you put a tick in the consent box for the 30-hour eligibility
- In the funding details tab enter the code in the '30H eligibility code' box. After doing this ensure that you click the blue '30 hours free childcare' button or you will be unable to claim extended hours.

Enter the attendance days if you wish.

You cannot enter the weeks attended or universal hours on this tab at the amendment task.

Pending adjustment tab:

Choose either more hours or less hours from the drop down (this will be more hours for a new child)

In the box to the right of this enter the **total** number of hours you wish to claim for the whole period for the child

In the reason box you need to enter the following, ensuring that you show your calculations for example:

New starter 29/05/2023 6 weeks x 15 hours = 90 hours

Please note that if the child has a 30-hour code you will need to make your universal hours and extended hours claim separately. If you are only claiming universal or extended hours, please only choose from the relevant drop down and comment box otherwise you will receive an error message when trying to save.

Click 'save'

This will now show as a 'new unsubmitted child' in the status column.

To increase or decrease an existing child's hours

Click on the existing child's name in your list of children.

Child details tab: check all existing details for the child are correct and amend if necessary – for example update the address if the family have moved address.

Pending Adjustment tab: choose either more hours or less hours from the drop down (more hours if a child has increased their hours mid period, less hours if the child has decreased their hours mid period or left part way through the period).

In the box to the right of this enter the **total** number of hours you wish to increase or decrease your claim by for the period for the child.

In the reason box you need to enter one of the following:

Increased hours from 29/05/2023 5 weeks x 10 hours + 6 weeks x 15 hours = 140 hours claim increased by 30 hours.

Decreased hours from 29/05/2023 5 weeks x 15 hours + 6 weeks x 10 hours = 135 hours claim reduced by 30 hours.

Child left 29/05/2023 (make sure that this matches on the funding details tab) 6 weeks x 15 hours = 90 hours claim reduced by 75 hours.

Please note that if the child has a 30-hour code you will need to make your universal hours and extended hours claim separately. If you are only claiming universal or extended hours, please only choose from the relevant drop down and comment box otherwise you will receive an error message when trying to save.

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Summary Estimates Actuals Adjustments Eligibility Checker

Child Details Parent / Carer Details Funding Details Documents Pending Adjustment Notes

Universal Pending Adjustment

Number of Hours

Reason (500 characters)

Maximum Values Allowed:
Universal Termly Hours: 110.00
Universal Yearly Hours: 380.00

Extended Pending Adjustment

Number of Hours Less Hours 30

Reason (500 characters)
Decreased hours from 29/05/2023 5 weeks x 15 hours + 6 weeks x 10 hours = 135 hours claim reduced by 30 hours.

Maximum Values Allowed:
Extended Termly Hours: 110.00
Extended Yearly Hours: 380.00

Save Cancel *denotes mandatory fields

Documents Tab

If the child attends 2 or more settings and your claim has been reduced but the PSOU states that you should get the hours, you may increase the hours as above ensuring that you upload a copy of the PSOU.

Enter any DAF evidence if an application has been made on the funding tab.

Notes tab:

Will show any notes the Local Authority have added regarding the claim you made at the headcount task. This may include things such as any reductions made to the claim and reasons why.

Click 'save'

This will now show as a 'unsubmitted claim' in the status column.

When all additions and changes have been made click 'send claim'.

A green bar will appear at the top of the screen saying 'submission successful'.

The status column of each child will change to 'awaiting LA download'.

While the task is still open you can click undo edit next to the child to revert back to previous details or you can click on the child's name and make any amendments necessary and click 'submit claim' to send the updated details through.