

# FACT SHEET – PAYMENTS

Each period there are 3 payment points: an initial / estimate payment, an actual payment and an adjustment payment. Depending on the information you submit in the headcount or adjustment task you will receive an exact payment, an underpayment, an overpayment (which will be recouped) or no payment at all.

Late Adjustment payments are paid separately on an ad hoc basis and are for legitimate claims made after the adjustment task deadline. Once we have emailed you to confirm that your claim has been processed, the late adjustment will be paid with which ever payment is next due to be released.

For all payment dates, please view the [FEEE Calendar](#) and for more detailed information on the payment cycle, view the [FEEE Headcount / Payment Cycle](#).

## Frequently Asked Questions:

### What is an initial / estimate payment and when will it be paid?

The initial / estimate is an advanced payment made at the beginning of each period to all settings who submit an estimation of their total hours for the forthcoming period. Please refer to [FEEE Calendar](#) payment dates. Specifically, the payment is calculated by:

- the provider submitting an 'Estimate' of total hours they wish to claim in the new period and then,
- taking the total number of estimated hours, then multiplying this by the Working Parent Entitlement rate (not including the deprivation supplement). Each provider will then receive 60% of the total figure.

Estimates should be based on the number of funded hours you will be offering children for the forthcoming period. When calculating the funded hours, you must ensure that you enter the relevant age groups separately, i.e., the 9-month-old age group of working parents, the 2-year-old age group for children whose parents are in receipt of some form of government support, 2-year-old age group of working parents and the 3-and-4-year-old age group.

If estimated hours are not submitted within the given timescale, we will assume providers do not have any funded children and no initial / estimate payment will be made.

Please access the [FEEE Calendar](#) to view the payment dates.

## **What is an actual payment and when will it be paid?**

The actual payment is calculated on the total number of the funded hours being claimed per week, multiplied by the number of weeks requested in respect of each child, minus the 60% upfront initial / estimate payment sum. If the initial / estimate payment was greater than the total amount payable for the period, the shortfall will be clawed back from the following payment dates until the funding has been reclaimed in full or it will be invoiced. If the setting will be closing, any overpayment will be invoiced immediately.

An actual payment will not be made unless you submit a headcount task by the return date. You will be able to view a summary of your payments via the Provider Portal once the FEEE Team have processed your payments. These details should be checked to ensure all eligible children have been funded correctly.

Please access the [FEEE Calendar](#) to view the payment dates.

## **What is an adjustment payment and when will it be paid?**

We administer mid-period adjustments which gives providers an opportunity to amend their claim after their headcount has been submitted and processed. This may mean telling us about leavers or children who have increased / decreased their hours as well as any new children who joined the setting after the headcount was submitted. Where a child is transferring between provisions in Leicestershire, both providers should complete the necessary headcount / adjustment task, claiming accurately for the hours relevant to their provision. These adjustments must be entered onto the Provider Portal when the adjustment task is open.

From the information supplied during the adjustment task, payments will be amended and reflected at the next payment point. After the adjustment task has closed, we will only make amendments to legitimate claims that occur after the adjustment deadline date. Any late adjustments can be made via the Microsoft forms link that the FEEE Team will email out once the adjustment deadline has passed. Please note that any late adjustments received after the adjustment deadline, the FEEE Team aim to pay at some point in the next period. On any late claim, we will only fund hours children attend after the adjustment task deadline. For any setting which tries to claim for hours before the deadline date, the FEEE Team will re-calculate the total hours that can be paid. This is because any children who changed their hours or who were at the setting before the adjustment deadline ended should have been included on the headcount or adjustment task when they were open. Please be aware that we do not backdate funding to previous periods.

It is the providers responsibility to ensure that the headcount task is fully completed, and the payments are checked for any inaccuracies. If there is a mistake, this can be rectified on the subsequent adjustment task to ensure the correct payment has been received.

## **How do I know if my adjustment has been processed or rejected?**

To view your adjustment payment in the Provider Portal, you will need to log in and access the relevant headcount for the period and click on the 'Adjustment' tab. You can see the total amount due to be paid under 'Paid as Adjustments'. If you click on the arrow to the left of this, you can view the children who have been processed and it will state what is going to be paid for each child. Please also refer to the 'Reason' column as this will show if your original claim has been reduced by the FEEE Team and for what reason. If the system states 'Not Paid' this will be because you owe the local authority funding back and it will show the amount owed in brackets, which will be deducted from your next payment.

## **What is a late adjustment payment and when will it be paid?**

Late adjustments are for any changes that happen after the adjustment task deadline date. Once the adjustment task deadline has passed, you will be able to enter any further late adjustments on the Microsoft Forms link sent out via email by the FEEE Team. Late adjustments are processed on an ad-hoc basis and are usually paid in the following period. When the FEEE team have processed the claim, you will receive an email stating what and when you will be paid. For those children who are rejected, the reason will be included in the email.

## **Where can I find a breakdown of my late adjustment payments?**

You will be able to find out what has been paid in the 'Adjustments' tab in the Provider Portal of the current period. For example, a late spring adjustment will appear in the current summer period, as this will be when it is usually processed by the FEEE Team.

## **How do I claim Early Years Pupil Premium (EYPP) and when will it be paid?**

Providers may claim for EYPP funding, which is designed to support the most vulnerable children whose parents are in receipt of some form of economic support as stipulated on the government's [extra early years funding](#) pages. This funding equates to a maximum of £376.20 per annum per child (£0.66 x 570 hours). EYPP is paid in a lump sum as part of each period's final payment, depending on when the child becomes eligible.

If a child becomes eligible for EYPP after the headcount task has closed, funding will only be paid if the child has any increase to hours which is inputted onto the adjustment task. For example, a provider was paid 200 FEEE hours at headcount for a child that was not deemed as eligible for EYPP funding at that time. The provider then increased the child's hours to 225 on the adjustment task and the child was now eligible for EYPP. The provider would only receive 25 hours of EYPP for that child as the system will not pay for the original 200 hours already claimed, as it would think that the parent / carer was not eligible at that point. It is imperative for all settings to ensure that they complete the parent / carer details at headcount and that you tick the consent box for EYPP, so that the child, if eligible, can access their full entitlement for the period.

When the headcount task has closed and once the FEEE Team have processed your claims, if you login to the Provider Portal and go to the 'Summary' tab, you will be able to see the number of

children who are eligible for EYPP and the amount you will be receiving under the 'Child Weightings Total'. To see which individual children are eligible for EYPP, you will need to go to the 'Actuals' tab and look at the 'Child Weightings' column.

When the adjustment task has closed and once the FEEE Team have processed your claims, you can view the 'Adjustments' tab which will show if you have received any additional 'Child weightings', however, this may not just apply to EYPP, it could mean that the child has a deprivation payment. Therefore, to see if any child does have EYPP, you will need to open up the following period's headcount task where you will be able to view children that have rolled forward and if they are eligible for EYPP in the 'Child Weightings' column.

Providers should also note that the childcare funding and EYPP funding will always follow the child. Funding cannot be kept by a provider to subsidise a notice period if the child is not in attendance. Notice periods are a private business matter and not something the local authority can comment on. Providers may not keep funding for a child that has moved to another provision. You will need to charge parents / carers privately if they do not stay at the setting for their notice periods.

### **How do I claim the Disability Access Fund (DAF) and when will it be paid?**

Children who are in receipt of Disability Living Allowance (DLA) and the free entitlement are eligible for the DAF. This is paid at a fixed rate of £881 per annum. Parents / carers can nominate one setting only to receive this funding. Providers should confirm with parents on an annual basis that they wish to re-nominate the setting for receipt of this funding.

As the setting, you will need to apply through the Provider Portal and attach the most up to date PSOU along with the child's DLA letter to the 'Documents' tab in the child's record on the headcount or adjustment task – you must ensure that you tick the 'Nominated for DAF' box.

This will not provide parents / carers with a discount, but instead allows providers to maximise the potential of children in their setting through the support of additional resources, staff or activities, making reasonable adjustments where necessary to ensure a quality experience for all children. If a child moves to another setting part way through the year, the DAF funding will stay at the original setting. DAF can only be claimed once a year.

### **How do I receive a breakdown of all my payments?**

You can view the headcount payments by clicking on the 'Summary' tab in the Provider Portal. For any adjustment payments, click on the 'Adjustments' tab. To access the payments, log into the Provider Portal and click on Funding and then either 'Summary' or 'Adjustments' from the toolbars at the top, depending on the current task in the period.

We have developed a set of user guides and 'How to' videos on the Provider Portal to assist with viewing your payments, please go to our [dedicated webpage](#).

## **What happens if I am overpaid?**

If you are overpaid the shortfall will be clawed back from the next payment point, or until the outstanding balance is cleared, or depending on the circumstances, an invoice may be raised.

## **My claim has been unpaid, what do I do?**

If a claim is rejected during the headcount / adjustment task, you will receive a rejection notice when you log into the Provider Portal. If your claim has not been fully paid, please refer to the reason why in the 'Notes' tab on the child's record in the Provider Portal. If the reason was because a child claimed the funding elsewhere, increase the child's back up on the adjustment / late adjustment task and submit a copy of the child's PSOU adding a note to explain why you are increasing. We will then look to process this with the next payment run. If you need further assistance with an unpaid claim, please contact the FEEE Team at [FEEE@leics.gov.uk](mailto:FEEE@leics.gov.uk).

## **My payments are less than expected, what do I do?**

Firstly, access the children's records on the headcount / adjustment tasks to see if any hours have been reduced or not paid – there will be a reason on the child's record if a reduction has been made. If you still believe your payments are less than expected but you are unable to see the reason why, please contact the FEEE Team at [FEEE@leics.gov.uk](mailto:FEEE@leics.gov.uk).

## **Why have I stopped receiving payments?**

If you do not complete an initial / estimate, headcount or an adjustment task you will not be paid, and we cannot backdate any claims. You may also not receive payments if you have been overpaid at a previous payment point and we are reclaiming the monies owed.



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**For more information see: [FEEE information for Providers](#)**