

Free Early Education Entitlement (FEEE) Support Toolkit

A guide for childcare providers who have joined the Directory of Early Years Providers or staff members that are new to FEEE Administration

General Information

To enable you to offer government funding you must be:

- Ofsted registered
- Registered with a Childminding Agency (CMA)
- Have charitable status or be registered as a business at Companies House.

Provider Agreements (PA)

Once approved to be on Leicestershire's Directory of Early Years Providers you will be issued with a PA. You are expected to sign and return your PA, via Adobe Sign even if you are not yet claiming government funding.

The PA confirms a commitment to adhere to the local authority's terms and conditions in relation to the receipt of funding for children aged 9 months and upwards. The person signing the PA must be the person recorded as the Ofsted 'responsible person', as per the Ofsted registration certificate, or who is registered with the CMA. If the setting is run by a committee or a governing body, the Chair of that responsible body is required to sign the PA.

If a valid, signed, PA is not in place, government funding cannot be released. The PA must be signed and returned to us as soon as possible via Adobe Sign by the deadline date given, so that your first payment can be paid promptly.

FEEE Guidance Documents

To enable you to understand what is required in terms of FEEE administration, please familiarise yourself with our [FEEE Guidance](#) which details the processes involved.

Childcare Funding Offers

There are several streams of government funding that parents / carers can access, and providers can offer:

- **2-Year Funding for families receiving some additional forms of government support** – Eligible parents / carers of 2-year-olds (the period after their 2nd birthday) are eligible for 15 hours per week of government funding for 38 weeks of the year. This offer equates to a maximum of 570 hours per year. For more information, please visit our [FAQ about FEEE Funding for 2-Year-Olds](#) website.

If you have not yet been inspected by Ofsted / the CMA or have a 'Good', 'Outstanding' or 'Effective' grade you can support children who are eligible for this 2-year-old entitlement.

Not every 2-year-old is eligible for government funding – if a parent is not eligible for this entitlement, they should see if they are eligible for the Working Parent Entitlement, which is explained in more detail below.

When parents / carers apply for 2-year-old funding, they will be issued with a voucher code from the local authority if they are eligible. Please do not accept the code without the valid email the parent / carer will have received to confirm the child is eligible for funding. It is extremely important that you ask the parents for the email confirmation, as funding will not be paid unless it is an eligible code. Once eligibility is confirmed it will remain in place, even if a family's circumstances change.

If the parent / carer applied for 2-year-old funding through another local authority, we will need a copy of the official confirmation email / letter of eligibility uploading via the Documents tab in the Provider Portal in the relevant child's record. This should contain the child's name, the date of eligibility and the 2-year-old code. For more information, please view the [2-Year-Old Entitlement for families who are in receipt of additional forms of Government Support Funding factsheet](#).

Please note that where a child is entitled to both the working parent entitlement and the 2-year-old funding for families who are receiving some additional forms of government support, the provider must ensure that you claim for both funding streams on the headcount / adjustment tasks, i.e. 15 hours to be claimed under 2-year funding for families who are receiving some additional forms of support and 15 hours for working parent entitlement.

- **Universal Offer (15 hours funding)** – All 3- and 4-year-olds (the period after their 3rd birthday) are eligible for 15 hours per week of government funding for 38 weeks of the year, this is known as the Universal Offer. This offer equates to a maximum of 570 hours per year. For more information visit our [FAQ about FEEE Funding](#).
- **Working Parent Entitlement** - Eligible working parents / carers of children aged 9 months and upwards (the period after they turn 9 months old) can access up to 15 extended hours per week of government funding for 38 weeks of the year. When the child reaches the period following their 3rd birthday, this increases to 1,140 hours of government funded hours annually, which is broken down into 30 hours per week for up to 38 weeks per year (15 hours universal and 15 hours extended). For more information about the eligibility criteria please visit our [Working Parent Entitlement FEEE website](#).

It is a parent / carer's responsibility to check their eligibility for the Working Parent Entitlement. They can apply by accessing www.childcarechoices.gov.uk. Once a parent has successfully completed an eligibility check, they will be given a Department of Education Reference Number (DERN) which you will need to validate via the Provider Portal each period.

The start date of the eligibility code will need to be prior to the start of the next funding period that you want to claim in. For example, to be eligible for the Autumn period (1 September – 31 December), the start date of the code needs to state a date no later than the 31 August. If you submit a claim with a start date that is after the period commencement date, the funded hours will not be paid. For further support, please view

[The Working Parent Entitlement Code factsheet](#), and our [Guidance on how to validate an Eligibility Code](#).

Please note that parents / carers will need to reconfirm their eligibility via www.childcarechoices.gov.uk every 3 months (although this sometimes differs, so the parents will need to refer to their validity end date) to ensure that the funding continues. Whilst this is ultimately the parents' / carers' responsibility, please do provide them with regular reminders to complete their reconfirmation as it helps avoid issues for you and them.

In some cases, you will find that a child is entitled to both the working parent entitlement and the 2-year-old funding for families who are receiving some additional forms of government support – if the parent / carer falls out of eligibility for the working parent entitlement or if the parent / carer does not renew the eligibility code in time, they will still be able to receive the 2-year-old funding for families who are receiving some additional forms of support.

Please note that where a child is entitled to both the working parent entitlement and the 2-year-old funding for families who are receiving some additional forms of government support, the provider must ensure that you claim for both funding streams on the headcount / adjustment tasks, i.e. 15 hours to be claimed under 2-year funding for families who are receiving some additional forms of support and 15 hours for working parent entitlement.

- **Disability Access Fund** - The Disability Access Fund (DAF) is designed to support children with disabilities or special educational needs (SEND). The DAF aids access to early years places by, for example, supporting childcare providers in making reasonable adjustments to their settings to enhance access and inclusion for all children. The funding aims to facilitate childcare providers to:
 - make reasonable adjustments to support children with physical disabilities or SEN
 - access specialist training
 - to facilitate purchasing specific resources to support the child

Children at your setting that are claiming government funding and are eligible for the DAF will be entitled to receive a single, one-off payment of £938 per year. For more information regarding eligibility, please visit the [Disability Access Fund \(DAF\)](#) or [Disability Access Fund \(DAF\)](#) websites and also view the [Disability Access Fund \(DAF\) factsheet](#).

- **Early Years Pupil Premium (EYPP)** - This is an additional supplement of £1 per hour for eligible children from the age of 9 months onwards who are in receipt of the FEEE funding (up to a maximum of 570 hours). For more information regarding EYPP, please visit the [Early Years Pupil Premium \(EYPP\)](#) website and the [Early Years Pupil Premium \(EYPP\) factsheet](#).
- **Deprivation Supplement** – Some children (excluding 2-year-olds) are eligible for a deprivation supplement based on their home postcodes. To check a child's postcode to see if they are eligible for this additional supplement, please visit the government's [English Indices of Deprivation Tool \(IDACI\)](#).

FEEE Eligibility

Children aged 9 months upwards until they start school, and who are in receipt of the Working Parent Entitlement can claim the government funding in the following period after they have reached 9 months old, as detailed in the table below:

A child born between:	Will be eligible for a funded place from:
1 April and 31 August	From the 1 September (the start of the autumn period) following the child reaching 9 months old, if eligible, until they start school.
1 September and 31 December	From the 1 January (the start of the spring period) following the child reaching 9 months old, if eligible, until they start school.
1 January and 31 March	From the 1 April (the start of the summer period) following the child reaching 9 months old, if eligible, until they start school.

Information for Parents / Carers

- Your FEEE offer needs to be fully transparent and supplied to parents / carers prior to their child taking up a space. Information to parents / carers on matters relating to FEEE must be clear, including how you offer government funding, the weeks you are open and any additional costs that may be applicable. Additional charges must not be a condition of taking up a government funded place. For more information on making your offer clear, please view the [Making your FEEE offer clear](#) factsheet.
- The local authority has produced a [FEEE leaflet for parents and carers](#) which we ask you to display in your setting or include in your prospectus.

How can parents / carers access the FEEE?

- No session should be longer than 10 hours per day
- No minimum session length (subject to the requirements of the registration on the Ofsted Early Years Register)
- FEEE cannot be claimed before 6.00am or after 8.00pm
- As per the Childcare Act 2006, it is against the law for childminders to claim FEEE funding for any child that is related to them, either by blood or marriage, such as grandparent, aunt / uncle, sibling or cousin.
- Parents / carers can split their free entitlement between multiple providers, though no more than 2 sites can claim in one day.

How many weeks funding do I get?

Eligible children from the age of 9 months and upwards (until they go to school) can access 15 hours (or an additional 15 extended hours, totalling 30 hours if eligible for the 3- and 4-year-old extended entitlement) of funding over 38 weeks the period after they turn the relevant age. This

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equates to a total of 570 / 1,140 hours per year pro-rata, depending on when a child turns the relevant age.

Parents / carers may wish to take less hours per week and use their funding for more weeks of the year or bank hours for holiday periods. This is called the 'stretched offer' or the 'banking' of hours. We encourage providers to work flexibly to meet the needs of parents / carers wherever possible, but whether you operate a stretched offer is completely up to you. Please view the [Stretched and Banked Hours Guidance](#) and / or [The Stretched Offer factsheet](#) for full details.

If children attend your setting for more than their FEEE hours, any non-funded hours should be charged for at your advertised rate.

The FEEE funding rate **should not** be shared with parents.

What documents do I need prior to making a claim?

You will need to keep a copy of the following documents for each child - you must not claim government funding for a child until you have received a copy of this information:

- **A copy of each child's birth certificate, passport or medical card.** Please ensure the legal name as stated on the birth certificate or equivalent is entered onto the headcount / adjustment tasks. You should not be inputting 'known as names' e.g., Jimmy for James.
- **[Parental Statement of Undertaking Form \(PSOU\)](#).** This form should be completed and signed by the child's parent / carer. This form only needs to be completed once unless the parent / carer wishes to change their hours in the future. If this is the case a new form should be completed, signed, dated and attached to the old PSOU. If a child attends more than one setting, it is advisable to scan and attach a copy of the PSOU to the child's 'Documents' tab when submitting your headcount / adjustment task – this is to ensure that you receive the correct payment.

These documents do not need to be sent to the local authority unless requested. They should be securely stored and be available to view if one of our compliance officers carries out a routine compliance visit.

Funding Periods

Funding Period	Funding Dates
Autumn	1 September – 31 December
Spring	1 January – 31 March
Summer	1 April – 31 August

How do I claim?

For every period you will need to complete a headcount task via the Provider Portal which will ask you to detail all eligible children from the age of 9 months upwards until they start school who wish to claim government funding from your setting in that current period. You will be asked to calculate the weekly total number of universal and extended (if applicable) hours you are claiming for each child in the current period.

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- **Headcount Task** - Completion of a headcount task allows providers to inform the local authority of eligible children on roll at their setting during the funded period. All children to be claimed for should be on register at the provision on or prior to the submission of the headcount task.

If there aren't any children at your setting that require government funding in the current period, and you didn't receive an initial / estimate payment there is no need to send in a nil return. Providers should note that where a headcount task is not submitted, no funding will be paid for the actual payment, and you may receive an invoice for monies paid in the initial / estimate payment. Please view the [Headcount factsheet](#).

- **Adjustment Task** - The adjustment task is available on the Provider Portal and is opened approximately one month after the headcount closes. This gives providers an opportunity to complete information that was missed or changed from the headcount submission. Providers can add new children who may have joined later on in the period, input an end date for children that are leaving in the current period, and amend details for children who may be increasing and decreasing their hours throughout the period (perhaps as part of a staggered induction). You only need to submit an adjustment task if you have any changes to the original headcount submission or if you forgot to submit the headcount task. Please view the [Adjustment Task factsheet](#).
- **Late Adjustments** - The late adjustment is the final time within a period that changes can be made to your headcount / adjustment claims. Shortly after the adjustment task has closed on the Provider Portal, providers will have the opportunity to submit late adjustments via a link to a Microsoft Forms document which will be sent out by email to all FEEE providers. We will only process legitimate late adjustment claims that occur after the adjustment task deadline. Late adjustments usually arise when a child starts, leaves, or changes their hours at your setting, after the adjustment task has closed. Full details will be required of any additional children starting your setting, or changes to children's hours currently at your setting. Any late claims for children who are at your setting before the adjustment task closes will not be funded. Be aware that we do not backdate funding to previous periods. Please view the [Late Adjustments factsheet](#) for more information.

We do not backdate government funding for children or tasks that were not submitted in the correct period. Please do not to submit a headcount if you do not have any FEEE children on roll at your setting.

Provider Portal

You are required to complete and submit your FEEE claims on the headcount and adjustment tasks via our Provider Portal. This system also enables you to submit Disability Access Fund (DAF) claims and verify the working parent entitlement codes. You will also be able to access your payment period summaries and view who is eligible for EYPP and the deprivation supplement. You will be issued a username and password to the Provider Portal once you have been approved to be on Leicestershire's Directory of Early Years Providers. For guidance on using the Provider Portal, please view [The Provider Portal factsheet](#).

AnyComms+

AnyComms+ is a secure, internet-based data transfer site that will enable you, members of the local authority and 3rd parties (such as health professionals) to securely share sensitive information. Ofsted regularly make us aware of any new providers. Once we receive notification of a new provider, they will automatically be set up with an AnyComms+ account.

If you forget your login details, password, memorable word, or get locked out of your account please contact AM Admin Systems Support on 0116 305 7785, Option 2 and then Option 4, or email AMAdminSystemsSupport@leics.gov.uk.

For more advice and guidance on how to use AnyComms+ please view the [AnyComms+ User Guide](#) and / or the [Anycomms+ factsheet](#).

When do I get paid?

For full details on headcount / adjustment payment dates, please visit the latest FEEE Calendar found in [FEEE Guidance and Policies](#), under 'FEEE payments'. This includes all the important dates for the forthcoming academic year that you will need to be aware of and adhere to.

In each period there are 3 payment points: an initial / estimate payment, an actual payment, and an adjustment payment. Depending on the information you submit at 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.

- **Initial / Estimate Payment** - An initial / estimate payment of 60% is made at the beginning of a new period. The payment is calculated by:
 - Receiving an estimated total amount of hours from each provider prior to the start of the new period, and then
 - Multiplying the total amount of hours by the current rate (not including the deprivation supplement).
- **Actual Payment** - your actual payment is calculated based on the total number of hours claimed per week in respect of each child, multiplied by the number of weeks attended and by the FEEE amount payable per child, minus the 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 next adjustment / initial / estimate payment until it has been paid back in full or it will be invoiced.

An actual payment will not be made unless you submit a headcount task by the return date. A payment summary will be available to view after the payments have been processed. These details should be checked to ensure all eligible children have been funded correctly.

- **Adjustment Payment** – we also administer mid-period adjustments which give 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 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.
- **Late adjustments** - are for any changes that happen after the adjustment task deadline date. We will only make amendments to legitimate claims that are after the adjustment deadline date. 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 be able to view the payments that will be made at the next payment point. For those children whose claim have been rejected, please go to the 'Notes' tab which will state the reason why.

It is your responsibility to ensure that the headcount / adjustment tasks are fully completed, and the payment breakdown is checked for any inaccuracies.

In your first period of claiming, all new FEEE registered providers will receive their first payment on the actual payment date. Following the submission of your headcount / adjustment data, you will be able to view your payment summary once the claims have been processed. For more information, please view the [FEEE Payments factsheet](#).

What the local authority pay

Depending on a child's age, funding is made up of a flat rate per hour per child. Children in receipt of the 9-month-old working parent entitlement (up until they reach the 2-year funding age) and the 3- and 4-year-old funding could also be entitled to a deprivation supplement of either £0.04 or £0.08 per hour, which is dependent on the child's postcode and the IDACI rating of their address. Not all children will receive a deprivation supplement. The deprivation supplement is paid as a lump sum with the actual and any adjustment payments.

The local authority pays a flat rate per hour for 2-year-old children eligible for the working parent entitlement and 2-year-old funding for families who are receiving some additional forms of government support. These children are not entitled to any deprivation funding.

You will be sent an annual indicative budget (usually during March) which breaks down your rate and estimates the amount of funding you may receive in the following financial year. This is based on the previous year's take up.

Early Years Pupil Premium (EYPP)

Some children will also be eligible for additional funding known as the Early Years Pupil Premium (EYPP). This funding equates to an additional £1 per hour (up to a maximum of 570 hours per year, so 15 hours per week over 38 weeks as a maximum) claimed for each eligible child.

The PSOU allows parents to confirm that they are happy for the setting to receive EYPP and provide the relevant information.

The EYPP is checked on the headcount / adjustment task if parental / carer details are entered.

For more information on EYPP and the evidence you are required to keep, please visit our dedicated [EYPP page](#) and view the [Early Years Pupil Premium \(EYPP\) factsheet](#).

The Census

Every year during the spring period, you will be asked to complete a mandatory Early Years Census. The early years census is an annual statutory collection of data from all providers who receive FEEE funding for eligible children from the age of 9 months and upwards until they leave for school. The census determines how much funding is given to each local authority for the forthcoming financial year.

Failure to complete the census will result in you being removed from the Directory of Early Years FEEE Providers as the DfE will not give the local authority any funding for settings who do not return it.

The Compliance Process

Once you start claiming FEEE funding you will, at some point, be audited by one of our Compliance Officers. This will involve a visit to your setting. You will be asked to provide information in relation to the previous periods funding (this is so that we can see evidence across the whole of a period e.g., spring, autumn, summer). The local authority undertakes compliance visits to ensure that no fraudulent claims are being made and that the funding is being administered correctly. Providers should be aware that fraudulent claims could result in their removal from the Directory of Early Years FEEE Providers and possible legal action. The main purposes of the visit are to:

- Work in partnership with providers to ensure the requirements within the government guidance, local guidance and the Provider Agreement are being met.
- Ensure claims submitted by providers are accurate and reflect what has been signed and agreed by parents / carers.
- Identify areas where improvements, or additional information is required.
- Support providers with any queries or concerns they have around the administration of FEEE.

View our [Compliance Visit Guidance](#) for more details.

Please note that if a provider notifies us of their imminent closure, you will receive a final visit from a Compliance Officer to ensure that all children's hours have been claimed correctly. If we do not receive enough notice to visit before you close, a Compliance Officer will be in contact with you to arrange this and will ask to see your most recent period's paperwork.

Absence Management

Children should be in attendance for all the FEEE funded time claimed for unless there is a valid reason, such as illness or holiday. Providers are expected to maintain accurate records of each child's attendance (including start and leaving times) and ensure they actively engage with parents where attendance is sporadic or consistently lower than the funded hours claimed, amending their claims when relevant. If attendance is consistently lower than the FEEE hours claimed due to high short-term absences e.g., consistent late drop offs and early pick-ups and / or unexplained days off, money will be reclaimed from the Provider.

If claims are considered to be inconsistent with the hours attended or there are doubts about the validity of the claim, money will be reclaimed from the provider. Additionally, if a child is taken out of the provision or does not attend for a period of time that equates to half the period or more, only the funded hours attended during that period should be claimed for. Arrangements for keeping the child's place open during long periods of absence are a private business matter and not something the local authority can comment on.

Providers must complete the headcount tasks accurately and ensure that they reflect the child's attendance. Please note where absence does not exceed more than half of the period, we will continue to fund the child's place, and providers can continue to claim for the usual amount of hours the child would attend.

In the situation where there is a consistent pattern of late drop offs and / or early pickups, this funding will be reclaimed as it should be addressed with the parent / carer that the child should be in attendance for the full duration of their funded hours.

Retention of Paperwork

- **Birth certificates and [Parental Statement of Undertaking \(PSOU\) form](#)** – Providers are expected to keep children's individual documents until the end of the following period after the child has left. For instance, if the child leaves to go to school at the end of the summer period, then the information for that child will need to be retained until the end of the following autumn period, just in case a compliance visit is going to take place.
- **Registers** – A reasonable period of time after a child has left your setting (e.g., until after the next Ofsted inspection).

Invoicing

If a child only attends the setting for their government funded hours with no additional costs, then no invoice / statement is required.

If a child is accessing more than their funded entitlement or incurs additional costs that are not covered by the funding, i.e., lunch costs, additional non-funded hours, you will need to issue an invoice to the parent / carer. The invoice should reflect charges agreed with the parent / carer and published in your prospectus and on your website. If your fees are currently not shown on your website, you need to ensure that this is implemented by January 2026, as per the latest DfE's Statutory Guidance.

To comply with the criteria of the agreement, the LA expects parent / carer invoices to clearly show the number of funded hours accessed and be itemised. There should not be a monetary

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amount shown for the free entitlement as the local authority are purchasing the hours on behalf of the parent / carer. To allow parents / carers to see that they have received their child's free entitlement hours completely free of charge and understand that any fees paid are for additional hours or optional services, providers need to ensure that by January 2026 their invoices break down separately into:

- the free entitlement hours
- additional private paid hours
- food charges
- non-food consumables charge
- activities charge

With regards to charging the National Guidance states the following:

'Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible childcare. The 15 or 30 hours must be able to be accessed free of charge to parents. There must not be any mandatory charges for parents in relation to the free hours. Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services.

Providers can charge parents for the following extras in connection with the free hours, but these charges must be **voluntary** for the parent:

- consumables to be used by the child, such as nappies or sun cream
- meals and snacks consumed by the child
- extra optional activities such as events, celebrations, specialist tuition (for example music classes or foreign languages) or other activities that are not directly related or necessary for the effective delivery of the Early Years Foundation Stage (EYFS) statutory framework

Providers can also charge parents for any additional, private paid hours according to their usual terms and conditions provided taking up private paid hours is not a condition of accessing a free place.

Parents must be able to opt out of paying for chargeable extras and the associated consumable or activity for their child. For activities and extra services, providers should be made aware that participation in any optional extra activity should be on the basis of parental choice and a willingness to meet the charges. Children who do not participate in optional activities should continue to receive provision that complies with the EYFS.

Providers should be mindful of the impact of charges on families, particularly the most disadvantaged. Providers who choose to offer the free entitlements, are responsible for setting a policy on providing parents with options for alternatives to additional charges. This policy must offer reasonable alternatives that allow parents to access the entitlement for free, including allowing parents to supply their own, or waiving the cost of these items.

In all cases, these chargeable extras must not be a condition of taking up a free place. All parents, including disadvantaged families, must have fair access to a free place. The local authority will intervene if a provider seeks to make additional hours, optional services or optional consumables a mandatory condition of taking up a free place.

Providers should deliver the free entitlements consistently, so that all children within a setting accessing any of the free entitlements receive the same quality and access to provision, regardless of whether they choose to pay for voluntary hours, voluntary extra services, meals or consumables.

The local authority has a duty to ensure that the free entitlements are available free of charge and therefore that providers do not charge parents for the following in connection with the entitlement hours:

- Top-up fees (any difference between a provider's normal charge to parents and the funding they receive from the local authority to deliver free places). The definition of "topping-up" is 'an amount added to something in order to raise it to or maintain it at a desired level.' Please see an example of "topping up" below, which is prohibited by the Statutory Guidance:

A child attends a setting on a full-time basis accessing 50 hours per week. Of these 50 hours, 30 hours of FEEE are being claimed, therefore the parent has 20 non-funded hours to pay for plus any food costs or consumables. The provider deducts the 30 hours FEEE funding that the local authority provides from their full-time session cost and charges the parent the remaining balance, that equates to their daily rate. The provider therefore receives back the full cost of their advertised session from both the local authority and the parent. This explanation 1) assigns a monetary value to the FEEE hours and 2) is a top-up.

- the supply of or use of any materials, including, but not limited to, craft materials, crayons, paper, books, instruments, toys, or other equipment or learning resources that are necessary for the effective delivery of childcare
- business running costs, including, but not limited to, rent, staff wages, cleaning materials, insurance, or utility bills such as energy, gas or water
- registration fees as a condition of taking up a child's free entitlement place
- non-refundable deposits as a condition of taking up a child's entitlement place
- general charges, including but not limited to, non-itemised enrichment charges, sustainability charges, business continuity charges, additional charges, enhanced ratios, hourly rates, or any other supplementary charges on top of the free hours
- any additional fees that are not specifically identified and itemised as being for chargeable extras.

Providers should adhere to the following terms, regardless of whether they charge any chargeable extras.

Providers should work with parents so that parents understand which hours and sessions can be taken as free provision. Not all providers will be able to offer fully flexible places, but providers should work with parents to ensure that as far as possible the pattern of the entitlement hours are

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convenient for parents' working hours. Children should be able to take up their free hours in continuous blocks if they wish to, and there should be no artificial breaks in the entitlement hours. For example, a provider should not offer 10am to midday and 1pm to 3pm as entitlement hours and offer only private paid hours in between.

Providers and parents should be aware that the Early Years Pupil Premium (EYPP) provides additional funding to providers to support the quality of early education for eligible children taking up early education and childcare entitlements. The Disability Access Fund (DAF) supports eligible, disabled children's access to the entitlements.

Where practicable, providers should consider whether other funding streams such as the EYPP or the deprivation supplement can offset some of the additional costs parents may face.

You can charge parents a deposit to guarantee the child's place, but this needs to be returned if the place is taken up. If you do this, please ensure this is refunded by the time you receive your actual payment.

Where children attend for funded hours only, parents / carers should not be required to pay a registration or admin fee. However, if a child attends your setting for additional non-funded hours, you will be able to charge a registration / admin fee. Please view the [Invoicing fact sheet](#) for more information.

Reclaiming funding

We will, when auditing, recoup funding claimed in error. Funding will either be deducted from future payment runs until the full debt has been recouped or you will be invoiced.

If you are seen to be making fraudulent claims, or consistently administering the FEEE incorrectly, you may be removed from the directory and, if relevant, legal action will be taken.

Change of Circumstance

If you have a change of circumstance relating to your business, it may affect your access to the funding and it is important that you make the local authority aware as soon as possible. You can do this by completing the [FEEE Change of Circumstance form](#).

You do not need to complete all aspects of the form - only the sections relating to your circumstances. The types of change of circumstances are:

Change of Ownership, Change of Premises, Change of Banking Information, Change of Setting Name, Change of Organisational Status, Change of Committee Representative or Registered Person, Change of Provider Portal user, Closure / Withdrawal from the FEEE Scheme.

Further Support

- **Provider Portal User guides** are available via the [Early Years Provider Portal dedicated webpage](#) to assist you to complete the following:
 - headcount / adjustment tasks
 - verifying the eligibility codes (working parent entitlement codes)

You can access the [Provider Portal](#) here.

- **FEEE Factsheets** are available to assist you with the administration of FEEE and can be accessed by visiting our [FEEE Factsheet Webpage](#). The following electronic forms are available below:
 - [Two-year-old entitlement for families who are in receipt of additional forms of government support](#)
 - [The Working Parent Entitlement Code](#)
 - [The Stretched Offer](#)
 - [Headcount](#)
 - [Adjustment Task](#)
 - [Late Adjustments](#)
 - [FEEE Payments](#)
 - [Invoicing](#)
 - [Anycomms+](#)
 - [Common Reasons for Unpaid Claims and Reductions of Hours](#)
 - [Disability Access Fund \(DAF\)](#)
 - [Early Years Pupil Premium \(EYPP\)](#)
 - [Making your FEEE offer clear](#)
 - [FEEE Policy and charging](#)
 - [Provider Agreement](#)
 - [The Provider Portal](#)
- **Helpline and Email Support** - If your questions are not answered on the FEEE Website, by visiting our user guides or looking at our Fact Sheets, please email us at feee@leics.gov.uk or alternatively contact the FEEE Helpline on 0116 305 5788.

Jargon Busting

Period: a period over which the funding is paid e.g., Spring, Summer or Autumn.

Directory: the directory of early years FEEE providers – this is the list you will be added to once you have completed your FEEE application form.

Initial / Estimate payment: This is a 60% payment made at the beginning of each period to support your cash flow.

Actual payment: This payment is calculated from information supplied through the headcount task, minus the initial / estimate payment.

Adjustment payment: This payment is calculated from the adjustment task submitted with changes to the original headcount.

Headcount / Adjustment task: How you claim for funding from the local authority.

AnyComms+: This is a web-based system that providers and the local authority use to send and receive confidential child data and information.

Provider Portal: This is the system that providers upload their children's data to and submit their headcount information through. It is also used to verify eligibility of the extended entitlement.

Eligibility Code: This is an 11-digit code that eligible parents / carers receive for the Working Parent Entitlement funding.