

FEE HEADCOUNT/PAYMENT CYCLE

INITIAL / ESTIMATE PAYMENT

This is funding paid on an estimation of total hours for the relevant period supplied by the provider.

We initially pay 60% of the total estimated hours.
(e.g. you will receive your spring initial payment at the beginning of the spring period)

If an estimate task is not submitted, an advanced payment will not be made.

HEADCOUNT

Once open this must be completed and submitted to show hours claimed for children with you this period. We then calculate if we have underpaid or overpaid you in the initial/estimate payment; this is the actual payment you will receive mid-term.

IF YOU DO NOT COMPLETE A HEADCOUNT THE SYSTEM WILL ASSUME YOU HAVE NO CHILDREN AND CLAIM ALL OF THE INITIAL PAYMENT BACK

OVERPAYMENT

If we have overpaid you, you will not receive another payment until this balance has been cleared either by deducting the amount from your future positive payments or an invoice being sent to you and paid back.

LATE ADJUSTMENTS

For any changes that occur after the mid-term adjustment deadline has passed; these will be processed ad hoc when the next headcount is processed

PLEASE NOTE THAT WE DO NOT BACKDATE PAYMENT FOR CHANGES THAT OCCURED BEFORE THE DEADLINE END DATE OF THE MID-TERM ADJUSTMENT

If you have no changes since the mid-term adjustment task, you are not required to submit a nil return.

MID-TERM ADJUSTMENT

Submitted to show changes since the headcount including new starters, children that have ended before the end of period, increases and decreases to hours and end dates for children leaving the setting at the end of the period

PLEASE ENSURE THAT YOU ARE UPDATING THE WEEKS AND HOURS CLAIMED IF A CHILD STARTS/LEAVES THROUGHOUT THE PERIOD

If you have no changes since the headcount task, you are not required to submit a nil return.