

FEEE HEADCOUNT/PAYMENT CYCLE

INITIAL PAYMENT

This is funding paid on children that have not ended in the previous period and have rolled forward into the next period

We pay 100% upfront on children that have rolled forward at the end of the previous period (e.g. you will receive your spring initial payment in December)

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 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 by future positive payments

LATE ADJUSTMENTS

Any changes that occur after the mid-term adjustment can be claimed in writing via Anycomms; 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

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