

Parental PSOU Form

Dear Parent/Carer,

The Free Early Education Entitlement (FEEE) allows 15 hours (known as Universal hours) per week of free childcare for eligible 2 year olds and all 3 & 4 year olds, which equates to a maximum of 570 hours per year. Where you are eligible for 2 year funding or the extended 3 & 4 year entitlement, please ensure you provide your setting with the relevant reference number.

Please ensure you discuss with your chosen provider(s) about how you can access your funding before agreeing to your child attending the setting. To enable settings to be viable businesses, it is up to the childcare provider to set their free entitlement policy and how parents can access free hours. Any additional time/charges will have to be paid for at the providers published rate.

30 Hours Extended Entitlement:

Working parents may be able to access up to an additional 15 hours per week of funded childcare, a total of 1140 hours per year. If you believe you may qualify for the extended entitlement you should ensure you check your eligibility by visiting www.childcarechoices.gov.uk. If you are eligible you will receive a Department for Education Reference Number (DERN). You need to provide this along with the information below in order that your provider can validate your DERN and receive the funding.

Please fill in the details and return to your provider with a copy of your child's Birth Certificate prior to your child's start date.

Provision name:	Childs legal name:		
Childs date of birth:	Childs start date:		
Childs address:		Childs postcode:	
Parent / Carers name:	Relationship to child:		
Contact Tel No:	Parent / Carer Date of Birth:		
Email address:	Parent / Carer National Insurance / NASS Number:		

	Reference Number	Date of check(s)	Validity end date
30 hours reference number (DERN) if applicable:			
2 year old reference number if applicable			n/a
EYPP <i>To be checked by the provider. Please tick yes if eligible.</i>	Yes	No	n/a

FEEE Claim:

Total number of hours to be attended at the setting (<i>please indicate</i>):	Mon hrs	Tue hrs	Wed hrs	Thu hrs	Fri hrs	Total hours per week
Total number of FEEE hours to be funded by the LA (<i>please indicate</i>):	Mon hrs	Tue hrs	Wed hrs	Thu hrs	Fri hrs	Total hours per week

If stretching hours, please tick here	If banking hours, please tick here
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If you intend to use another provider, please give details below:

Provision Name	Start Date	Total number of FEEE hours claimed per week

If you are eligible for the 30 hours Extended Entitlement, and your child is attending 2 or more providers, you will need to decide which provider receives the Universal hours and who will get the Extended Entitlement. The reason for this is because if you fall out of eligibility for the 30 hours or do not reconfirm in time, then the local authority, need to know which provider they need to continue funding the Universal hours. Please ensure that you complete the boxes below, so that the provider can forward this information to the local authority.

	Universal Hours	Extended Entitlement
Provider Names:		

Disability Access Fund (DAF):

3 & 4 year old children in receipt of Disability Living Allowance (DLA) and in receipt of the free entitlement are eligible for the DAF. This is paid at a fixed rate to your nominated childcare setting. **You can only nominate one provider.** This will not give you a discount to your payments. You will be asked to provide evidence of your access to DLA for the child.

If your child is eligible to receive DAF and would like this setting to receive it, please tick here:

Early Years Pupil Premium (EYPP):

This is an additional sum of money paid directly to childcare providers, on behalf of children whose parents / carers are in receipt of certain benefits, to enable them to enhance the quality of the child's early years' experience. Childcare providers accessing this funding will work with you to look at how best to develop your child's progress and learning. **You can only nominate one provider.**

If your child is eligible to receive EYPP and would like this setting to receive it, please tick here:
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30 Hours continued funding

To continue to receive the extended entitlement, you will need to re-confirm with HMRC that you are still eligible every 3 months. **Please be aware that it is your responsibility to do this and failure to do so leaves you liable to pay any fees for the hours your child is in the setting.**

Check with HMRC	1 st Check date by	2 nd Check date by	3 rd Check date by	4 th Check date by
<i>Provider insert estimated dates</i>				

Parent / Carer declaration:

I (name)

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confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set out in this document and I authorise (name of provider)

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to claim the FEEE and other funding (as applicable) as agreed above on behalf of my child. In addition, I understand that the information I have provided must be shared with the local authority (parents are referred to the [LCC's Fair processing notice](#)) and the Department for Education, who will access information from other government departments to confirm my child's eligibility and enable this provider to claim the 30 hours extended entitlement, EYPP or DAF on behalf of my child.

If your child's hours change, please **ensure you complete a new form immediately**. If your child leaves prior to the end of a period, and you intend to claim elsewhere, please ensure you inform the setting as soon as possible to allow continuation of funding. **You should also ensure you are aware that you are liable to pay any notice periods required by the setting.**

Parent / Carer / Guardian with legal responsibility		Childcare provider	
Signed		Signed	
		Print name	
Date		Date	