

FACT SHEET – 2-YEAR-OLD FUNDING

What is 2-Year-Old Funding?

The Early Learning Programme (ELP) for 2-year-olds is a government initiative that provides funded childcare for eligible 2-year-olds. A government funded 2-year-old place is available for families in England who receive some form of support. Once eligibility is confirmed it will remain until the child becomes eligible for 3- and 4-year funding, even if a family's circumstances change. Eligible 2-year-old children will receive:

- 15 hours of free childcare or early education for 38 weeks
- A total of 570 hours per year, which can be used flexibly with one or more childcare provider
- Some providers will allow children to 'stretch' their hours over 52 weeks, using fewer hours per week

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 check your 2-year-old code is valid before claiming funding, otherwise you will not be paid.

Frequently Asked Questions

How can parents check if they're eligible?

This can be done online by the parent / carer directly, using [Leicestershire's Parent Portal](#). If the parent is struggling with completing the application or does not have access to the internet, they can also call the 2-year helpline on 0116 305 6208. Parents / carers can find further information about how to apply themselves by visiting our [Funded Childcare Places page](#).

The parent / carer has applied but the result is 'No', however looking at the criteria they feel they should be eligible?

If their circumstances have changed recently, it can take the DWP system up to 6 weeks to reflect any changes. Please ask the parent / carer to call the 2-year helpline for further support.

When is the child eligible from?

Child's 2nd birthday between:

1st January and 31st March

1st April and 31st August

1st September and 31st December

When you can claim

From the 1st April following their 2nd birthday

From the 1st September following their 2nd birthday

From the 1st January following their 2nd birthday

How can I check that a 2-year-old code is valid?

You will need to see sight of the official email / letter that states the child's name / date of eligibility / 2-year voucher code and the outcome of the check or alternatively, you should contact the 2-year helpline on 0116 305 6208.

What is the code effective date?

This is the date the parent / carer applied. The child cannot claim FEEE before this date even if they are of eligible age.

What documents do I need before I make a claim?

You will need a copy of the following information before making a claim:

- A copy of the email confirmation that the parent / carer would have received to confirm 2-year eligibility of the child
- A copy of each child's birth certificate / passport or medial card
- A signed and dated Parental Statement of Undertaking (PSOU) which clearly states how many hours the parent / carer wants to claim.

How do I claim?

You will need to complete the relevant headcount / adjustment task for the period on the Provider Portal. Please note you will need to ensure that you record the voucher code on the headcount / adjustment by clicking on 'Enter EY Voucher' when adding a new child. It is very important that you check the code is valid prior to entering the child onto the task. You must not add a child to your roll and promise funding to parents / carers if you have not checked the code is valid first, otherwise there is a risk that you will not be paid. If this is the case, parents / carers would be asked to pay which would cause upset.

When checking the parents / carers 2-year confirmation prior to adding the child onto the headcount or adjustment tasks, check to see which Local Authority has issued the code. Please do not click on the 'Enter EY Voucher' button if the code is from a different local authority to Leicestershire, as the system will not recognise it. In these instances, you should click on the 'Add Child' button and enter all mandatory fields. You will also need to upload a copy of the child's 2-year funding code from the other local authority by clicking on the 'Documents' tab in the child's record. Please note that if the evidence is not uploaded, your claim for that child will be rejected.

Please note that as we have moved to Synergy, if you receive a Leicestershire voucher code from a parent / carer with a code beginning with TYF, you will also need to upload a copy of this via the 'Documents' tab in the child's record, to ensure that you are paid the hours requested.

Does the 2-year code need re-validating every 3 months?

No – once a child is eligible for 2-year-old funding there isn't a requirement to re-validate the code every 3 months. This is a requirement for the 3- and 4-year-old 30-hour code only.

What happens if a parent's / carer's circumstances change after successfully applying for 2-Year-Old Funding?

Once a child is eligible for the 2-year-old funding and the parent / carer has been issued with a valid 2-year-old code (Voucher Code), funding can be claimed until the child is eligible for the 3- and 4-year-old funding - even if their circumstances change.

If a child has been approved out of County, what do I need to do?

If a child has been approved by another local authority but wants to attend a provision in the County of Leicestershire, you will need to send us proof of the 2-year-old funding confirmation that parents / carers would have been issued with from the relevant local authority.

We will need a copy of the official confirmation email / letter of eligibility. This should contain the child's name, the date of eligibility and the 2-year-old code. Please send this information via the individual child's 'Documents' tab on the Provider Portal.

What happens if I upload the wrong evidence?

If you upload the wrong evidence which does not confirm that a child has received 2-year-old funding from another local authority, funding will not be paid – you should check the 'Notes' tab on the child's record which will state why the evidence is incorrect. You will be able to view this on the 'Summary' tab for the specific headcount or adjustment tasks on the Provider Portal. Please ensure that the 2-year-old confirmation you send includes all the necessary details, i.e., name of child, eligibility start date, outcome of check and 2-year voucher code.

If a child attends my provision and lives out of the County, which local authority pays for the funding?

Leicestershire children accessing the funding outside of Leicestershire will be paid by the local authority they take up their early years place in. Likewise, Leicestershire local authority will fund children taking up their place with Leicestershire Childcare Providers who live out of the county.

How much funding will I be paid?

Providers will be notified via the monthly FEEE updates of the current 2-year-old rate. If there is a change to the current amount paid, providers will also be notified by email.

Do parents / carers have to use all their hours?

No, parent's / carer's do not have to use all their 15 hours per week. However, if a child attends a setting for more than the 570 hours a year, the parent / carer will be charged for these additional hours privately.

Can the 2-Year-Old Funding be stretched?

Yes – a parent / carer cannot insist on this opportunity, but if you can accommodate a parents / carers request and it will benefit the child, we would recommend you doing so.

Do children claiming 2-Year-Old Funding qualify for Early Years Pupil Premium (EYPP)?

No – EYPP is only applicable to eligible 3- and 4-year-olds who receive 3- and 4-year-old FEEE funding.

Can eligible 2-year-olds claim DAF if the child is in receipt of DLA?

No, DAF is only applicable for children in receipt of 3- and 4-year-old funding.

If a child is claiming 2-year-old funding and has now turned 3, what do I need to do?

The child will be eligible to claim 2-year-old funding until the period after their 3rd birthday. It is the provider's responsibility to remove the child from the 2-year headcount or adjustment tasks and add them onto the 3- and 4-year-old headcount or adjustment tasks.

Can parents / carers continue to claim tax credits once they take up a funded place?

Once a child takes up a funded place, they cannot claim child tax credits for childcare that they are getting through the entitlement. Parents should contact HMRC for advice.

Can I offer 2-Year-Old Funding if I am newly registered and do not have an Ofsted grade yet?

Yes, however once you are inspected, if you do not receive a grade of 'good' or 'outstanding' you will be removed from the list of providers able to offer the 2-year-old funding, and funding may be withdrawn as soon as practicable.

What if my Ofsted grade changes? Can I continue to offer 2-Year-Old Funded places?

If you do not receive an Ofsted grade of 'good' or 'outstanding' you will be removed from the list of providers offering the 2-year-old funding. Any existing children already accessing the funding at your provision will continue to be funded, however you will not be in a position to take any new children until your Ofsted grade once again reflects 'good' or 'outstanding'. Please view our [Removal of FEEE funding policy](#).

If a child starts claiming the funding in the holidays, can they start claiming straightaway?

Yes, the child can start claiming the funding straightaway (provided they have a valid voucher code), even though they wouldn't have accrued any banked hours from term time, this is because they are classed as a vulnerable child.

You can claim up to a maximum of 15 hours per week, but you will not be able to exceed the total hours that can be claimed each period. Please refer to the [FEEE Calendar](#) for the maximum funded hours that can be claimed for a 15 hour child in each period.



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For more FEEE information for Providers, please visit the [FEEE Website for Providers](#)