

Guide to the administration of early years funding claims

This guide sets out Cambridgeshire County Council's, the council's, administration processes for all Early Years Funding claims made by Private, Voluntary and Independent Childcare Providers and school-based Early Years provision. These processes are based on local and national policy.

The guidance complements Cambridgeshire's Early Years Local Provider Agreement, which sets out the conditions of entry for approved childminders and private, voluntary, independent and school-based providers of childcare onto its Directory of Funded Providers, and which you must sign to show your acceptance of those conditions. As a Provider offering early learning and childcare places in accordance with government policy, this guidance should be read alongside the following publications:

Department for Education:

- Department for Education's document Early education and childcare Statutory guidance for local authorities which can be found on [Early education and childcare - GOV.UK](#).
- Early education and childcare: operational guidance [30 hours free childcare: local authority and early years provider guide - GOV.UK](#)
- updated government guidance as it is released.

Cambridgeshire County Council:

- the council's publication [CambsEYC local agreement](#), parts 2 and 3, Specific Guidance and Legal Terms and Conditions
- current Early Years Funding Rates [Early Years funding formula | Cambridgeshire County Council](#)
- further administrative information is posted to the webpage at [Early years funding | Cambridgeshire County Council](#)
- Business and Governance team [Business and Governance](#)

Abbreviations and terminology

The following abbreviations and terms are used throughout the document:

DAF	Disability Access Fund
Deprivation funding	Additional funding available for certain postcode areas
Entitlement	This is the number of funded hours available for a set criterion, for example child's age or government set criteria
EYF	Early Years Funding – includes nine months to four-year-olds.
EYPP	Early Years Pupil Premium
Estimate	Estimate claim is made before the start of the funding period, based on an advance view of expected children
Headcount	The Headcount claim is made early in the funding period for children attending setting
Parent/Guardian	Refers to the primary guardian who will be liaising with the provider over a funded place.
Establishment Portal	Early Years Provider Portal – a secure web-based system used to collect EYF claim information
Provider	The childcare setting - preschool, playgroup, nursery, childminder, school

Section	Topic	Page
	The administrative schedule for claiming early years funding	4
	What are the entitlements?	5
1.	Administration cycle and communications	6
2.	Early years provider portal	6
3.	Parent/guardian declaration form	6
3.1	Requirement	6
3.2	Purpose	7
3.3	Authorisation codes for funded two-year-olds	7
3.4	eligibility codes for working parent entitlement	7
4.	Claim information	7
4.1	Estimate submissions claim	7
4.2	Headcount submissions claim	7
4.3	Making changes to your claim/midterm changes (MTC)	8
4.4	Validation	8
4.5	Capped hours for claiming	8
4.6	Claims with more than one provider	9
4.7	Overclaims and exceeds of hours	9
5.	Amendments to claims - making changes, removing claims, or adding new children	9
5.1	Making changes to the estimate claim	9
5.2	Making changes to the headcount claim	9
6.	Children moving from one provision to another	10
6.1	Changing funding contract's part way through funding period	10
6.2	Exceptional circumstances	10
6.3	Extended leave	10
7.	Payments	11
7.1	Timing of payments	11
7.2	Payment screens	12
7.3	EYPP and deprivation	12
7.4	Disability access funding	12
8.	Early years pupil premium	12
8.1	checked/eligible EYPP children	12
9.	Free school meals	13
10.	Audit	13
	Contacts	14
	Appendices	
	Appendix 1 – information on tracking of eligibility for funding	15
	Appendix 2 – 2026-27 hourly rates and additional entitlements	16
	Appendix 3 – EYPP payments for children in care (CIC)	17
	Appendix 4 – disability access funding (DAF)	18
	Appendix 4 – temporary or permanent full or partial closure	19

The administrative schedule for claiming early years funding

three cycles per year, covering the three funding periods:

Spring - 1 January to 31 March

Summer - 1 April to 31 August

Autumn - 1 September to 31 December

Live register and future starters

Add new children to Live Register and Future Starters lists. Make any changes to children's information and hours. Regularly check children's Working Parent eligibility codes. Parent/Carer completes declaration forms – one per child for each funding period for their records; the parent is agreeing to only one period at a time.

Estimate

Complete Estimate claim when available on the portal. Once submitted, any additional children added to Live Register/Future Starters with funded hours can be added to Estimate or children removed from Estimate by emailing the EYF team their Initial and Surname.

Estimate payments

Childminders – split payments 1-3 are based on the Estimate. All other settings – first scheduled payment is based on the Estimate.

Headcount task

Update Live Register and check Working Parent eligibility codes. Complete Headcount claims when available on the portal. EYPP and Deprivation eligibility is checked by EYF team against data and paid in Headcount payment.

Headcount amendments on live register

Any changes made to child's funded hours, where option 'Yes for a MTC' has been ticked, new children added or children removed will create a 'Mid Term Change' (MTC) which will be sent to the EY funding team to process.

Headcount payment

Reconciling payment of Headcount claim and any Mid Term Changes received, including EYPP and Deprivation. Childminders – fourth split payment. All other settings – second scheduled payment.

Useful information and guides

Everything can be found on the [Cambridgeshire Early Years Funding Knowledge Hub](#).

Establishment Portal Guides:

Guide 01. Portal registration and login guide.

Guide 02. Overview of the establishment portal

Guide 03. Live register.

Guide 04. Future starters guide.

Guide 05. Submitting an estimate.

Guide 06. Submitting a headcount with a census.

Guide 07. Making changes to live register.

Guide 08. Overview of payments.

Guide 09. Applying for disability access Funding (DAF).

Guide 10. Applying for an early learning for two-year-old authorisation code, funded twos.

Headcount amendments payments

Any mid term changes received after the Headcount Payment will be paid separately.

What are the entitlements?

- **Expanded working parent entitlement for nine months to two-year-olds** – these children of eligible working parents who meet certain criteria are entitled up to 1140 hours free early learning and childcare per year.
- **Early learning for two-year-olds, formerly called funded twos**, – some two-year-olds of families receiving additional government support are entitled to a maximum of 570 hours free early learning and childcare per year. The local authority makes eligibility checks for this age group which must meet certain criteria. You will be required to have an authorisation code to make a claim for funding for these two-year-olds. For more information, please see Appendix 3 of the Early Years Funding Agreement
- **Universal entitlement for all three-and four-year-olds** – they are entitled to a maximum of 570 hours free early learning and childcare per year, if eligible by their date of birth.
- **Extended working parent entitlement for three-and four-year-olds** – three- and four-year-olds of eligible working parents who meet certain criteria are entitled to a further 570 hours free early learning and childcare per year in addition to the Universal hours.

In addition to these entitlements, there are also:

- **Early Years Pupil Premium (EYPP)** The EYPP is designed to narrow the attainment gap between young children from low-income families and their peers. All children aged nine months to four-year-olds who are receiving Funded Twos, Expanded or Universal Entitlement and who meet the eligibility criteria can benefit from the funding. It is paid to early years providers on an hourly rate basis, linked to claimed hours for eligible children, up to a maximum of 15 hours per week/570 hours per year.
- **Deprivation funding** is paid to settings on for eligible three- to four-year-old children living in a postcode area deemed to be deprived according to the Income Deprivation Affecting Children Index (IDACI). There is a scale amount provided for each child based on one of four bands.
- **Disability Access Funding (DAF)** is paid to a setting for nine months to four-year-olds in receipt of disability living allowance (DLA). For more information and application forms, visit our webpage [Early years funding | Cambridgeshire County Council](#)

Funded rates and the rates applied for these additional entitlements are listed in Appendix 2.

1. Administration cycle and communications

The flowchart on page 4 shows the administration cycle that the council follows to process your funding claim. The cycle consists of communicating information, collecting data, validating, and amending data and making payments. You should familiarise yourself with the cycle in preparation for the funding period.

Forms and guidance are provided and can be accessed at the Cambridgeshire Early Years Funding group on [Home - Cambridgeshire Early Years Funding - Knowledge Hub](#) and via the council website on the childcare and early learning webpage [Early years funding | Cambridgeshire County Council](#)

2. Early Years Establishment Portal

The Council uses a secure online system called the Early Years Establishment Portal to collect Early Years Funding claims, Early Years Pupil Premium (EYPP) data and Disability Access Funding (DAF) claims. 'How to' guides can be found on the Cambridgeshire Early Years Funding group on [Home - Cambridgeshire Early Years Funding - Knowledge Hub](#)

All providers should be registered to use this online portal to:

- Check the validity of entitlement codes.
- Submit claims.
- See claim and payment information.
- Make DAF claims.

Claims will have a deadline date for completion which must be met to ensure sufficient time for the processing of funding claims. Late submissions may impact on the timing of the payment.

3. Parent/carers declaration

3.1 Requirement

It is a requirement that providers hold a completed Parent/Guardian Declaration form for each child for whom a claim is made. When issuing this form to parents/guardians they should also send out/signpost to a copy of the Information for Parents/Carers information sheet. Where necessary, providers should provide the parent/guardian with assistance in filling in the declaration form to ensure the information held is accurate and complete. The form may be used for a whole year, but the claim should be reviewed termly. Any changes must be noted on the form or attached to a new form. There is a supplementary form available on request if multiple changes are taking place - please email eyf@cambridgeshire.gov.uk. The completed Parent/Guardian Declaration form must be kept for six years following the year the claim was made.

3.2 Purpose

This important document:

- ensures that parents and providers have a clear understanding of the amount of funding used in each funding period.
- gives information to parents and signposts them where to find additional information.
- gives parents the terms and conditions of accepting funding.
- records the child's details including child's legal name and details required to create an entry on your Live Register.
- records what the provider and the parent have agreed in terms of hours for funding claims.
- records where funded hours are being shared with other providers.
- collects information about the parent to check eligibility for EYPP.
- provides space for parents/guardians to declare if a child is or has been in the care of a council (CIC), Adopted or in receipt of Disability Living Allowance.
- records the parent's consent to the funding claim and use of their personal data.
- records that the original proof of identity and date of birth of child have been seen.
- becomes an auditable document that remains with the setting.

3.3 Authorisation codes for early learning for two-year olds

There is space on the form to record the reference code to show that these children have met the eligibility criteria. These codes do not need to be reconfirmed once issued and must be checked in the Establishment portal. Codes that have been issued by the Council are a mixture of numbers and letters in the format XX-XXXX-XXXX and may be in a different format if issued by another council.

3.4 Eligibility codes for working parent entitlement

There is space on the declaration form to record the eligibility code, these codes must be checked in the Portal when adding the child to your Live Register/Future Starters and before making any claims. The parents must reconfirm their eligibility every three months with HMRC Childcare Services. Once this has been done the provider must re-check the code in the portal. If a parent/guardian falls out of eligibility a Grace Period may be applied if the provider is already claiming the entitlement. The entitlement cannot be taken up by a new provider during the Grace Period.

4. Claim information

4.1 Estimate claims

An Estimate claim is collected before the beginning of each funding period.

For those providers who receive two payments in the funding period the Estimate claim determines your first payment for the funding period.

For those providers who receive monthly split payments the Estimate claim determines the first three split payments per funding period.

4.2 Headcount claims

A Headcount claim is collected in the first month of the funding period, April, September, and January. The payment generated from this collection will be used to reconcile your funding to the total you are due.

A Headcount claim must be submitted even if you have completed an Estimate claim.

4.3 Making changes to your claims

It is possible, if the child is eligible and has hours remaining, to make changes to your claim after the Headcount has closed in the Portal. Please look at Guide 07. Making Changes to the Live Register on [Home - Cambridgeshire Early Years Funding - Knowledge Hub](#) and the Guidance on Changing Contracts and Claims – Mid Funding Period on our webpage [Early years funding | Cambridgeshire County Council](#) for more information.

4.4 Validation

The EYF team process and validate your funding claims. The team will check that the total hours you have claimed do not exceed the maximum caps, as shown in section 4.5.

4.5 Caps for claiming

The Council sets caps for funded hours for each funding period. This is to spread the funded entitlements evenly over the year, to help with tracking hours in the period of claim, and to help with validation. The caps are given on the table below.

Funding periods	Non-Stretched Claim over 38 weeks			Example of Stretched Claim over maximum 50 weeks		
	Max number weeks per funding period	Total hours per funding period		Max number weeks per funding period	Total hours per funding period	
		15 hours/week	30 hours/week		11.4 hours/week	22.8 hours/week
Autumn period 1 September – 31 December	14	210	420	16	182.4	364.8
Spring period 1 January – 31 March	11	165	330	13	148.2	296.4
Summer period 1 April – 31 August	13	195	390	21	239.4	478.8
Totals	38 weeks	570 hours	1140 hours	50 weeks	570 hours	1140 hours

As you can see above, if you would like to stretch your claim over more than 38 weeks you can do this, which means that fewer weekly hours are claimed over more weeks of the year.

If the setting is open for more than 50 weeks you may deliver the hours stretched over that number of weeks but can only claim up to 50 weeks.

It is important to note:

- No more than 15/30 hours each of Universal funding or other funded Entitlements may be funded in any one week.
- The full 570/1140 hours over the year must be delivered completely free of charge.
- If you are not delivering 570/1140 hours, you may not claim the maximum caps.

If you are open for less than 38 weeks, or open for more than 38 weeks and less than 50 weeks, or more than 50 weeks please contact us to discuss the option of custom weeks.

4.6 Claims with more than one provider

Claims may be made across more than one provider but not across more than two sites in one day. This is to allow parents flexibility to use wraparound provision for short periods to meet their working needs. The Parent/Guardian Declaration has space for the parent to give the name of the other providers and the claims being made.

Children changing providers and patterns of claiming, for example all year round to term time only, could exceed the maximum of 570/1140 hours early in their third funding period. If you are offering a funded place to a child who has previously taken up funded hours elsewhere, it is important to check with the parent the claim pattern previously applied, or you can check with the funding team to avoid an exceed of funded hours. See Appendix 1 for more information.

4.7 Overclaims and Exceeds

An overclaim is where two or more providers make a combined claim with too many hours for that funding period.

An exceeds is where the number of hours claimed for a child exceeds the maximum for the year and can be at one or more providers. See Appendix 1, example 3.

The claim cannot be finalised until the overclaim/exceed is resolved.

5. Amendments to claims – making changes, removing claims, or adding new

5.1 Making changes to the Estimate claim

Between submission of your Estimate claim and the first scheduled payment, changes can be made up to the week before the scheduled payment date, it is possible to add or remove children from your claim. To include additional children please add to your Live Register/Future Starters list, with funded hours and then email the EYF team eyf@cambridgeshire.gov.uk their initial and surname.

See Guide 05. Submitting an Estimate claim on [Knowledge Hub](#).

5.2 Making change to the Headcount claim

After you have submitted your Headcount in the Portal, changes to your Live Register may create a Mid Term Change (MTC). Any MTC's received before the final scheduled payment deadline will be included. After this any changes will be included in future payments.

See Guide 07. Making Changes to the Live Register on [Knowledge Hub](#) and the 'Guidance on Changing Contracts and Claims – Mid Funding Period' on our website

Please make any reductions to your claim, by removing children or reducing their funded hours, as soon as they happen, to avoid overpayment and overclaims.

Where a payment has already been made, the amount that has been overpaid will be deducted from the next payment or an invoice will be raised for the overpayment.

6. Children moving from one provision to another

6.1 Changing funding contract's part way through funding period

Where a child is leaving the setting to take up a place elsewhere there is an expectation that the provider will negotiate ending their contract with a reasonable notice period, max four weeks for funded hours.

6.2 Exceptional circumstances

If a child leaves under exceptional circumstances, you may not be able to apply for a notice period and may have to relinquish some or all the notice periods.

The following are a list of examples of exceptions, this is not a comprehensive list, under which an agreement may need to end early:

- The residence of the child is affected, and emergency relocation is required, for example, through serious illness, domestic violence, fire, flood, re-possession of house.
- There has been a substantial and unforeseen change in the circumstances of the family, which affects the child's continued attendance at the setting.
- Additional needs have been identified, and the provision is unable to make reasonable adjustments under the Equality Act 2010.

Please contact the EYF team eyf@cambridgeshire.gov.uk for more guidance in this situation.

If a setting can no longer offer a place, for example due to Ofsted status or staff leaving, a notice period should not be applied.

6.3 Extended Leave

Where extended absences occur for medical reasons, appropriate support should be given to the family depending on their needs. Keeping a place open may smooth the way for a phased return, and the best approach should be agreed with the parent and any professional working with the family. Extended absences due to visiting family can be included as part of the claim for a maximum of one month. If a child has been absent for four weeks within the same funding period, the provider must contact the Early Years Funding Team. This does not automatically mean that the funding will be withdrawn, the team will consider the individual circumstances.

7. Payments

7.1 Timing of payments

Childminder payments are ordinarily made four times per funding period, see Split payments below. Estimate and Headcount payments are ordinarily paid twice in a funding period to all other providers, Estimate and Headcount payments.

Split monthly payments

Split payment 1	Split payment 2	Split payment 3	Split payment 4
25% based on Estimate claim	25% based on Estimate claim	25% based on Estimate claim	Total payment minus payments already made

Split payments should be made in the third full week of the month. Each funding period will have four payments.

	Month 1	Month 2	Month 3	Month 4
Autumn	August	September	October	November
Spring	December	January	February	March
Summer	April	May	June	July

Estimate and headcount payments

Estimate first payment	Headcount second payment	Midterm changes to amendment payment
Providers will receive 75% of the total payment	Providers will receive the total payment of the actual claim minus the Estimate payment	Providers who have made a Mid Term Change amendment will receive payment toward the end of the funding period

7.2 Payment information

Payment information is available in the Establishment Portal once claims have been processed by the EYF team. Providers should check payment information regularly and notify the EYF team immediately by email with details if there are any errors. It is the provider's responsibility to make sure that the payment is correct. Corrections can be made regarding the current funding period before the next payment is made. Any discrepancies that providers find after the end of the relevant funding period may not be paid.

7.3 EYPP and deprivation

You can find the EYPP and Deprivation rates on Appendix 2.

EYPP can be checked on a child's record on the Live Register/Future Starters and payments are shown on the payments page.

Please note for Children in Care or Previously in Care of a Council, providers do not need to add Guardian details or check for EYPP on a child's record in the portal, you can still check an eligibility or reference code. Email the EYF team with the child's initial and surname.

Below is a table showing which entitlement hours these supplements can be applied to.

Age Range	Universal/Funded Hours	Expanded/Extended Hours
Two years, Funded Two's	EYPP	
Nine months – Two years Working Parents Entitlements		EYPP max 15/570 hours
Three - four years	EYPP and Deprivation	Deprivation

7.4 Disability Access Funding (DAF)

DAF payments will be made soon after the claim is made by the provider. For more information about DAF, please see Appendix 2 and 4.

8. Early years pupil premium (EYPP) schedules

8.1 Checked/eligible EYPP children

Providers can check if a child is eligible, economic criteria, for EYPP in the Establishment Portal.

EYPP only applies to the first 15 hours of a child's funded hours.

9. Free school meals

For more information about Free School Meals (FSM) please go to [Free school meals | Cambridgeshire County Council](#)

10. Audit

The county council will carry out checks and/or audits on providers to ensure compliance with the requirements of delivering the entitlements. This will occur as part of a rolling timetable, which will ensure that the provider is audited at least once every three years. The provider must when required complete and return a short questionnaire designed to allow them to provide evidence and reconfirm their compliance with the funding terms and conditions.

Contacts

Early Years Funding Team	
By Post	CambsEYC PAP1203 PO Box 761 Huntingdon PE29 9QR
By Phone	01223 699 805
By Email	EYF@cambridgeshire.gov.uk
Web	Early years funding Cambridgeshire County Council
Portal link	Portal Home
Education Welfare Benefits Team (to apply for two-year-old free childcare and early learning on economic grounds or to submit EYPP applications)	
By Phone	01223 703 200
By Email	Ewb.fsm@cambridgeshire.gov.uk
0-19 Place Planning and Organisation Team	
By Email	PlacePlanningReferrals0-19@cambridgeshire.gov.uk
Children, Families and Adults Information Service – childcare information	
By Phone	0345 040 1360
By Email	fis@cambridgeshire.gov.uk
Web	Childcare and early learning Cambridgeshire County Council
Children's Centres	
Web	Child and Family Centres Cambridgeshire County Council
Early Years and Childcare Team	
By Phone	01223 706 133
By Email	Earlyyears.service@cambridgeshire.gov.uk
Online	Cambridgeshire Early Years and Childcare (CambsEYC)
Professional Association for Childcare and Early Years (PACEY)	
By Post	Coram PACEY / Early Years team, Sunley House, Summers Hill Drive, Papworth Everard, Cambridgeshire, CB23 3AB.
By Phone	07483 514 672
By Email	Caroline.Maryon@corampacey.org.uk
Online	www.corampacey.org.uk

Appendix 1 – Information on tracking of eligibility for funding

The funded hours are tracked through the year from the funding period after the child becomes eligible.

Example 1:

Sam Nixon attends XYZ Nursery:

- They turn nine months old on 2 December, and her parents are issued a Working Parent eligibility code dated 15 December. Their hours are tracked from the funding period after they become eligible, the spring funding period starts on the 1 January.

Sam funding would be tracked as below.

Type of funding	Start date of funding	Tracking of funding
Working Parent	Period after becoming nine months old and the start date of the WP code 1 January	Spring ☐ Summer ☐ Autumn

Example 2:

Jo Smith also attends XYZ Nursery:

- They turn three on the 15 February and are eligible for Universal funded hours from the start of the next Funding Period, the summer period starting on the 1 April.
- The parents are then issued a Working Parent entitlement code dated 15 July and they start claiming Extended Working Parent hours from the start of the next Funding Period, the autumn period starting on the 1 September.

Jo's funding would be tracked as below.

Type of funding	Start date of funding	Periods of funding
Universal	Period after he turns three years old. 1 April	Summer ☐ Autumn ☐ Spring
Working Parent	Period after WP code start date. 1 September	Autumn ☐ Spring ☐ Summer

If a child moves settings and their claim pattern changes from all year round to term time only or the other way round, this may lead to them running out of hours during their third period of funding.

Example 3:

Sam Nixon is eligible for Working Parent funded hours and can claim up to 1140 hours over the three funding periods, assuming continuing eligibility.

- They start by attending XYZ nursery for the spring and summer funding period where they make their claim on a stretched basis.
- They then move to a different provider, and they want to claim their hours on a non-stretched basis. Sam's funding claims would look like this:

Setting	Period of funding	Type of claim	Hours claimed
XYZ	Spring	Stretched, max 296.4	296.4
XYZ	Summer	Stretched, max 478.8	478.8
CM	Autumn	Non-stretched, max 420	Setting only able to claim 364.8

All claims exceeding the maximum number of hours by the third term of eligibility will be capped at the maximum amount for that type of funding, either 570 or 1140 hours.

Appendix 2 – 2025 - 26 hourly rate and additional entitlements

More information can be found at [Early Years funding formula | Cambridgeshire County Council](#)

Early years funding rates

More information about funding rates can be found here [Early Years funding formula | Cambridgeshire County Council](#)

Age	Funded rate
Under two's	£11.42
Two-year-olds	£8.44
Three- and four-year-olds	£6.04

Appendix 3 – EYPP payments for Children in Care (CIC)

Early Years Pupil Premium for children in care/been in the care

If you have a child who is in the care of a council or who has been adopted from the care of a council, please do not add parent/guardian details in the portal for an EYPP check. You should select the option No to an EYPP check and that the child is CIC/CPIC, in the new establishment portal, and contact the funding team please. You will still be able to run an eligibility check on a code, if required.

Children meeting these criteria are automatically eligible for EYPP, we do not want to check EYPP eligibility based on economic status. Please email us the child's initial and surname eyf@cambridgeshire.gov.uk

Appendix 4 - Disability Access Funding (DAF)

The government is clear that all children should be able to access their universal and other funded entitlements and that no child should have their access restricted, or denied, because of special educational needs, or a disability. They have, therefore, created a new targeted fund called the Disability Access Fund (DAF).

The purpose of the fund is to support early years settings to make initial reasonable adjustments and to build the capacity of their setting to support disabled children.

The DAF is not based on an hourly rate and will be paid as a one-off payment per year to the early years setting for each eligible child.

Eligibility

Providers in Cambridgeshire who are in receipt of Early Years Funding (EYF) are eligible to receive DAF for a nine-month-old to four-year-old child where they are:

- in receipt of disability living allowance for children, and
- is accessing a place at the setting under their entitlement to free early learning and childcare.

Please note four-year olds in primary school reception classes are not eligible for DAF funding.

If a child, eligible for DAF, is splitting their funded entitlement across two, or more, settings, the parents will need to nominate the setting to whom they wish the payment to be made. This will usually be the setting where the child is accessing the majority of their free entitlement hours.

How to apply

There is an application form on the Early Years web page which providers can give to parents wishing to access DAF. They will need to complete the council's application form and provide a copy of the official letter to the setting which confirms the child's entitlement to DLA.

The provider completes their section of the DAF application form and makes the claim via the Early Years Establishment Portal, uploading the DAF form to it.

The setting should then take a copy of the official letter and keep it on file, in accordance with data protection policies. This copy letter should be provided to the local authority on request.

If a child receiving DAF moves from one setting to another within a financial year, the new setting is not eligible to receive DAF funding for this child within the same financial year. The new setting will need to wait until the following financial year to be able to apply for funding for the child.

In cases where a child who lives in an authority area attends a setting in a different local authority, the setting's local authority is responsible for funding the DAF for the child and eligibility checking.

Appendix 5 - Temporary or permanent full or partial closures.

We appreciate that there are several factors that can cause a provider to have to temporarily or permanently close all or part of a provision. For example, because of local or national elections or circumstances beyond the provider's control, for example strike action, damage to the premises or staff sickness.

Temporary unplanned closure, group-based provisions, and childminders

If your provision is closed temporarily, please contact earlyyears.service@cambridgeshire.gov.uk for advice and support.

Where possible, please plan to offer the funded sessions at an alternative time to funded children to enable them to reclaim hours, prioritising children at risk of disadvantage, for example children with SEND, those in receipt of EYPP or Funded Two's. If this is not possible, we will not claim funding for temporary closures of less than a week. For closures longer than a week we will discuss with you the options for children accessing their funded hours.

Childminders taking planned holidays or group-based provisions with planned closures during funded periods

If you are a childminder planning to take a holiday during a funded period, or a group-based provision planning to close during a funded period, for example for planned maintenance, you can either:

1. Claim fewer weeks on your actual task to reflect the actual hours and weeks offered.
2. Claim for the full period and offer funded hours at a different time to usual.

Permanent closures – If you are planning to close your setting permanently, please contact us at earlyyears.service@cambridgeshire.gov.uk for advice and support.