

# 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 qualified nurseries and foundation units. 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 maintained 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:

- [Early education and childcare - GOV.UK.](#)
- [30 hours free childcare: local authority and early years provider guide - GOV.UK.](#)
- [CambsEYC local agreement, Part 2. Specific guidance](#), and [Part 3. Legal terms and conditions.](#)
- Updated government guidance as it is released.

Administrative information is posted on the [Early years funding | Cambridgeshire County Council](#) webpage.

### Abbreviations and terminology

The following abbreviations and terms are used throughout the document:

|                     |   |
|---------------------|---|
| Actual claim        | The headcount that is taken early in the funding period.  |
| 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.  |
| Interim claim       | Initial claim for funding for each funding period, based on an advance view of specific expected children.            |
| Parent              | Refers to the primary carer who will be consulting with the provider over a funded place, includes carers.            |
| 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.   |
| Task                | The terminology for the claim form that is sent via the online portal system.   |

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## **The administrative schedule for claiming early years funding and pupil premium.**

### **Three cycles per year, covering the three funding periods:**

1 January to 31 March, 1 April to 31 August, 1 September to 31 December

#### **Gather paperwork.**

- Parent/carer declaration.
- Information for parents/carers.
- Statutory and operational guides.

↓

#### **Read monthly newsletter.**

This will give you current information and prompt you about what is coming up next.

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#### **Interim task**

- The interim task is open for one week and collected before the funding period starts.
- Initial payments are based on this claim.
- EYPP eligibility is checked against the Interim data and providers notified.
- You may be contacted by the EYF team to clarify data, codes, or claims.

↓

#### **Actual task**

- The actual task is open for two weeks and is collected at the beginning of the funding period.
- Final payment is based on this claim.
- EYPP eligibility is checked again and providers notified.
- You may be contacted by the EYF team to clarify data, codes, or claims.

↓

#### **Amendments**

- Contact the EYF team by email [eyf@cambridgeshire.gov.uk](mailto:eyf@cambridgeshire.gov.uk).
- EYPP eligibility is checked again and providers notified.

## What are the entitlements?

- **Funded twos** – some two-year-olds are entitled to a maximum of 570 hours of 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.
- **Expanded working parent entitlement for nine months to two-year-olds** – these children of eligible working parents who meet certain criteria are entitled to 570 hours free early learning and childcare per year.
- **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 an additional 570 hours free early learning and childcare per year in addition to the universal hours.

Universal funding for three and four-year-olds is accounted for separately to all the other entitlements: the claims are made separately, and the total 570 Universal hours are tracked separately to the 570 hours for any other entitlements.

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. The annual value for a 15-hour place over a full year is £570.00, or £1.00 per hour. Appendix 4 of the Early Years Funding Agreement explains the eligibility criteria.
- **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. For details refer to the [Early Years funding formula](#).
- **Disability Access Funding (DAF)** £938 per year for nine months to four-year-olds in receipt of Disability Living Allowance (DLA). For more information and application form, visit [Early years funding | Cambridgeshire County Council](#).

## 1. Administration cycle and communications

The flowchart on page 4 shows the termly 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.

Information is given via the Early Years Funding Newsletter to help providers plan for each stage of the cycle. Forms and guidance are provided and can be accessed via [Early years funding | Cambridgeshire County Council](#). Additional news during the funding period is given in the CambsEYC News Round-up, monthly newsletter.

## 2. Early years provider portal

The council uses a secure online system called the Early Years Provider Portal to collect Early Years Funding claims, Early Years Pupil Premium (EYPP) data and Disability Access Funding (DAF) claims. 'How to' guides for its use can be found on [Early years funding | Cambridgeshire County Council](#).

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

- Check the validity of additional entitlement codes.
- Submit claims.
- Download payment schedules and EYPP reports.
- Make DAF claims.

Your designated user will be issued with a user ID which starts with 'EYHC' followed by a unique number.

The terminology in the Early Years Provider Portal refers to a claim as a 'Task.'

Tasks will have an expiry/deadline for completion which must be followed to ensure sufficient time for the processing of the claims. Late submissions may impact on the timing of the payment as late submissions may be processed after the payment has been made.

## 3. Parent/carer declaration

### .1 Requirement

It is a requirement that providers hold a completed parent/carer declaration form for each child for whom a claim is made. When issuing this form to parents/carers they should also send out a copy of the Information for parents/carers information sheet. Where necessary providers should provide the parent/carer with assistance in filling in the parent/carer Declaration form to assure the information held is accurate and complete.

The form may be used for an entire 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](mailto:eyf@cambridgeshire.gov.uk). The completed parent/carer declaration must be kept for six years following the year the claim was made.

### **3.1 Purpose**

This important document:

- Gives information to parents and signposts them where to find additional information.
- Gives parents the terms and conditions of accepting funding.
- Shows the child's details and gives the opportunity to confirm legal name, how names are spelt and check home address for the child before transferring to the task.
- Records what the provider and the parent have agreed in terms of hours for funding claims.
- Records how the universal and other funded entitlements should be split.
- Provides space to list where funded hours are being taken with other providers.
- Collects information about the parent to check eligibility for EYPP, nine months to four-year-olds only.
- Provides space for parents to declare if a child is or has been in Local Authority Care (LAC), adoption or disability living allowance if they wish to.
- Records the parent's consent to the claim and use of their personal data.
- Records that original proof of identity and date of birth of child have been seen.
- Becomes an auditable document included with any paperwork for the child's claims.

### **3.2 Authorisation code for funded two-year-olds.**

There is space on the form for the authorisation code which is needed to show that these children have met the eligibility criteria. Providers may be contacted for this code if it is not already held centrally. These codes do not need to be re-authorised once issued and cannot be checked on the Working Parent Entitlement system on the portal. Codes that have been issued by us start with EWBS, for example EWBS123456A, but will be in a different format if issued by another local authority.

### **3.3 Completing the form**

There are instructions on our webpage on how to complete the parent/carer declaration should you have any questions.

## **4. Claim information**

### **4.1 Interim claims**

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

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

For those providers who receive monthly split payments the interim claim determines the first three payments.

Please note, new children or children who move settings whose working parent eligibility code has ended so are in their grace period cannot be added to the interim claim. These children can be added to the actual claim if they receive a new funding code with a start date falling into the date range for the next term/funding period. This will usually be the last day of the month before the new funding period starts.

## 4.2 Actual claims

An actual 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 in your final payment for that funding period.

An Actual claim must be submitted even if you have completed an Interim claim.

## 4.3 Amendment claims

It is possible to make amendments. You must email the EYF team [eyf@cambridgeshire.gov.uk](mailto:eyf@cambridgeshire.gov.uk). Please see section 5 for more information about making changes to your claim.

In the email amendment request please provide the following:

- Initial and full surname of the child.
- Include the code if applicable, eligibility/authorisation code.
- Clearly state whether this is an increase/decrease in hours or a new child.

Please state the number of weeks and weekly hours, and/or the total number of hours, for the period you would like to claim. If you wish to claim expanded/extended hours, please ensure you have run a successful check on the code in the portal.

## 4.4 Validation

Validation of claims will be performed by the EYF team, and you may receive an email or call to query your submission. The team will be checking that the total you have claimed is in the claims cap range, that no more than the maximum has been claimed across more than one provider, that 570 hours in a year has not been exceeded and that authorisation codes for funded two-year-olds you have claimed are held by us.

## 4.5 Period of claim

Whether claims are made over 38 weeks in a year or over more weeks, the maximum claim is 570 hours over the year for each of Universal Entitlement or other funded Entitlements for eligible families.

A child's entitlement applies across each 12-month period, subject to three-monthly reconfirmation of eligibility for expanded/extended entitlements, from the funding period they become eligible until they reach compulsory school age, the school term following their fifth birthday. Please use the table in Appendix 1 to help track the total hours in each yearly period.

## 4.6 Caps for claiming

The council sets caps for funded hours for each funding period. The cap is the higher of the hours for a 38 week claim or the equivalent hours stretched over more than 38 weeks. 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.

|   | Non-Stretched Claim over 38 weeks |  | Example of Stretched Claim over maximum 50 weeks |  |
|---|-----------------------------------|--|--|--|
| Funding periods                               | Max no weeks per funding period   | Total hours per funding period (15 hours per week) | Max no weeks per funding period                  | Total hours per funding period (11.4 hours per week) |
| Autumn period 1<br>September - 31<br>December | 14                                | 210  | 16   | 182.4  |
| Spring period 1<br>January - 31 March         | 11                                | 165  | 13   | 148.2  |
| Summer period 1<br>April -31 August           | 13                                | 195  | 21   | 239.4  |
| <b>Totals</b>                                 | <b>38 weeks</b>                   | <b>570 hours</b>                                   | <b>50 weeks</b>                                  | <b>570 hours</b>                                     |

A provider may stretch the full 570 hours over the year if they are running a provision that is open between 38 and 52 weeks. This means that fewer hours per week are claimed over more weeks.

**The way providers deliver** a stretched claim will be according to their delivery model and the number of weeks they are open. The information given here is for claim purposes.

**To make a non-stretched claim** over 38 weeks for the maximum 570 hours over the year, you can claim up to 210, 165 or 195 hours, as shown above for the relevant funding period.

**To make a stretched claim** for the maximum 570 hours, you can claim up to 182.4, 148.2 or 239.4 hours per funding period. The example above shows the maximum number of weeks you can stretch the claim over, but this may be different to the actual delivery of the hours/weeks - for example, hours may be delivered over fewer weeks as more hours per week.

This model for claiming will be used:

- To allow the software used by the team to calculate the payment correctly.
- To assist with the tracking of hours over the year with different children's start dates.
- For continuity for providers as they are familiar with this claiming model.
- To allow the team to validate claims.

It is important to note:

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

#### **4.7 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/carer declaration has space for the parent to give the name of the other provider(s) and the claim(s) being made there.

Children switching providers and switching method of claiming, for example term-time/non stretched to stretched, could exceed the maximum of 570 hours early in their third funding period. If taking on new children, it is useful to establish how the claim was made previously so that the hours can be managed, and this situation does not arise.

#### **4.8 Overclaims**

An overclaim is where the number of hours claimed for a child exceeds the maximum for the funding period/year or exceeds the number of hours that the child is allowed in anyone funding period. This can be from one provider or across two or more providers.

There are caps in place for each funding period to assist providers with keeping them within the limits of the year. Please see 4.6 above or Appendix 1 for a note of the caps.

Appendix 1 also shows the 'year' that is used to track children according to their date of birth. Please note that it is not tracked across an academic year, but from the date of first eligibility, for example, if they become eligible for a type of funding from 1 April, that funding year is from 1 April to 31 March.

**No payment will be made until the overclaim is resolved.** Where there is an overclaim, payment will be withheld for that child until it is resolved. Where a payment has already been made, the amount that has been overpaid will be deducted from the next payment or invoice until the claim is resolved.

### **5. Making changes to the claim – amendments, removing claims or adding new children.**

#### **5.1 Making changes to the Interim claim**

Unless the change to the interim claim will have a significant impact, amendments are not made at this stage. Examples of significant impact would be:

- You are a small provider, and you need to remove a claim because the child will no longer come, and making the claim would cause you to owe funding to the council.
- You are a small provider, and you have a sudden influx of children which you could not support without some advance funding.

Please note that adding children can only be done before the interim payment has been raised. Reductions can be made at any time.

## 5.2 Making an amendment to the Actual claim

Whilst the task is open, you may make any changes to your claim.

Please note, the system is designed to claim all hours in a universal claim first and then to add remaining hours as expanded/extended entitlement. Therefore, when you make any changes to universal hours, the expanded/extended entitlement column will zero out to allow you to adjust the claim for the expanded/extended entitlement. Bear in mind that where you make changes, you will need to re-enter the whole of the claim. See specific guidance on how to make a claim in the How to make your claim guide on our webpage.

## 5.3 Increasing or reducing your claim

If you include a child on your headcount claim and that child either leaves your setting, increases or reduces their hours once the actual task closes and before your actual payment, you should email us following the format below, so that we can amend your claim. If you do not do this as soon as possible, it may affect the claim from another provider and the timing of your payment. Where there is any overclaim, no payment will be made until the overclaim is resolved.

To reduce the claim once the actual task closes, please email the EYF team including only the child's initial and surname, see examples below:

### Example 1: Changing total hours claimed

I need to amend the actual claim for A Jackson from:  
Total funded two's/universal hours for the term = 210.  
Total expanded/extended hours for the term = 112.  
To:  
Total funded two's/universal hours for the term = 210.  
Total expanded/extended hours for the term = 0.  
Your name, name of setting, and telephone number.

### Example 2: Removing a claim

I need to remove the claim for A Jackson for the autumn term.  
Funded two's/universal hours – 0.  
expanded/extended hours – 0.  
Please be sure to state which types of hours you are removing, for example universal/funded two's/extended/expanded hours.  
Your name, name of setting, and telephone number.

Please note, no amendment will be made where an overclaim arises. Where a claim involves two or more providers, both providers need to liaise and agree a resolution to enable a new split of hours and weeks. This must be done by the deadline for changes.

## **6. Children moving from one provision to another**

### **6.1 Amendments guidance /Exceptional circumstances**

Where a child is leaving the setting to start a place elsewhere in the first half of the funding period, there is an expectation that the provider will negotiate ending the contract with a reasonable notice period, a maximum of four weeks.

During the second half of the funding period the provider may negotiate the change but is not obliged to end the claim without reasonable notification unless there are 'exceptional circumstances'.

Where 'exceptional circumstances' apply, they may be required to relinquish the claim. Please notify the team of all reductions to your claim as soon as you know about them to avoid overpayment and overclaims.

The cutoff for making amendments to existing headcount claims is close of business the Monday after half term. After the cutoff, any changes to existing claims with Cambridgeshire settings would need to be made through private arrangement to transfer funds, if two Cambridgeshire providers only, unless there are exceptional circumstances. If you believe the situation meets the criteria for exceptional circumstances, please contact the EYF team.

The cutoff date does not apply to children who are new to funding in Cambridgeshire – Please contact the team.

The following are the exceptions under which an agreement will need to end early, where:

- The residence of the child is affected, and emergency relocation is required through, for example, 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 identified as not or no longer suitable to support those needs.

### **6.2 Exceptional categories**

If a move needs to be facilitated after the amendment's cutoff date, Cambridgeshire providers may consult with one another to transfer the funding for a child. If a child fits into one of the exceptional categories below, then a change can be supported by the EYF Team. Please contact the team to discuss this.

- Traveler children.
- Asylum seekers.
- Children in care.
- Families who are currently in receipt of Family Worker support, via a Children's Centre.
- Serious illness in the immediate family.
- Social care involvement.
- Service children<sup>1</sup>.
- Families living in hostels, refuge, or other temporary accommodation.
- Financial hardship<sup>2</sup>, low-income families.

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<sup>1</sup> Children from families where one or more parents is currently in the British armed forces of the United Kingdom of Great Britain and Northern Ireland.

<sup>2</sup> For example, families coming off benefits to start work, increased work hours requiring increased childcare, job seeking, etc.

### 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 a 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.

## 7. Payments

### 7.1 Timing of payments

Payments are normally made four times during a funding period to childminders, see split payments below, and twice in a funding period to all other providers, interim and actual payments. Additional amendment payments are made towards the end of the funding period.

#### Split monthly payments – childminders.

| Split payment one          | Split payment two          | Split payment three        | Split payment four                        |
|----------------------------|----------------------------|----------------------------|---|
| 25% based on Interim claim | 25% based on Interim claim | 25% based on Interim 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 one | Month two | Month three | Month four |
| Autumn  | August    | September | October     | November   |
| Spring  | December  | January   | February    | March      |
| Summer  | April     | May       | June        | July       |

#### Interim and actual payments – for everyone else

Specific dates are given in the newsletter.

| Interim - First payment                                 | Actual - Second payment  | Amendment payment   |
|---|--|---|
| Providers will receive 75% funding of the total payment | Providers will receive the total payment of the actual claim minus the interim payment | Providers who have submitted an Amendment will receive payment toward the end of the funding period |

## 7.2 Payment schedule

A payment schedule will be provided in the portal after the Actual payment has been made. The payment schedule must be downloaded to the provider's own system as the schedules will be archived in the portal and become unavailable.

Providers should check payment schedules on receipt 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 for the current funding period and before the next payment is made. Any discrepancies that providers find after the end of the relevant funding period may not be settled.

## 7.3 EYPP and deprivation

EYPP and deprivation payments will be shown on the payment schedule. Please note, if the child is being funded for EYPP by the Virtual Head of Schools or by another local authority, see Appendix 2, no payment will be shown on the payment schedule as they are being funded from elsewhere. You will still be notified of eligibility through the list of eligible EYPP children.

Below is a table showing which children are eligible for EYPP and deprivation and where the rate will be applied on their claim.

| Age range                                 | Universal/funded hours | Expanded/extended hours |
|---|------------------------|-------------------------|
| Two years, funded two's                   | EYPP                   |                         |
| Nine months to two years, working parents |                        | EYPP                    |
| Three to 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 3.

# 8. Early years pupil premium schedules

## 8.1 List of eligible EYPP children

The Early Years Funding team will check pupil data that it holds to determine eligibility for EYPP. This is done via a secure government online checking system. EYPP only applies to universal, funded twos, and expanded working parents' hours.

Checks on new children will be made at interim, actual and amendment collection, after all claim data that has come in via the portal has been cleared from suspense and is in the database. Checks will be made for new children, and for existing children whose circumstances may have changed.

Lists will be posted on the portal for providers who have eligible children or newly qualified children after the second check has been made.

These lists will contain the names of children who we know to be eligible even if we are not funding them, see Appendix 2.

## **9. Free school meals**

Pupils attending an LA-maintained school nursery are entitled to free school meals, if they are either in full-time education or receive education both before and after lunch and meet the benefits-based free school meal eligibility criteria. This includes two-year-olds. Pupils attending a private nursery are not entitled to free school meals.

Eligibility criteria: Under the benefits-based criteria, children who receive, or whose parents receive, one or more of the following support payments are entitled to receive free school meals (FSM):

- Income Support (IS).
- Income Based Job Seekers Allowance (IBJSA).
- An income-related employment and support allowance.
- Support under part VI of the Immigration and Asylum Act 1999.
- Child Tax Credit (provided they are not entitled to Working Tax Credit) with an annual income, as assessed by Her Majesty's Revenue and Customs (HMRC), that does not exceed £16,190.
- The guaranteed element of State Pension Credit.
- Working Tax Credit run on, which is paid for four weeks after you stop qualifying for Working Tax Credit.
- Universal Credit with net earnings not exceeding the equivalent of £7,400 pa.

## **10. Audit**

The council will conduct checks and/or audits on providers to ensure compliance with the requirements for delivery of the entitlements. This will usually 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 providers to evidence and re-confirm their compliance with the funding terms and conditions.

## Contacts

|   |  |
|---|--|
| <b>Early Years Funding Team</b>   |  |
| <b>Address</b>  | CambsEYC<br>PAP1203<br>PO Box 761<br>Huntingdon<br>PE29 9QR  |
| <b>Email</b>  | <a href="mailto:EYF@cambridgeshire.gov.uk">EYF@cambridgeshire.gov.uk</a>   |
| <b>Telephone</b>  | 01223 699 805  |
| <b>Website</b>  | <a href="#">Early years funding   Cambridgeshire County Council</a>  |
| <b>Portal link</b>  | <a href="#">Provider Portal - Log In</a>   |
| <b>Education Welfare Benefits Team</b> , to apply for two-year-old free childcare and early learning on economic grounds or to submit EYPP applications |  |
| <b>Telephone</b>  | 01223 703 200  |
| <b>Email</b>  | <a href="mailto:Ewb.fsm@cambridgeshire.gov.uk">Ewb.fsm@cambridgeshire.gov.uk</a>                                       |
| <b>0-19 Place Planning and Organisation Team</b>  |  |
| <b>Email</b>  | <a href="mailto:PlacePlanningReferrals0-19@cambridgeshire.gov.uk">PlacePlanningReferrals0-19@cambridgeshire.gov.uk</a> |
| <b>Cambridgeshire Families Information Service</b>  |  |
| <b>Email</b>  | 03450 401 360  |
| <b>Telephone</b>  | <a href="mailto:fis@cambridgeshire.gov.uk">fis@cambridgeshire.gov.uk</a>   |
| <b>Website</b>  | <a href="#">Childcare and early learning   Cambridgeshire County Council</a>   |
| <b>Cambridgeshire Child and Family Centres</b>  |  |
| <b>Website</b>  | <a href="#">Child and Family Centres   Cambridgeshire County Council</a>   |
| <b>Cambridgeshire Early Years, Childcare, and School Readiness Service (CambsEYC)</b>   |  |
| <b>Email</b>  | 01223 706 133  |
| <b>Telephone</b>  | <a href="mailto:earlyyears.service@cambridgeshire.gov.uk">earlyyears.service@cambridgeshire.gov.uk</a>                 |
| <b>Website</b>  | <a href="#">Cambridgeshire Early Years and Childcare (CambsEYC)</a>  |
| <b>Coram PACEY</b>  |  |
| <b>Address</b>  | Coram PACEY / Early Years Team, Sunley House, Summers Hill Drive, Papworth Everard, Cambridgeshire, CB23 3AB.          |
| <b>Email</b>  | <a href="mailto:caroline.maryon@corampacey.org.uk">caroline.maryon@corampacey.org.uk</a>                               |
| <b>Telephone</b>  | 07917 352 010  |
| <b>Website</b>  | <a href="#">PACEY: Professional Association for Childcare and Early Years</a>  |

**Appendix 1** – Tables showing first period of eligibility for funding.

All claims exceeding 570 hours by the third term of eligibility will be capped at 570 hours.

**Table 1** This table shows the maximum hours a child can claim over the year for each entitlement if their third funding period of eligibility falls in the spring.

| <b>Funding period entitlement starts</b> | <b>Funding period</b> | <b>Non stretched 38-week cap, 15 hours/week</b> | <b>Example of stretched cap, 11.4 hours/week</b> |
|--|-----------------------|---|--|
| <b>Summer</b>                            | Summer                | 195   | 239.4  |
|  | Autumn                | 210   | 182.4  |
|  | <b>Spring</b>         | 165   | 148.2  |
| <b>Total hours</b>                       |                       | <b>570</b>                                      | <b>570</b>                                       |

**Table 2** This table shows the maximum hours a child can claim over the year for each entitlement if their third funding period of eligibility falls in the summer.

| <b>Funding period entitlement starts</b> | <b>Funding period</b> | <b>Non stretched 38-week cap, 15 hours/week</b> | <b>Example of stretched cap, 11.4 hours/week</b> |
|--|-----------------------|---|--|
| Autumn                                   | Autumn                | 210   | 182.4  |
|  | Spring                | 165   | 148.2  |
|  | <b>Summer</b>         | 195   | 239.4  |
| <b>Total hours</b>                       |                       | <b>570</b>                                      | <b>570</b>                                       |

**Table 3** This table shows the maximum hours a child can claim over the year for each entitlement if their third funding period of eligibility falls in the autumn.

| <b>Funding period entitlement starts</b> | <b>Funding period</b> | <b>Non stretched 38-week cap, 15 hours/week</b> | <b>Example of stretched cap, 11.4 hours/week</b> |
|--|-----------------------|---|--|
| Spring                                   | Spring                | 165   | 148.2  |
|  | Summer                | 195   | 239.4  |
|  | <b>Autumn</b>         | 210   | 182.4  |
| <b>Total hours</b>                       |                       | <b>570</b>                                      | <b>570</b>                                       |

## Appendix 2 – EYPP payments for Children in Care (CIC)

The table below shows where the payment for eligible EYPP children from whom are in care will come.

| Criteria  | Where the payment will come from  | What you need to do   |
|---|---|---|
| <b>Is in local authority care in Cambridgeshire</b>                       |   |   |
|   | You will receive your payment from the Virtual Head of Schools (VHS) as separate payment.   | You do not need to make a claim. The VHS will know about these children.  |
| <b>Is in care in another local authority but living in Cambridgeshire</b> |   |   |
|   | If the child is in care supported by another local authority, we will not know about them.<br><br>Please notify the Education Welfare Benefits (EWB) Team* at <a href="mailto:ewb.fsm@cambridgeshire.gov.uk">ewb.fsm@cambridgeshire.gov.uk</a> .  | Once we know and they are in our database system, EYPP payments will be included in the early years funding payments. |
| <b>Has been adopted from care or has left care in England or Wales</b>    |   |   |
|   | Children adopted from care, or who have left care under a special guardianship order or residence order will be funded by the Early Years Funding Team.<br><br>Please notify the Education Welfare Benefits (EWB) Team* at <a href="mailto:ewb.fsm@cambridgeshire.gov.uk">ewb.fsm@cambridgeshire.gov.uk</a> . | Once we know and they are in our database system, EYPP payments will be included in the early years funding payments. |

\*When you email the EWB Team, include the first initial and surname of the child only and let them know that the carer has indicated they have been adopted, or have left care under a special guardianship order or residence order. Ask for a call back.

You will need to confirm in the email that you have seen paperwork confirming its status and that it meets one of the criteria listed above. You do not need to send a copy of this paperwork to the EWB Team, but you will need to attach a copy to the parent/carers declaration form in the event the sight of it is requested and for your audit purposes. The EYF Team will make this payment.

## **Appendix 3 - 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 then completes their section of the DAF application form and makes the claim via the Early Years Provider Portal, attaching the 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 fiscal year, the new setting is not eligible to receive DAF funding for this child within the same fiscal year. The new setting will need to wait until the following fiscal 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 4 - 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 closures (group-based settings and childminders)**

If your setting is closed temporarily, please contact [earlyyears.service@cambridgeshire.gov.uk](mailto: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 twos.

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 settings with planned closures during funded periods.**

If you are a childminder planning to take a holiday during a funded period, or a group-based setting 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 [earlyyears.service@cambridgeshire.gov.uk](mailto:earlyyears.service@cambridgeshire.gov.uk) for advice and support.