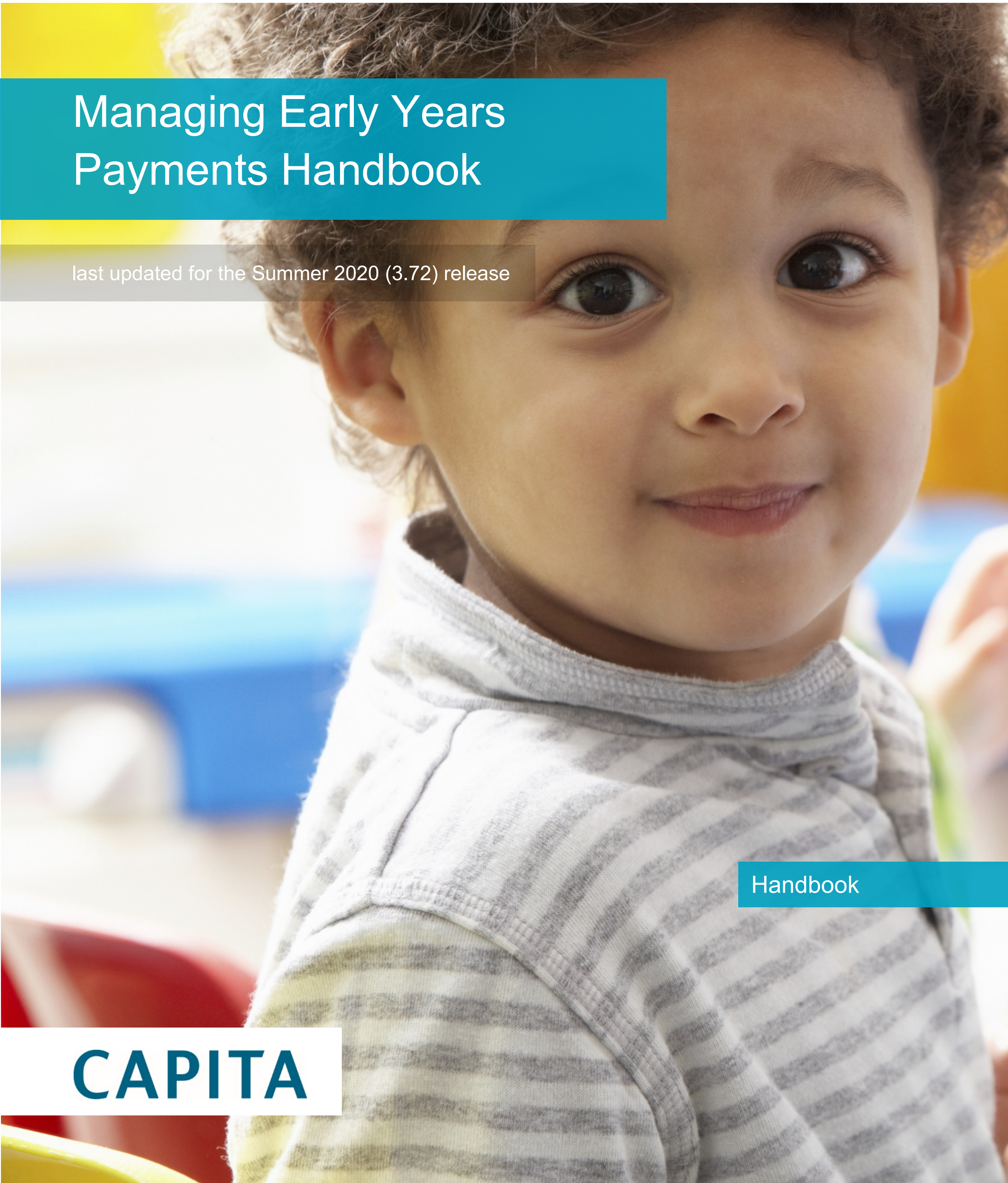
Managing Early Years Payments Handbook

last updated for the Summer 2020 (3.72) release



Handbook

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Contents

01 | Document Change Control

Date	Release	Description
Summer 2020	3.72	**Extending 30 Hour Entitlement** In v4 Client **30 Hour Entitlement Check** panel, the **Eligible From** and **To** dates has been amended to be editable fields. This change allows 30 entitlement to be extended according to agreement made between Provider and Parents. For more information see *Amending Entitlement Date* page 65
Apr 2019	3.68	The process of merging two children who attend the same Early Years funded service within the same term has been amended allowing the two records to merge more effectively. For more information see *Merging People records* section in *Managing One in the System Administration v4 site handbook*.
		The following change has been made to this handbook for the One Spring 2018 Service Pack 1 release: The new DfE ECS Endpoint includes qualifiers. A qualifier is an additional piece of information that is available via ECS when a check result comes back as Not Found. These qualifiers are interpreted and displayed on the the EYPP Results Panel. For more information, see *Running a Bulk ECS Check* on page *58* and *EY Pupil Premium Single ECS Check* on page *60*.
May 2018	3.65	The following changes were made for the One Spring 2018 (3.65) release: The **Not Checked** button has been removed from the Early Years Pupil Premium Bulk ECS Check screen. This is due to a change in DfE policy that once a child is eligible for EYPP they remain eligible (whilst they are in receipt of the early years entitlement) and don't need to be rechecked. For more information, see Running a Bulk ECS Check on page *58*. Local Authorities that record interim hours by funded service can now break down the interim hours into universal and extended hours by age group. For more information, see Updating Interim Hours on page *16*.

02 | Introduction

Overview

The government provides funding for all three and four year old children, starting from the funding period after their third birthday until they start school, to attend an Ofsted registered early years setting. Some two-year olds are also eligible for funding.

Registered early years settings provide funded services and make claims for payment on behalf of parents or carers, by submitting headcount information to the Local Authority.

One Early Years enables the Local Authority to manage their early years provision and record information on young children, including the number of hours they are attending and the number of hours funded through free entitlement.

Early Years Pupil Premium (EYPP)

The Early Years module enables you to check eligibility on economic grounds for EYPP, for children in the correct age range, through the government's Eligibility Checking Service (ECS). The check can be initiated for a single child or for all children as a bulk check.

For more information, see Early Years Pupil Premium *on page 53*.

Children who are identified as being eligible for EYPP will have the correct premium rate added as a Single Funding Formula (SFF) payment, alongside payments to settings for funded hours.

For more information about SFF, see Using Single Funding Formula on page *11*.

For authorities who have purchased the Provider Portal Headcount module, the required information for making an eligibility check via ECS (surname, date of birth, NI or NASS number of a child's parent/carers) can be collected by settings as part of a headcount collection task. Settings can be informed as to which children are eligible for the Early Years Pupil Premium via the Provider Portal messaging system. As such, settings can plan expenditure to raise achievement in those children who are identified as being most in need.

More Information: *One Early Years Headcount Provider Portal* handbook available on the One Publications website (http://www.onepublications.com).

Using this Handbook

This handbook is intended for Local Authority staff using One Early Years to manage their early years provision and to make payments to childcare providers for free entitlement.

More Information: *One Early Years Setup* handbook, *Managing Early Years Providers* handbook, *One Early Years Headcount Provider Portal* handbook, *One Early Years 30 Hour Entitlement Provider Portal* handbook and *One Early Years DAF Provider Portal* handbook available on My Account and on the One Publications website.

Permissions

Early Years uses business processes to determine which user groups have access to specific functionality. User groups are assigned read, read-write, read-write-delete or deny permissions to each Early Years business processes. Permissions are maintained in the One v4 Client. One System Administrators should create user groups with the desired level of access to the following business processes and main business processes.

- Early Years Administration.
- Early Years Finance.
- Early Years Processing.
- Early Years Setup.

Additional Resources:

RG_Permissions User Group Processes and RG_Permissions User Group Permissions available on the One Publications website (http://www.onepublications.com).

03 | Managing Funded Services

Introduction

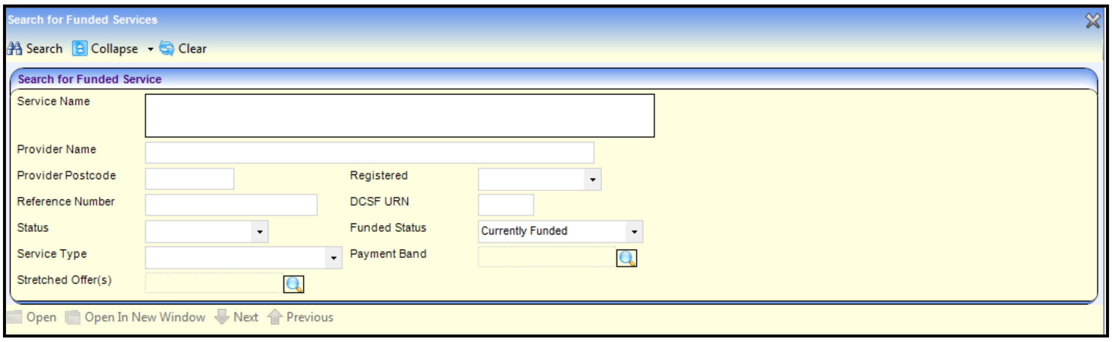
A funded service is a service provided at an approved setting offering free early years education. An approved setting can include school nursery classes, state or private nursery schools, day nurseries, playgroups and pre-schools and childminders who belong to a registered childminder network.

The **Funded Service** page is used to view and update details about the service, the children that are attending and their entitlement to funding.

Universal hours columns are enabled for all children. Extended hours columns are only enabled for children who are entitled to 30 hours (extended) childcare.

Viewing Funded Services and Children

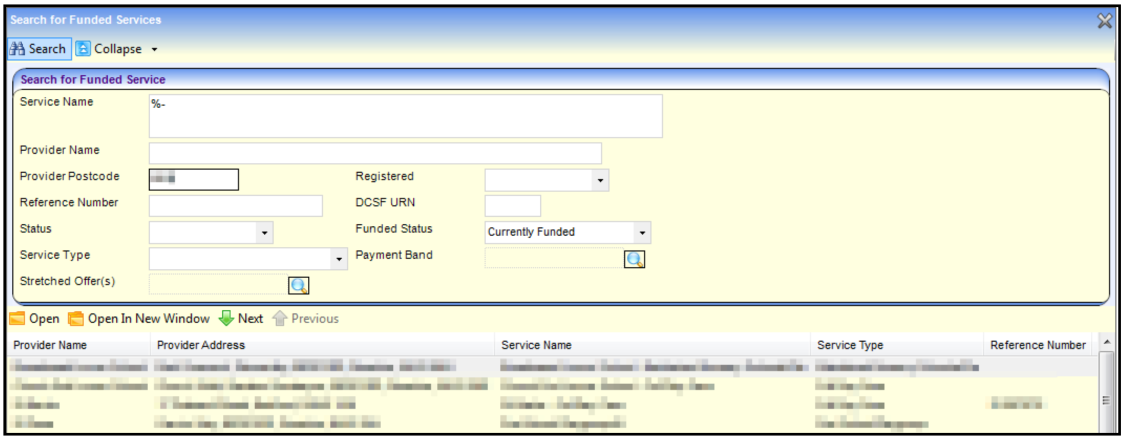
1. Select **Focus | Early Years | Search for Funded Services**.



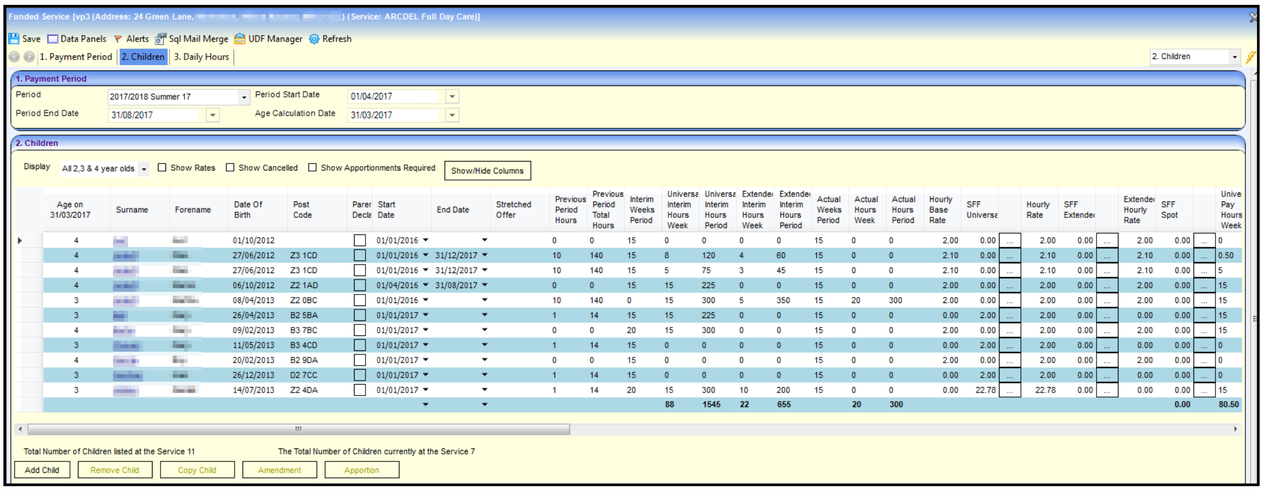
2. Enter search parameters.

   A minimum of two characters of **Service Name** or **Provider Name** or three characters of **Provider Postcode** must be entered. Wildcards of % and - can be used.

3. Click the **Search** button to display a list of matching services.



4. Highlight the required record and click the **Open In New Window** button to display the **Funded Service** details page.



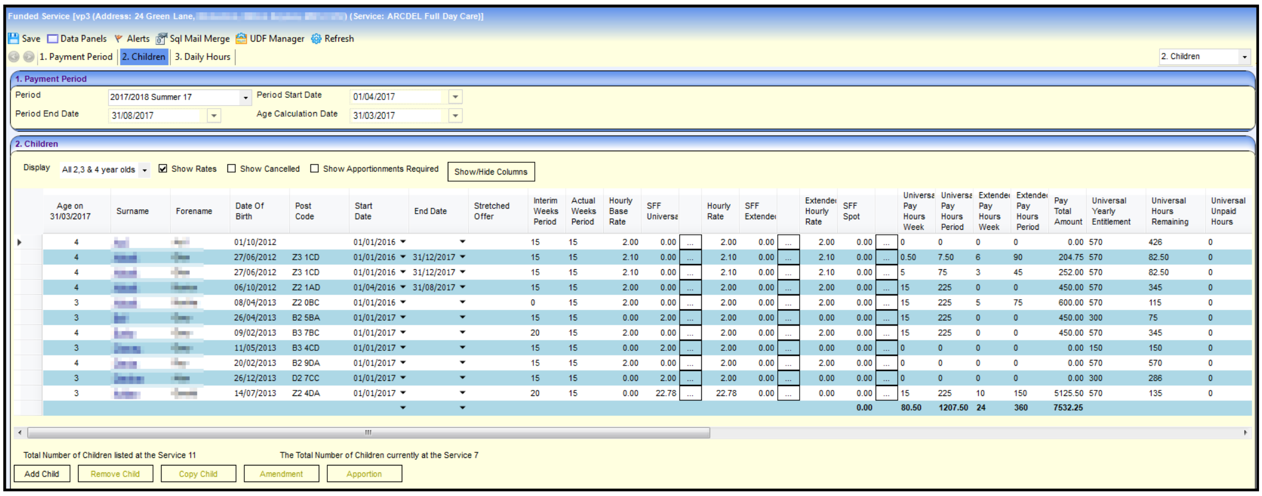
5. If required, select a different **Period** on the **Payment Period** panel.

   The **Age Calculation Date** is used to calculate a child's age based on their date of birth.

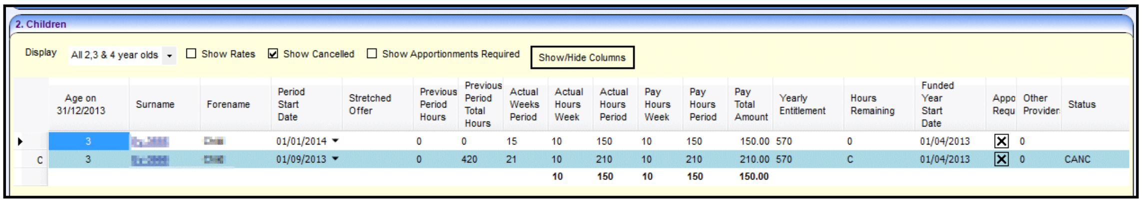
   The **Children** panel displays the children that are in attendance and claiming free entitlement at the service for this period.

   Filters are provided to control the information displayed as follows:

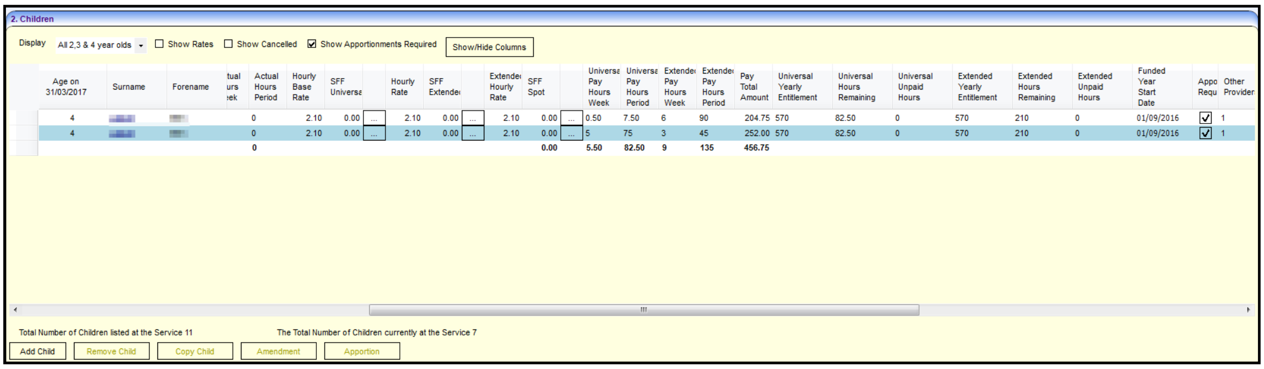
   - Click the **Display** drop-down to select a different age range to display.
   - Select the **Show Rates** check box to display the payment rates (**Hourly Base Rate**, **SFF** (Universal and Extended), **Hourly Rate**, **Extended Hourly Rate** and **SFF Spot**) on the **Children** panel as shown in the following graphic:



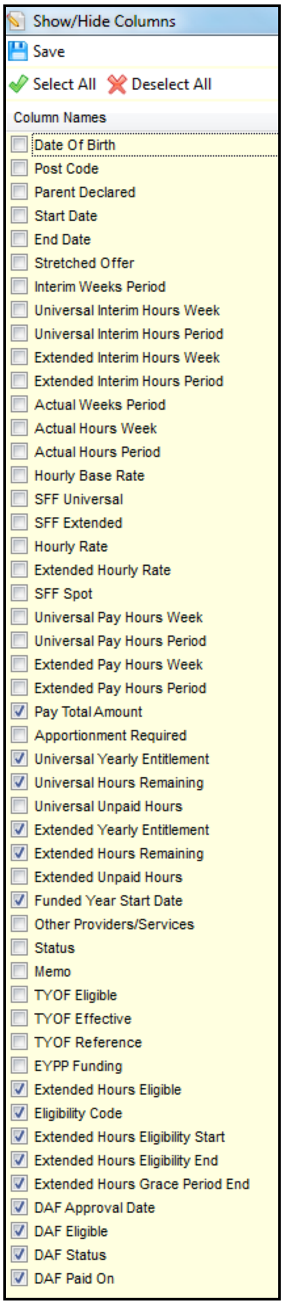
   - Select the **Show Cancelled** check box to display amendments, as shown in the following graphic:



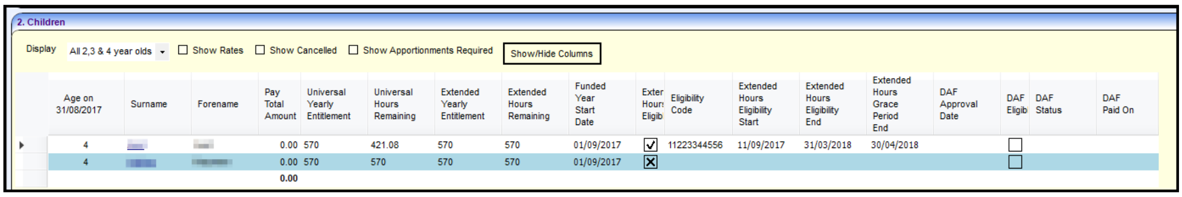
   - Select the **Show Apportionments Required** check box to display children requiring apportionment, as shown in the following graphic:



- Click the **Show/Hide Columns** button and select which columns are displayed as shown in the following graphic:

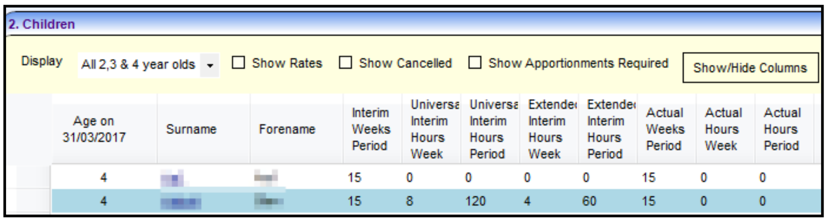


Click the **Save** button to display the **Children** panel with only the selected columns displayed.

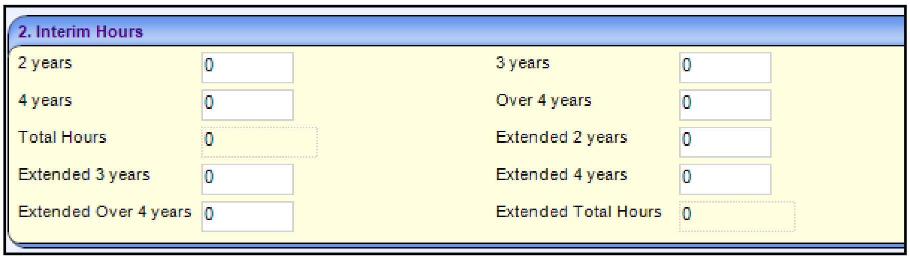


Interim Hours

If the local authority makes interim payments by children, the **Children** panel has columns for **Interim Hours** as shown in the following graphic:



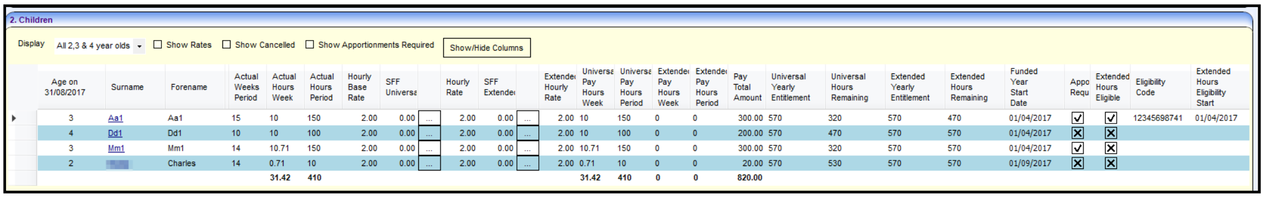
If the local authority makes interim payments by funded service, the **Interim Hours** panel is displayed showing the total universal and extended hours by age group at the service.



Updating Children Details for a Funded Service

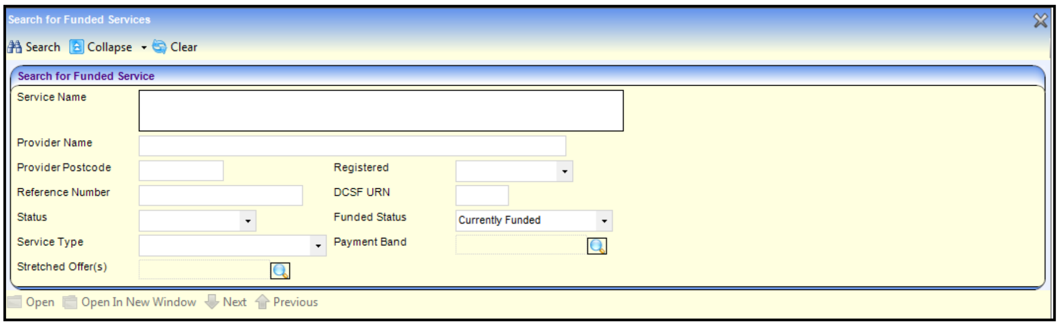
The **Funded Service** page is used to update details about the service, the children that are attending and their entitlement to funding.

> ***NOTES:*** *If the child is eligible for extended hours funding during the selected term, the* ***Extended Hours Eligibility*** *check box is selected (ticked) and the* ***extended hours*** *columns are enabled.*
>
> *For payment periods starting on or after the 1st January 2018, extended hours cannot be claimed when the child's funding start date falls within the grace period. If the child is new to the provider (has no school history with this provider in the previous period) or has no claim for extended hours in the previous period, and if they are eligible at the start of the period, and if the grace period starts in the term, extended hours can be entered but a warning message is displayed.*



Selecting a Funded Service

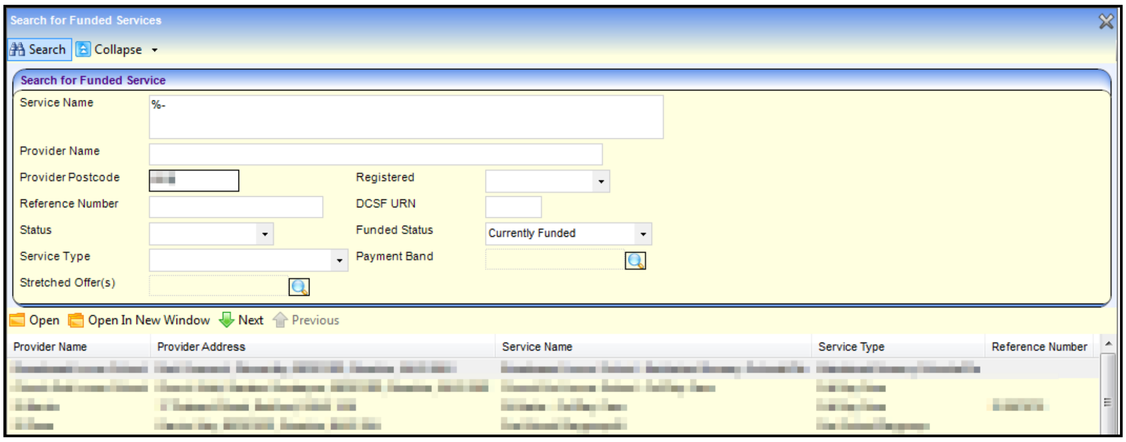
1. Select **Focus | Early Years | Search for Funded Services**.



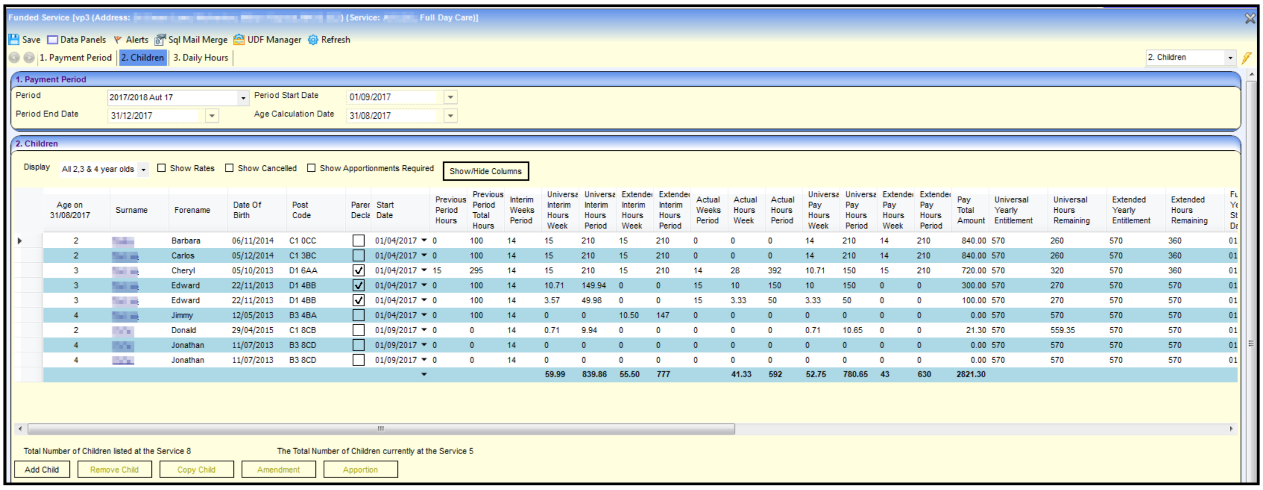
2. Enter search parameters.

   A minimum of two characters of **Service Name** or **Provider Name** or three characters of **Provider Postcode** must be entered. Wildcards of % and - can be used.

3. Click the **Search** button to display a list of matching services.



4. Highlight the required record and click the **Open In New Window** button to display the **Funded Service** details page.



5. If required, select a different **Period** on the **Payment Period** panel.

Updating the Hourly Base Rate

The hourly base rate can be updated manually for each child on the **Funded Service** page.

> ***NOTES:*** *Base rates can also be updated using the* ***Payment Parameters*** *screen. To avoid overwriting the values imported via Provider Portal Headcount, payment parameters must be updated* *before* *importing any related headcount tasks.*
>
> *If the child is eligible for extended hours funding during the selected term, the* ***Extended Hours Eligibility*** *check box is selected (ticked) and the* ***extended hours*** *columns are enabled.*

> **More Information:** *One Early Years Setup* handbook, and *One Early Years Headcount Provider Portal* handbook available on the One Publications website.

The **Hourly Base Rate** is used to calculate the **Hourly Rate** and **Extended Hourly Rate** paid to service providers.

The **Hourly Rate** is calculated as the sum of **Hourly Base Rate** and **SFF Universal**.

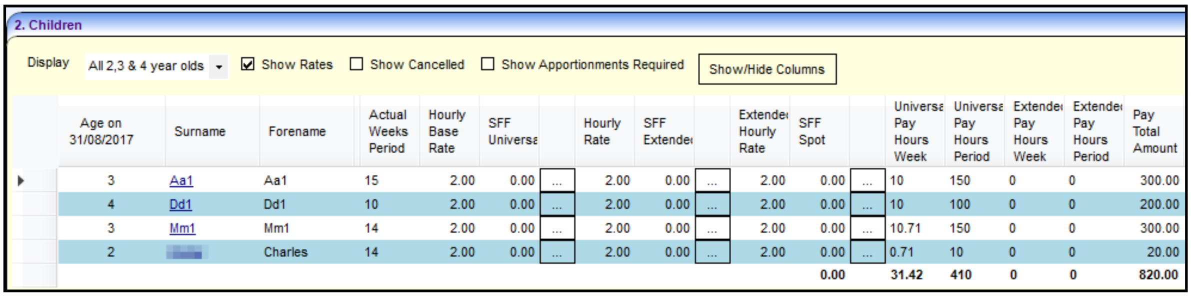
The **Extended Hourly Rate** is calculated as the sum of **Hourly Base Rate** and **SFF Extended**.

> **More Information:**
> Using Single Funding Formula *on page 11.*

1. Select the required funded service.

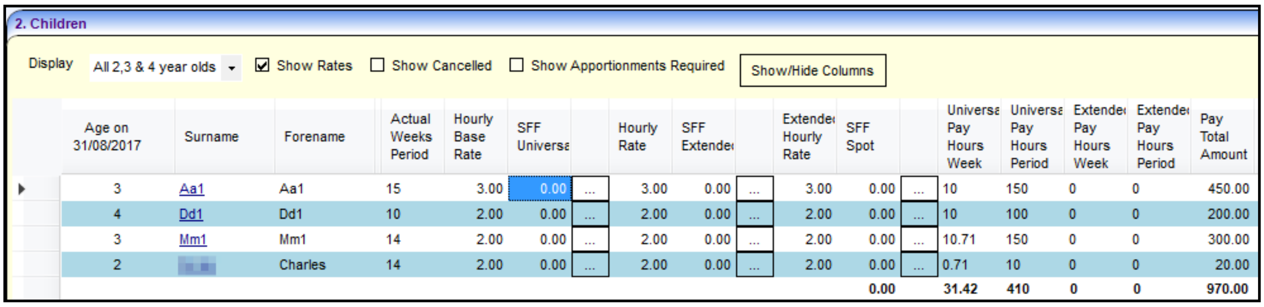
   For more information, see Selecting a Funded Service on page *9*.

2. Select the **Show Rates** check box to display the **Hourly Base Rate**, **SFF Universal**, **Hourly Rate**, **SFF Extended** and **SFF Spot** columns.



Age on 31/08/2017	Surname	Forename	Actual Weeks Period	Hourly Base Rate	SFF Universa		Hourly Rate	SFF Extende		Extende Hourly Rate	SFF Spot		Universa Pay Hours Week	Universa Pay Hours Period	Extende Pay Hours Week	Extende Pay Hours Period	Pay Total Amount
3	Aa1	Aa1	15	2.00	0.00	...	2.00	0.00	...	2.00	0.00	...	10	150	0	0	300.00
4	Dd1	Dd1	10	2.00	0.00	...	2.00	0.00	...	2.00	0.00	...	10	100	0	0	200.00
3	Mm1	Mm1	14	2.00	0.00	...	2.00	0.00	...	2.00	0.00	...	10.71	150	0	0	300.00
2		Charles	14	2.00	0.00	...	2.00	0.00	...	2.00	0.00	...	0.71	10	0	0	20.00
											0.00		31.42	410	0	0	820.00

3. Select the required **Hourly Base Rate**, enter a new value and tab to the next field, as shown in the following graphic:



Age on 31/08/2017	Surname	Forename	Actual Weeks Period	Hourly Base Rate	SFF Universa		Hourly Rate	SFF Extende		Extende Hourly Rate	SFF Spot		Universa Pay Hours Week	Universa Pay Hours Period	Extende Pay Hours Week	Extende Pay Hours Period	Pay Total Amount
3	Aa1	Aa1	15	3.00	0.00	...	3.00	0.00	...	3.00	0.00	...	10	150	0	0	450.00
4	Dd1	Dd1	10	2.00	0.00	...	2.00	0.00	...	2.00	0.00	...	10	100	0	0	200.00
3	Mm1	Mm1	14	2.00	0.00	...	2.00	0.00	...	2.00	0.00	...	10.71	150	0	0	300.00
2		Charles	14	2.00	0.00	...	2.00	0.00	...	2.00	0.00	...	0.71	10	0	0	20.00
											0.00		31.42	410	0	0	970.00

The **Hourly Rate** is calculated as the sum of **Hourly Base Rate** and **SFF Universal**.

The **Extended Hourly Rate** is calculated as the sum of **Hourly Base Rate** and **SFF Extended**.

The **Pay Total Amount** is calculated using the new **Hourly Rate** and **Extended Hourly Rate**, respecting the payment limits.

4. Click the **Save** button.

Using Single Funding Formula

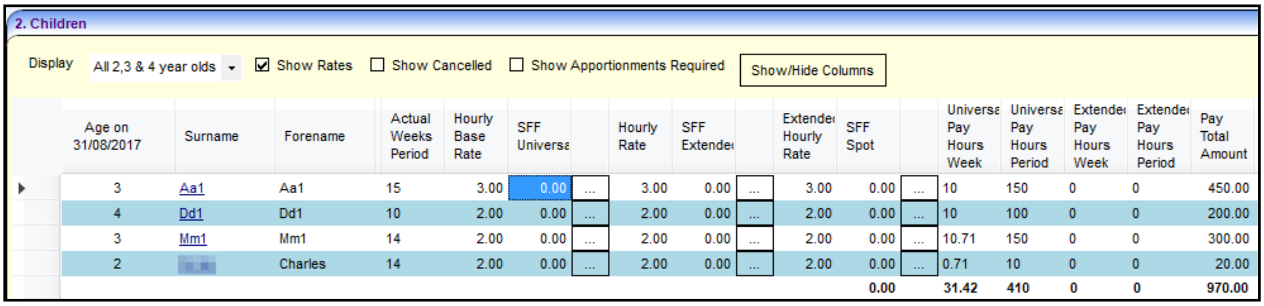
The Early Years Single Funding Formula (EYSFF) is set for each registered provider based on the services that they provide and the costs involved in providing free entitlement. If required, it can be set differently for individual children. It is added to the **Hourly Base Rate** to determine the provider's **Hourly Rate** for providing early years education.

A Single Funding Formula code is defined to apply to universal hours, extended hours or both.

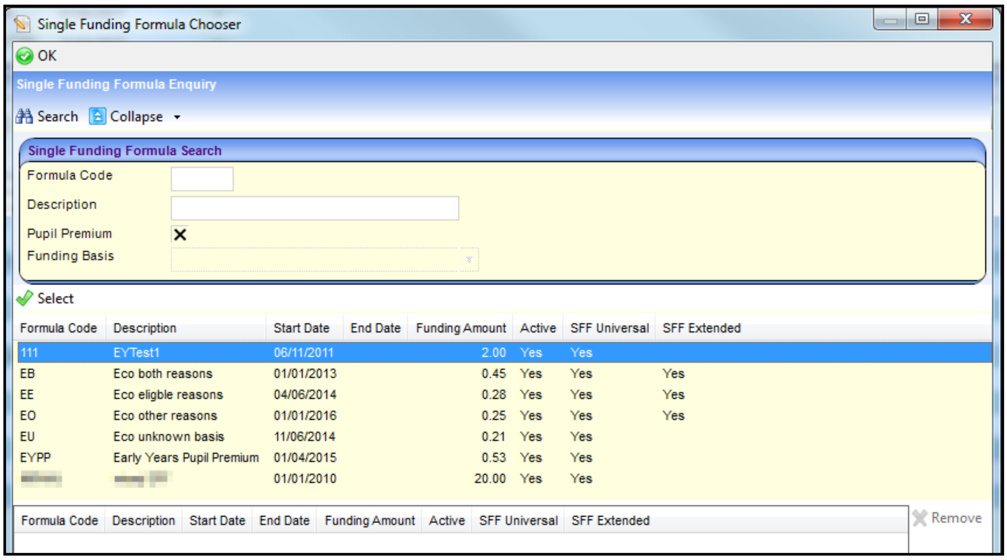
> **More Information:** for more information about defining Single Funding Formula, see the *One Early Years Setup* handbook on the One Publications website.

> ***NOTE:*** *Children who are identified as being eligible for EYPP, with a funding basis other than LAC, for the selected payment period, will automatically have the correct premium rate added as a Single Funding Formula (SFF) payment when the payment is generated. Once the payment is generated, children eligible for EYPP in that term will have the additional EYPP supplement added to their SFF column and to the overall hourly rate. For more information, see* *Early Years Pupil Premium (EYPP) Payments on page 23.*

1. Select the required funded service. For more information, see Selecting a Funded Service on page *9*.
2. Select the **Show Rates** check box to display the **Hourly Base Rate**, **SFF Universal**, **Hourly Rate**, **SFF Extended** and **SFF Spot** columns.

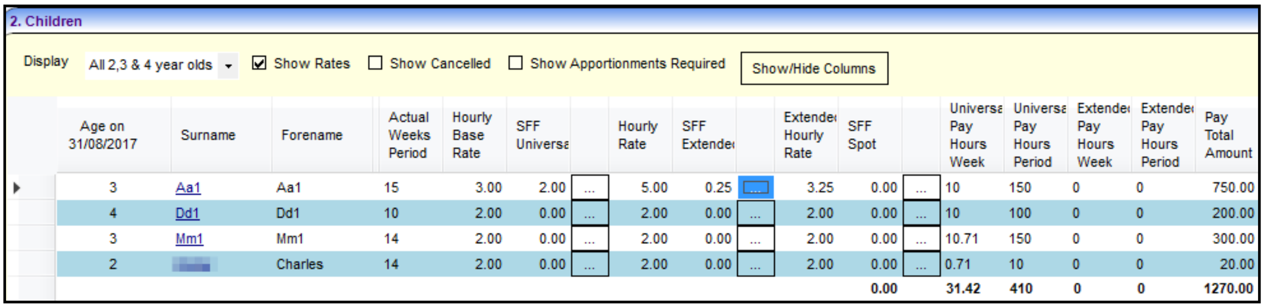


3. Click the chooser button adjacent to the required SFF to display the **Single Funding Formula Chooser**.



4. If required, enter search criteria and click the **Search** button to display matching formulas.
5. Highlight the required formula and click the **Select** button.

6. Click the **OK** button to display the **SFF** on the **Children** panel.



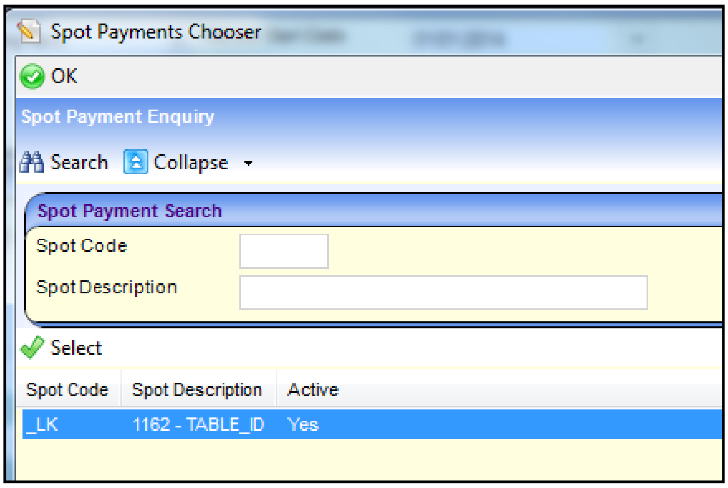
Age on 31/08/2017	Surname	Forename	Actual Weeks Period	Hourly Base Rate	SFF Universa		Hourly Rate	SFF Extende		Extende Hourly Rate	SFF Spot		Universa Pay Hours Week	Universa Pay Hours Period	Extende Pay Hours Week	Extende Pay Hours Period	Pay Total Amount
3	Aa1	Aa1	15	3.00	2.00	...	5.00	0.25	...	3.25	0.00	...	10	150	0	0	750.00
4	Dd1	Dd1	10	2.00	0.00	...	2.00	0.00	...	2.00	0.00	...	10	100	0	0	200.00
3	Mm1	Mm1	14	2.00	0.00	...	2.00	0.00	...	2.00	0.00	...	10.71	150	0	0	300.00
2	[redacted]	Charles	14	2.00	0.00	...	2.00	0.00	...	2.00	0.00	...	0.71	10	0	0	20.00
											0.00		31.42	410	0	0	1270.00

Making Spot Payments

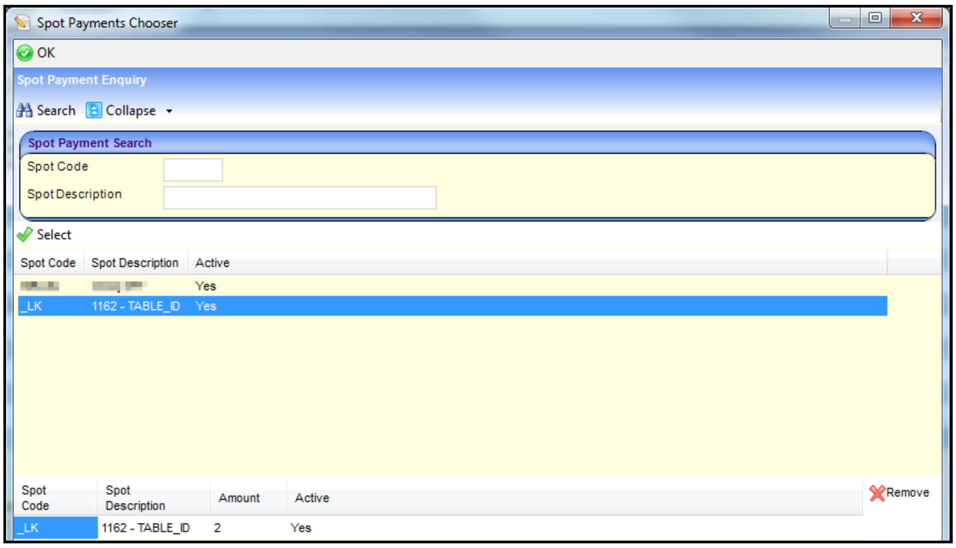
Spot Payments are one-off payments made to a funded service using a Spot Code. Spot Codes are stored on lookup table (*ID: 1162)*.

NOTE: *Only one spot payment can be made per child per payment period.*

1. Select the required funded service. For more information, see Selecting a Funded Service on page *9*.
2. Click the chooser button adjacent to the required **SFF Spot** to display the **Spot Payment Chooser**.

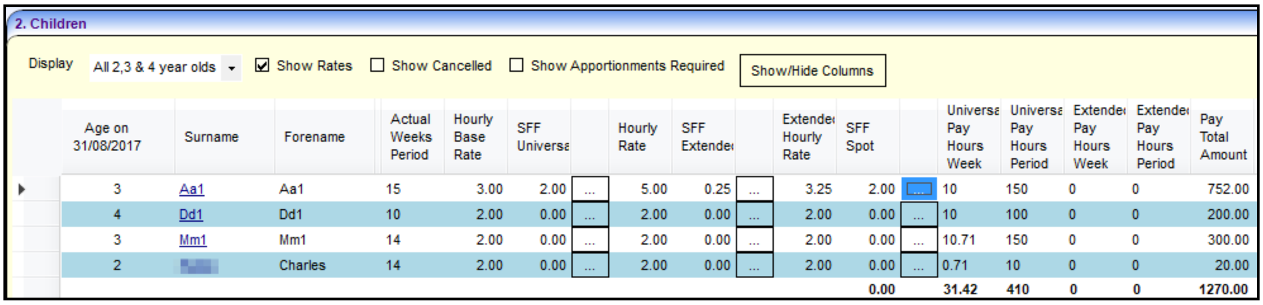


3. If required, enter a partial **Spot Code** or **Spot Description** and click the **Search** button to display matching codes.
4. Highlight the required formula and click the **Select** button to display the code in the bottom panel.



5. Enter the **Spot Amount** and click the **OK** button to display the **SFF Spot** amount on the **Children** panel.

   Pay Total Amount is updated to (**Hourly Rate** x **Universal Pay Hours Period**) + (**Extended Hourly Rate** x **Extended Pay Hours Period**) + **SFF Spot**.



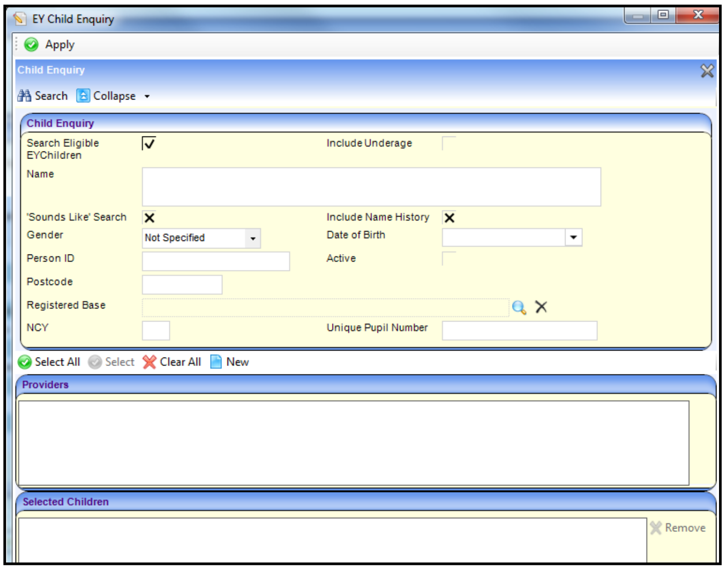
Age on 31/08/2017	Surname	Forename	Actual Weeks Period	Hourly Base Rate	SFF Universa		Hourly Rate	SFF Extende		Extende Hourly Rate	SFF Spot		Universa Pay Hours Week	Universa Pay Hours Period	Extende Pay Hours Week	Extende Pay Hours Period	Pay Total Amount
3	Aa1	Aa1	15	3.00	2.00	...	5.00	0.25	...	3.25	2.00		10	150	0	0	752.00
4	Dd1	Dd1	10	2.00	0.00	...	2.00	0.00	...	2.00	0.00	...	10	100	0	0	200.00
3	Mm1	Mm1	14	2.00	0.00	...	2.00	0.00	...	2.00	0.00	...	10.71	150	0	0	300.00
2		Charles	14	2.00	0.00	...	2.00	0.00	...	2.00	0.00	...	0.71	10	0	0	20.00
											0.00		31.42	410	0	0	1270.00

6. Click the **Save** button.

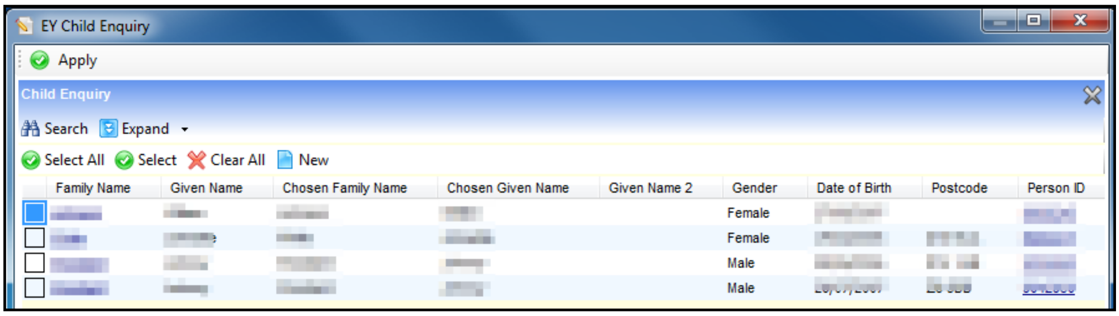
Adding Children to a Funded Service

Select the required funded service. For more information, see Selecting a Funded Service on page *9*.

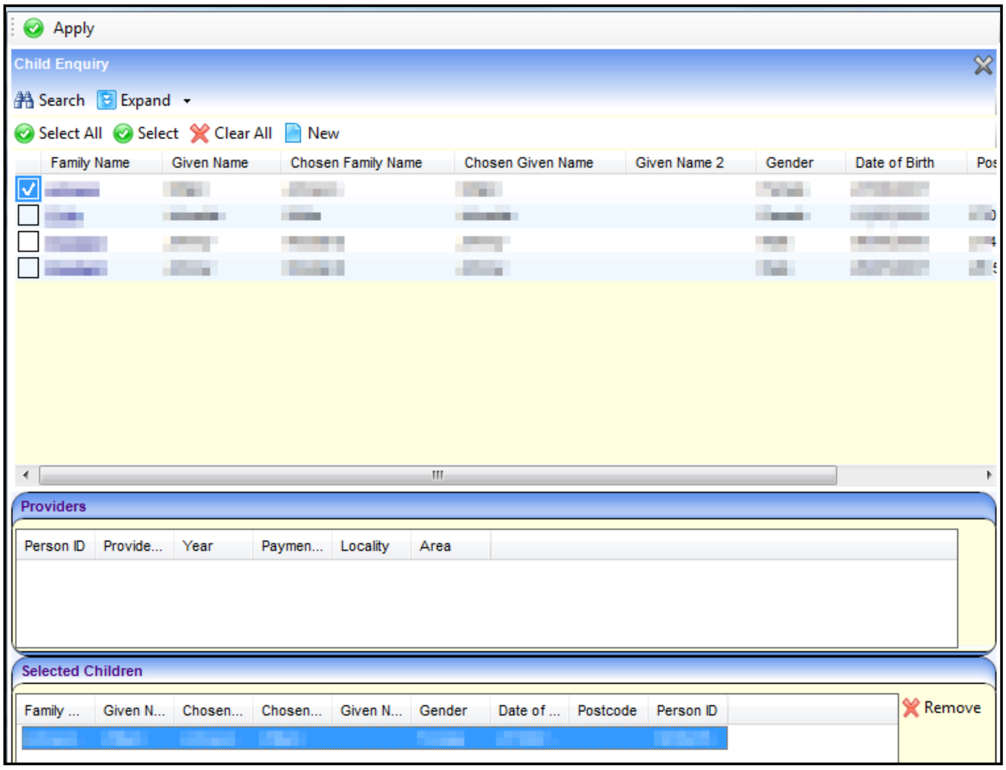
1. Click the **Add Child** button to display the **Child Enquiry** screen.



2. If required, enter information into search fields.
3. Click the **Search** button to display matching child records.

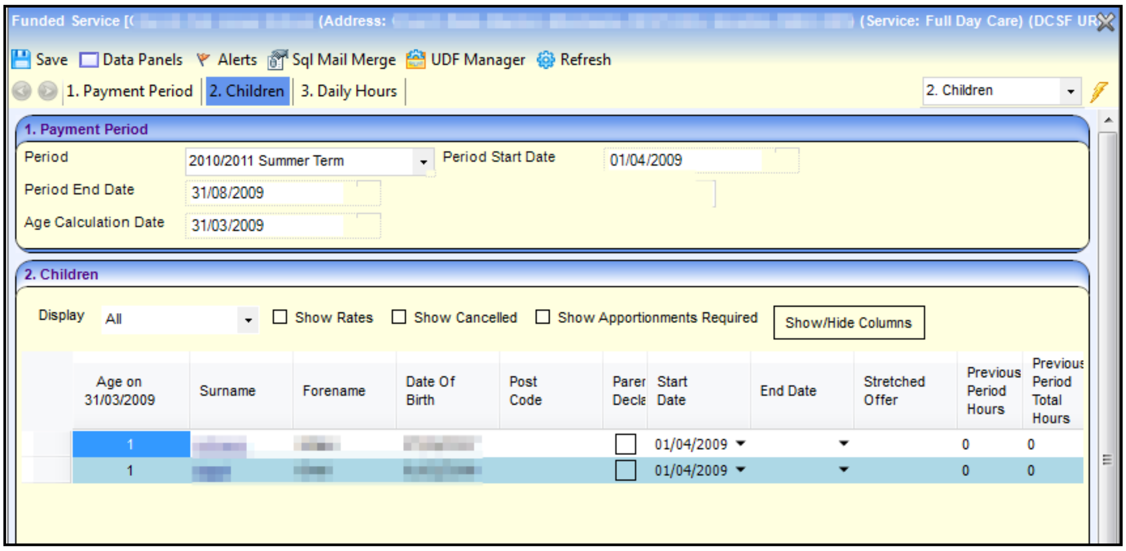


4. Select the check box against one or more children, or click the **Select All** button.
5. Click the **Select** button to display the selected children in the **Selected Children** panel.



6. Click the **Apply** button to add the selected children to the **Children** panel on the **Funded Service** page.

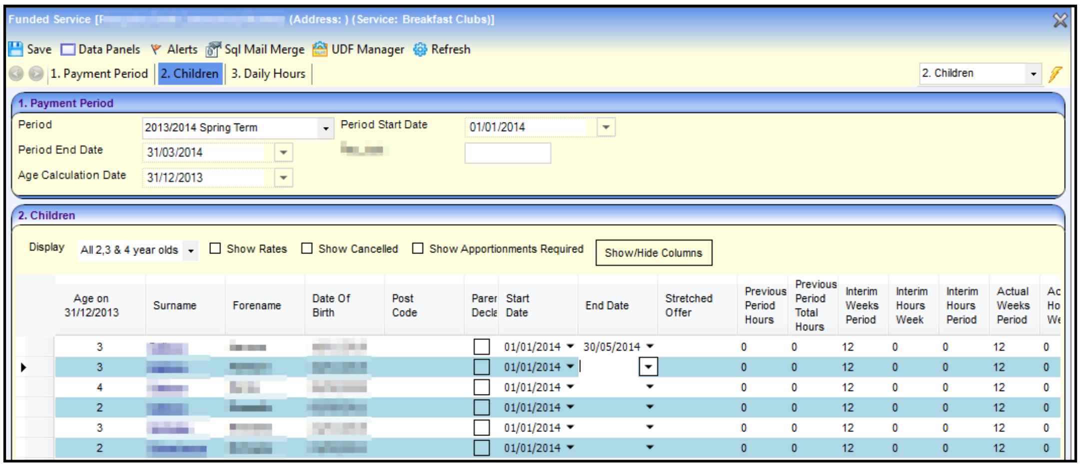
   Children are added with a **Start Date** equal to the **Period Start Date.**



Recording an End Date for a Child

Select the required funded service. For more information, see Selecting a Funded Service on page *9*.

1. Select an **End Date** for the required child.
2. Click the **Save** button.

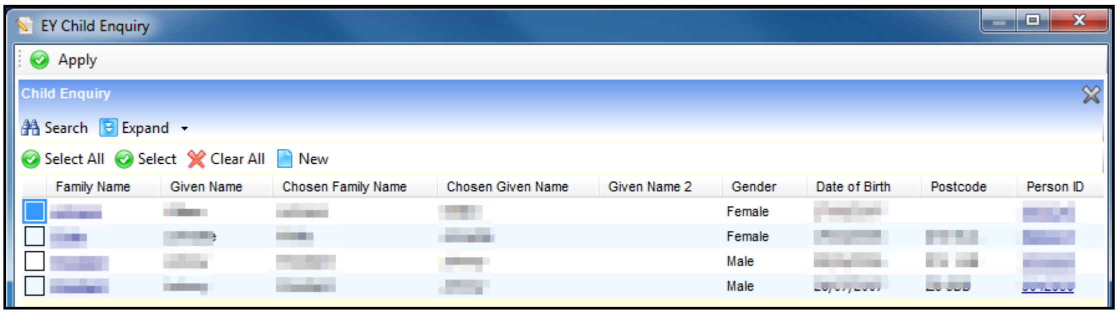


NOTE: *When recording an end date for a child at the funded service, the date must fall in the current period.*

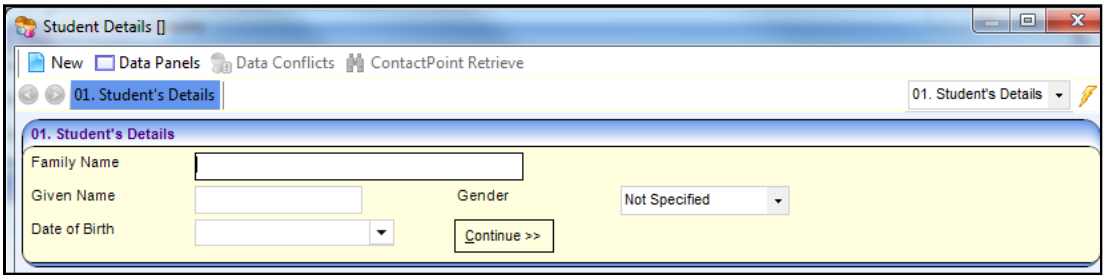
Creating a New Child Record

Select the required funded service. For more information, see Selecting a Funded Service on page *9*.

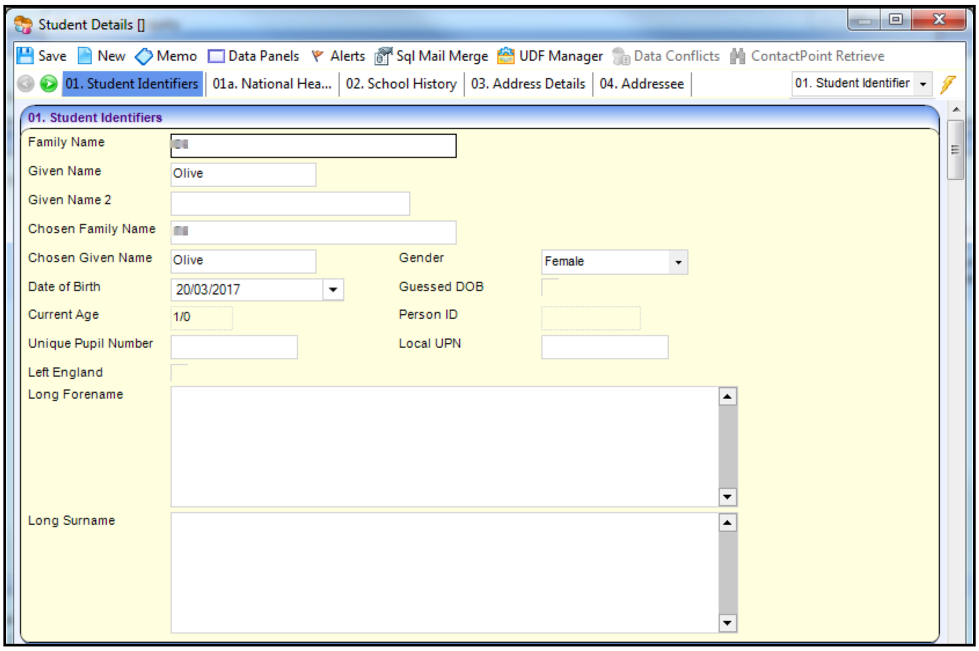
1. Click the **Add Child** button to display the **Child Enquiry** screen.
2. If required, enter information into search fields.
3. Click the **Search** button to display matching child records.



4. Click the **New** button to display the **Student Details** page.



5. Enter the **Family Name**, **Given Name** and **Date of Birth** of the child and select the **Gender**.
6. Click the **Continue** button.
7. Enter the remaining details for the new child.



8. Click the **Save** button.

Updating Interim Hours

Interim Hours are submitted to the Local Authority by the Early Years provider based on their estimated headcount. This enables the Local Authority to make interim payments to the provider.

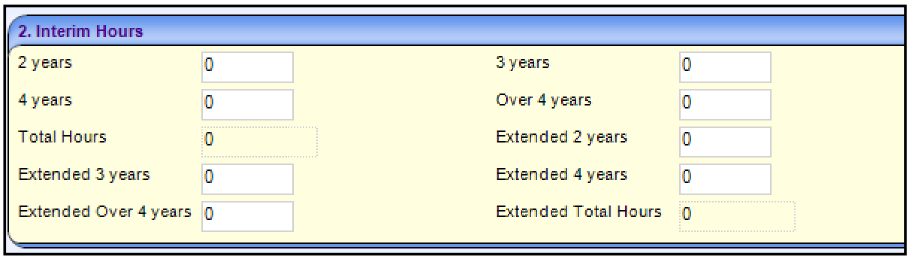
Interim payments are either based on age groups at the funded service or for individual children’s estimated hours. This is determined when the payment period is defined.

> **More Information:**
> For information regarding defining Payment Periods, refer to the *One Early Years Setup* handbook available on the One Publications website.

Updating Interim Hours per Age Group at a Funded Service

1. Select the required funded service. For more information, see Selecting a Funded Service on page *9*.

   If the Local Authority makes the interim payment based on estimated hours per funded service, the **Interim Hours** panel is displayed on the **Funded Service** page.



2. Enter the interim (estimated) hours for each age group at this funded service.

> ***NOTE:** The interim hours for each age group can be broken down into universal and extended hours. Any field without "Extended" in its name, refers to universal hours.*

3. Click the **Save** button.

Updating Interim Hours per Child

If the Local Authority makes interim payments based on children, **Interim** columns are displayed on the **Children** panel.

When providers submit a Forecast task using the Headcount portal, the claimed hours are displayed as interim hours on the **Children** panel.

If the child is eligible for extended hours funding, the **Extended Hours Eligibility** check box is selected (ticked) and the **Extended Interim Hours** columns are enabled.

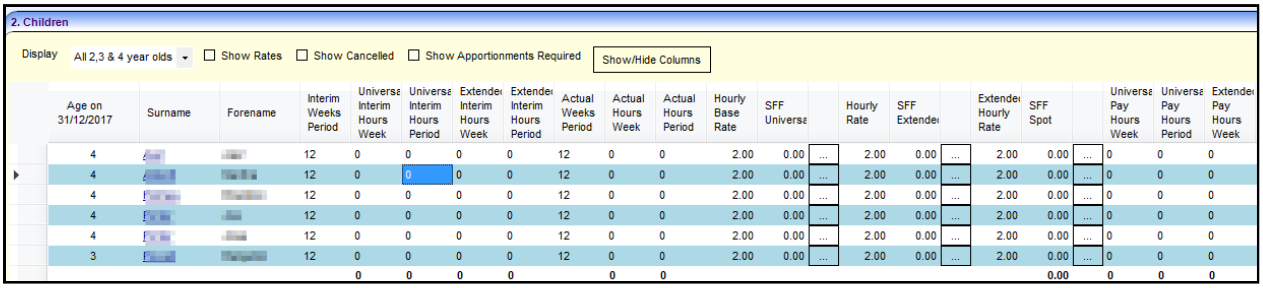
Payment limits (caps) are applied to the universal and extended hours.

> **More Information:**
> For more information regarding payment limits, refer to the *Early Years Setup* handbook.
> For more information regarding the Headcount portal, refer to the *One Early Years Headcount Provider Portal* handbook
> Both handbooks are available on the One Publications website

Select the required funded service. For more information, see Selecting a Funded Service on page *9*.

1. If the Local Authority makes interim payments based on children, **Interim** columns are displayed on the **Children** panel.

   Interim Weeks Period is automatically calculated using **Period Start Date** and **Period End Date**.

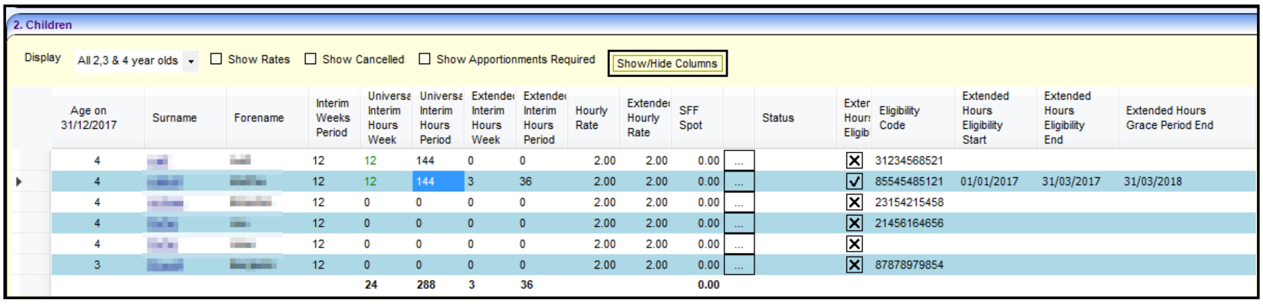


Age on 31/12/2017	Surname	Forename	Interim Weeks Period	Universa Interim Hours Week	Universa Interim Hours Period	Extende Interim Hours Week	Extende Interim Hours Period	Actual Weeks Period	Actual Hours Week	Actual Hours Period	Hourly Base Rate	SFF Universa		Hourly Rate	SFF Extende		Extende Hourly Rate	SFF Spot		Universa Pay Hours Week	Universa Pay Hours Period	Extende Pay Hours Week
4	[illegible]	[illegible]	12	0	0	0	0	12	0	0	2.00	0.00	...	2.00	0.00	...	2.00	0.00	...	0	0	0
4	[illegible]	[illegible]	12	0	0	0	0	12	0	0	2.00	0.00	...	2.00	0.00	...	2.00	0.00	...	0	0	0
4	[illegible]	[illegible]	12	0	0	0	0	12	0	0	2.00	0.00	...	2.00	0.00	...	2.00	0.00	...	0	0	0
4	[illegible]	[illegible]	12	0	0	0	0	12	0	0	2.00	0.00	...	2.00	0.00	...	2.00	0.00	...	0	0	0
4	[illegible]	[illegible]	12	0	0	0	0	12	0	0	2.00	0.00	...	2.00	0.00	...	2.00	0.00	...	0	0	0
3	[illegible]	[illegible]	12	0	0	0	0	12	0	0	2.00	0.00	...	2.00	0.00	...	2.00	0.00	...	0	0	0
				0	0	0	0		0	0								0.00		0	0	0

2. Enter the **Universal Interim Hours Week** for each child.
3. Tab across to automatically update **Universal Interim Hours Period**.

> ***NOTES:*** *As you update the figures, the payment limits (caps) are applied automatically. If the child is eligible for extended childcare and the payment limits are exceeded, the* ***Extended Interim Hours Week*** *and* ***Extended Interim Hours Period*** *are updated with the remaining hours.*
>
> *Payment limits are applied to both universal and extended hours.*
>
> *Hours that are capped are displayed in green.*

4. If required, enter **Extended Interim Hours Week**.
5. Tab across to automatically update **Extended Interim Hours Period**.



6. Click the **Save** button.

Updating Actual Hours

Actual Hours are the hours that are submitted to the Local Authority by the Early Years provider based on their actual headcount.

When providers submit an Actual task using the Headcount Provider portal, the claimed hours are displayed as actual hours on the **Children** panel.

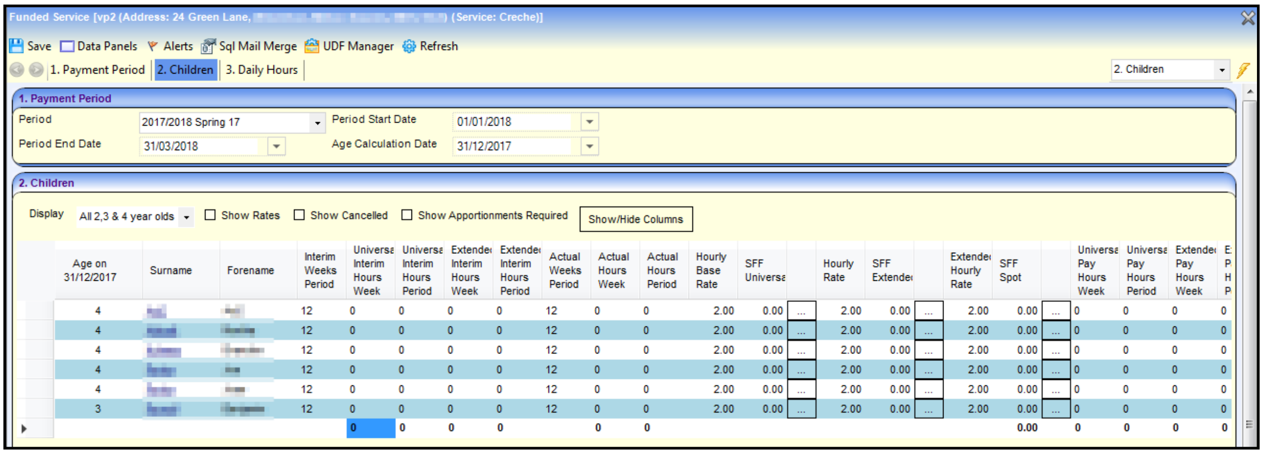
If the child is eligible for extended hours funding, the **Extended Hours Eligibility** check box is selected (ticked) and the **Extended Pay Hours** columns are enabled.

Payment limits (caps) are applied to the universal and extended hours.

> **More Information:**
> For more information regarding payment limits, refer to the *Early Years Setup* handbook available on the One Publications website.

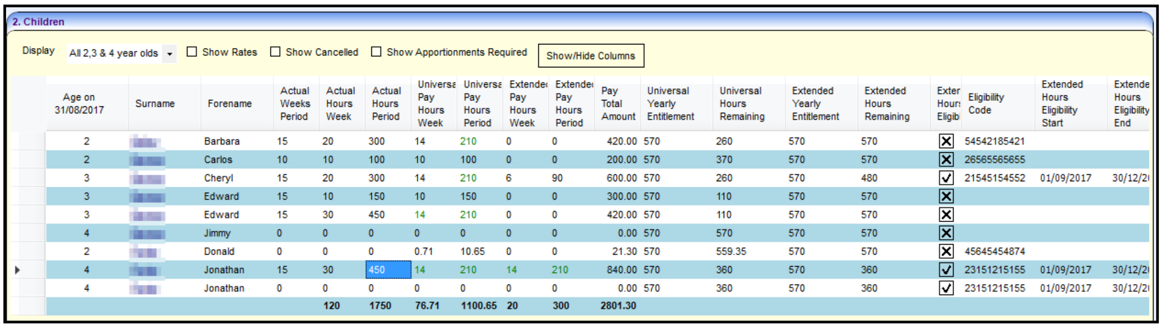
Select the required funded service. For more information, see Selecting a Funded Service on page *9*.

Select the required **Period** on the **Payment Period** panel.



1. Enter **Actual Hours Week** for each child.
2. Tab across to automatically update **Actual Hours Period**, **Universal Pay Hours Week**, **Universal Pay Hours Period** and **Pay Total Amount**.

> ***NOTES:*** *As you update the figures, the payment limits (caps) are applied automatically. If the child is eligible for extended childcare and the payment limits are exceeded, the* ***Extended Pay Hours Week*** *and* ***Extended Pay Hours Period*** *are updated with the remaining hours.*
>
> *Payment limits are applied to both universal and extended hours. Hours that are capped are displayed in green.*
> *e.g. in the following graphic, the payment limits of 14 hours per week for all age groups are applied to both universal and extended hours.*



2. Children

Display: All 2,3 & 4 year olds | Show Rates | Show Cancelled | Show Apportionments Required | Show/Hide Columns

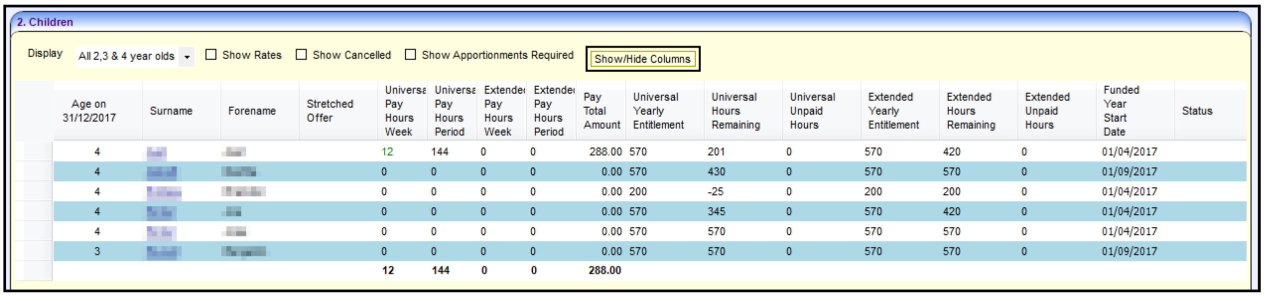
Age on 31/08/2017	Surname	Forename	Actual Weeks Period	Actual Hours Week	Actual Hours Period	Universal Pay Hours Week	Universal Pay Hours Period	Extended Pay Hours Week	Extended Pay Hours Period	Pay Total Amount	Universal Yearly Entitlement	Universal Hours Remaining	Extended Yearly Entitlement	Extended Hours Remaining	Extended Hours Eligible	Eligibility Code	Extended Hours Eligibility Start	Extended Hours Eligibility End
2		Barbara	15	20	300	14	210	0	0	420.00	570	260	570	570	☒	54542185421		
2		Carlos	10	10	100	10	100	0	0	200.00	570	370	570	570	☒	26565565655		
3		Cheryl	15	20	300	14	210	6	90	600.00	570	260	570	480	☑	21545154552	01/09/2017	30/12/2
3		Edward	15	10	150	10	150	0	0	300.00	570	110	570	570	☒			
3		Edward	15	30	450	14	210	0	0	420.00	570	110	570	570	☒			
4		Jimmy	0	0	0	0	0	0	0	0.00	570	570	570	570	☒			
2		Donald	0	0	0	0.71	10.65	0	0	21.30	570	559.35	570	570	☒	45645454874		
4		Jonathan	15	30	450	14	210	14	210	840.00	570	360	570	360	☑	23151215155	01/09/2017	30/12/2
4		Jonathan	0	0	0	0	0	0	0	0.00	570	360	570	360	☑	23151215155	01/09/2017	30/12/2
				120	1750	76.71	1100.65	20	300	2801.30								

3. Click the **Save** button.

Managing Stretched Funding

Stretched Funding enables parents and carers to access free early years education in a more flexible way by having the same number of hours across more weeks of the year.

To support this, the following fields are provided on the **Children** panel:



2. Children

Display: All 2,3 & 4 year olds | Show Rates | Show Cancelled | Show Apportionments Required | Show/Hide Columns

Age on 31/12/2017	Surname	Forename	Stretched Offer	Universal Pay Hours Week	Universal Pay Hours Period	Extended Pay Hours Week	Extended Pay Hours Period	Pay Total Amount	Universal Yearly Entitlement	Universal Hours Remaining	Universal Unpaid Hours	Extended Yearly Entitlement	Extended Hours Remaining	Extended Unpaid Hours	Funded Year Start Date	Status
4				12	144	0	0	288.00	570	201	0	570	420	0	01/04/2017	
4				0	0	0	0	0.00	570	430	0	570	570	0	01/09/2017	
4				0	0	0	0	0.00	200	-25	0	200	200	0	01/04/2017	
4				0	0	0	0	0.00	570	345	0	570	420	0	01/04/2017	
4				0	0	0	0	0.00	570	570	0	570	570	0	01/04/2017	
3				0	0	0	0	0.00	570	570	0	570	570	0	01/09/2017	
				12	144	0	0	288.00								

Stretched Offer

This drop-down enables you to select a stretched offer from the lookup (*table ID 1178*).

Funded Year Start Date

The start date of the child's personal funding entitlement each year. It is aligned to the DfE eligibility dates of 1 January, 1 April or 1 September and is only displayed for children whose funding year starts on or after 01/09/2012. It is automatically calculated based on their **Date of Birth** and the **Payment Period** dates. A child's funding year begins in the first payment period that the child becomes eligible for funding and is reset at the start of each following 12 month period.

If the child is not eligible for funding for the selected **Payment Period**, this field is blank.

Universal Yearly Entitlement

The total number of universal hours of annual funding entitlement for the child.

Universal Hours Remaining

This field is read-only and displays the number of universal funded hours that a child has remaining in their funding year. This field is displayed as **NE** (Not Eligible) if the child is not eligible for funding in the selected **Payment Period**.

Universal Unpaid Hours

This field is read-only and displays the difference between the number of universal hours being claimed and the number being funded.

Extended Yearly Entitlement

Extended Yearly Entitlement is automatically set to the same value as **Universal Yearly Entitlement** for all children regardless of whether or not they are entitled to extended childcare.

Extended Hours Remaining

This field is read-only and displays the number of extended hours that a child has remaining in their funding year. It is displayed for all children regardless of whether or not they are entitled to extended childcare.

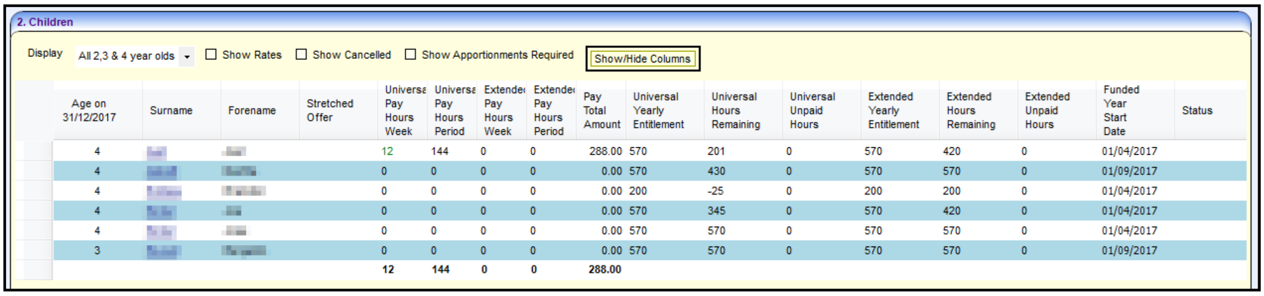
Extended Unpaid Hours

This field is read-only and displays the difference between the number of hours of extended childcare being claimed and the number being funded.

Updating Universal Yearly Entitlement

The annual funding entitlement for a child is currently 570 hours.

It can be changed to another value between 0 and 9999. If it is changed, the new value applies to every funding period within the child's funded year.


2. Children

Display All 2,3 & 4 year olds ☐ Show Rates ☐ Show Cancelled ☐ Show Apportionments Required Show/Hide Columns

Age on 31/12/2017	Surname	Forename	Stretched Offer	Universa Pay Hours Week	Universa Pay Hours Period	Extende Pay Hours Week	Extende Pay Hours Period	Pay Total Amount	Universal Yearly Entitlement	Universal Hours Remaining	Universal Unpaid Hours	Extended Yearly Entitlement	Extended Hours Remaining	Extended Unpaid Hours	Funded Year Start Date	Status
4				12	144	0	0	288.00	570	201	0	570	420	0	01/04/2017	
4				0	0	0	0	0.00	570	430	0	570	570	0	01/09/2017	
4				0	0	0	0	0.00	200	-25	0	200	200	0	01/04/2017	
4				0	0	0	0	0.00	570	345	0	570	420	0	01/04/2017	
4				0	0	0	0	0.00	570	570	0	570	570	0	01/04/2017	
3				0	0	0	0	0.00	570	570	0	570	570	0	01/09/2017	
				12	144	0	0	288.00								

1. Enter a new **Universal Yearly Entitlement** on the **Children** panel to automatically update **Universal Hours Remaining** when you click out of the field.
2. Click the **Save** button.

   If the child attends more than one funded service in the same funding period and **Funded Year Start Date**, the **Universal Yearly Entitlement** and **Universal Hours Remaining** are updated for all funded services that they attend.

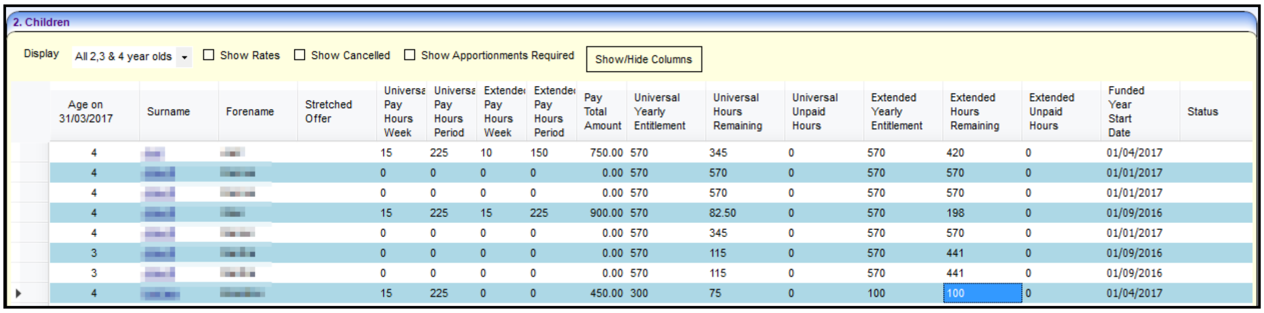
> ***NOTE:*** *Yearly entitlement (yearly caps) can be amended in bulk across one or more funded service and by age group. This is managed using* ***Early Years | Setup | Yearly Caps****.*

> **More Information:**
> For more information regarding Managing Yearly Caps, refer to the *Early Years Setup* handbook available on the One Publications website.

Updating Extended Yearly Entitlement

Extended Yearly Entitlement is automatically set to the same value as Universal Yearly Entitlement.

It can be changed to another value between 0 and 9999. If it is changed, the new value applies to every funding period within the child's funded year.



1. Enter a new **Extended Yearly Entitlement** on the **Children** panel to automatically update **Extended Hours Remaining** when you click out of the field.
2. Click the **Save** button.

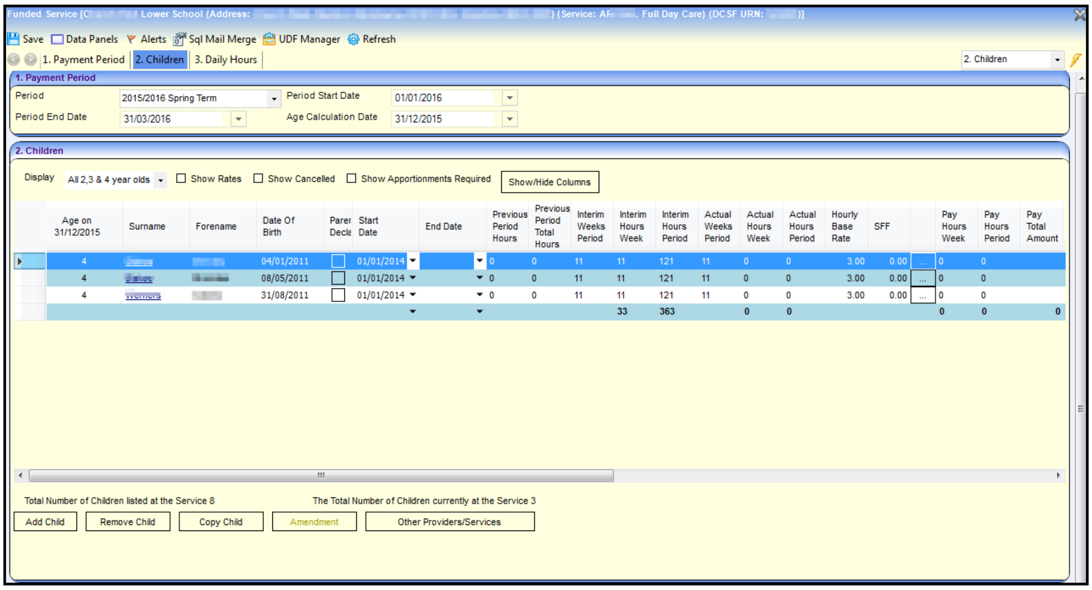
If the child attends more than one funded service in the same funding period and **Funded Year Start Date**, the **Extended Yearly Entitlement** and **Extended Hours Remaining** are updated for all funded services that they attend.

NOTE: *Yearly entitlement (yearly caps) can be amended in bulk across one or more funded service and by age group. This is managed using* ***Early Years | Setup | Yearly Caps****.*

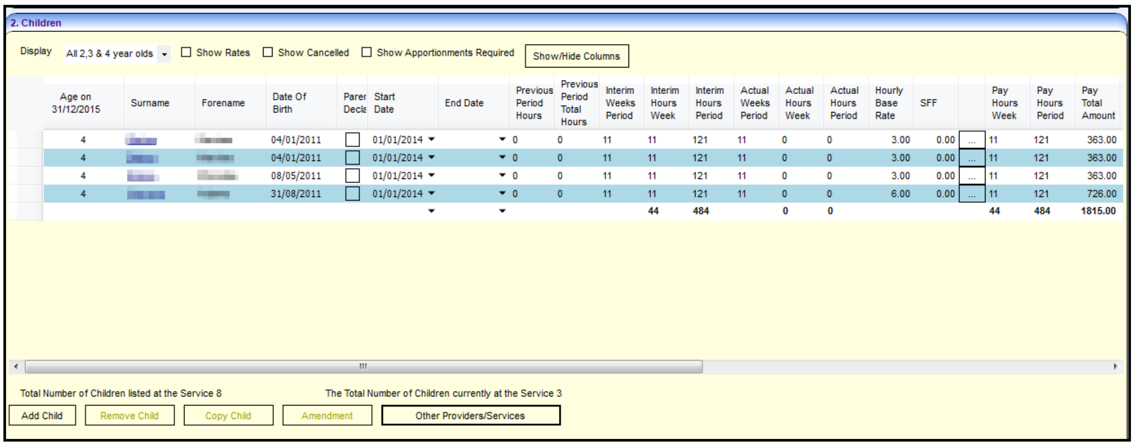
Managing Multi-line Attendance

If a child changes the number of hours per week that they are attending the service part-way through a term, a new line can be added to the grid and the new hours can be recorded.

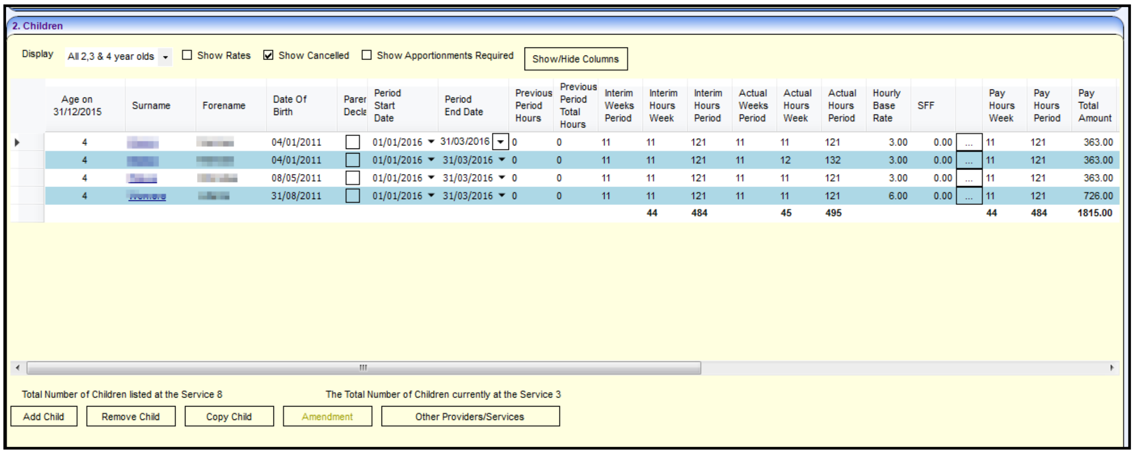
NOTES: *Standard payment reports may need to be changed to include the period start and end date in order to differentiate between lines where a child has different attendance patterns.*
Multi-line attendance is not supported by the Generic Import Routine.



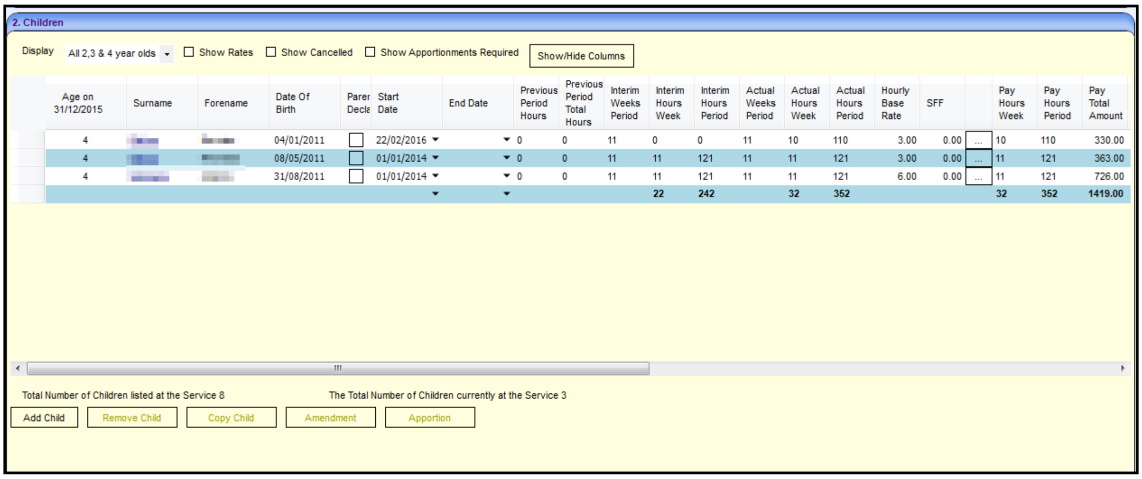
1. Select the required child on the **Children** panel.
2. Click the **Copy Child** button to create a duplicate line.



3. Select the **Show Cancelled** check box to display the **Period Start Date** and **Period End Date** for the children in the grid.



4. Edit the **Period Start Date** and **Period End Date** for the duplicate lines so that the dates do not overlap.
5. Click the **Save** button to display the new attendance line for the child.
6. Enter the new hours for the child.
7. Click the **Save** button.



NOTE: *Multiple attendance lines can also be recorded in the Headcount portal and imported into Early Years v4 when the task is submitted.*

04 | Making Payments

Introduction

Payments are made to registered providers for the children who are in attendance and entitled to free early years education.

Early Years Pupil Premium (EYPP) Payments

EYPP payments are calculated automatically for children who are eligible (but not if there is a Looked After Child (LAC) assessment). The payment is based on the correct EYPP Single Funded Formula rate for the payment period and the calculated funded hours. This includes where the payment for funded hours is shared between providers or services.

> ***NOTES:*** *If the* ***Funding Basis*** *or* ***Check Result*** *is changed during a term, the EYPP supplement is added or removed.*
>
> *The* ***Generate Payments*** *routine pays the additional supplement for newly eligible children in the adjustment payment.*

The Generate Payments routine uses the history of pupil premium checks to determine whether or not a child is eligible and, if eligible, the rate at which the child will be paid.

For more information, see Early Years Pupil Premium *on page 53*.

Payment Types

There are four standard (seeded) payment types for each payment period, **DAF** (Disability Access Fund), **INT** (Interim), **ACT** (Actual) and **ADJ** (Adjustment).

Interim payments are made to providers based on their estimated headcount. The percentage of the interim payment made is defined when the payment period is set up.

Actual payments are made to providers based on their actual headcount.

In addition a seeded payment type of **MINT** (Manual Interim) enables this type of manual payment to be entered against an individual funded service.

Non-seeded payment types can be set up by a Local Authority in order to make ad-hoc manual payments to individual funded services.

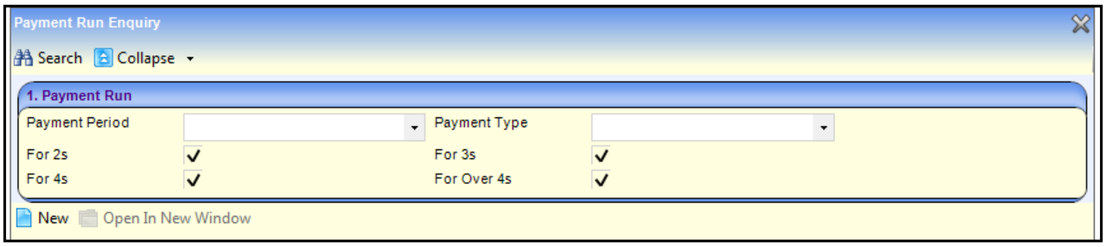
> **More Information:**
> For information regarding defining Payment Periods and Payment Setup Options, refer to the *One Early Years Setup* handbook available on the One Publications website.

Generating Payments

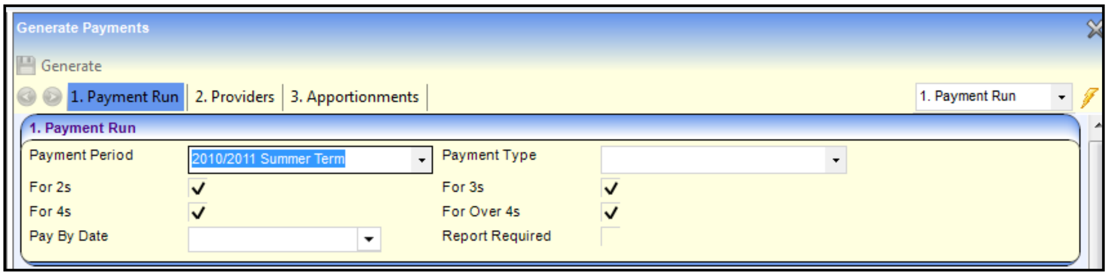
Generating DAF Payments

A DAF payment can be generated for a provider against a 3 or 4 year-old child.

1. Select **Focus | Early Years | Generate Payments** to display the **Payment Run Enquiry** page.



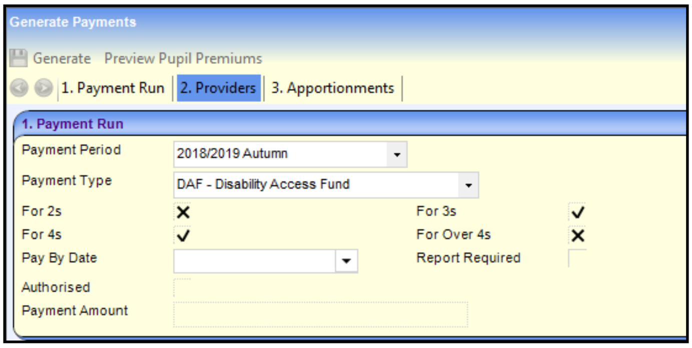
2. Click the **New** button to display the **Generate Payments** page.
3. Set the **Payment Run** options:



   a. Select a **Payment Period**.

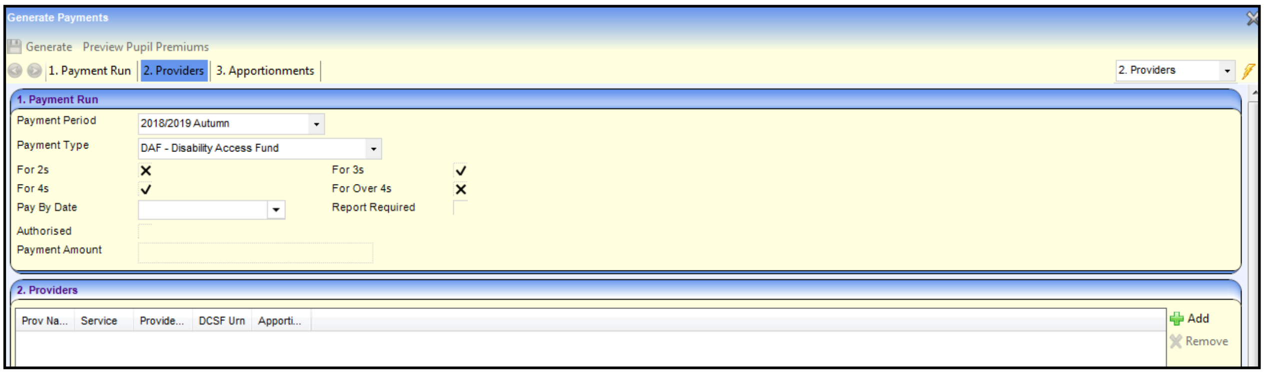
   b. Select **DAF - Disability Access Fund** from **the Payment Type** drop-down list.

   The **For 3s** and **For 4s** check boxes are selected (ticked) and disabled. The **For 2s** and **For Over 4s** check boxes are de-selected (cross) and disabled.

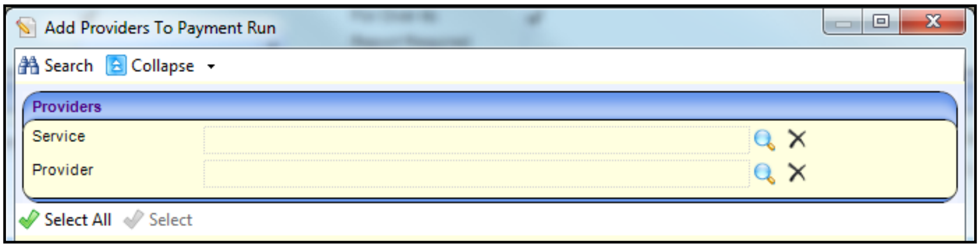


   c. If you require the pre-defined Payment Schedule Report to be produced when the payments are generated, select the **Report Required** check box to display a tick.

4. Select the providers:

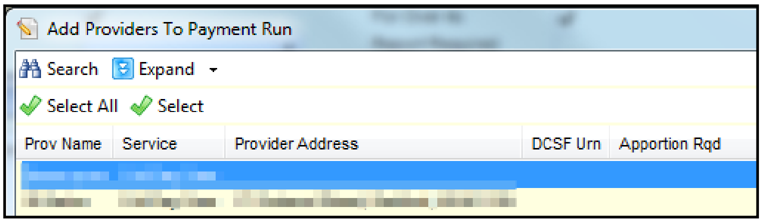


a. In the **Providers** panel, click the **Add** button to display the **Add Providers To Payment Run** page.



b. If required, click the browse button to select a **Service** or a **Provider**.

c. Click the **Search** button to list the providers who have outstanding DAF payments for the selected **Payment Period**.



d. Click on the required provider or click **Select All** to select the whole list.

e. Click the **Select** button to display the selected providers on the **Generate Payments** page.

5. Click the **Generate** button.

Generating Interim Payments

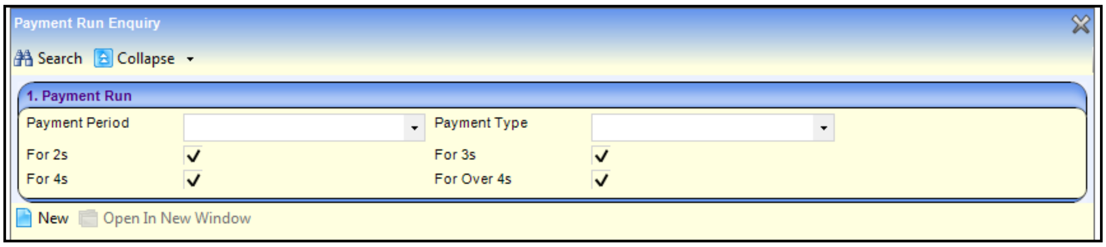
An interim payment can be generated for one or more providers for a particular payment period and for one or more age groups.

Interim payments are made to providers based on their estimated headcount. The percentage of the interim payment made is defined when the payment period is set up.

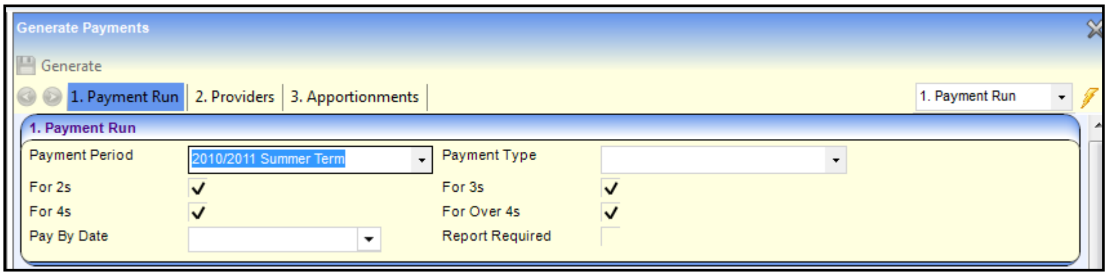
More Information:
For information regarding defining Payment Periods and Payment Setup Options, refer to the *One Early Years Setup* handbook available on the One Publications website.

NOTE: *A payment can also be generated for an individual funded service. For more information, see* *Making Payments to an Individual Funded Service on page 38.*

1. Select **Focus | Early Years | Generate Payments** to display the **Payment Run Enquiry** page.

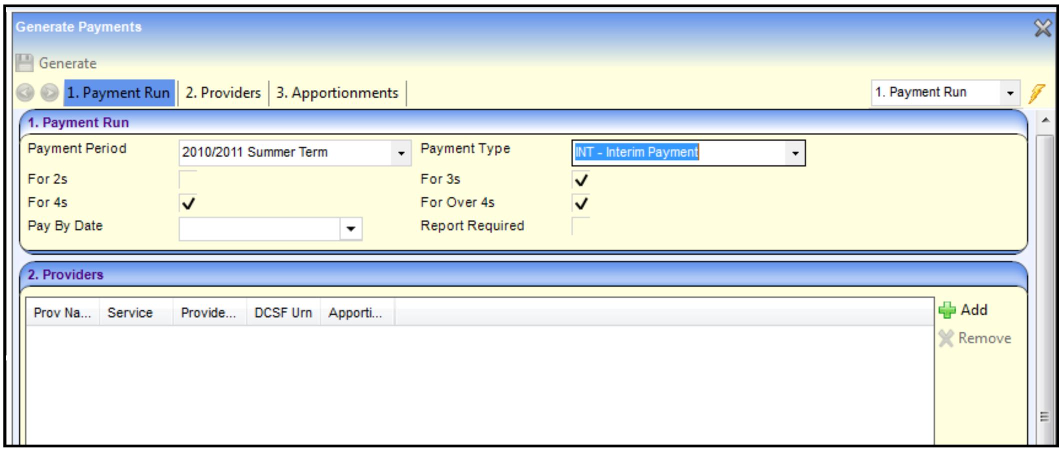


2. Click the **New** button to display the **Generate Payments** page.
3. Set the Payment Run options:

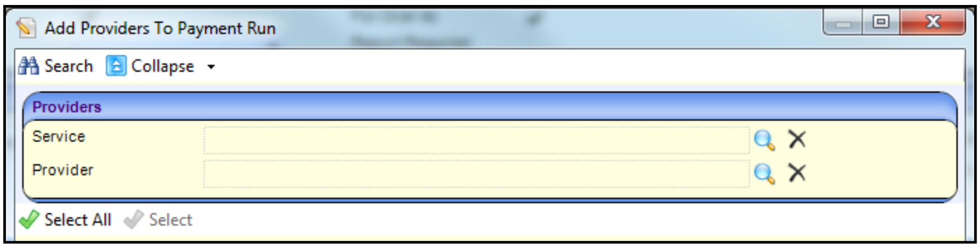


   a. Select a **Payment Period**.
   b. Select **INT- Interim Payment** from **the Payment Type** drop-down list.

      All age groups are included by default.
   c. If required, select the **For 2s**, **For 3s**, **For 4s** or **For Over 4s** check boxes to display a cross (X) if interim payments are not to be generated for that age group.
   d. If you require the pre-defined Payment Schedule Report to be produced when the payments are generated, select the **Report Required** check box to display a tick.
4. Select the providers:

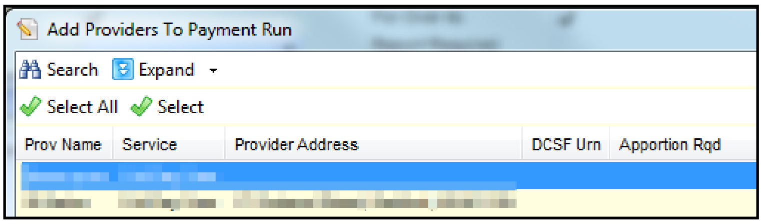


   a. In the **Providers** panel, click the **Add** button to display the **Add Providers To Payment Run** page.



   b. If required, click the browse button to select a **Service** or a **Provider**.

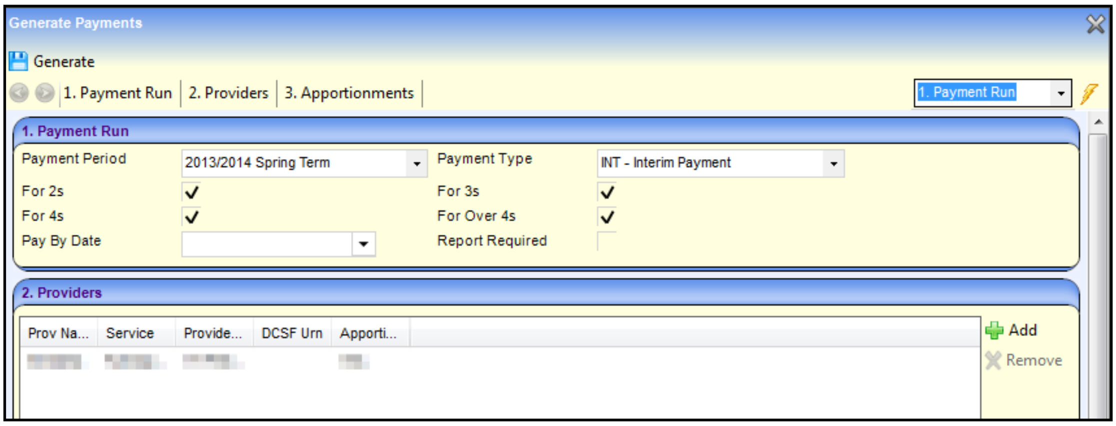
c. Click the **Search** button to list the providers who have outstanding interim payments for the selected **Payment Period** and age groups.



d. Click on the required provider or click **Select All** to select the whole list.

e. Click the **Select** button to display the selected providers on the **Generate Payments** page.

5. Click the **Generate** button.

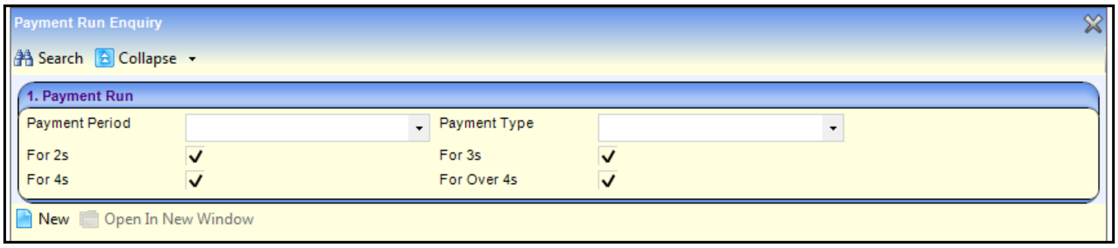


Generating Actual Payments

An actual payment can be generated for one or more providers for a particular payment period and for one or more age groups.

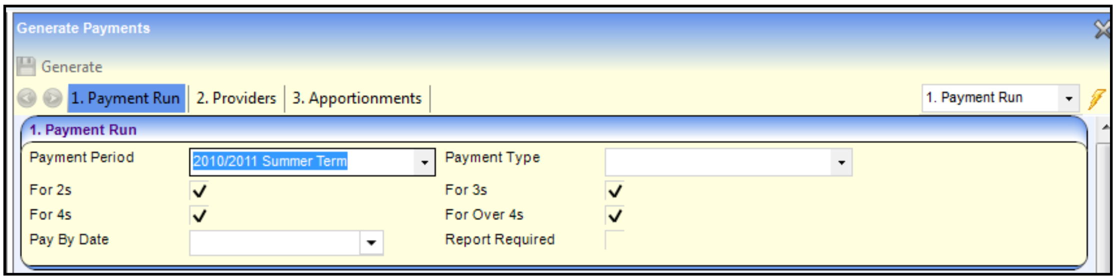
> ***NOTE:** A payment can also be generated for an individual funded service. For more information, see [Making Payments to an Individual Funded Service]() on page 38.*

1. Select **Focus | Early Years | Generate Payments** to display the **Payment Run Enquiry** page.



2. Click the **New** button to display the **Generate Payments** page.

3. Select the Payment Run options.



a. Select a **Payment Period**.

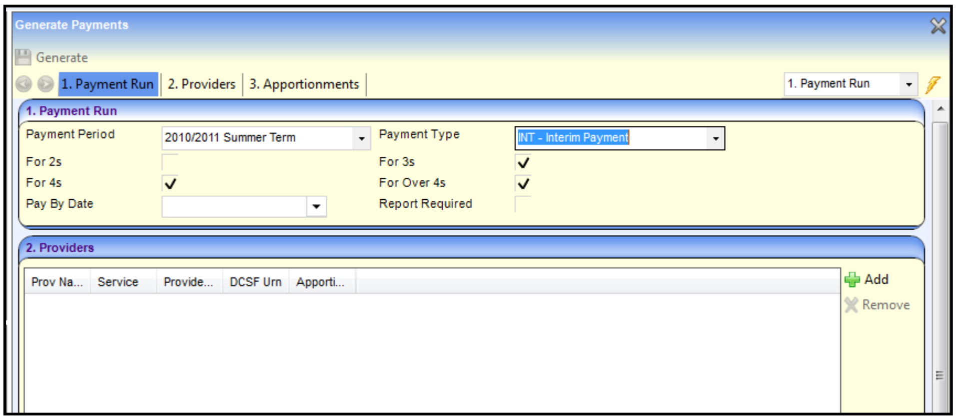
b. Select **ACT- Actual Payment** from the **Payment Type** drop-down list.

c. All age groups are included by default.

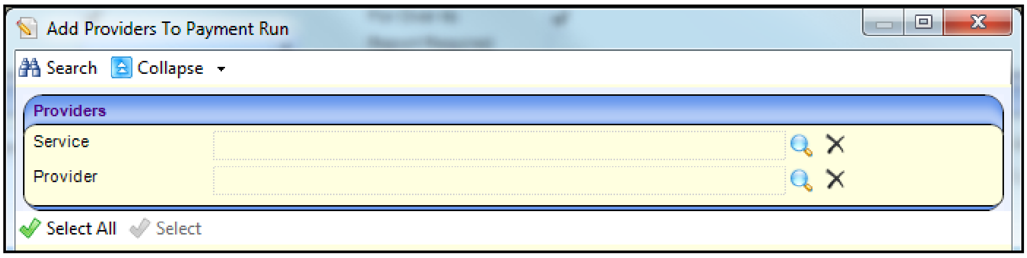
d. Select the **For 2s**, **For 3s**, **For 4s** or **For Over 4s** check boxes to display a cross (X) if interim payments are not to be generated for that age group.

e. If you require the pre-defined Payment Schedule Report to be produced when the payments are generated, select the **Report Required** check box to display a tick.

4. Select the providers:

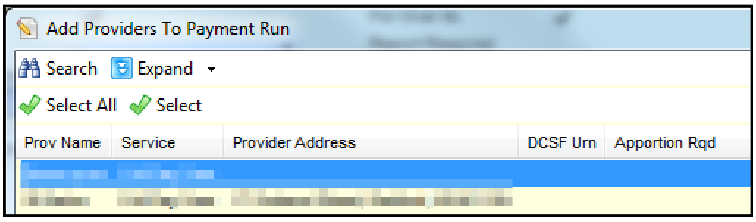


a. In the **Providers** panel, click the **Add** button to display the **Add Providers To Payment Run** page.



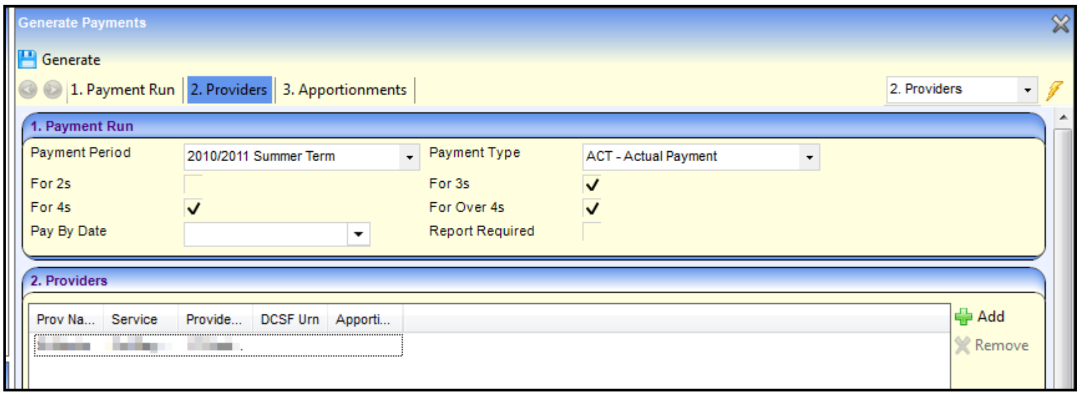
b. If required, click the browse button to select a **Service** or a **Provider**.

c. Click the **Search** button to list the providers who have outstanding actual payments for the selected **Payment Period** and age groups.



d. Click on the required provider or click **Select All** to select the whole list.

e. Click the **Select** button to display the selected providers on the **Generate Payments** page.

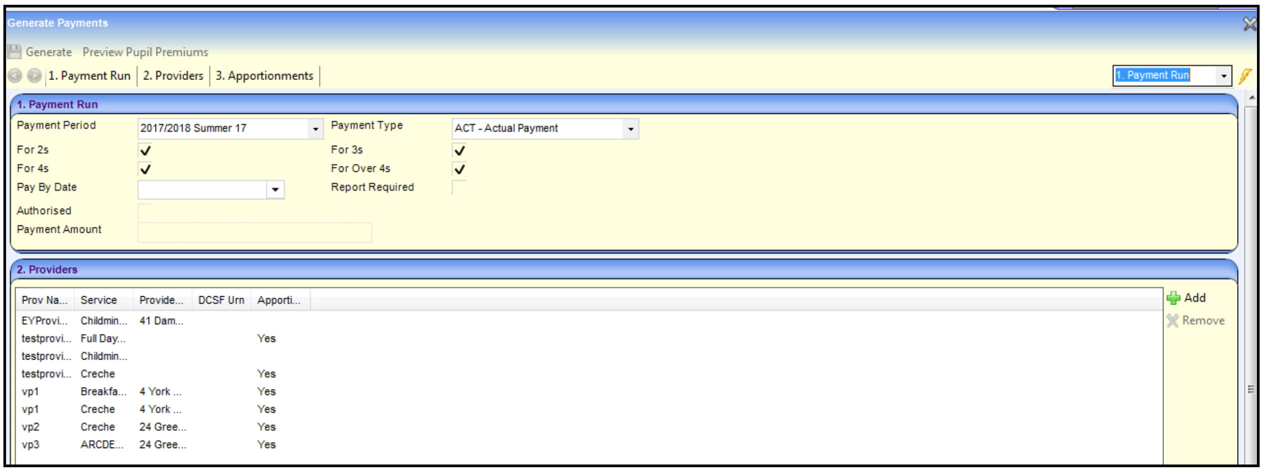


5. Click the **Generate** button.

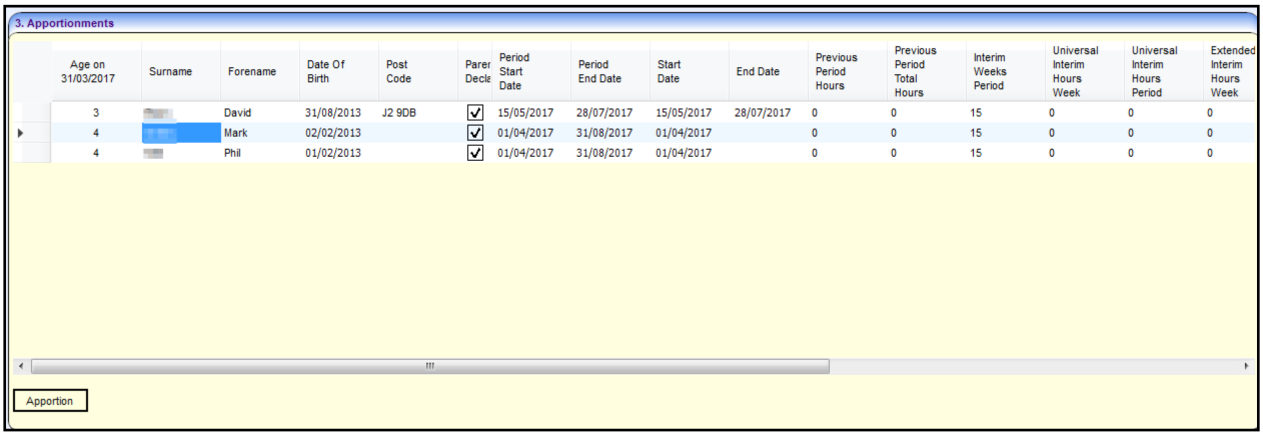
> ***NOTE:*** *If a child is attending more than one funded service and the payment limits are exceeded, the payments must be apportioned before actual or adjustment payments are made. If this is the case,* ***Apportionment Rqd*** *displays Yes and the* ***Generate*** *button is disabled. See* *Apportioning when Generating Payments on page 29.*

Apportioning when Generating Payments

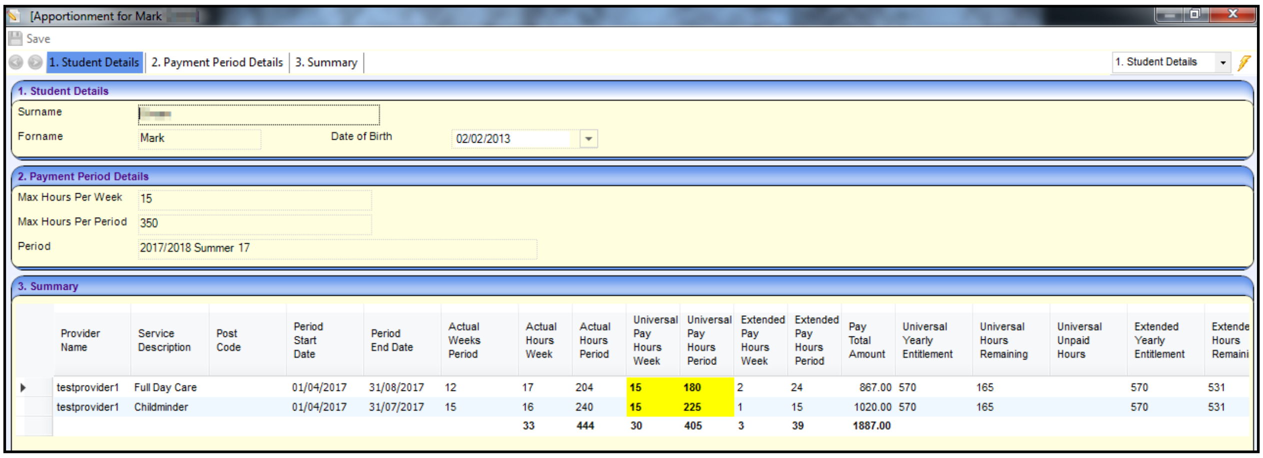
When generating payments, if there are any outstanding apportionments to resolve for any of the children in the selected age ranges at the selected providers, the **Apportion Rqd** field displays **Yes** and the **Generate** button is disabled as shown in the following graphic.



1. Highlight the provider in the list to display the child records requiring apportionment in the **Apportionments** panel.



2. Click the **Apportion** button to display the **Apportionment** window.



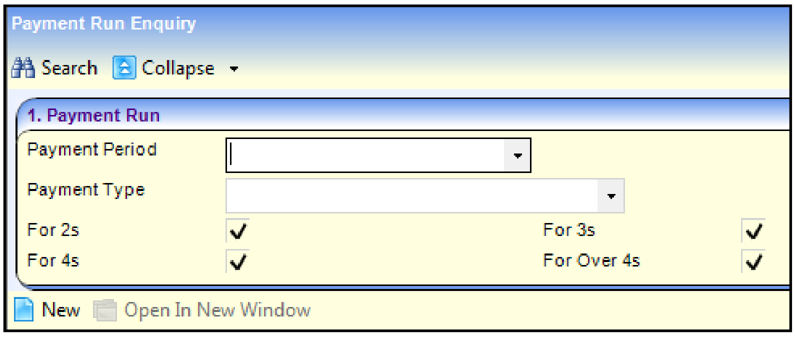
3. Amend the children's hours to resolve the apportionment.
4. Click the **Save** button.
5. Click the **Generate** button.

More Information: Apportioning Payments on page *47*

Viewing Generated Payments

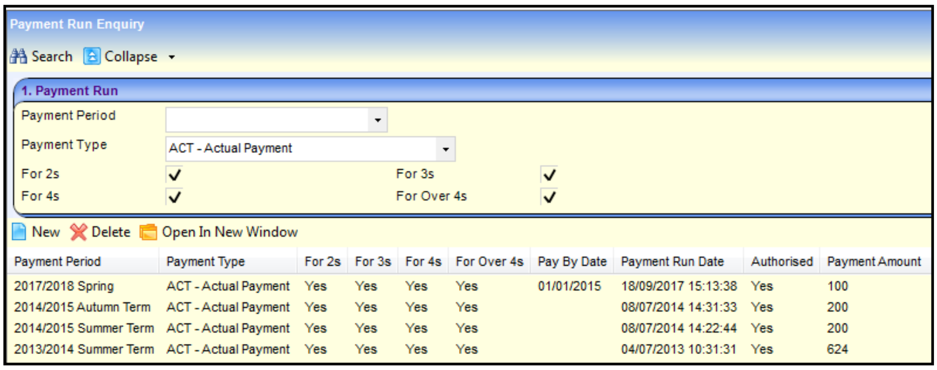
Generated payments can be viewed for a particular payment period and for one or more age groups. You can also view payments for an individual funded service. For more information, see Viewing Payment Details for a Funded Service on page *39*.

1. Select **Focus | Early Years | Generate Payments** to display the **Payment Run Enquiry** page.

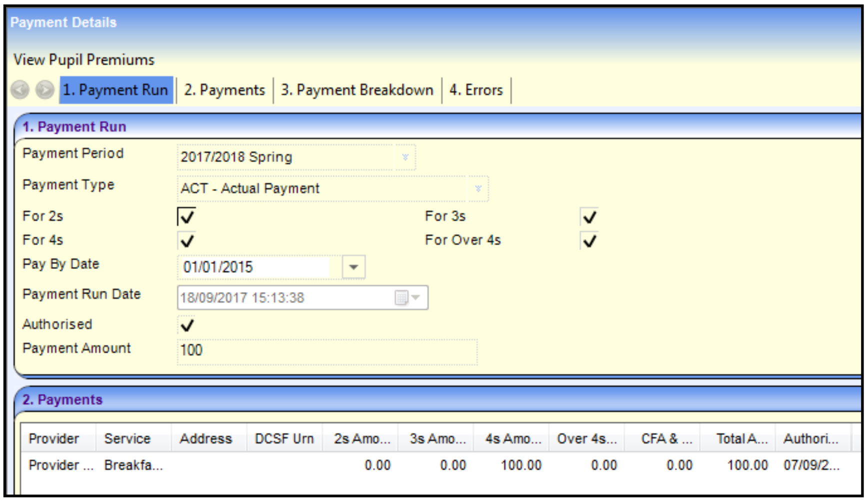


2. If required, select a **Payment Period**.
3. Select a **Payment Type** to automatically select the age groups.

   For Interim, Actual and Adjustment payments, all age groups are included by default. For DAF payments, the **For 3s** and **For 4s** check boxes are automatically selected (ticked), the **For 2s** and **For Over 4s** check boxes are de-selected (cross) and all check boxes are disabled.
4. If required, and the **Payment Type** is Interim, Actual or Adjustment, de-select one or more age groups by clicking in the check box to display a cross.
5. Click the **Search** button to display the **Payment Run Enquiry** page. Payments are ordered by **Payment Run Date** with the most recent first.

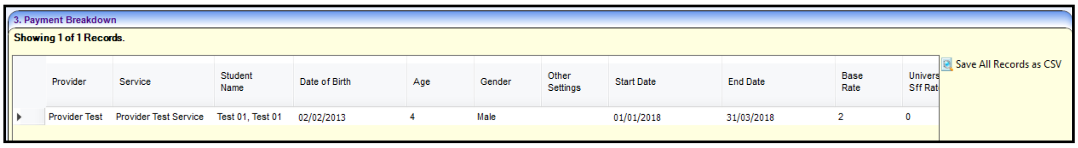


6. Select the required payment and click the **Open in New Window** button to display the **Payment Details** page.



7. If required, click the **View Pupil Premiums** button to display a list of children who have had their EYPP supplement added or removed during the payment period.

8. If required, select the **Payment Breakdown** panel to display a breakdown of the payment information at a child level. If a payment has been generated for multiple providers, the children are grouped by provider then service, but the table can be sorted by any column.



NOTE: *A bulk payment could have a large number of children. A message shows how many children are being displayed out of the total. If the list has been limited, the* ***Show All Records*** *button is enabled. Click this button to display all the records.*

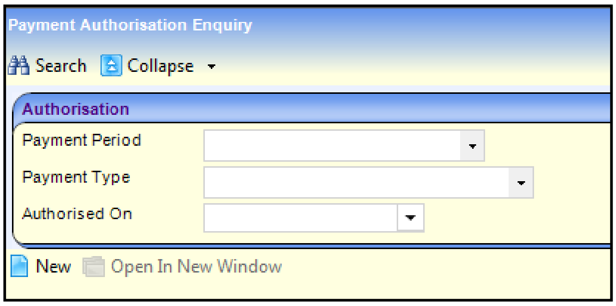
9. If required, click the **Save All Records as CSV** button to export the table as a CSV file for further editing or analysis.

Authorising Payments

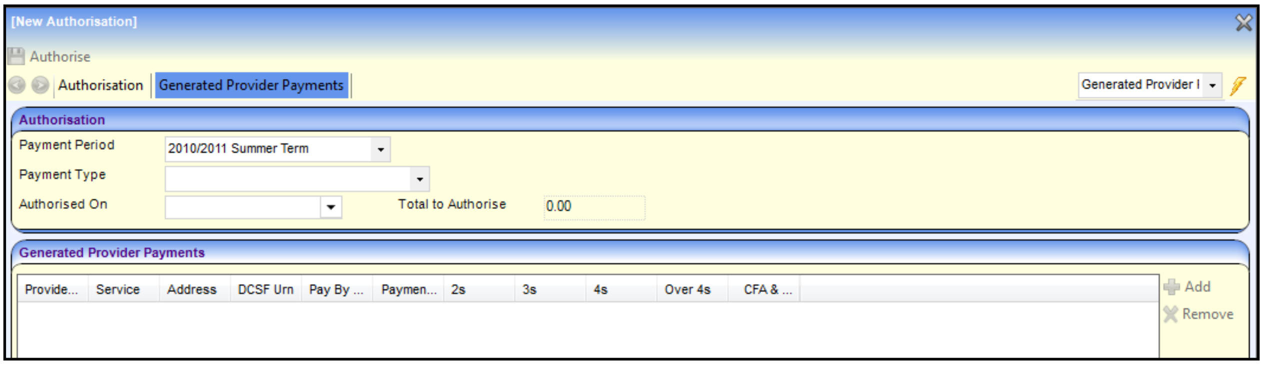
Authorising DAF Payments

After generating a DAF payment it must be authorised before the payment is made.

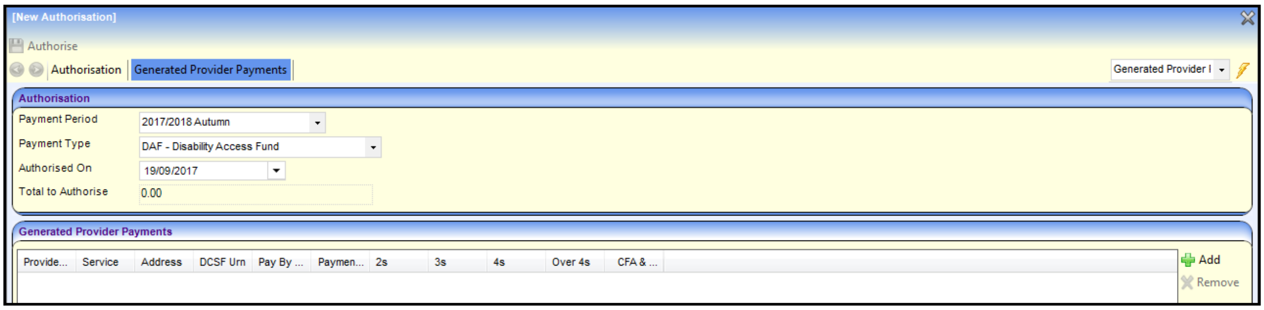
1. Select **Focus | Early Years | Authorise Payments** to display the **Payment Authorisation Enquiry** page.



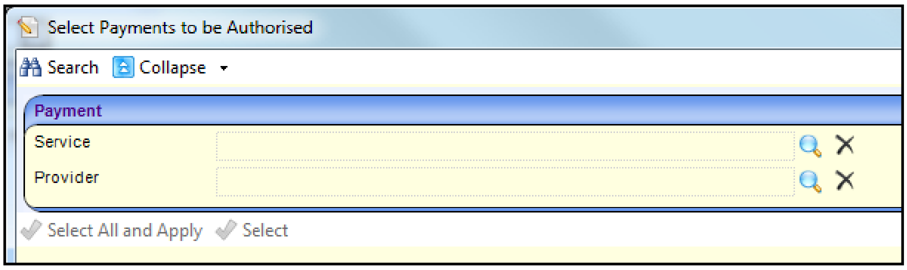
2. Click the **New** button to display the **New Authorisation** page.



3. Select a **Payment Period**.
4. Select **DAF - Disability Access Fund** from the **Payment Type** drop-down.
5. Select an **Authorised On** date.

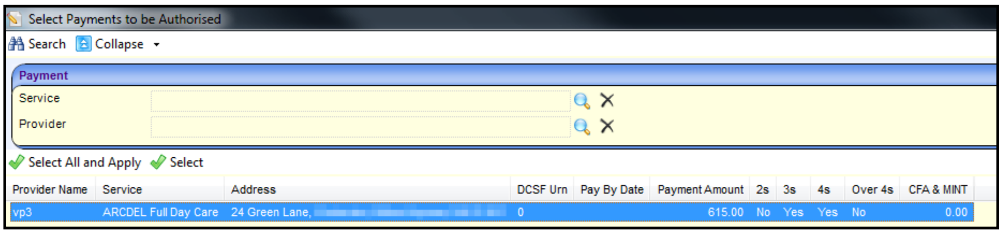


6. Click the **Add** button to display the **Select Payments to be Authorised** window.

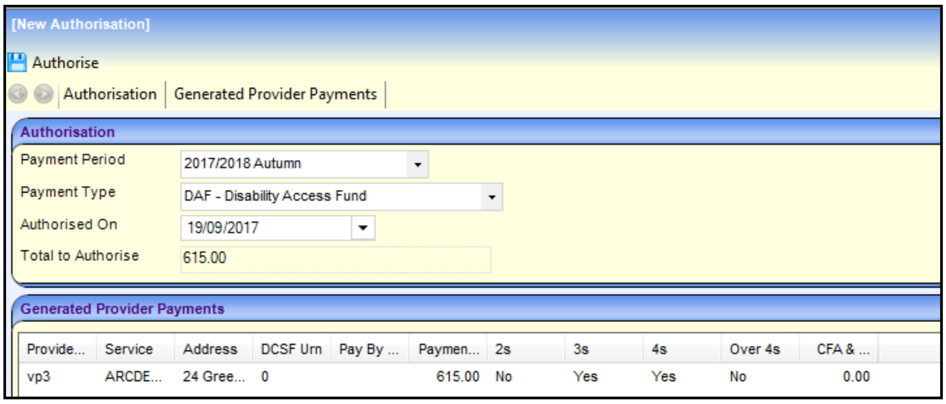


7. If required, click the browse button to select a **Service** or a **Provider**.

8. Click the **Search** button to list the providers who have DAF payments that have been generated but not authorised for the selected **Payment Period**.



9. Click the **Select** button to select the highlighted payment or the **Select All and Apply** button to select all of the listed payments.
10. Selected payments are displayed on the **Generated Provider Payments** panel. The **Total to Authorise** displays the total of all payments included.

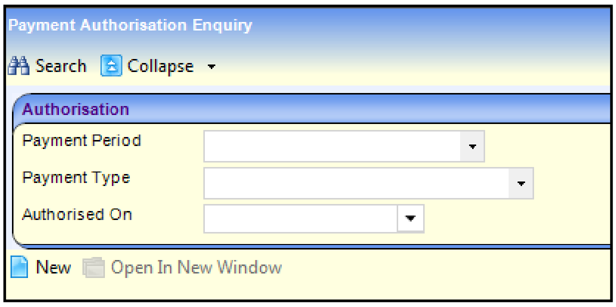


11. Click the **Authorise** button to authorise the payment and display the **Authorisation** page.

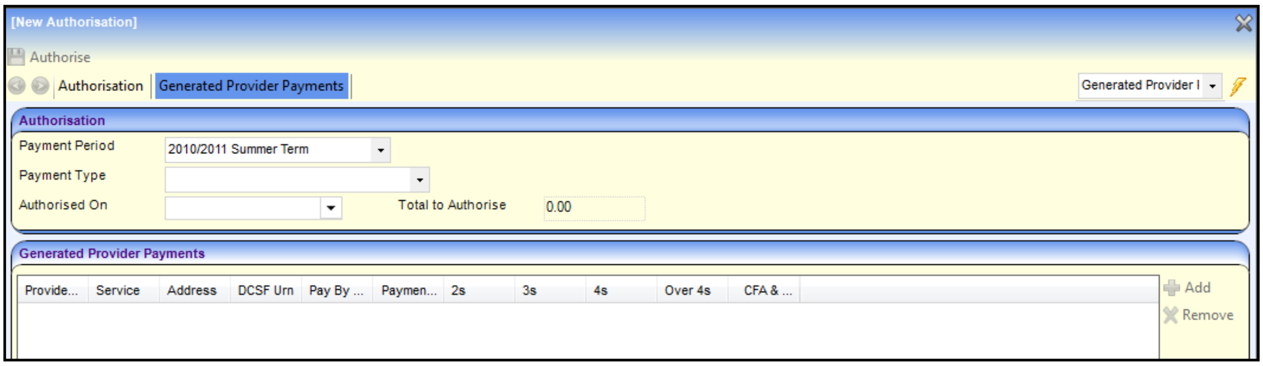
Authorising Interim Payments

After generating an interim payment it must be authorised before the payment is made.

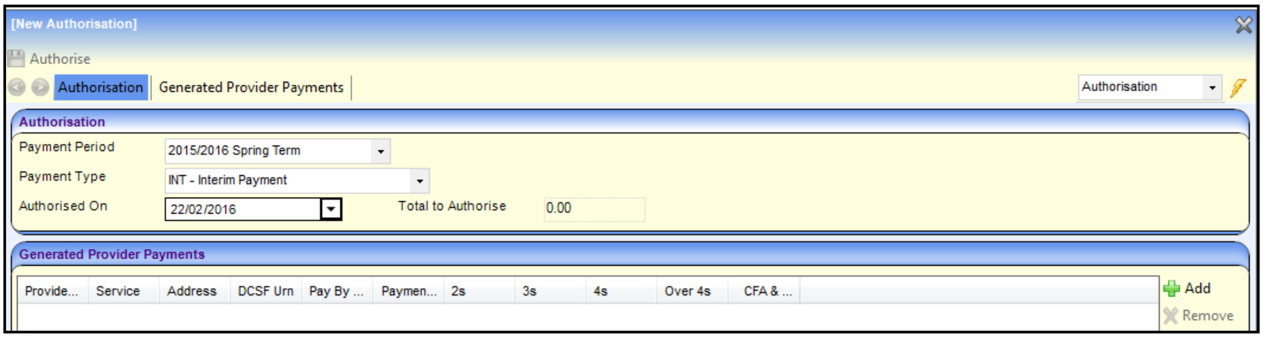
1. Select **Focus | Early Years | Authorise Payments** to display the **Payment Authorisation Enquiry** page.



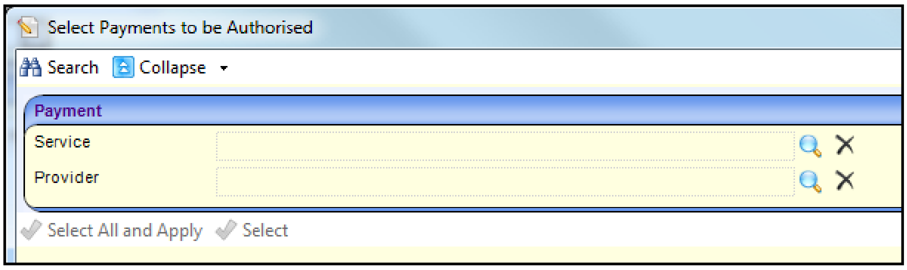
2. Click the **New** button to display the **New Authorisation** page.



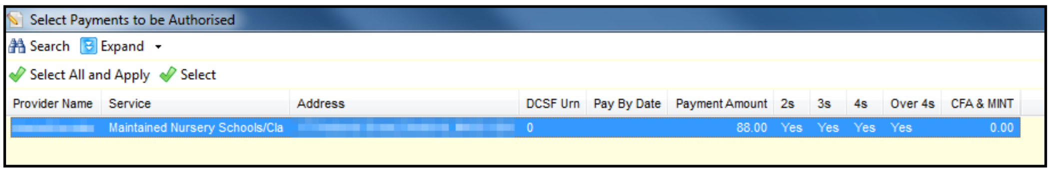
3. Select a **Payment Period**.
4. Select **INT – Interim Payment** from the **Payment Type** drop-down.
5. Select an **Authorised On** date.



6. Click the **Add** button to display the **Select Payments to be Authorised** window.

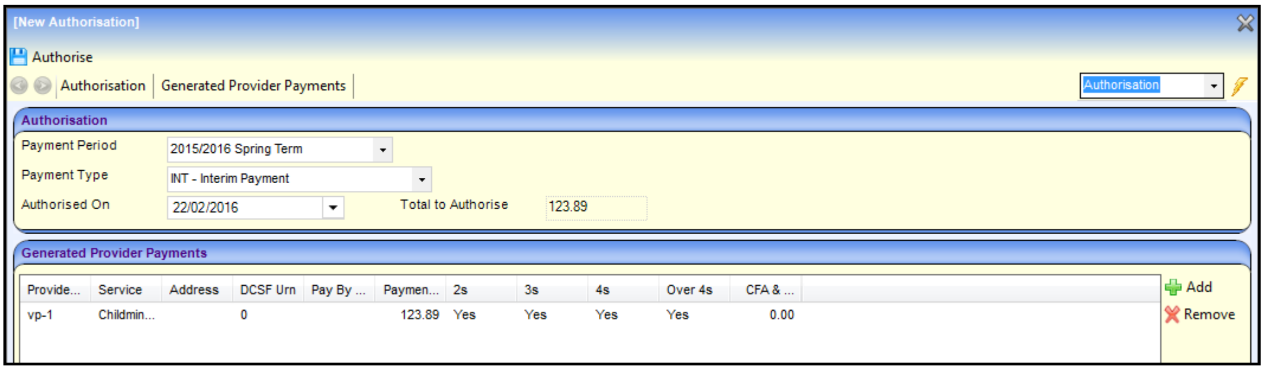


7. If required, click the browse button to select a **Service** or a **Provider**.
8. Click the **Search** button to list the providers who have interim payments that have been generated but not authorised for the selected **Payment Period**.

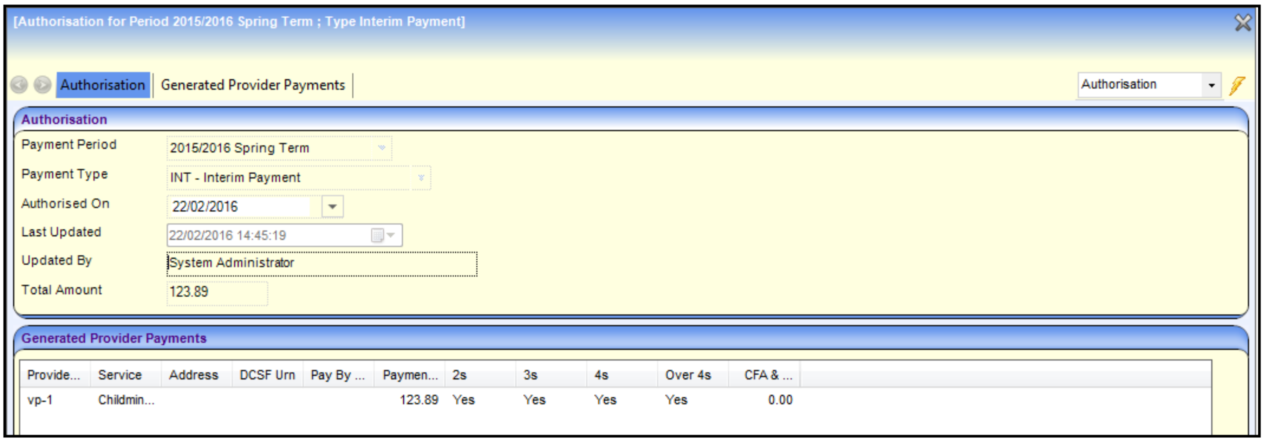


9. Click the **Select** button to select the highlighted payment or the **Select All and Apply** button to select all of the listed payments.

   Selected payments are displayed on the **Generated Provider Payments** panel. The **Total to Authorise** displays the total of all payments included.



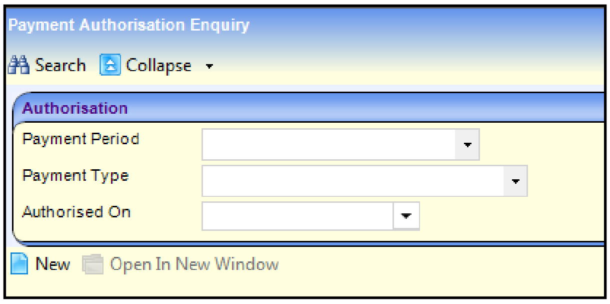
10. Click the **Authorise** button to authorise the payment and display the **Authorisation** page.



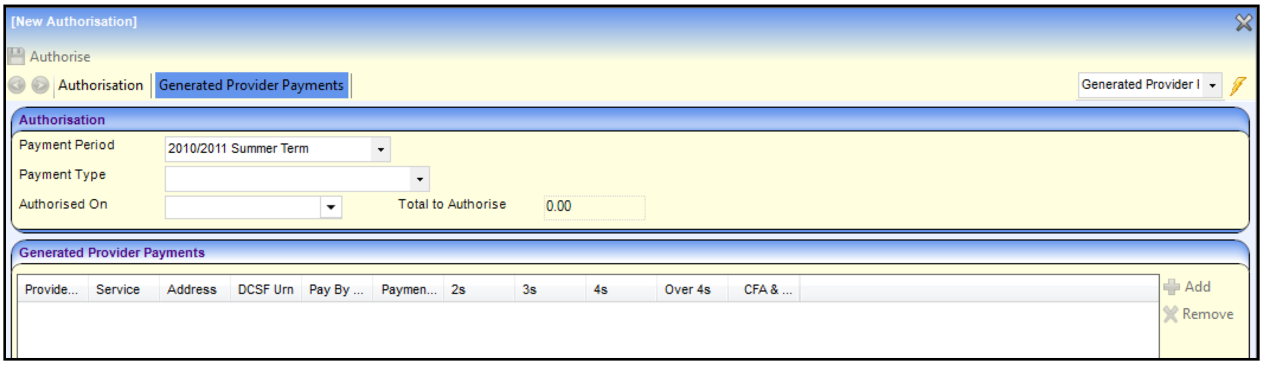
Authorising Actual Payments

After an actual payment has been generated, it must be authorised before the payment can be made.

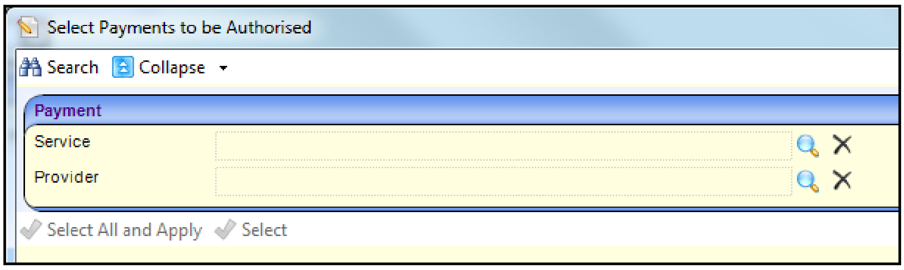
1. Select **Focus | Early Years | Authorise Payments** to display the **Payment Authorisation Enquiry** page.



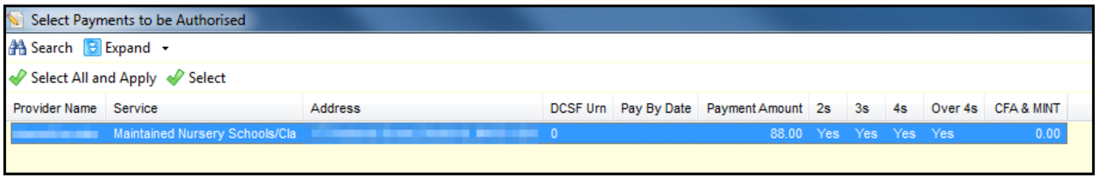
2. Click the **New** button to display the **New Authorisation** page.



3. Select a **Payment Period**.
4. Select **ACT - Actual Payment** from the **Payment Type** drop-down.
5. Select an **Authorised On** date.
6. Click the **Add** button to display the **Select Payments to be Authorised** window.



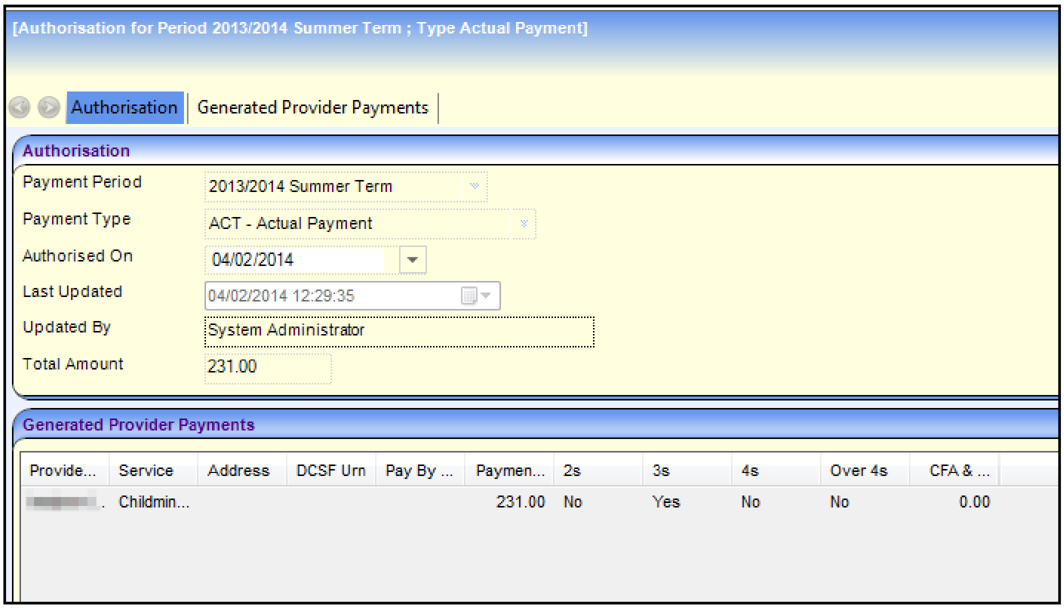
7. If required, click the browse button to select a **Service** or a **Provider**.
8. Click the **Search** button to list the providers who have actual payments that have been generated but not authorised for the selected **Payment Period**.



9. Click the **Select** button to select an individual payment or the **Select All and Apply** button to select all of the listed payments.

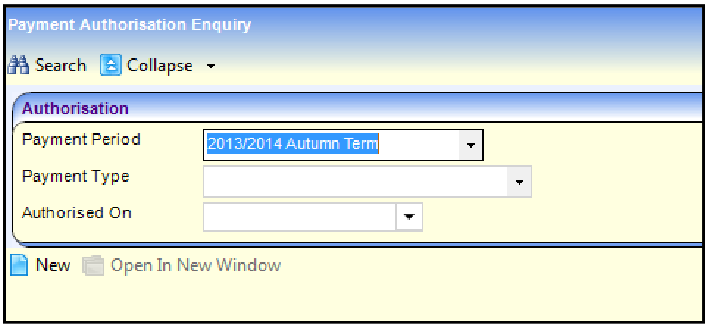
   Selected payments are displayed on the **Generated Provider Payments** panel. The **Total to Authorise** displays the total of all payments included.

10. Click the **Authorise** button to authorise the payment and display the **Authorisation** page.

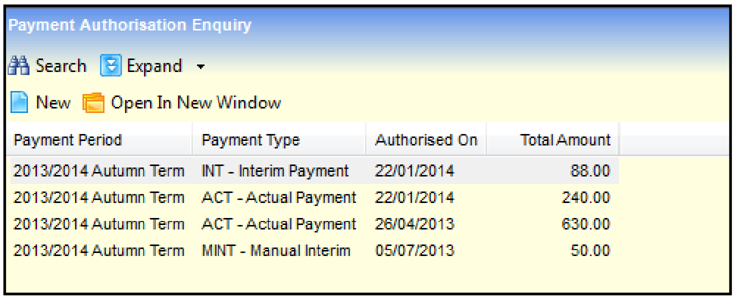


Viewing Authorised Payments

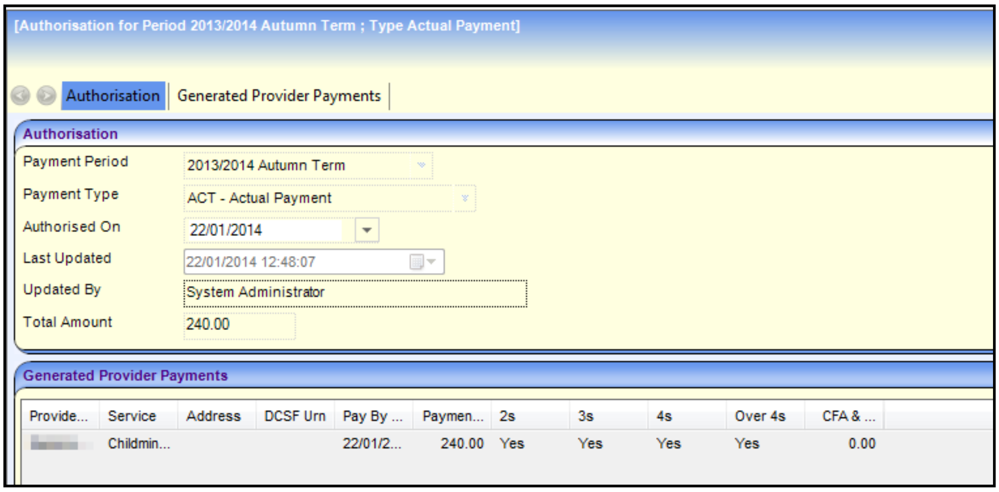
1. Select **Focus | Early Years | Authorise Payments** to display the **Payment Authorisation Enquiry** page.



2. If required, select a **Payment Period**, **Payment Type** and **Authorised On** date.
3. Click the **Search** button to list the payments.



4. Select the required payment and click the **Open In New Window** button to display the **Authorisation** page.

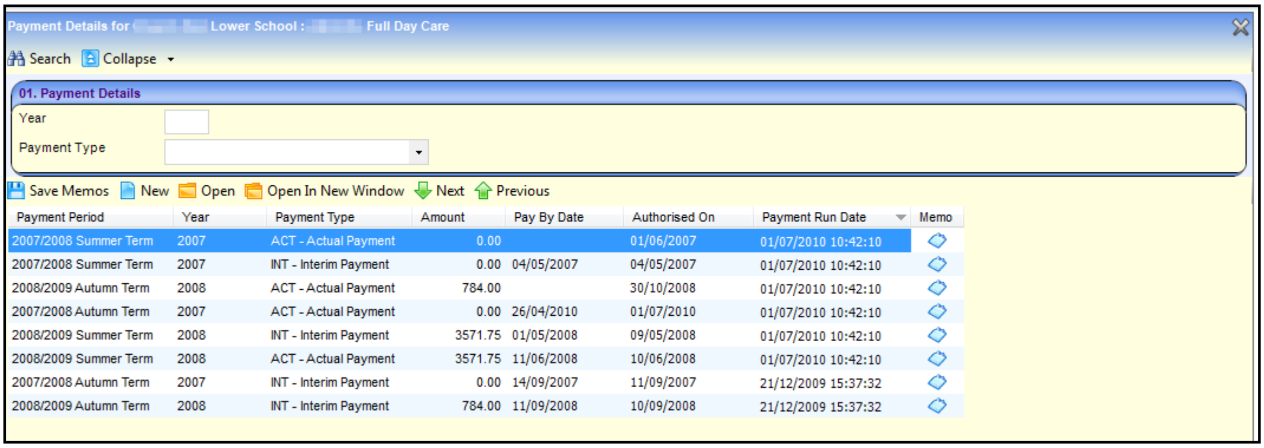


Making Payments to an Individual Funded Service

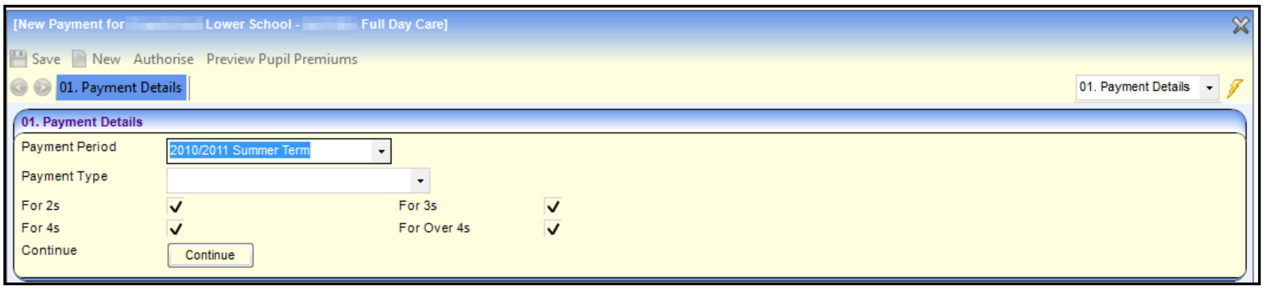
Payments can be made to an individual funded service.

Making a Payment to a Funded Service

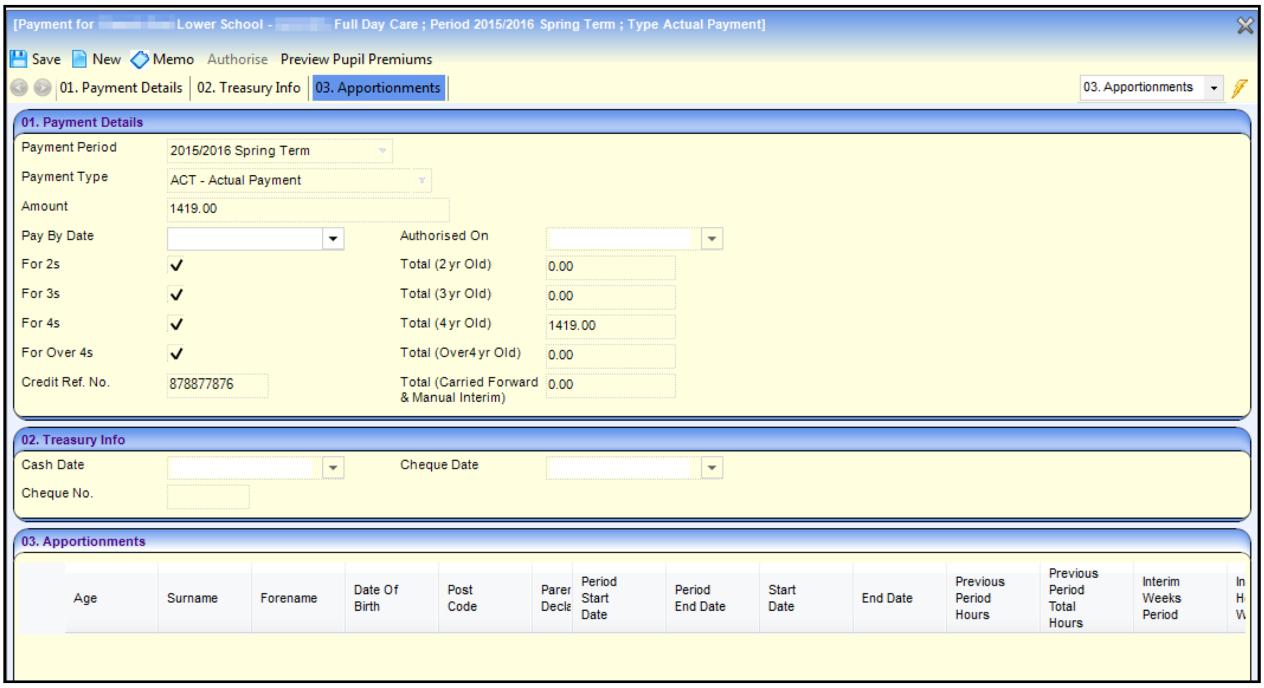
1. View the payment details for a funded service. For more information, see Viewing Payment Details for a Funded Service on page *39*.



2. Click the **New** button to open the **New Payment** page.



3. Select the required **Payment Period**.
4. Select the required **Payment Type**.
5. If required, deselect one or more age groups.
6. Click the **Continue** button to display details of matching payments due for this funded service.



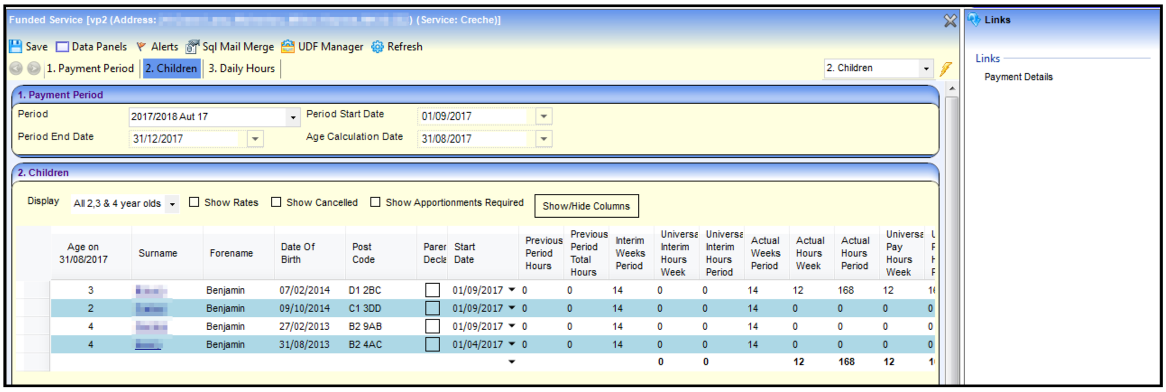
7. If required, select a **Pay By Date**.
8. Click the **Save** button.

Viewing Payment Details for a Funded Service

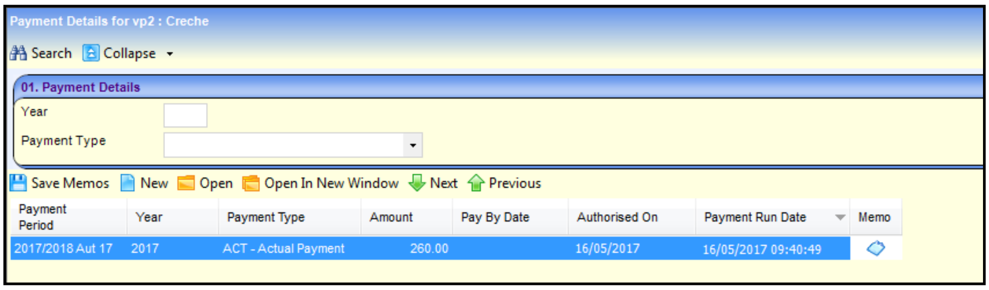
To display payments made to a funded service:

Select the required funded service. For more information, see Selecting a Funded Service on page *9*.

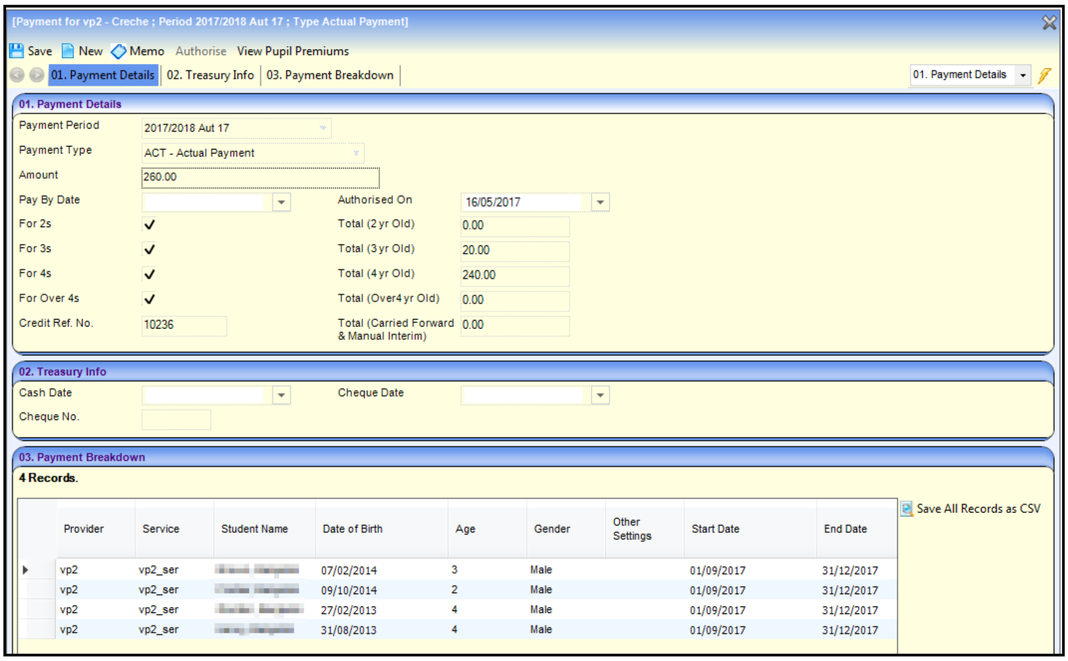
1. If required, select **Links** from the **Show/Hide** drop-down to display the **Links** panel.



2. Click **Payment Details** on the **Links** panel to display a list of payments for the service. Payments are ordered by **Payment Run Date** with the most recent first.



3. If required, enter search criteria and click the **Search** button.
4. Select the required payment and click the **Open In New Window** button to display the details.



5. If required, click the **View Pupil Premiums** button to display a list of children who have had their EYPP supplement added or removed during the payment period.

   The **Payment Breakdown** panel displays a breakdown of the payment information at a child level. It is only shown for interim, actual and adjustment payments and all records are displayed.
6. If required, click the **Save All Records as CSV** button to export the table as a CSV file for further editing or analysis.

Making a Manual Payment

Manual payments are ad-hoc payments made to a funded service. The payment type used can either be Manual Interim (MINT), which is a seeded payment type, or a non-seeded payment type set up by the Local Authority.

A manual payment can be made if the **Manual Payment** check box is selected on the **Interim Payments** panel when the Payment Period is defined.

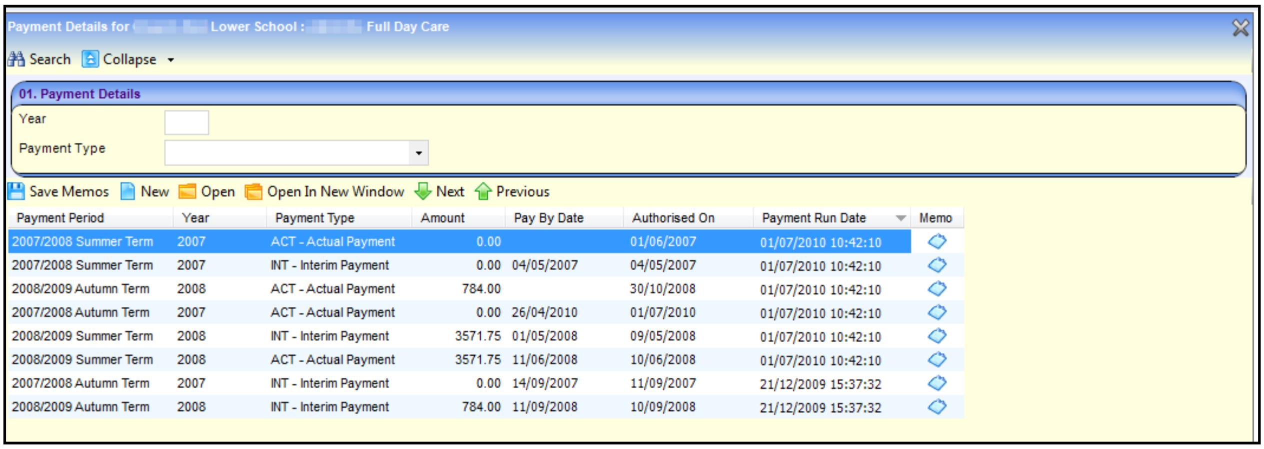
> **More Information:** For more information on defining Payment Types and Payment Periods, refer to the *One Early Years Setup Handbook,* which is on the One Publications website.

Generating a Manual Payment

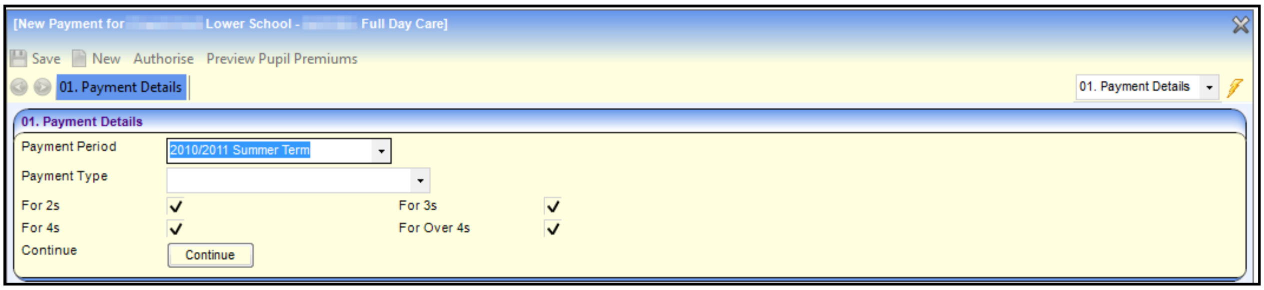
Manual Interim (MINT) is a seeded payment type. Other manual payment types can be set up by the Local Authority.

> ***NOTE:*** *A manual interim payment cannot be generated for a funded service if an interim payment has already been made for the same payment period.*
> *If payment details against the child records in the funded service have changed but the overall (net) amount has not changed, you can raise a zero adjustment payment.*

1. View the payment details for a funded service. For more information, see Viewing Payment Details for a Funded Service on page *39*.

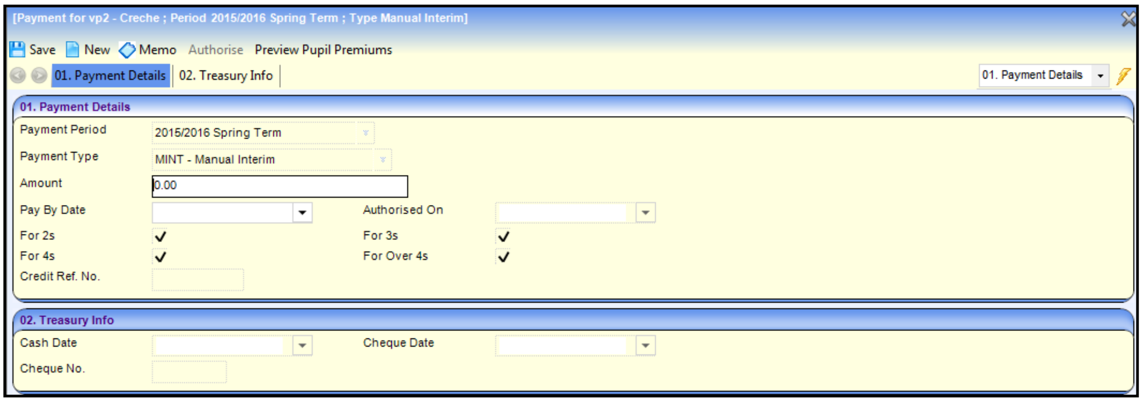


2. Click the **New** button to display the **New Payment** page.



3. Select the required **Payment Period**.
4. Select the required **Payment Type** e.g. **MINT – Manual Interim** or a non-seeded manual payment type.

   All age groups are included by default.
5. If required, de-select one or more age groups by clicking in the check box to display a cross.
6. Click the **Continue** button to display the **Payment** page.

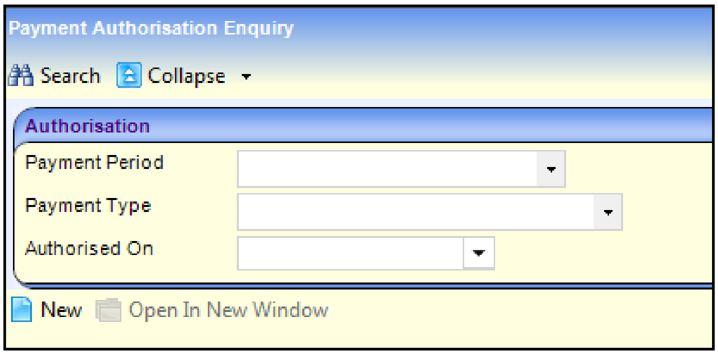


7. Enter an **Amount**.
8. Select a **Pay By Date**.
9. If required, click the **Preview Pupil Premium** button to display a list of children who have had an EYPP supplement added or removed when the payment is generated.
10. Click the **Save** button.

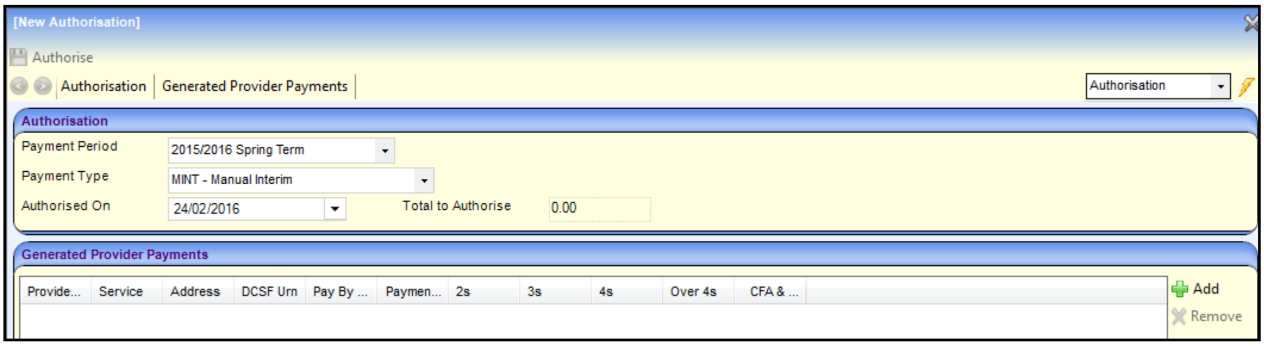
Authorising a Manual Payment

The manual payment must be authorised before the payment is made.

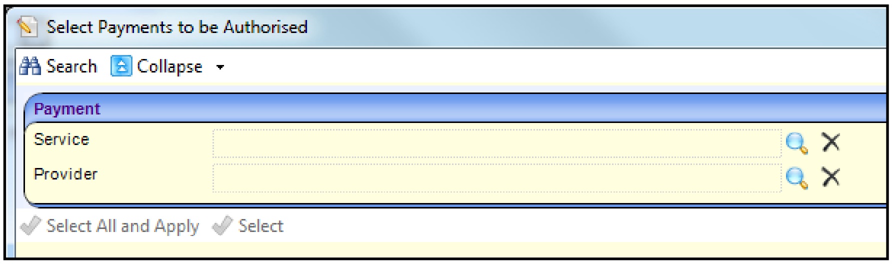
1. Select **Focus | Early Years | Authorise Payments** to display the **Payment Authorisation Enquiry** page.



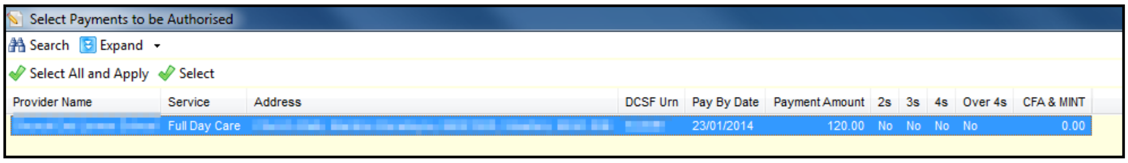
2. Click the **New** button to display the **New Authorisation** page.



3. Select the required **Payment Period**, **Payment Type** and **Authorised On** date.
4. Click the **Add** button to display the **Select Payments to be Authorised** page.



5. If required, enter a **Service** or **Provider**.
6. Click the **Search** button to display payments requiring authorisation.



7. Click the **Select All and Apply** button to select all payments in the list, or click the **Select** button to select a single payment in the list.

   Selected payments are displayed on the **Generated Provider Payments** panel. The **Total to Authorise** displays the total of all payments included.

8. Click the **Authorise** button to display the **Authorisation** page.

Making Amendments

Introduction

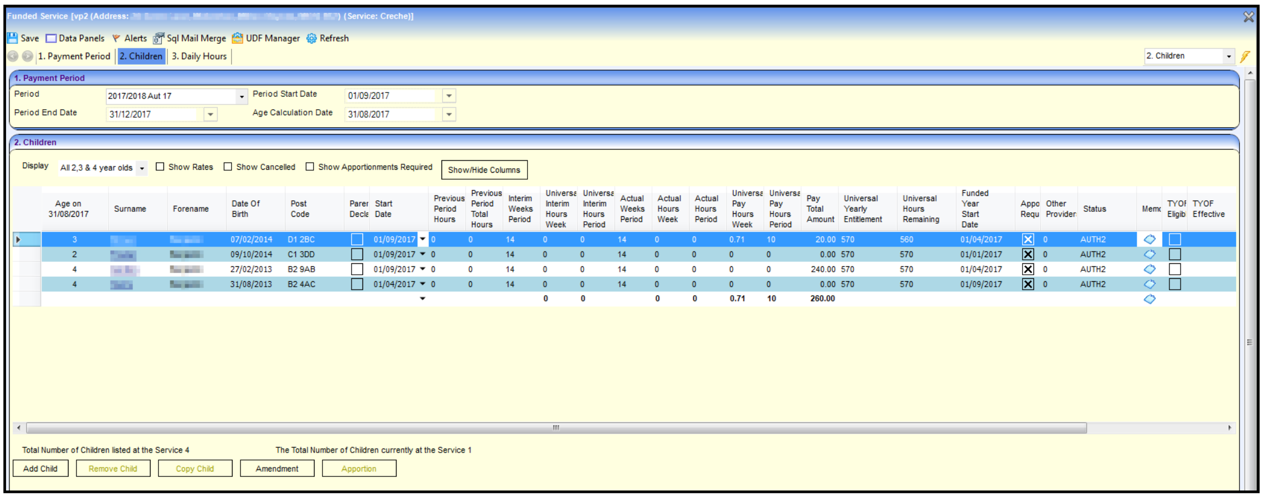
If a payment has been generated and authorised, it cannot be deleted. A payment amendment is required if the children's hours have changed.

An amendment can only be made to an actual payment that has been generated and authorised. Following an amendment, an adjustment payment must be generated and authorised.

Creating an Amendment

1. Select the required funded service.

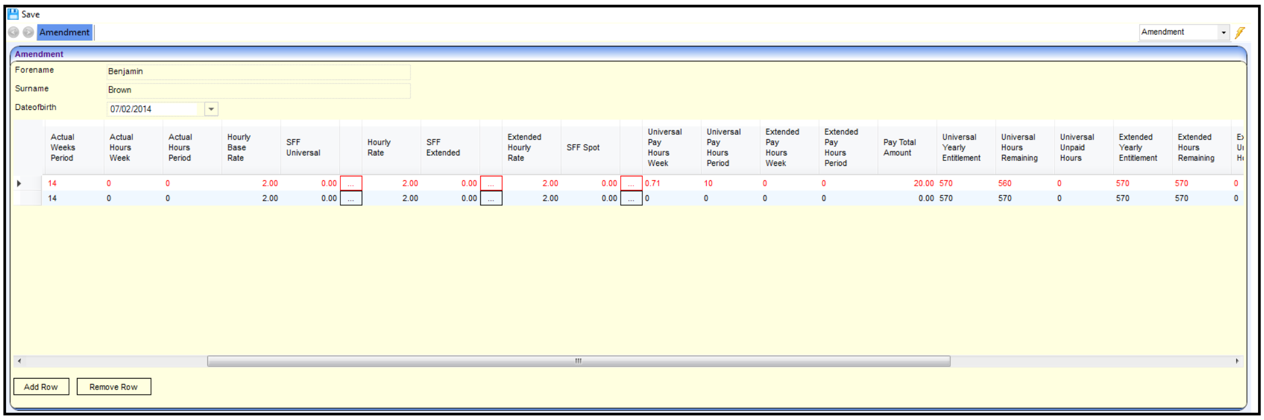
   For more information, see Selecting a Funded Service on page *9*.



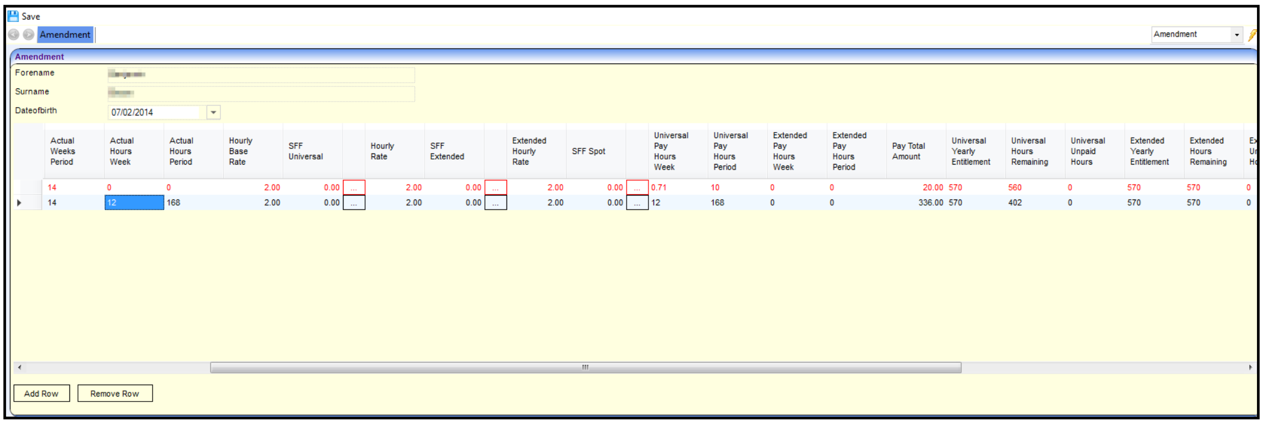
2. Select the required child in the list.

   If the **Status** is **AUTH2**, this is an actual payment that has been authorised and the **Amendment** button is enabled.

3. Click the **Amendment** button to open the **Amendment** window.

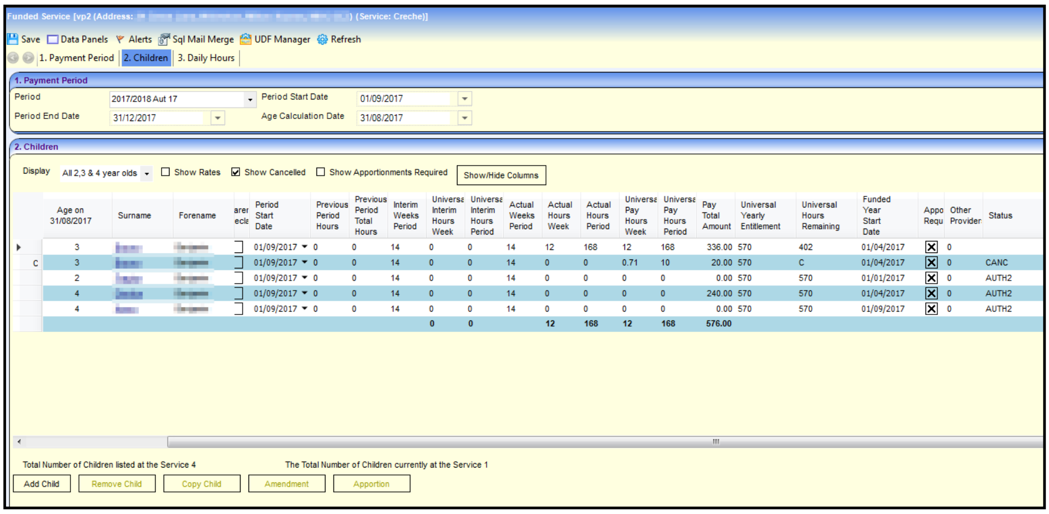


4. Click the **Add Row** button to add a new row beneath the original row.



5. Enter the amended **Actual Hours Week** or **Actual Hours Period** and tab to automatically update the other payment fields.
6. If required, update the **Universal Pay Hours** and **Extended Pay Hours**.
7. Click the **Save** button to display the amended payment on the **Funded Service** page.
8. Select the **Show Cancelled** check box to display the cancelled payment beneath the new payment.

   The cancelled payment has a **Status** of **CANC**.



9. Click the **Save** button.

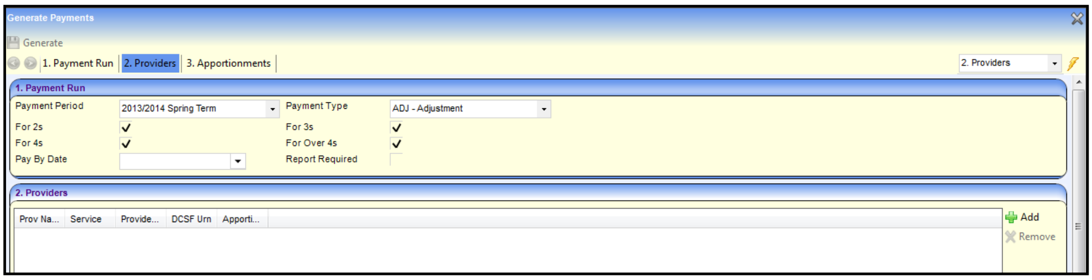
> ***NOTE:*** *It is possible to make further amendments to the hours on the* ***Children*** *panel before generating the adjustment payment.*

Generating an Adjustment Payment

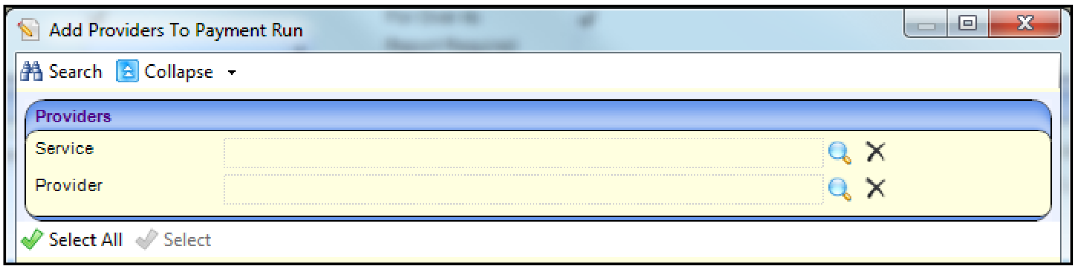
After making an amendment, an adjustment payment must be generated.

> ***NOTE:*** *If payment details against the child records in the funded service have changed but the overall (net) amount has not changed, you can raise a zero adjustment payment.*

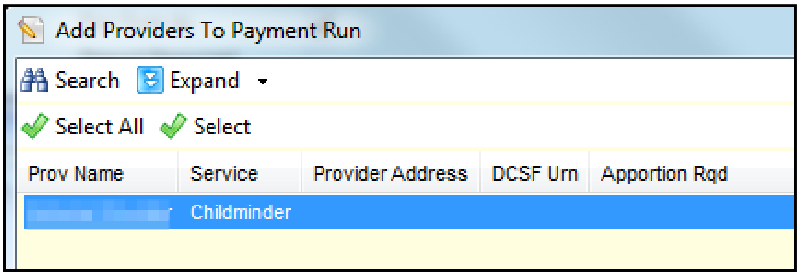
1. Select **Focus | Early Years | Generate Payments** to display the **Generate Payments** page.



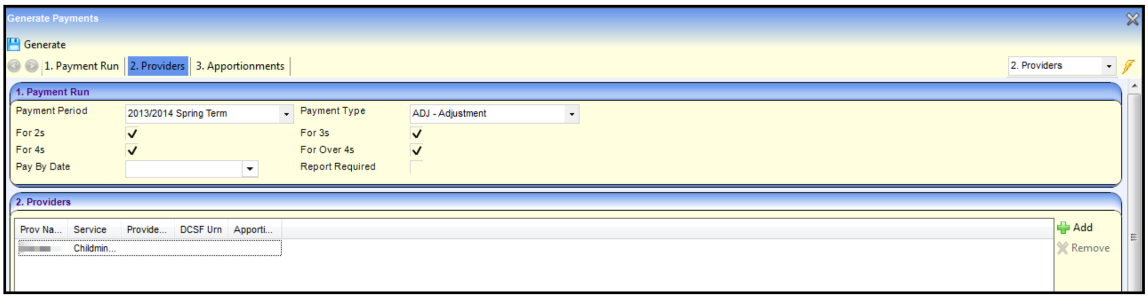
2. Select the required **Payment Period**.
3. Select **ADJ - Adjustment** from the **Payment Type** drop-down list.
4. If required, de-select one or more age group by clicking in the check box to display a cross.
5. Click the **Add** button to display the **Add Providers to Payment Run** window.



6. If required, select a **Service** or **Provider**.
7. Click the **Search** button to display providers with payments for this period and type that have not been generated.



8. Click the **Select** button to display the **Generate Payments** window.



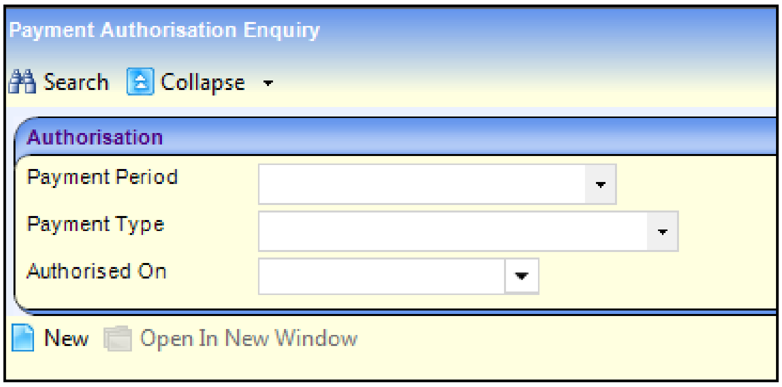
9. Click the **Generate** button.

> ***NOTE:*** *If a child is attending more than one funded service and the payment limits are exceeded, the payments must be apportioned before actual or adjustment payments are made. If this is the case,* ***Apportionment Rqd*** *displays Yes and the* ***Generate*** *button is disabled. See* *Apportioning when Generating Payments on page 29.*

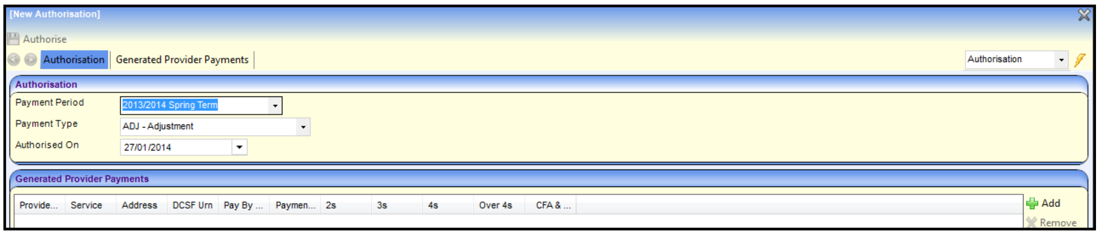
Authorising an Adjustment Payment

After an adjustment payment has been generated, it must be authorised before the payment can be made.

1. Select **Focus | Early Years | Authorise Payments** to display the **Payment Authorisation Enquiry** page.

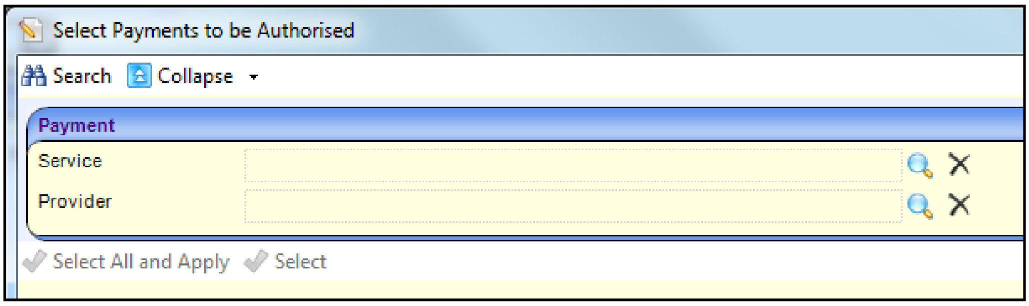


2. Click the **New** button to display the **New Authorisation** page.



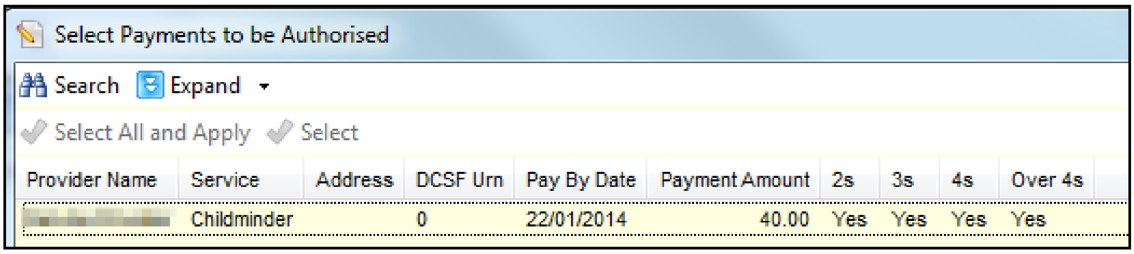
3. Select the required **Payment Period**, **Payment Type** of **ADJ-Adjustment** and an **Authorised On** date.

4. Click the **Add** button to open the **Select Payments to be Authorised** window.

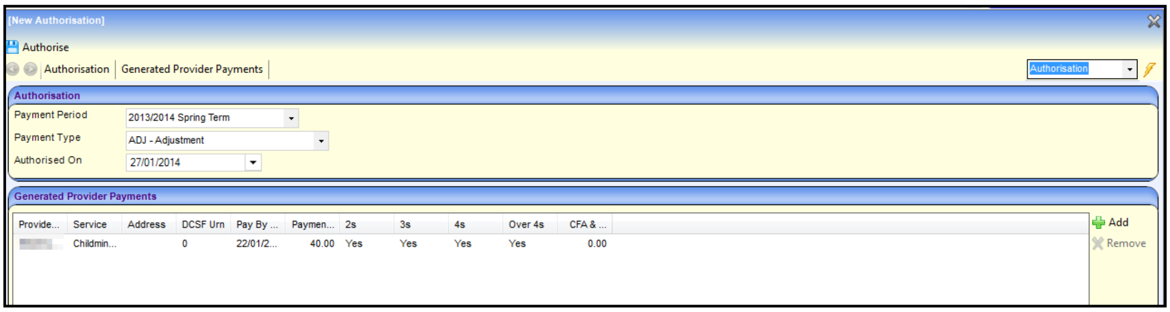


5. If required, select a **Service** or **Provider**.

6. Click the **Search** button to display the payments that have been generated but not authorised.



7. Highlight the payment and click the **Select** button to display the **New Authorisation** page with this payment listed in the **Generated Provider Payments** panel.



8. Click the **Authorise** button.

Apportioning Payments

Introduction

Apportionment is required when a child attends more than one provider and one or both of the following applies:

- The payment limits, defined via **Early Years Setup | Define Early Years Payment Period | Payment Period Definition Detail**, are exceeded.
- The child has negative hours remaining and **Cap Payments with Negative Hours Remaining** is selected on the **Payment Setup Options** page.

The same rules apply to universal and extended paid hours. A payment cannot be made if apportionment is required. The hours must be apportioned between the attendance lines so that the payment limits (caps) are not exceeded.

The need for apportionment is considered in the following circumstances:

- Hours are entered on the **Funded Service | Children** grid.
- Hours are imported from the Headcount Provider portal.
- Hours are imported using the Generic File Import.
- Hours are carried over using the Carry Over routine.
- Hours are updated using the Update routine.
- A child's school history dates are changed.

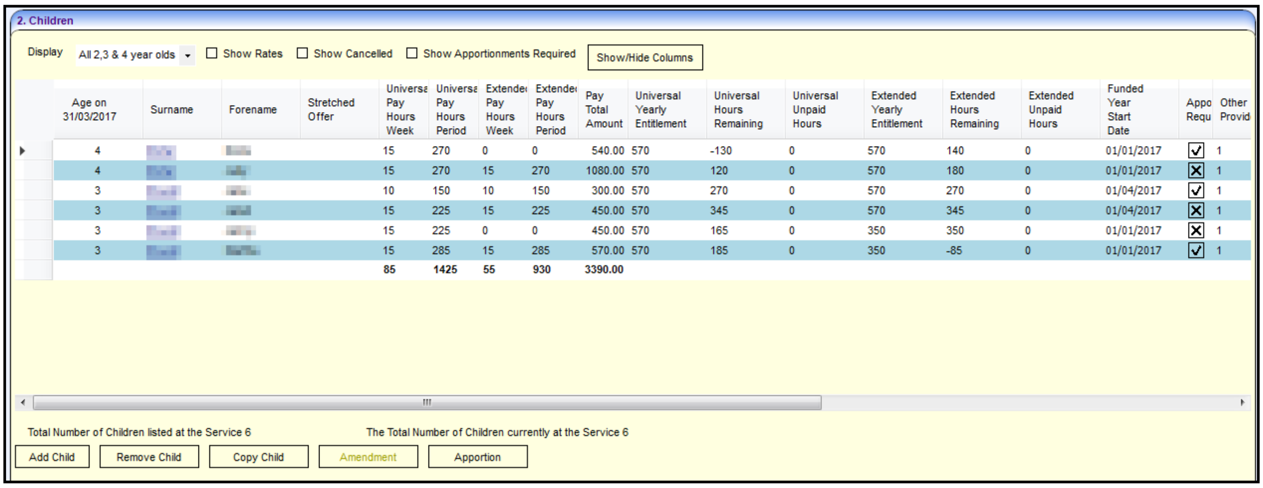
More Information: for more information about payment limits and payment setup options, see the *One Early Years Setup* handbook on the One Publications website.

Apportioning Children's Hours

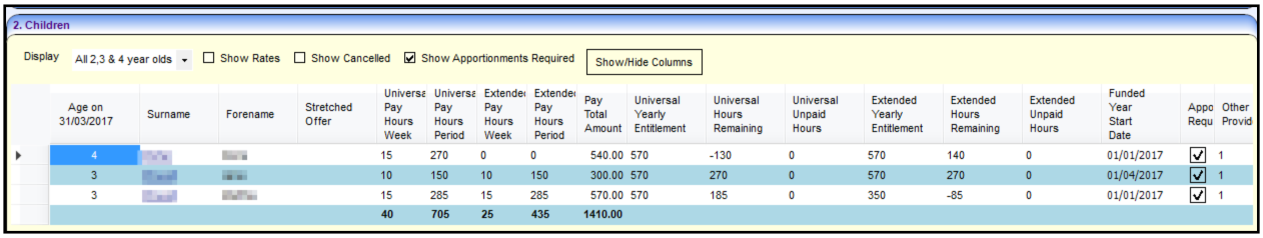
1. If the **Apportionment Required** check box is selected (ticked) on the **Children** panel, the child's hours require apportionment.

   The **Other Provider** column displays the number of other providers attended by this child.

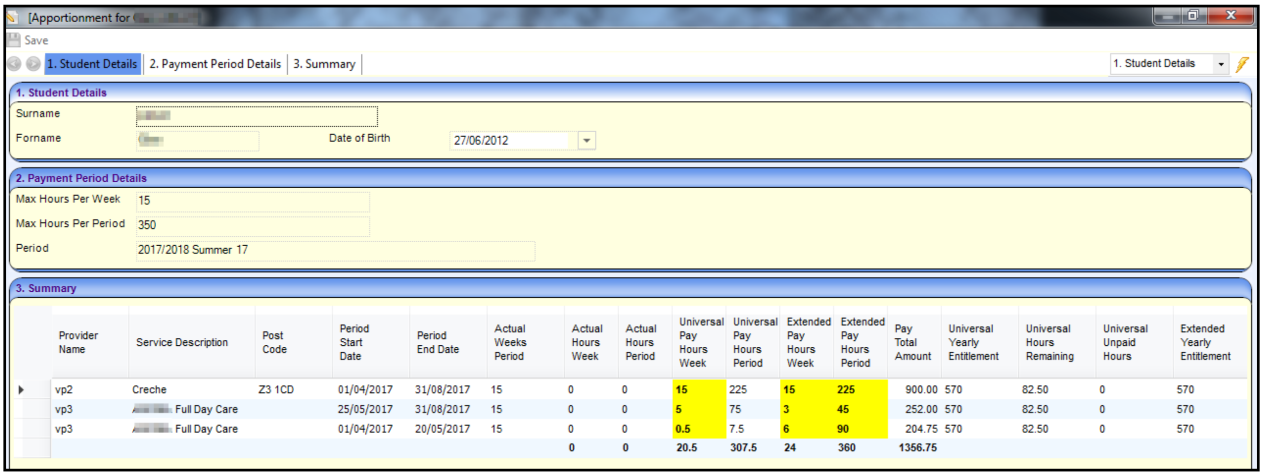
2. Select the child in the list to enable the **Apportion** button.



3. If required, select the **Show Apportionments Required** check box to display only children requiring apportionment.



4. Click the **Apportion** button to display the **Apportionment** window.

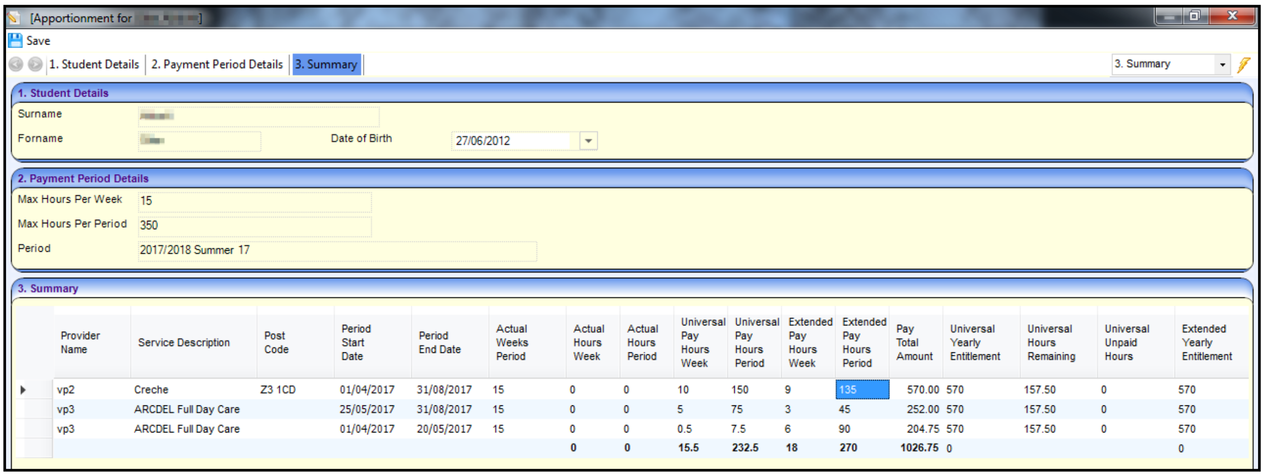


Payment Period Details display the maximum hours allowed per **Week** and for the **Period**. The **Universal Pay Hours Week** and **Universal Pay Hours Period** are highlighted if they exceed the maximum allowed. The **Universal Hours Remaining** is highlighted if it is a negative amount.

The **Extended Pay Hours Week** and **Extended Pay Hours Period** are highlighted if they exceed the maximum allowed. The **Extended Hours Remaining** is highlighted if it is a negative amount.

> ***NOTE:*** *A child's attendance line has a start and end date. Only overlapping attendance lines are considered when deciding if the hours per week require apportionment.*

5. Update the **Universal Pay Hours Week**, **Universal Pay Hours Period**, **Extended Pay Hours Week** or **Extended Pay Hours Period** as required until the total is less than or equal to the maximum allowed and the fields are no longer highlighted.



6. Click the **Save** button.

Carrying Over or Updating Hours for a Funded Service

Introduction

The **Carry Over** routine is used to carry over hours for a funded service from one payment period to another. The **Update** routine is used to update hours for a funded service in a particular payment period.

Carrying Over Extended Hours

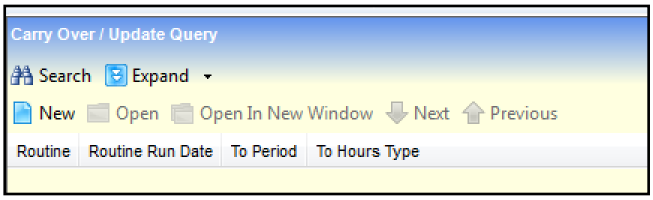
Extended hours information is copied over to the same columns in the **To Period**.

When carrying over extended hours the following business rules apply:

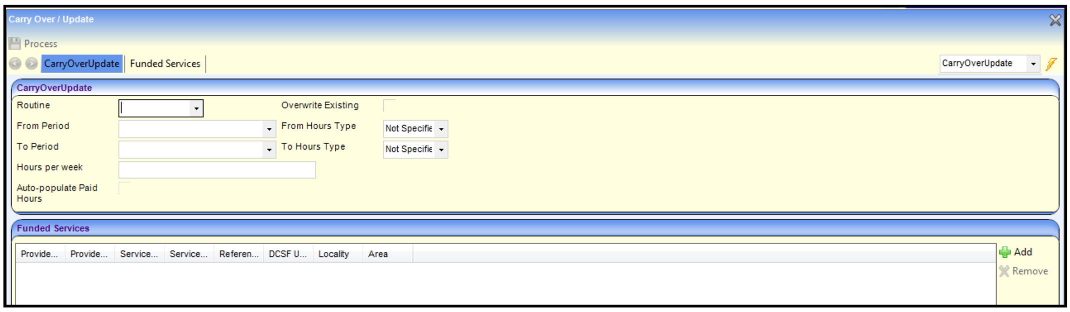
- If the **From Hours Type** is **Paid** and the **To Hours Type** is **Actual**, the universal and extended hours are combined into the **Actual** columns.
- If the **From Hours Type** is **Actual** and the **To Hours Type** is **Paid**, the actual hours are separated into universal and extended (the first 15 hours are put into universal).
- If the hours are carried over into a term that has lower caps, the lower caps are applied.
- Extended hours are only carried over to a new period if the child is eligible for extended childcare in the new period.

Carrying Over Hours

1. Select **Focus | Early Years | Carry Over / Update** to display the **Carry Over / Update Query** page.

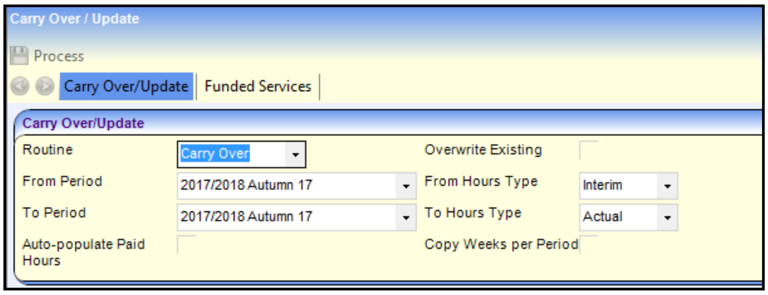


2. Click the **New** button to display the **Carry Over / Update** page.

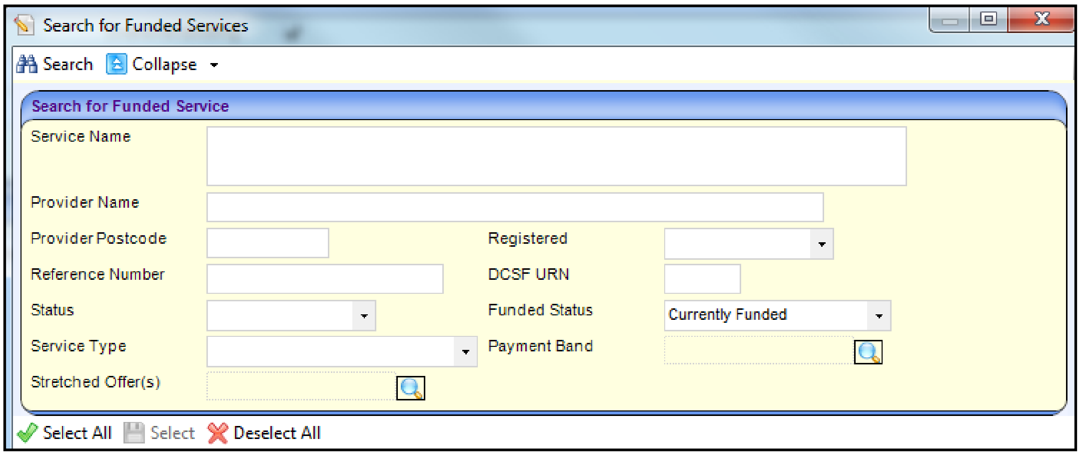


3. Select **Carry Over** from the **Routine** drop-down list.
4. Select a **From Period** and **From Hours Type**.
5. Select a **To Period** and **To Hours Type**.

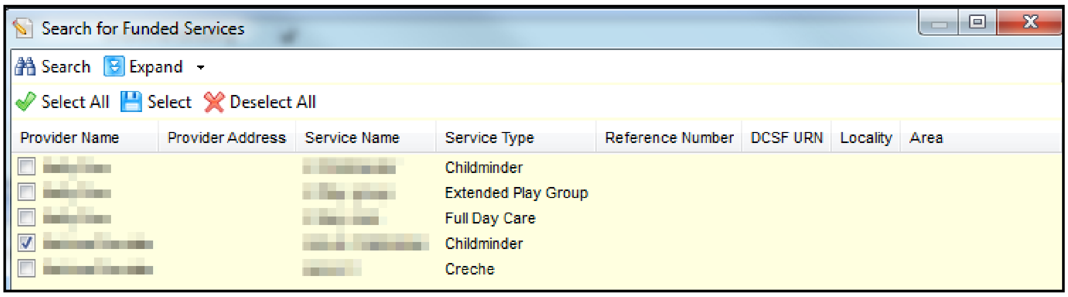
> ***NOTE:*** *If* ***From Hours Type*** *is* ***Interim***, ***To Hours Type*** *is* ***Actual*** *and the* ***From*** *and* ***To*** *periods are the same, the* ***Weeks per Period*** *check box is enabled and weeks per period can be carried over.*



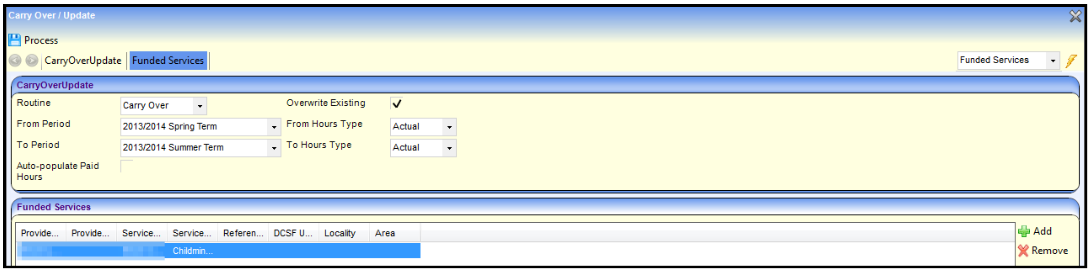
6. If required, and weeks are being carried over from interim to actual in the same period, select the **Copy Weeks per Period** check box to display a tick.
7. If required, select **Overwrite Existing** to overwrite any existing values when copying the hours.
8. If required and **To Hours Type** is **Actual**, select the **Auto-populate Paid Hours** check box to update paid hours when actual hours are carried over.
9. Click the **Add** button to display the **Search for Funded Services** modal window.



10. Enter a minimum of two characters in the **Service Name**, two characters in the **Provider Name** or three characters in the **Provider Postcode** and click the **Search** button to display a list of services.



11. Select the check box for the required service and click the **Select** button to display the service on the **Carry Over / Update** page.



12. Click the **Process** button.

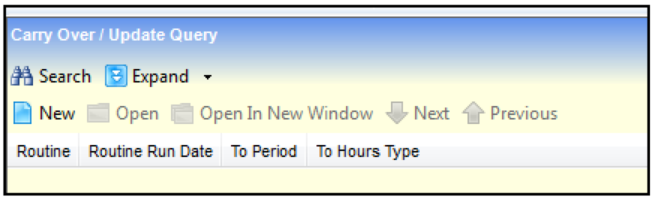
> ***NOTE:*** *The following business rules apply when carrying over hours:*
>
> *If the hourly rate for a child has changed, the routine uses the child's hourly rate rather than that for the funded service.*
>
> *Payment limits are respected for the **To Period**. The need for apportionment is determined by using the sum of paid hours per week for the date ranges they apply to within the period.*
>
> *Paid hours cannot exceed actual hours. If the specified actual hours value is less than the child's existing paid hours value in the **To Period**, the existing actual hours value is not updated. An entry is made in the **Logs** panel for each record affected with the message:*
> *Actual Hours Less than Paid Hours*
>
> *If the specified paid hours value is greater than a child's existing actual hours value in the **To Period**, the existing paid hours value is not updated. An entry is made in the **Logs** panel with the message:*
> *Paid Hours Greater than Actual Hours.*
>
> *If more than one line is present for the child following an amendment, the hours are not carried over. An entry is displayed in the **Logs** panel for the children who have not been carried over for this reason.*
>
> ***Hours Remaining** is recalculated and updated for all eligible children at the selected funded services. **Hours Remaining** is also updated against other funded services the child attends within their funding year.*

Updating the Hours for a Funded Service

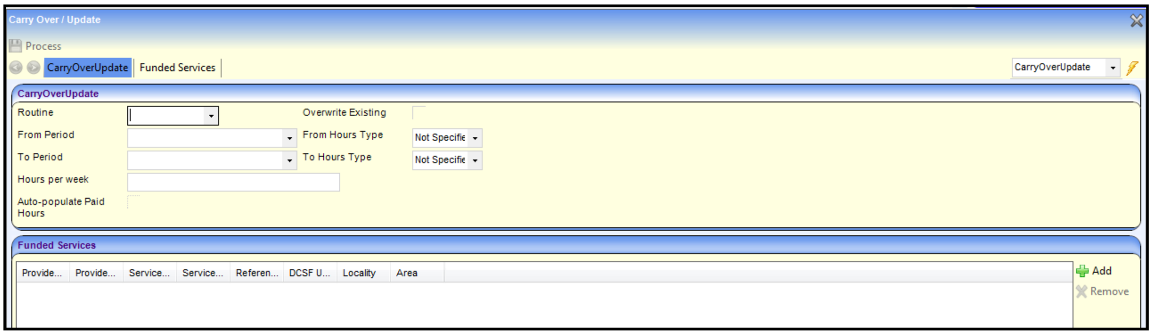
The **Update** routine is used to update hours per week for all children at a funded service in a particular payment period.

> ***NOTE:*** *The **To Hours Type** can be **Universal Interim**, **Extended Interim**, **Actual**, **Universal Paid** or **Extended Paid**.*

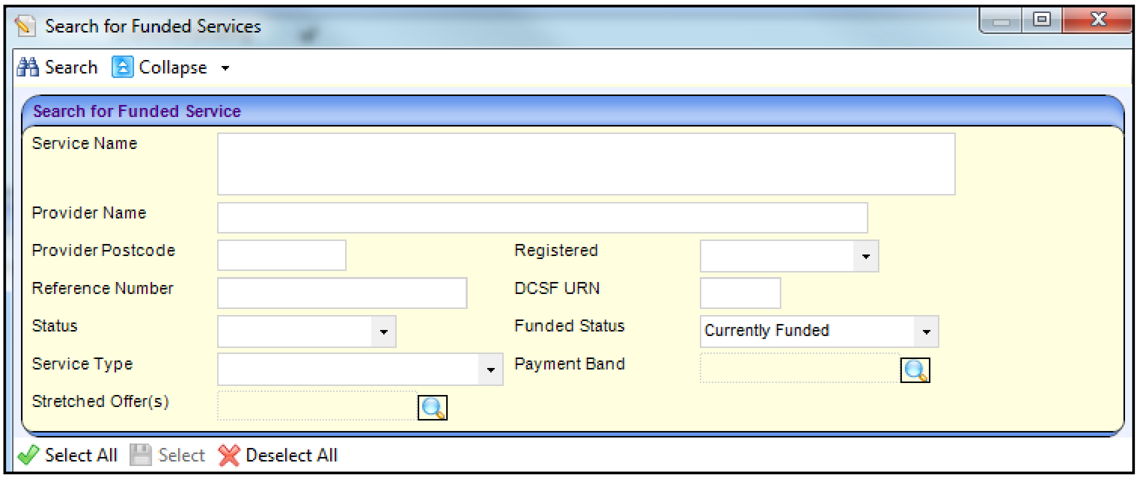
1. Select **Focus | Early Years | Carry Over / Update** to display the **Carry Over / Update Query** page.



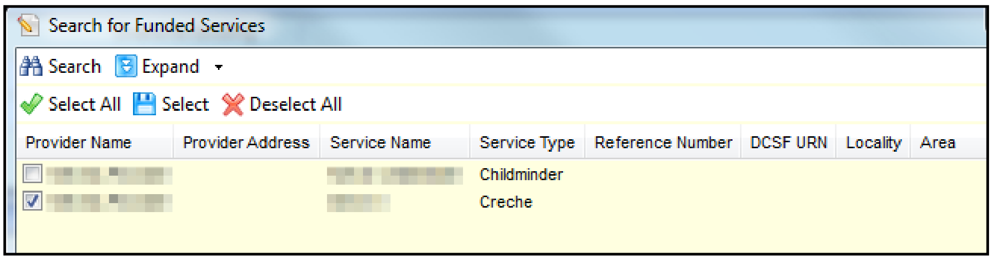
2. Click the **New** button to display the **Carry Over / Update** page.



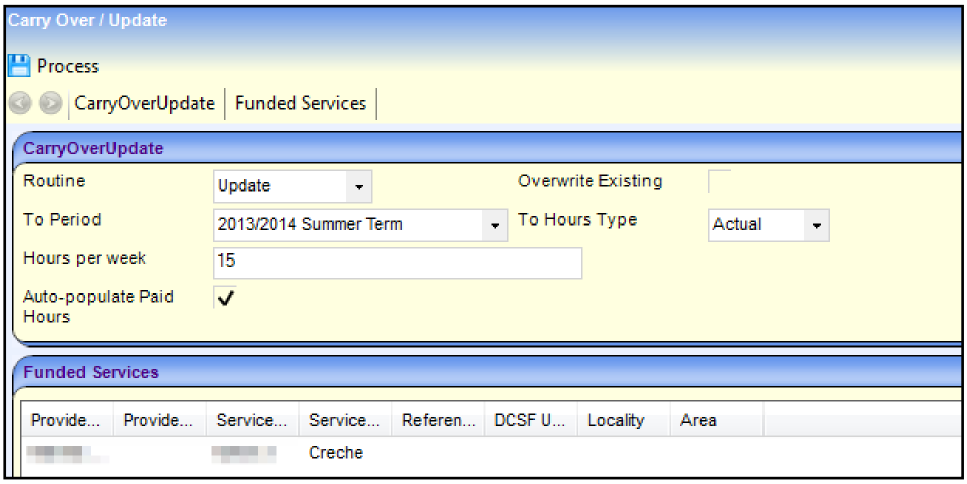
3. Select **Update** from the **Routine** drop-down list.
4. Select a **To Period** and **To Hours Type**.
5. Enter **Hours per week**.
6. If required, select **Overwrite Existing** to overwrite any existing values when updating the hours.
7. If required and the **To Hours Type** is **Actual**, select the **Auto-populate Paid Hours** check box to automatically update paid hours when the actual hours are updated.
8. Click the **Add** button to display the **Search for Funded Services** modal window.



9. Enter a minimum of two characters in the **Service Name**, two characters in the **Provider Name** or three characters in the **Provider Postcode** and click the **Search** button to display a list of services.



10. Select the check box for the required service and click the **Select** button to display the service on the **Carry Over / Update** page.



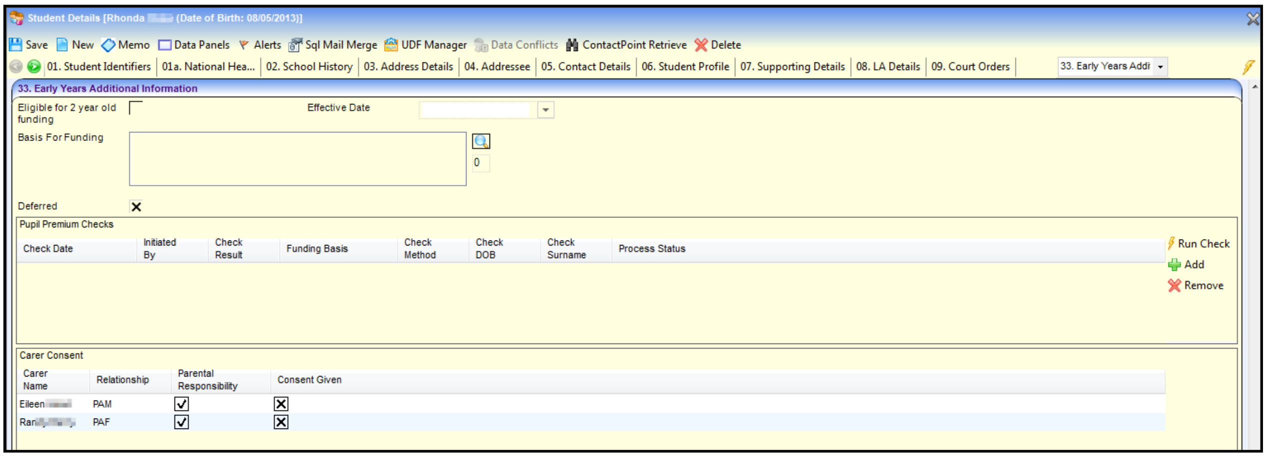
11. Click the **Process** button.

Early Years Pupil Premium

Early Years Pupil Premium (EYPP) is additional funding for early years settings to improve the provision for disadvantaged 3 and 4-year olds.

Local Authorities are responsible for checking whether individual children meet the eligibility criteria for EYPP. Information about the child's carers is used to determine whether or not the child is eligible.

> ***NOTE:*** *A check for eligibility is only run for carers who have parental responsibility <u>and</u> have given consent. Parental responsibility and carer consent are indicated on the* ***Student Details | Early Years Additional Information*** *panel.*



Children who are identified as being eligible for EYPP on economic grounds will have the correct premium rate added as a Single Funding Formula (SFF) payment, alongside payments to settings for funded hours.

Checking Eligibility for EYPP

The following table summarises how One determines the EYPP category a child is eligible for, e.g. **Economic, Non-Economic** or **Looked After Child (LAC)** based on the DfE Funding Basis Codes (*Lookup table id:1206*):

CBDS Codes

EXT Code	Early Years Pupil Premium Basis for Funding
EE	Eligible through economic criteria
EO	Eligible other known reason
EB	Eligible both reasons
EU	Eligible unknown basis

Criteria

Eligibility Criteria	Internal Codes	CBDS External Codes
Non-Economic	Any code mapped to Ext Code	EO or EU
Economic	Any code mapped to Ext Code	EE or EB
Looked After Child	LAC	EO

Business Rules for Identifying the EYPP Record to Use

The Generate Payments routine uses the history of pupil premium checks to determine whether or not a child is eligible and, if eligible, the rate at which the child will be paid. The following business rules are used to identify the EYPP record that is used:

- If there is only one EYPP record in the history, this record is used.
- If there are two manual eligible checks (non-economic, economic or LAC), the latest check date is used.
- If there are three manual eligible checks, one for each of non-economic, economic and LAC, the eligible non-economic check record is used.
- If there are two manual eligible checks, one economic and one LAC, the eligible economic check record is used.
- If there are two automatic economic checks for the same carer, the latest check record is used.
- If there are two automatic economic checks for two different carers and only one carer is eligible, the eligible carer check record is used.
- If there are one or more automatic economic eligible checks and there is a more recent manual economic check, the manual economic check is used.
- If there are one or more automatic economic eligible checks and there is an older eligible non-economic manual check, the manual eligible check is used.
- If there is one eligible and one not eligible automatic economic check and an earlier not eligible manual check, the latest automatic economic check is used.
- If there are non-economic or economic not eligible manual checks and an eligible Looked After Child (LAC) check, the LAC check is used.

For more information, see Using Single Funding Formula *on page 11* and Early Years Pupil Premium (EYPP) Payments on page *23*.

Collecting Carer Details

The carer details for the child must include name, date of birth, and either National Insurance number or National Asylum Support Service (NASS) number. This information is submitted to the DWP Eligibility Checking Service (ECS) to perform a bulk check of the eligibility of children for EYPP. For authorities who have purchased the Provider Portal Headcount module, the required information for making an eligibility check via ECS can be collected by settings as part of a headcount collection task.

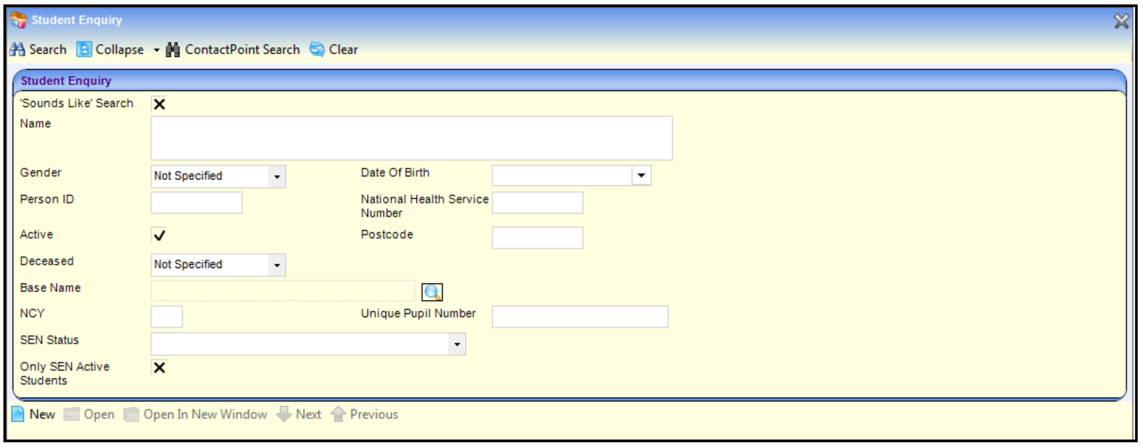
More Information: *One Early Years Headcount Provider Portal* handbook available on the One Publications website (http://www.onepublications.com).

For information about running the ECS check, see EY Pupil Premium Bulk ECS Check on page *58* and EY Pupil Premium Single ECS Check on page *60*.

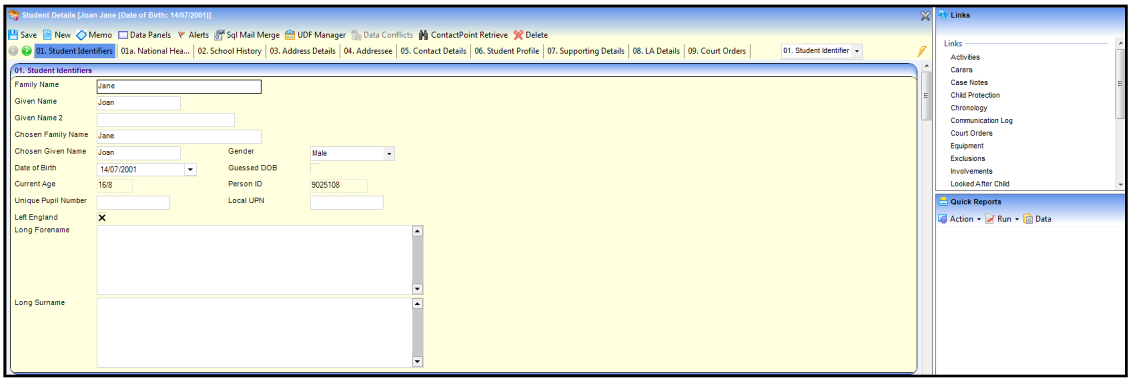
For Local Authorities not using the Provider portal, carer details can be updated using the v4 Client:

Updating Carer Details

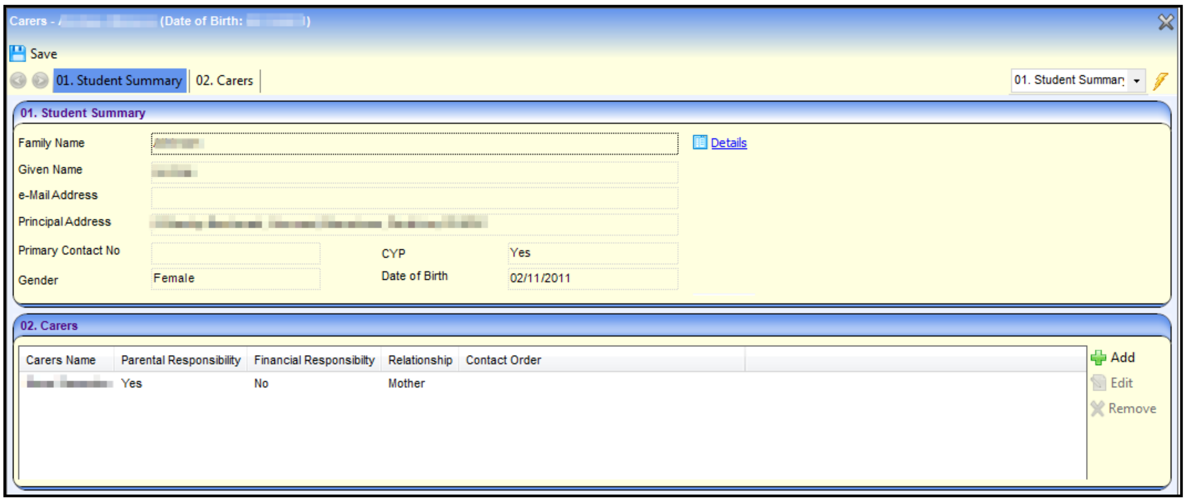
1. Select **Focus | People | Students** to display the **Student Enquiry** page.



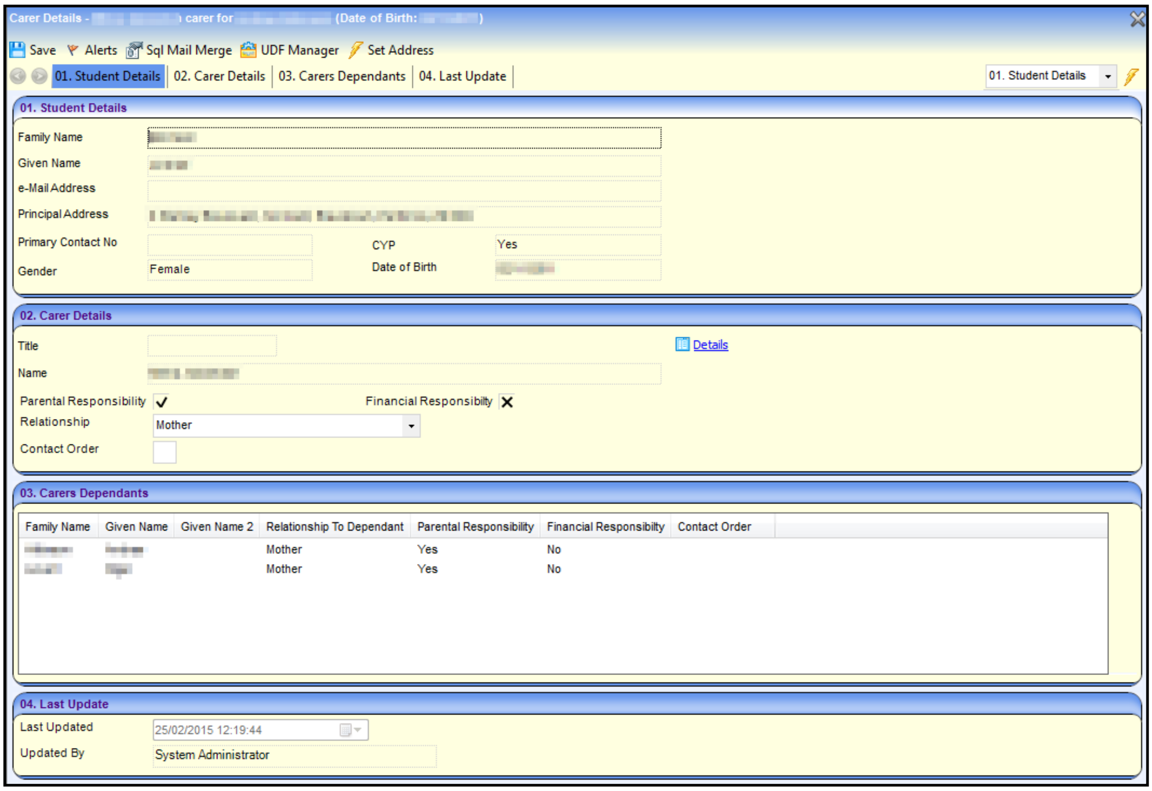
2. Enter search criteria for the required student and click the **Search** button.
3. Select the required student in the search results list and click the **Open in New Window** button to display the **Student Details** page.



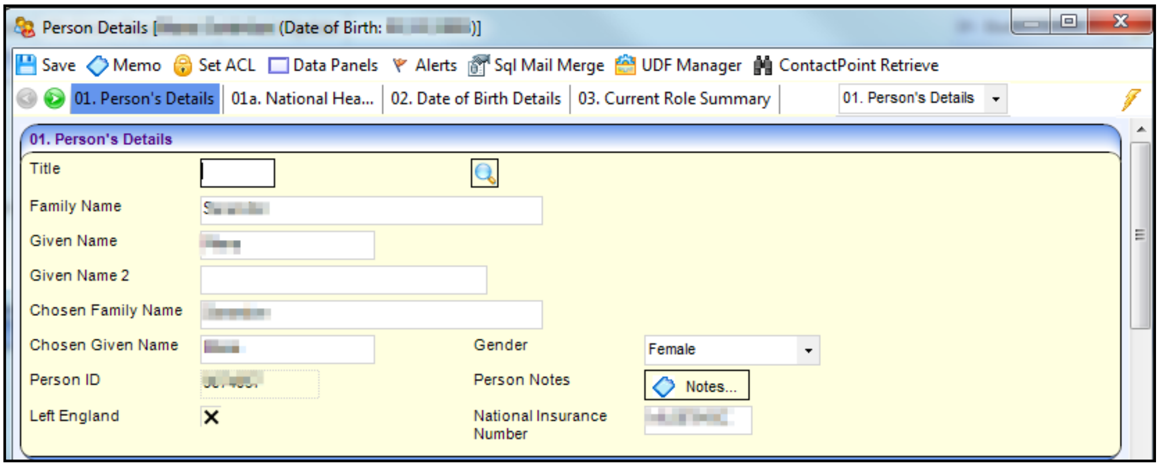
4. Select the **Carers** link from the **Links** panel to display the **Student Summary** and list of **Carers** for the student.



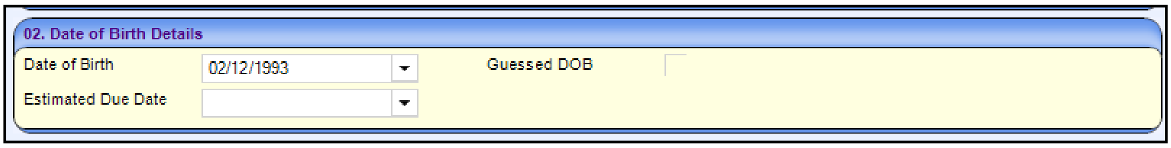
5. Select the required carer and click the **Edit** button to display the **Carer Details** page.



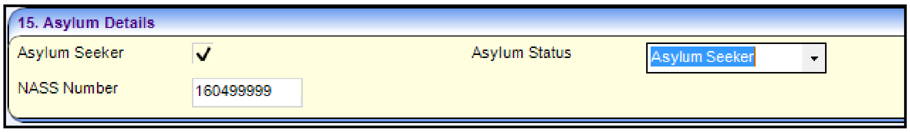
6. On the **Carer Details** panel, click the **Details** button to display the **Person Details** panel.



7. Update the carer's name and **National Insurance Number** as required.
8. Select the **Date of Birth Details** panel and update the details as required.



9. If the carer is an asylum seeker, select the **Asylum Seeker** check box on the **Asylum Details** panel to display a tick and enter an **NASS Number** in the format YYMMnnnnn.

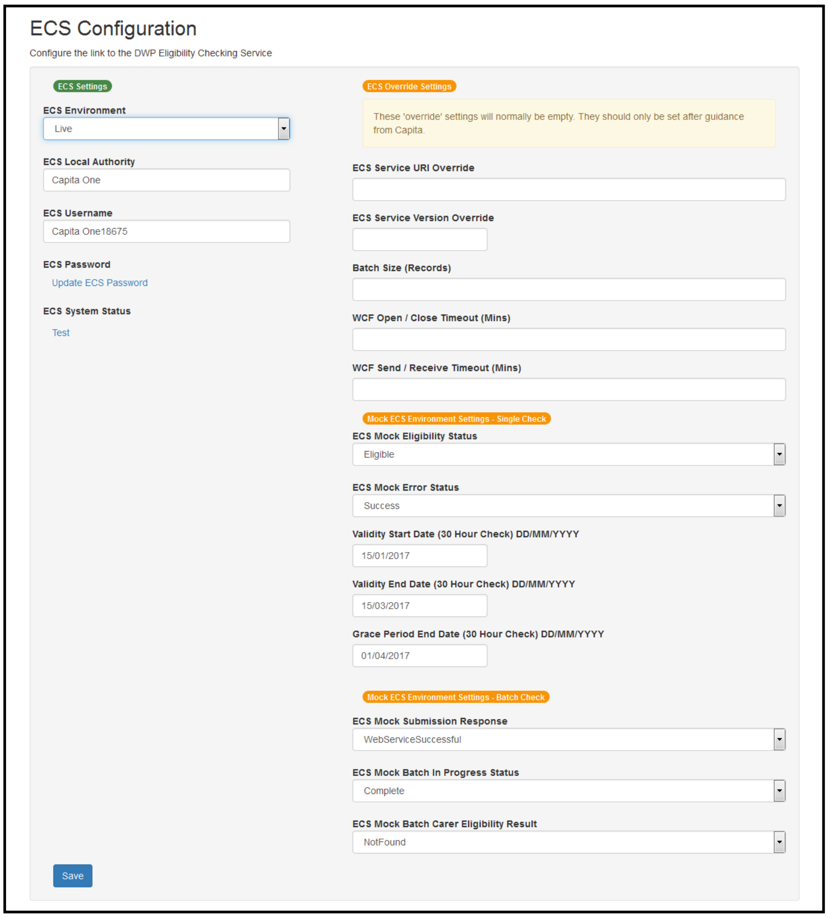


10. Click the **Save** button to save the person details and display the **Carer Details** page.
11. Click the **Save** button to save the carer details.

ECS Configuration

The **ECS Configuration** page is used to configure the link to the Eligibility Checking Service.

Select **Focus | Early Years | Early Years Setup | EY Pupil Premium ECS Configuration**.



More Information: Technical Guide – Setting Up One Early Years Pupil Premium for Local Authorities handbook available on the One Publications website.

EY Pupil Premium Bulk ECS Check

Introduction

The **EY Pupil Premium Bulk ECS Check** page is accessed via **Focus | Early Years | EY Pupil Premium Bulk ECS Check**. This page is used to submit a bulk check to the Eligibility Checking Service.

The check can be run as a test to find out how many children are eligible. If required, the results can be saved and this updates the student details to reflect the child's eligibility.

Business Rules for Running a Bulk ECS Check

The check is only run against carers if all of the following criteria apply:

- The **Consent Given** check box is selected (ticked) on the **Student Details | Early Years Additional Information | Carer Details** sub panel.
- The carer's **Date of Birth** is recorded.
- The carer's **National Insurance Number** or **NASS** number is recorded.
- The carer has a child aged 3 or 4 years old, for whom they have parental responsibility.

If all of these criteria are met, click one of the following buttons to run the Bulk ECS Check: **Not Eligible** or **Failed**.

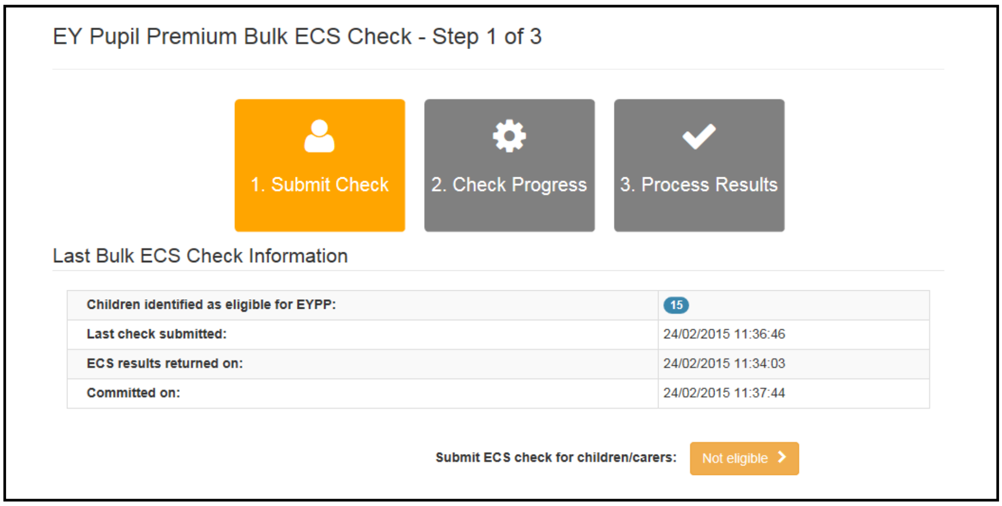
- **Not Eligible**: Checks all children who were previously not eligible for EYPP because they either did not have any carer details recorded or carer consent was not selected (ticked). If they are now found to be eligible, they will not be checked again for 12 months (3 terms).
- **Failed**: Checks children where a previous check failed due to incorrect data e.g. invalid NI number.

> ***NOTE:*** *The ECS checker calculates eligibility based on a child's date of birth, not their NCY.*

Running a Bulk ECS Check

> ***NOTE:*** *A bulk check for eligibility is only run for carers with parental responsibility who have given consent.* *For more information, see Business Rules for Running a Bulk ECS Check on page 58.*

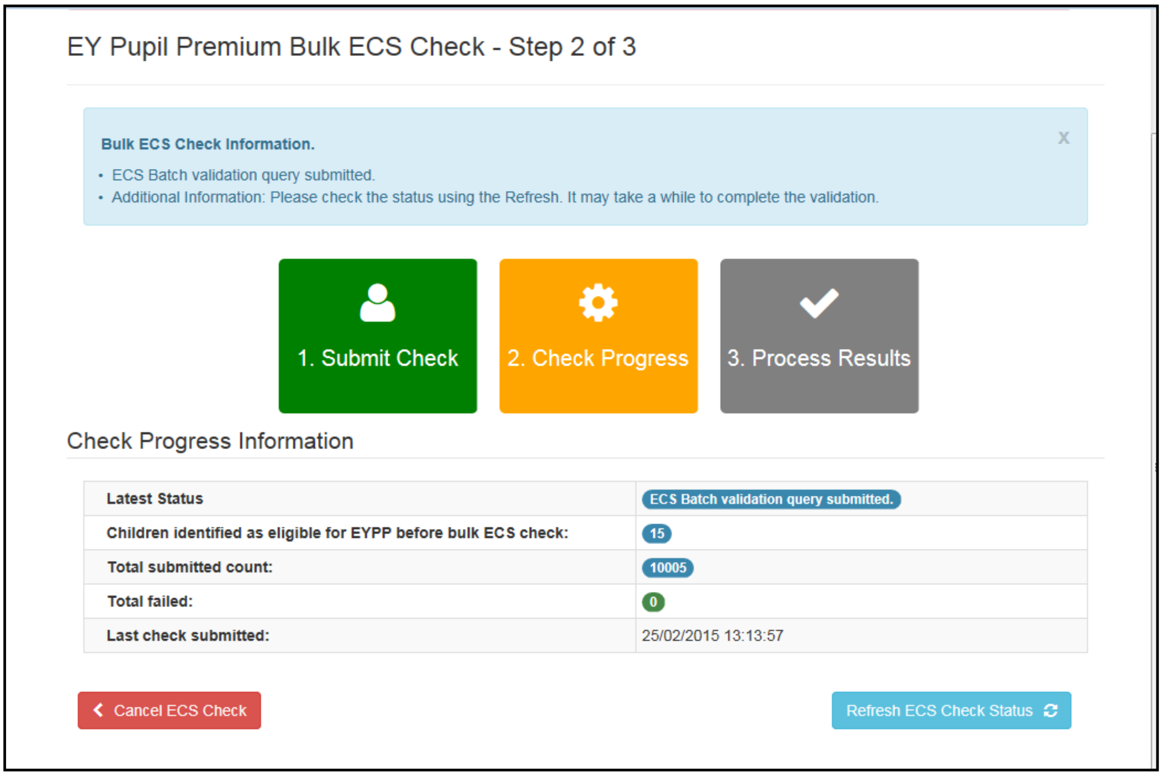
1. Select **Focus | Early Years | EY Pupil Premium Bulk ECS Check**.



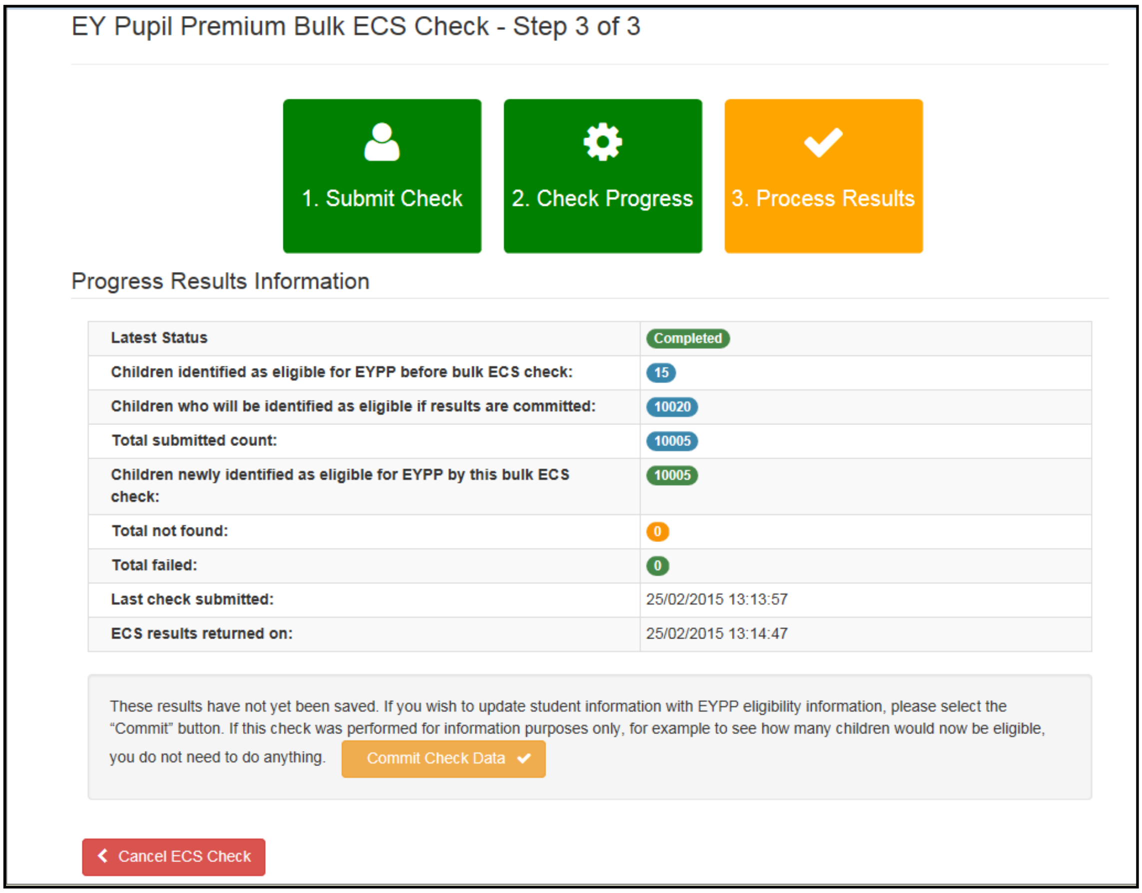
The **Submit Check** screen displays the details of the last bulk check that was performed by the Local Authority.

2. To submit a check against children and carers who are currently flagged as not eligible, click the **Not eligible** button.

   The **Check Progress Information** screen is displayed.



3. Click the **Refresh ECS Check Status** button to refresh the results.
4. When the process is completed, the **Process Results** screen is displayed.

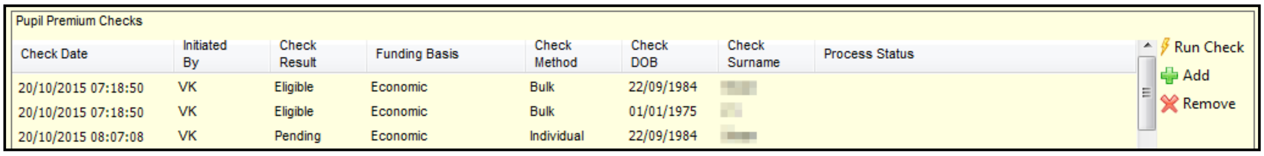


The **Progress Results Information** panel displays information about the **Bulk ECS Check** that has completed.

5. If you have only run the check as a test, no further action is required.

   If you want to record the results of the ECS check, click the **Commit Check Data** button.

   The **Pupil Premium Checks** on the **Student Details | Early Years Additional Information** panel is updated with the results of the bulk check.


Pupil Premium Checks

Check Date	Initiated By	Check Result	Funding Basis	Check Method	Check DOB	Check Surname	Process Status
20/10/2015 07:18:50	VK	Eligible	Economic	Bulk	22/09/1984	[redacted]	
20/10/2015 07:18:50	VK	Eligible	Economic	Bulk	01/01/1975	[redacted]	
20/10/2015 08:07:08	VK	Pending	Economic	Individual	22/09/1984	[redacted]	

NOTE: *When the check result is returned with a status of Not Found, the response (qualifier) code received from the ECS check is interpreted and a message is displayed in the **Process Status**. For more information, see Interpreting the Qualifier Codes on page 63.*

EY Pupil Premium Single ECS Check

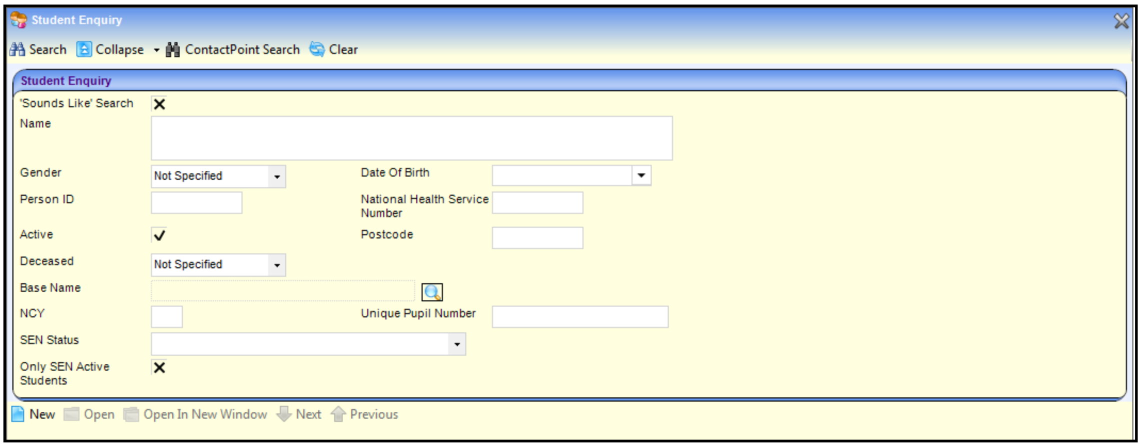
Introduction

A manual check for eligibility can be submitted for a 3 or 4 year old child. In order to run a manual check, the carer details for the child must include name, date of birth, and either a National Insurance number or a National Asylum Support Service (NASS) number. For more information, see Checking Eligibility for EYPP on page *53*.

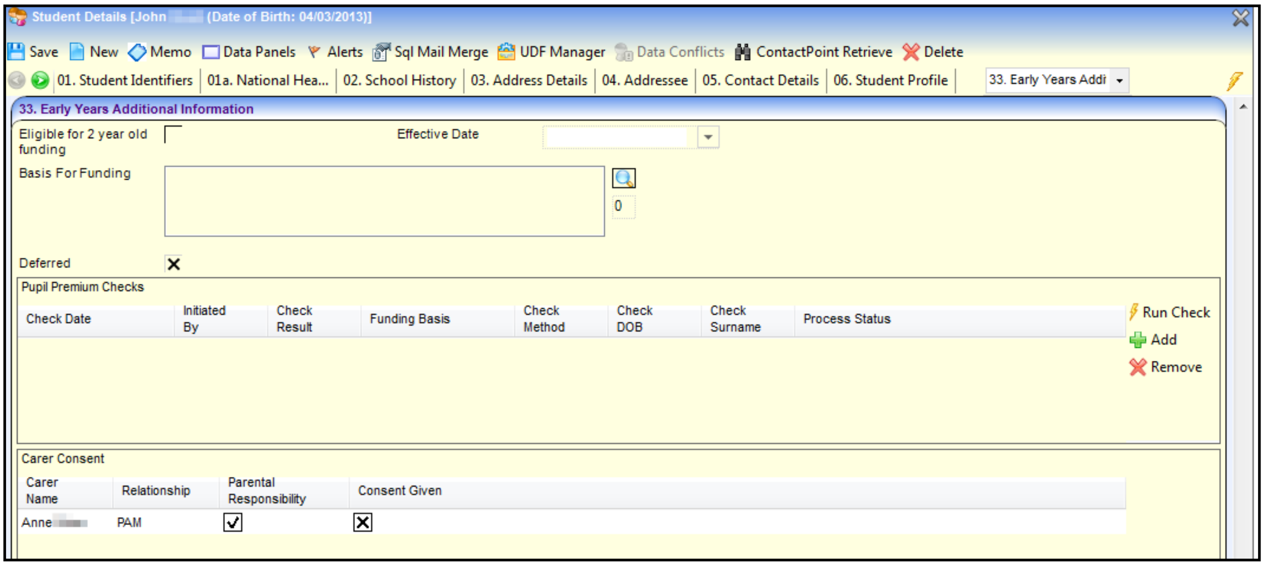
NOTE: *An eligibility check is only run for carers with parental responsibility who have given consent.*

Running a Single ECS Check

1. Select **Focus | People | Students** to display the **Student Enquiry** page.



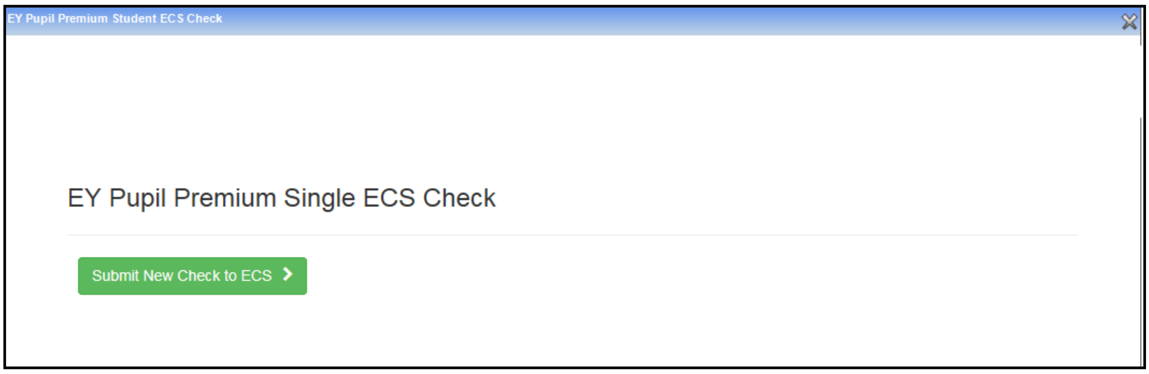
2. Enter search criteria for the required student and click the **Search** button.
3. Select the required student in the search results list and click the **Open in New Window** button to display the **Student Details** page.
4. Select the **Early Years Additional Information** panel.



Details of any previous assessments made for the child, are displayed in the **Pupil Premium Checks** table.

The **Carer Consent** table displays details of carers linked to the child. Only carers with the **Consent Given** check box selected (ticked) are checked.

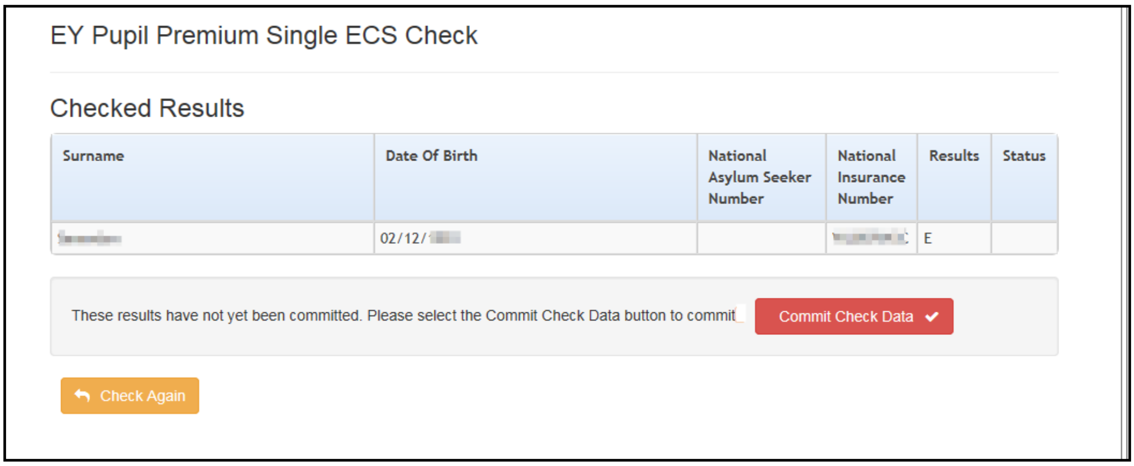
5. If required, select the **Consent Given** check box to display a tick.
6. Click the **Add** button.
7. Select a **Funding Basis** from the drop-down (*Lookup table ID: 1206*).
8. Click the **Run Check** button to display the **EY Pupil Premium Single ECS Check** dialog.



9. To submit the information for this student, click the **Submit New Check to ECS** button.

   The **Checked Results** are displayed and the message:

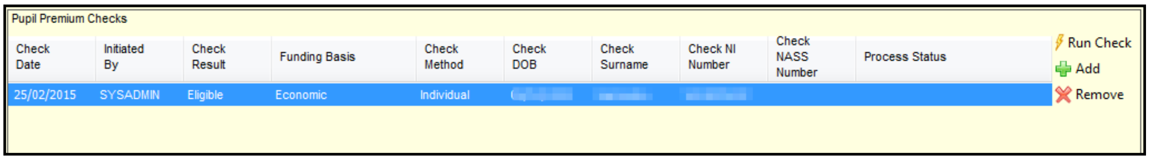
   These results have not yet been committed. Please select the Commit Check Data button to commit



> ***NOTE:*** *When the check result is returned with a status of Not Found, the response (qualifier) code received from the ECS check is interpreted and a message is displayed in the* ***Status****. For more information, see* *[Interpreting the Qualifier Codes]* *on page* 63.

10. Review the results and click the **Commit Check Data** button.

    The results are displayed in the **Pupil Premium Checks** table on the **Early Years Additional Information** panel.



> ***NOTE:*** *When the check result is returned with a status of Not Found, the response (qualifier) code received from the ECS check is interpreted and a message is displayed in the* ***Process Status****. For more information, see* *[Interpreting the Qualifier Codes]* *on page* 63.

Interpreting the Qualifier Codes

When a check result for EYPP comes back as Not Found, a qualifier is also returned. The following table shows how the qualifier is interpreted:

Qualifier	Interpretation
Final	The check result stands and no further action is required.
Pending	The information to process the the check is not yet available and could take up to 6 weeks. The check should be periodically re-run.
No Trace	The details entered may be incorrect. The parent should re-enter their details.
Manual Process	The parent should provide proof of household earnings and the LA should raise a manual query on the ECS web portal.
Manual Query	LA should raise a manual query on the ECS web portal.
Found Pre-Thresholds	For both of these qualifiers, the child's Date of Birth is checked. If the child was born on or before 31/12/2014, the child is eligible and a Not Found result is converted to Found. Otherwise the result should stay as Not Found.
Found Pre-Thresholds Manual Process	

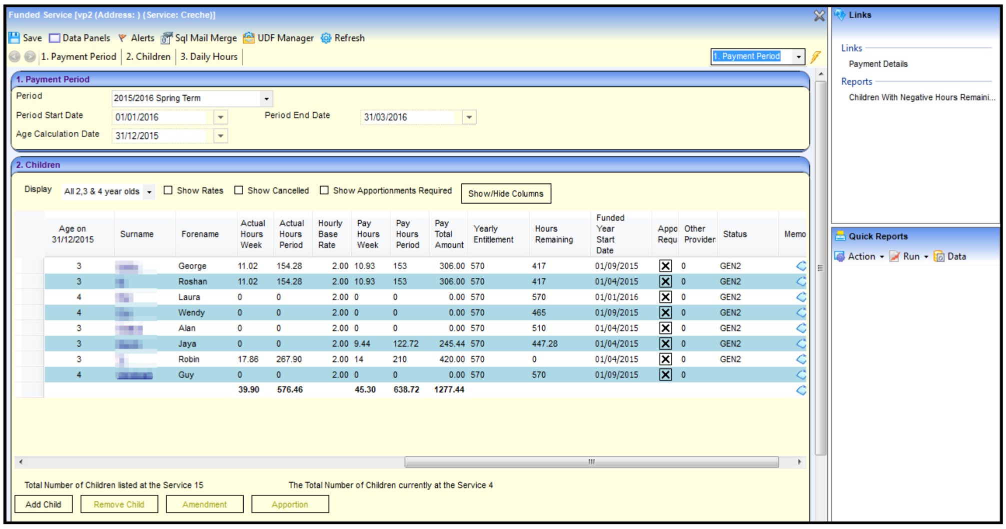
Viewing Pupil Premium Changes

If a child's check result or funding basis changes during a term, the Generate Payments routine adds or removes the EYPP supplement.

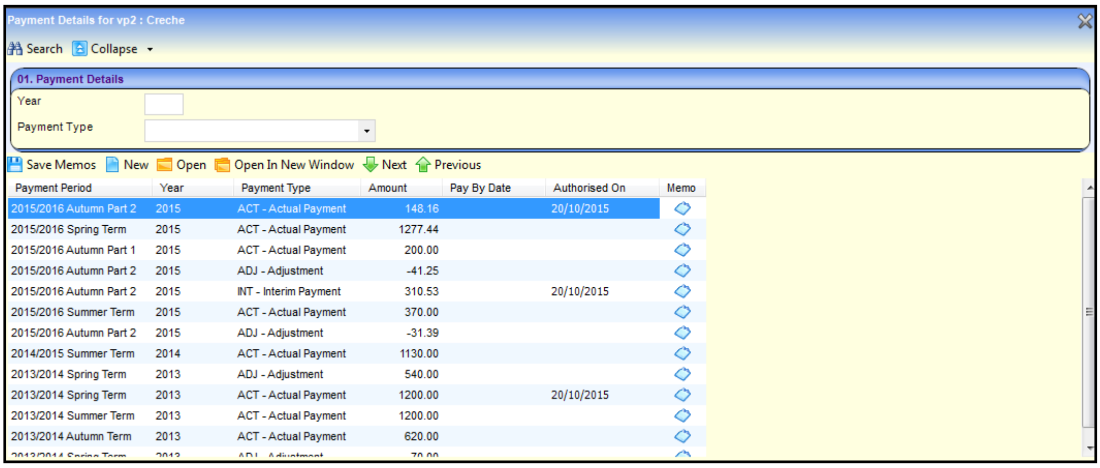
A list of children who have had an EYPP supplement increased or decreased when the payment was generated can be displayed.

Select the required funded service. For more information, see Selecting a Funded Service on page *9*.

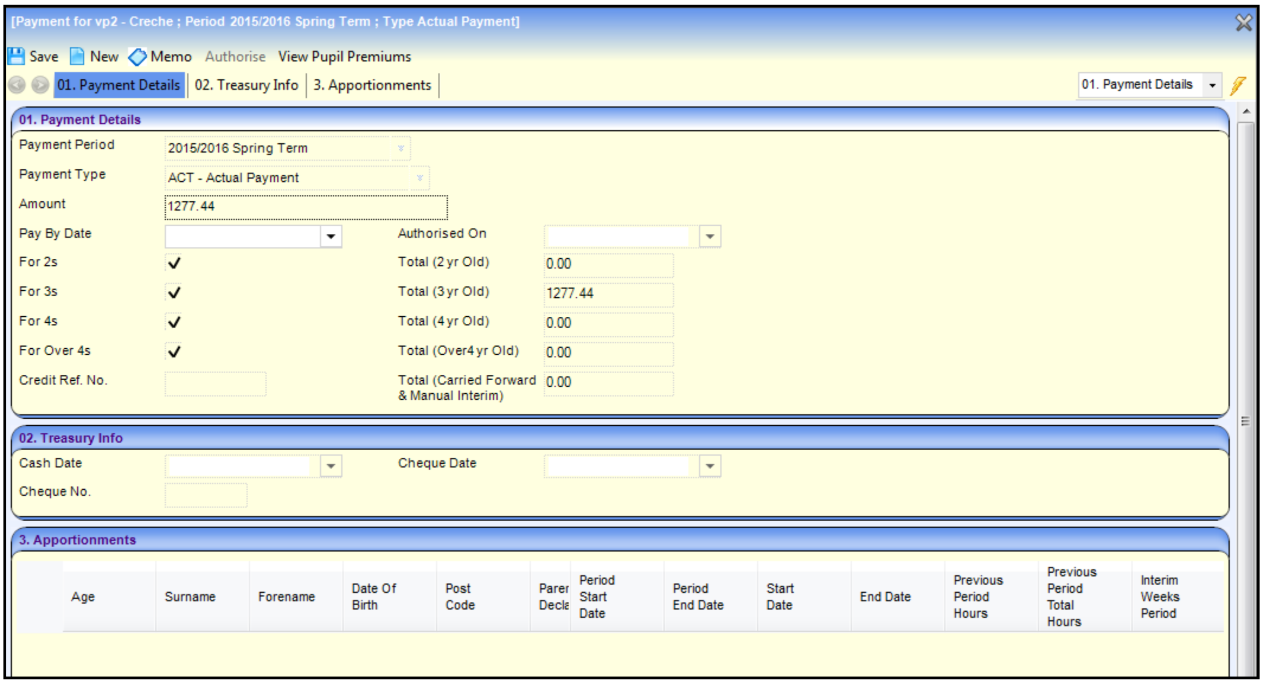
1. Select a **Payment Period** to display a list of children at the service.



2. Click the **Payment Details** link on the **Links** panel.



3. Select the required **Payment Period** and click the **Open In New Window** button to display the **Payment** page.



4. Click the **View Pupil Premiums** button to display a list of children who have had their EYPP increased or decreased during the term.

   The list can be exported to Excel for further analysis.

> ***NOTE:*** *The list can also be displayed by clicking the* ***View Pupil Premiums*** *button when viewing generated payments via* ***Focus | Early Years | Generate Payments****.*
> *For more information, see [Viewing Generated Payments](#) on page 30.*

Thirty Hour Entitlement Checks

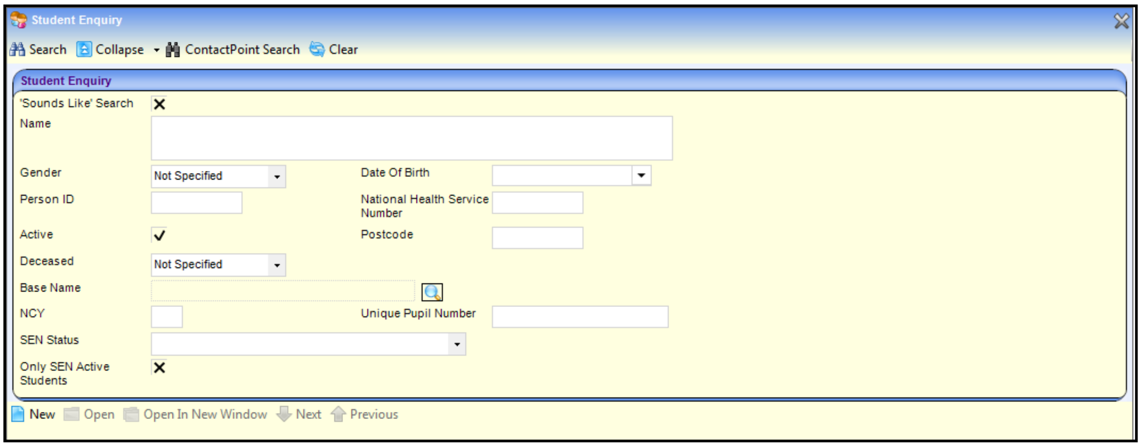
When a 30 Hour entitlement check is performed in the Provider portal for a child who exists in the One v4 Client, the details are used to update the student details record. The **Student Details | Early Years Additional Information** panel 33 is updated with the **Eligibility Code** and the following information about the check:

- **Checked on Date**
- **Checked by User**
- **Child Date of Birth Checked**
- **National Insurance Number Checked**
- **Eligible From** and **To** dates
- **Grace Period End** date
- **Check Status**
- **Recheck Info** (click to open information window)
- **Checked for Providers**.

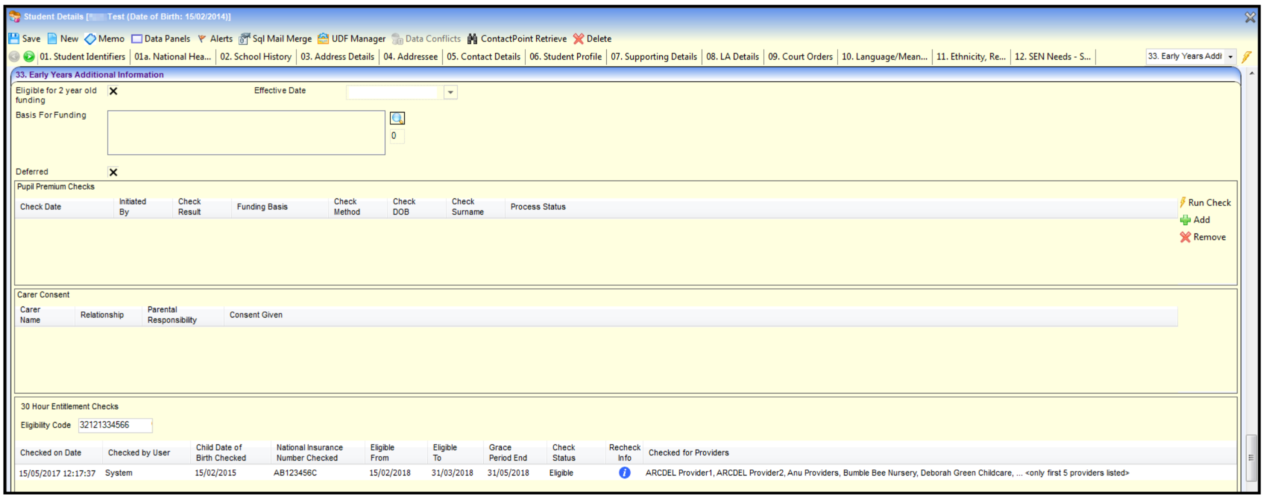
More Information:
For information regarding the Thirty Hour Entitlement portal, refer to the *One Early Years - 30 Hour Entitlement Provider Portal* handbook on the One Publications website.

Viewing Thirty Hour Entitlement Checks

1. Select **Focus | People | Students** to display the **Student Enquiry** page.



2. Enter search criteria for the required student and click the **Search** button.
3. Select the required student in the search results list and click the **Open in New Window** button to display the **Student Details** page.
4. Select the **Early Years Additional Information** panel.



NOTE: *The* ***Eligibility Code*** *is unique to a student. All checks performed for this child with this* ***Eligibility Code*** *are listed on the* ***30 Hour Entitlement Checks*** *sub-panel.*

Amending Entitlement Date

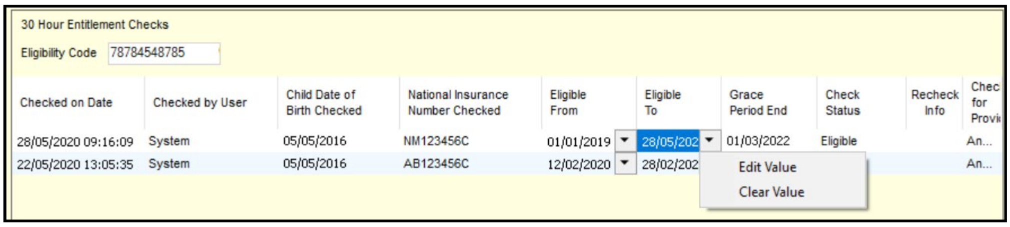
Thirty Hours entitlement may require to be extended in accordance to agreement made between the Provider and Parents.

Before the eligibility dates can be amended in v4 Client, a successful Run Check must be completed in the first instance. The **Eligible From** and **To** date fields in v4 Client can then be edited with the required dates.

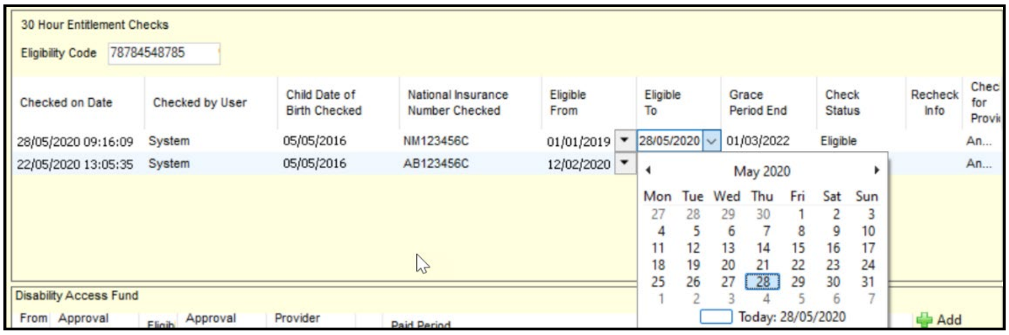
To amend the dates:

In the **30 Hour Entitlement Checks** panel, selecting the drop-down arrow against the date field displays:

- **Edit Value** – Allows you to manually edit the existing date.
- **Clear Value** –Clears the date field.



Select **Edit value** then click on the drop down arrow to display a calendar view. Select the dates as required.



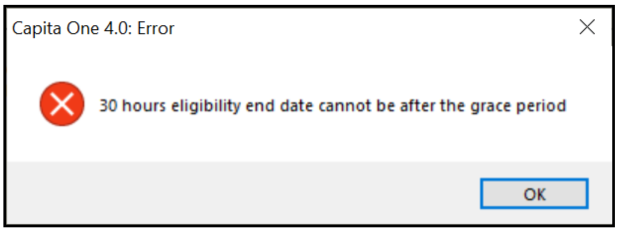
The date criteria for these fields are:

- Eligibility Start Date must be before Eligibility End date.

A message is displayed for incorrect date entry.

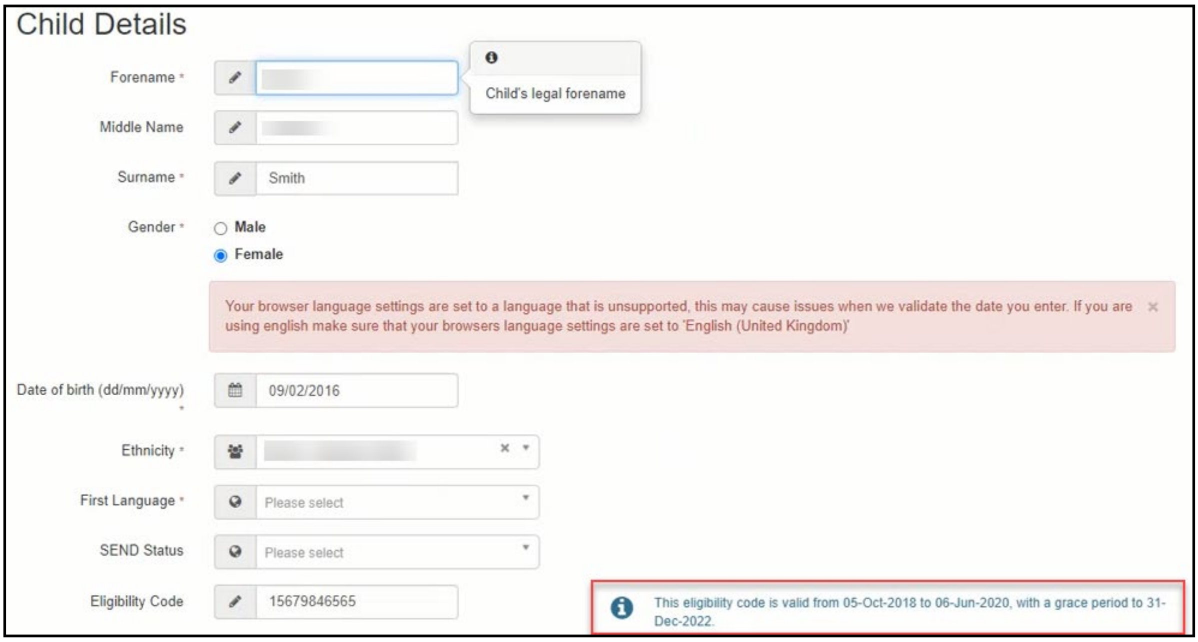
- Eligibility End Date cannot be after Grace Period date

A message is displayed for incorrect date entry.



After the Student details has been saved successfully, the amended dates is shown in:

- The Provider **Funded Service - Extended Hours Eligibility Start** and **End Dates** column in the **Children** panel**.**
- The **Review Previous Checks** on Provider Portal.
- On **Headcount** a new task created for the child against the provider, displays the child is eligible for Extended hours funding. The **Child Details** screen shows details of the eligibility code as shown in graphic below.



The Extended Hours is included in the Provider History report when generated.

05 | Early Years Maintenance

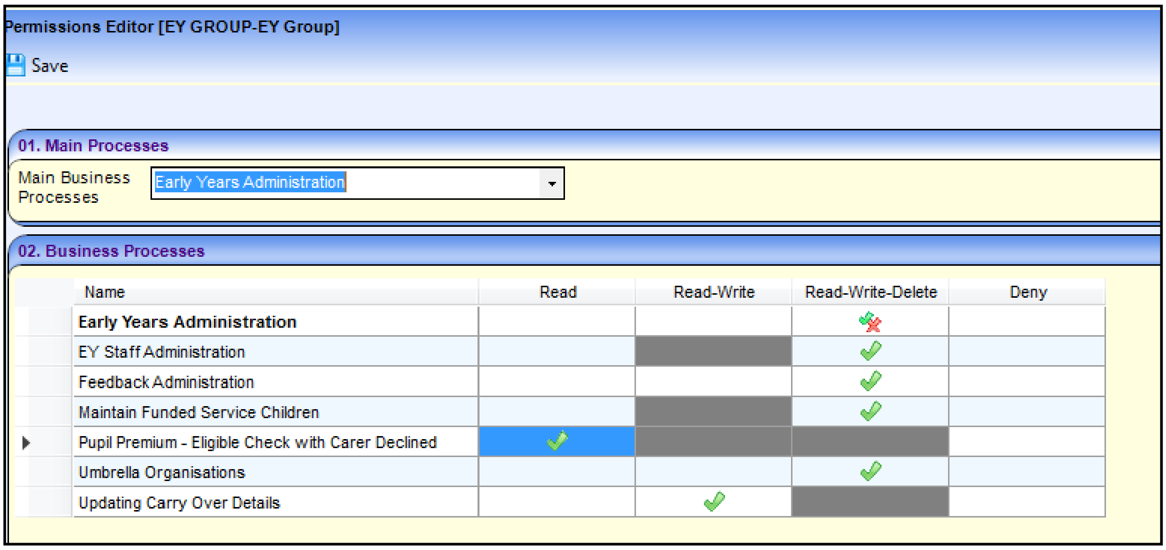
Introduction

Early Years maintenance is accessed via **Focus | Early Years | Maintenance**. It enables you to maintain the links between children and funded services and to produce the **Pupil Premium - Eligible Check with Carer Declined** report.

Permissions for Early Years maintenance are set as follows:

Permissions

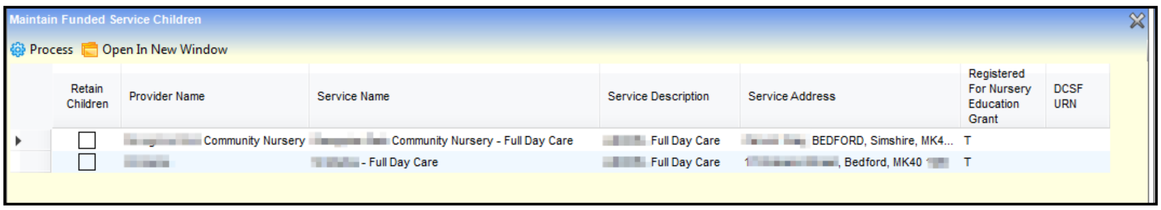
1. Select **Focus | Tools | Permissions | User Group Processes** to display the **User Group Processes Editor**.
2. Select the required user group to display the **Permissions Editor**.
3. Select **Early Years Administration** from the **Main Business Processes** drop-down.
4. Select the required permissions for the following **Business Processes**:
   - **Maintain Funded Service Children**.
   - **Pupil Premium - Eligible Check with Carer Declined**.



Maintaining Funded Provider Children

The **Maintain Funded Service Children** page lists funded providers with multiple service provisions linked to children. It enables you to choose the service provision to which the children should be linked and remove the links to the other services.

1. Select **Focus | Early Years | Maintenance | Maintain Funded Service Children** to display the **Maintain Funded Service Children** page.

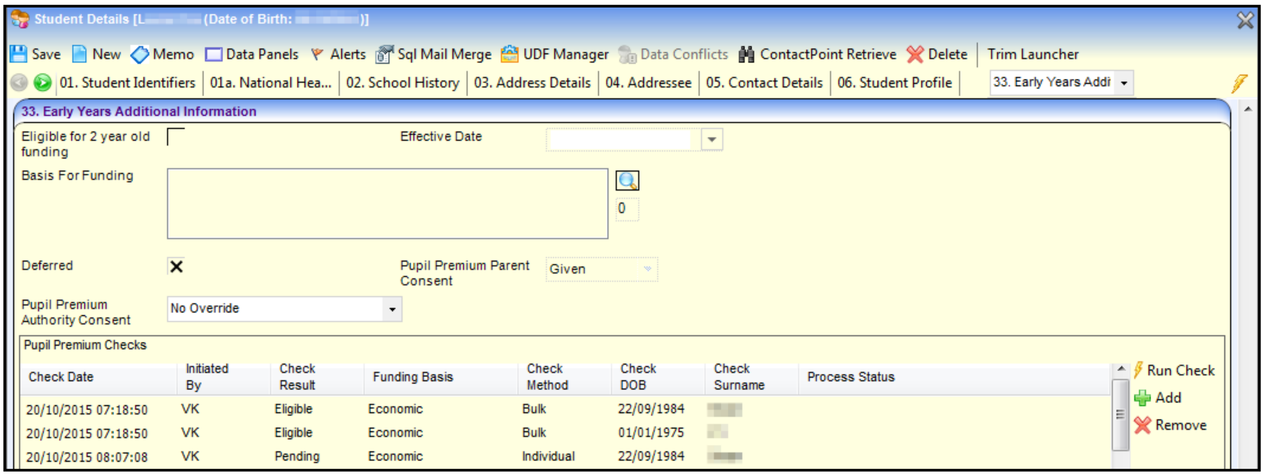


2. Select the **Retain Children** check box to display a tick to retain the link to this service.
3. Click the **Process** button to display a confirmation message.
4. Click the **Yes** button to remove links between the unselected services and their children.

Removing Pupil Premium Eligibility Checks with Carer Declined

A report can be produced to identify children where an eligibility check has been run even though the parent declined check box was selected. These automatic eligibility checks can be deleted.

1. Select **Focus | Early Years | Maintenance | Pupil Premium - Eligible Check with Carer Declined** to display a list of checks.
2. Select the required child details via **Focus | People | Students** to display the **Student Details | Early Years Additional Information** panel.



3. Select the required check in the **Pupil Premium Checks** table.
4. Click the **Remove** button.

   A confirmation message is displayed.
5. Click the **Yes** button.

06 | Glossary of Terms

Disability Access Fund (DAF)

Three and four year-old children are eligible for the Disability Access Fund if they meet the following criteria:

- The child is in receipt of the child disability living allowance (DLA).
- The child accesses the funded entitlement at the Early Years provider.

Extended Hours

Working parents of 3 and 4 year-olds can apply to HMRC for an extra 15 hours of childcare in addition to the universal entitlement of 15 hours per week.

EYPP

Early Years Pupil Premium (EYPP) is additional funding for early years settings to improve the provision for disadvantaged 3 and 4 year olds.

Interim Payments

Interim payments are made to settings based on the estimated hours for the period.

Payment Band

Payment bands can be associated to a provider or a service and enable you to filter the list of funded providers or services displayed.

Single Funding Formula

The Early Years Single Funding Formula (EYSFF) sets the hourly rate of payment for providing early years education. It is set for each registered provider based on the services that they provide and the costs involved in providing free entitlement. If required, it can be set differently for individual children.

Spot Payments

Spot Payments are one-off payments made to a funded service using a Spot Code. Spot Codes are stored on lookup table (*ID: 1162)*.

Stretched Offer

Stretched Offer funding enables parents and carers to take fewer free hours per week over more weeks of the year.

Universal Hours

The number of hours of universal entitlement being claimed (up to a maximum of 15 hours per week).

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