

People Directorate

Early Years Team







Early Years Provider Portal Help Guide For schools

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Introduction

The Early Years Provider Portal is a system that enables the PVI sector, schools and academies to undertake the early years funding claiming process.

This step-by-step guide will help you through the claiming process including how to complete a headcount task, check for EYPP, inform us of any changes and validate and keep a check on working parent codes with ease.

Training sessions take place every term, more information can be found here: Early Years - Nottingham City Council

Some of you may use the system for school admissions processes, his help guide is specifically for the early years funding claiming process. The school admissions portal is managed by the schools admissions team <u>school.access@nottinghamcity.gov.uk</u>.

Section 1: Logging on to the Portal

Logging on for the first time

- 1. In order have access to the portal you will need to complete a portal access form. Please contact the Early Years Funding Team to register.
- 2. Once registered, an account will be set -up and you will receive an email via an encrypted message (*fig 1*):



3. Click on the link in the email which will bring you to the following page (fig.2):

	ottingham ity Council	NCC Provider Portal
# Home		
Log In Use Pas Q For For	mame Please enter your usern sword glin potten your username? potten your username?	Welcome to the NCC Provider Portal

- 4. Enter the username and password from the email into the correct boxes on the log in page and click the blue 'log in' button.
- 5. You will then receive an activation email (fig. 3):

Fig. 2



6. Follow the instructions on the email; you will then be able to change your password and choose a memorable question – you have now successfully logged on to the portal!

Forgotten Password/Username/Memorable Answer

1. If you have forgotten your log in details, please click the blue links (*fig 4*) on the log in page. (The portal will 'lock' if you enter the wrong details **three times**).

٦

logo	NCC Provider Porta
# Home	
Log In Username Assword Cog In Forgotten your Jassword?	Welcome to the NCC Provider Portal Early Vears/Headcount Welcome to the Early Years Provider Portal which is intended to make the process of submitting models of the Early Years Provider Portal which is intended to make the process of submitting annually as set out in the Early Years Provider Funding Agreement. Near effect to the guidance and the Terms and Conditions from the link at the very bottom of the page, before attempting to log into the Provider Portal. We are accessing the Provider Portal.

2. For a password reset, the following email (*fig 5*), which includes a link and a temporary password, will be sent to the registered email address as follows:

	Fig. 5
Early Years Kate-Leigh Cooper 17/09	7=-
Forgotten Password	4
You have chosen to reset your password, to enable you to login to the NCC Provider Portal.	
In order to complete this process, you must choose a new password using the Link below.	
Please click on the link below and login to reset it:	
https://ems.nottinghameity.gov.uk/PROVIDERPORTAL_LIVE/Account/Account/ConfirmForgottenPassword/257792_0973adcb-d618-4670-89c7- <u>f6f52ef939eb</u>	
Please note: if you are unable to click on this link, carefully copy and paste the text into your Internet browser.	
Temporary Password: UbSvua7A	
NCC Provider Portal Administrator	
If you have received this email and have not requested a change to your account, please inform the Local Authority.	
IMPORTANT - PLEASE DO NOT REPLY TO THIS EMAIL AS IT WILL NOT BE READ.	
Should you experience any further problems, please <u>Click Here</u>	

3. Click on the link and copy the password exactly as it shows on the email, this will then take you to the following page (*fig 6*):

			Fig. 6
🖀 Home			
		θ	
Change Pass Your password must be char	word ged to allow access to the portal.	Please enter password It must be a minimum of 10 characters but not more than 128 characters long	
Current password •	۹	It must contain a minimum of 2 numbers It must contain a minimum of 1 lower	
New password *	ø	It must contain a minimum of 1 upper case character	
Confirm new password •	Change password	 It must contain minimum 1 special characters It must not be same as the username It must not be same as the previous 10 	
		passwords It must not numerically increment from previous password 	

4. Type the temporary password again in to the 'current password' box. You can then change the password (using the rules in the pop-up box) and will receive the following email (fig 7):

Early Years Katie-Leigh Cooper Password Changed Successfully	Fig. 7
Your password has been successfully reset.	
NCC Provider Portal Administrator	
If you have received this email and have not requested a change to your account, please inform the Local Authority.	
IMPORTANT - PLEASE DO NOT REPLY TO THIS EMAIL AS IT WILL NOT BE READ.	
Should you experience any further problems, please <u>Click Here</u>	

Locked accounts

- 1. If you enter the wrong information three times, the portal will 'lock' and a message will appear to contact the administrator.
- 2. Due to the high number of unlocking requests, all locked accounts are unlocked the <u>next working day, around 10am.</u>

Section 2: Portal Main Pages

Announcements

1. Once you are logged in the portal, the announcements page will show (fig.8). You should read this carefully as it contains up to date information around various funding aspects – urgent information is normally sent via email.

	Fig. 8	
	Nottingham NCC Provider Portal City Council	
	✿ Home BetterStart + Self Update + Headcount + Working Parent Entitlement + Two Year Old Funding + Disability Access Fund + Administration + ▲ CSABINE + ^O Sign out	
/	Announcements	
	The summer term headcount is now open and closes on 26th April. Please remember if you would like an estimate payment for your working parent 2 year olds, please complete the form by 3rd April found here https://www.notlinghamcity.gov.uk/earlyyears/section-pages/early-years-funding/expansion-of-the-early-years-entitlements/	
	Please be aware that most emails in relation early years funding queries will be sent encrypted in line with GDPR procedures as they are likely to include children's names and other personal information. Please make sure you look out for these emails and respond as soon as possible in order for payments to be processed. The email should be simple to open and will asky our for a passcode which will be sent via separate email.	
	For more information please visit the Early Years website - https://www.nottinghamcity.gov.uk/earlyyears	
	The Early Years Funding team Email: Earlyyears@nottinghamcity.gov.uk or call 0115 8764693	
	For support with with School Admissions the School Admissions Contact Details: Email: schooladmissions@nottinghamclly.gov.uk or call 0115 8415588	
	Continue	

2. Click continue to take you to the homepage.

Homepage and access to functions

1. The homepage (*fig.9*) looks similar to this and includes the portal functions via tabs and menu links:



Section 3: Using the Headcount Function to Claim for Funding

Notification of a headcount task

When a headcount task is open the following automatic email (*fig.10*) will be sent to the registered portal users email. A member of the funding team will also send an information email which will include the DOB range for the term.

To The 0771/2019 1665 Early Years Headcount (Actual) for Autumn Term 2019 (01 Sep 19 - 31 Dec 19) for 2 year olds, 3 year olds, 4 year olds is required	^				
This email is to inform you that you have a new task waiting for you in the NCC Provider Portal Headcount, please log in to read it.					
https://ems.nottinghameity.gov.uk/PROVIDERPORTAL_TEST/Home/Index					
NCC Provider Portal Administrator					
IMPORTANT - PLEASE DO NOT REPLY TO THIS EMAIL AS IT WILL NOT BE READ.					
Should you experience any further problems, please <u>Click Here</u>					

- 2. Click the link in the email, which will take you to the log in page.
- 3. Log in to the portal, read the announcements page and click continue.
- 4. You will be directed to the homepage as described in <u>section 2</u> of this guidance.

Please note: if you do not receive an automatic email around the portal opening dates specified in the Provider Agreement, please contact the Early Years Funding Team (0115 8764693) as soon as possible

Where to find the headcount task

1. Click on the headcount tab on the homepage , you will then be directed to the following page (*fig.11*):

A Strategy Martinghouse	
City Council	NCC Provider Portal
Home BetterStart • Self Update • Headcount • Working Parent Entit	tlement + Two Year Old Funding + Disability Access Fund + Administration +
	L CSABINE - O Sign out
http://www.notungnamcity.gov.uk/media/413322/guidance.pdf	
By accessing this website you are agreeing to hold the information in the strictest confide provided with (this includes verbal information to any third party). This also includes pass By accessing this website you understand that by allowing the release of information to th Section 55, whereby you will be personally liable for any claims and/or criminal investigat	ence and will not disclose any information you have been given access to or have been words/login. hird parties not connected to your work will result in a breach of the Data Protection Act, under tions as a result of that breach.
By accessing this website you are agreeing to hold the information in the strictest confide provided with (this includes verbal information to any third party). This also includes pass By accessing this website you understand that by allowing the release of information to th Section 55, whereby you will be personally liable for any claims and/or criminal investigat Please refer to the T & C below.	ence and will not disclose any information you have been given access to or have been swords/login. hird parties not connected to your work will result in a breach of the Data Protection Act, under tions as a result of that breach.
By accessing this website you are agreeing to hold the information in the strictest confide provided with (this includes verbal information to any third party). This also includes pass By accessing this website you understand that by allowing the release of information to th Section 55, whereby you will be personally liable for any claims and/or criminal investigate Please refer to the T & C below.	ence and will not disclose any information you have been given access to or have been swordslogin. hird parties not connected to your work will result in a breach of the Data Protection Act, under tions as a result of that breach.
By accessing this website you are agreeing to hold the information in the strictest confide provided with (this includes verbal information to any third party). This also includes pass by accessing this website you understand that by allowing the release of information to th Section 55, whereby you will be personally liable for any claims and/or criminal investigat Please refer to the T & C below.	ence and will not disclose any information you have been given access to or have been swordstogin. hird parties not connected to your work will result in a breach of the Data Protection Act, under tions as a result of that breach.

Г

2. You will see your headcount task on the left hand side under 'my tasks', with a box stating the deadline date and status of the task. The task will disappear once the deadline date has passed.

	ene	k any	wne	re on	the	task a	and t	he fo	llowi	ng sc	reen (fig	.12) WIII	appear:	
N Ho	me Better	Start + S	elf Update -	Headcou	unt 🕶 V	/orking Paren	t Entitlemen	nt≁ Two Y	/ear Old Fund	ing + Disa	ability Access Fund - CSABINI	Administration + E + O Sign out		
н 🛱	eadcou	nt (Actu	al) for	2, 3 & 4	year	olds				Sta	tus: Unsubmitted D	eadline: 26 February 202	9	
Funde	ed Nursery 1	Funded N	irsery 1 /	Summer 202	4 (01 Apr 2	4 - 31 Aug 24	ŧ)							
• You	Filter by Foren	ame or Suman Age	e or	at any time ur	ntil the dead	lline of 26 Feb	bruary 2024					х		
٣				Add Child	Edit H	eadcount	Download	đ				Submit		
۶.	Forename \$	Surname \$	Funding	Date of birth \$	Funding Age \$	Start Date ¢	Leaving Date	Weeks Attended for term	Average Hours Attended	Hours Attended for term	Funded/Universal Hours Claimed per week	Funded/Universal Hours Claimed for term	Expanded/Extended Hours Claimed per week	Exp Ho ter
									per week					
								96.00	per week	0.00	0.00	0.00	0.00	
R	George	Bernard	0	01/02/2022	2	01/04/2024		96.00	per week 0.00	0.00	0.00	0.00	0.00	
CK CK	George	Bernard Goosy	8	01/02/2022 16/04/2020	2	01/04/2024 01/09/2022		96.00 12.00 12.00	per week 0.00 0.00	0.00	0.00	0.00	0.00	
8	George Lucy Chantelle	Bernard Goosy Joop	0	01/02/2022 16/04/2020 18/07/2020	2 3 3	01/04/2024 01/09/2022 01/09/2022		96.00 12.00 12.00 12.00	per week 0.00 0.00 0.00	0.00	0.00	0.00	0.00	
8 8 8	George Lucy Chantelle Cheryl	Bernard Goosy Joop North	0	01/02/2022 16/04/2020 18/07/2020 17/12/2019	2 3 3 4	01/04/2024 01/09/2022 01/09/2022 01/01/2022		96.00 12.00 12.00 12.00 12.00	per week 0.00 0.00 0.00 0.00	0.00	0.00 0.00 0.00 0.00 0.00	0.00	0.00	

Please note: For your first claim, there will be no children listed. For future claims, children will remain on the claim and appear on the task until an end date is entered. You will still need to

complete the weeks and hours each term

Adding a new child to the headcount including checking for EYPP

Before adding a new working parent funded child, please follow the steps on page 15 to run a code check before proceeding to the next steps.

Reception children

In order to check for double claims, reception class children that fall within the specified DOB, need adding to the headcount. However, you are not claiming early years or EYPP funding for them and so not all columns require completion. Please ensure you look out for this is in the processes below.

2yo's/Rising 3's

Please remember that you can only claim for 2 year olds if they are entitled to either the working parent funding or disadvantaged funding. Rising 3's (those turning 3 during the current term) are classed as 2 year olds and must be entitled to one of the funding streams above. Universal funding does not start until the term after they are 3.

1. Please click on the 'add child' tab which will bring up the following screen (*fig.13*):

Nottingham City Council	NCC Provider Portal	Fig. 13
# Home BetterStart + Self Update + Headcount + Workin	g Parent Entitlement + Two Year Old Funding + Disability Access Fund + Administration + & CDABINE + O Sign out	
Add Child Please enter the child's forename and surname	Chiefy	
Sumane Carolina Inco	legai Errename	

- 2. Complete the details and click 'next'. If you have completed a working parent entitlement code check for the child (page 15), it will recognise the name and allow you to select the child. If not, the following screen will appear:
- 3. Continue to complete the fields (*fig 14*). The ones with the asterisks have to be completed; other information should be completed if known.

		Fig. 14	I
Add Child			Ì
Forename *	Katie		
Middle Name	1		
Surname *	Cooper		
Gender *	O Male		
Date of birth (dd/mm/yyyy)			
Ethnicity *	Yease select		
First Language •	Please select		
SEND Status	Please select		
Funded Status	Let the system decide.		
Eligibility Code	✔ e.g. 50001005014		
To find the home address ple postcode, you can look it up f	ase enter the postcode and click 'Find Address'. If the address is not listed then type the correct address in the boxes provided. If you do not know the IERE.		

If you have completed a working parent code check, the code should appear in the relevant box. You will need to ensure a code check is completed **<u>before</u>** adding the child on to the headcount (more information in the working parent code section on page 16)

4. Click 'save'.

Checking for EYPP – ('decline to give' for reception children)

5. At this stage the system will bring up the following screen (fig. 15):

Fig. 15

Personal Details	Carer Details
Parent /carer informa qualifies via a non ec	tion is required to allow an economic assessment for Early Years Pupil Premium. If the information is not provided, no EYPP can paid for this child unless the child onomic route e.g. 'Looked-After' status (LAC).
Provid	le Carer Information • O Yes O Decline to provide
	Previous Next
	· Required field
	Cancel Save

- 6. If you have parental consent and wish to run an EYPP check, please click 'yes' and complete the fields. If you do not wish to claim for EYPP funding or parent/carers have not given consent or they are reception, please click 'decline to provide'.
- 7. Once you have submitted the details will go through the next EYPP check which the team run several times a week.
- 8. If eligible, a letter P will show on the funding column in the headcount grid, this will come through depending on when a check is ran and is not necessarily real time.

Please note that you will not be able to submit your headcount claim if you do not complete this section. This includes any children that you had claimed for in previous terms that may eligible. These will show with a RED warning triangle on the headcount grid.

9. Click 'save' and the child will now show on the headcount grid

Editing the headcount to input the hours wishing to claim

1. Click on the 'edit headcount' button, you will then see the following page (fig. 16):

X	Ň	Notting City Co	<mark>ham</mark> ouncil					NC	C Provide	er Portal	Fig
<table-of-contents> Ho</table-of-contents>	me Be	tterStart + Se	elf Update + 1	Headcount +	Working F	arent Entitier	ment + Two Year C	Did Funding + Disa	ibility Access Fund+	Administration +	
E Fund	dit - He	eadcount	(Actual)	for 2, 3	& 4 yea	rolds		Status: Edited but e	not yet submitted Dead	line: 26 February 2024	
Legal Name	Funding	Start Date	Leaving Date	Weeks Attended for term	Average Hours Attended per week	Hours Attended for term	Funded/Universal Hours Claimed per week	Funded/Universal Hours Claimed for term	Expanded/Extended Hours Claimed per week	Expanded/Extended Hours Claimed for term	
				96.00	0.00	0.00	0.00	0.00	0.00	0.00	
George Bernard	0	01/04/2024		12.00	0.00	0.00	0.00	0.00			
Lucy Goosy	0	01/09/2022		12.00	0.00	0.00	0.00	0.00			
Chantelle Joop		01/09/2022		12.00	0.00	0.00	0.00	0.00			
Cheryl North	0	01/01/2022		12.00	0.00	0.00	0.00	0.00			
a card	00										

- 2. You will now be able to edit the start date, end date, weeks and hours.
- 3. Complete the start date; this can be any date from the start until the end of the current term for any new starters. If this was completed last term, please leave this date. Do not complete a leaving date, unless they are leaving the school
- 4. Complete the number of weeks you are wishing to claim (*maximum of 12 weeks for summer and spring and 14 weeks for the autumn term*).
- 5. Complete the average hours attended per week with the total hours that the child attends including any non-funded hours. This ensures that any double claims can be detected.
- 6. The system will auto-populate the universal hours and working parent entitlement hours if there is a valid code (see page 15). Please ensure that the populated hours are exactly as you want to claim you are able to edit these if required. Please remove any auto-populated hours for reception, we do not require these columns.
 - Working parent hours (valid code required):
 - 15 hours up to the term after they are 3 years should auto populate in the 'expanded/extended...' columns.
 - If you are offering 30 hours for 3 and 4 year olds, these should auto populate in both the 'funded/universal columns' and 'expanded/extended' columns (15 in each)
 - If you are splitting the 30 hours, please ensure you are putting the hours in either the 'funded/universal' or 'expanded/extended' depending upon your offer.
 - 2 year old disadvantaged funding and universal 3 and 4 year old funding should populate 15 hours in the funded/universal column (see below regarding 2 year old disadvantaged funding).
- 7. If you are claiming for any new 2-year-old (or rising 3's) disadvantaged funded children, the headcount will show with an 'N' symbol under the funding column. The system will not allow you to add any further details yet.

For these children to show as eligible on the headcount and be claimed for:

- You must see a copy of the funding eligibility letter/email. If parents wish to check eligibility, they can apply through asklion.co.uk, you can also support them with an assisted application through the portal, this part of the portal is managed by the Families Information Service <u>fis@nottinghamcity.gov.uk</u>
- After adding the child on to the headcount grid, you can complete the weeks and average hours columns, but you will need to submit the headcount in order for the 'funded/universal hours...' column to open. This is the payments column.
- A green circle number 2 should now appear and you now need to add the hours into the column labelled 'funded/universal hours..'

- If there is still an 'N' showing, the funding eligibility may be from another council, which you will need to send a copy of the eligible funding letter/email/code to the early years funding team, where they can update their system to show the child is eligible for the current term.
- After you have added in the hours, you will need to submit the headcount again.
- If the 'funded/universal hours..' column is zero, you will not receive payment for your disadvantaged 2 year olds.
- 8. Once you have added the hours in for all the children you are wishing to claim for, please click 'save'. This will take you back to the headcount grid with the hours now showing.
- 9. The status has now changed to indicate you have started but not submitted the task. The green box appears to show attendance has been saved successfully (*fig.17*).



Submitting the headcount

10. You can submit the claim once you are happy with all of the details, by clicking on the 'submit' button.

Please note: You can submit the claim, as many times as you like up until the deadline date, this is helpful if you need to add any new starters on or amend hours if there is a change. Please remember to click save and submit, whenever you make a change on the headcount.

In order to ensure a smooth process, we request that any large settings begin to submit claims in the first 2 weeks of the portal opening in order for us to begin working on the claims and resolve any queries early on.

11. Once you have submitted the headcount, your task status will change to 'submitted' on the 'my tasks' (*fig.18*)
Fig. 18

accessing	this website you are agreeing to hold the information in the st (this includes verbal information to any third party). This also	trictest confidence and will not disclose any information you have been given access to or have been includes passwords/loain.
accessing tion 55, w ase refer t	this website you understand that by allowing the release of in hereby you will be personally liable for any claims and/or crim o the T & C below.	formation to third parties not connected to your work will result in a breach of the Data Protection Act, un inal investigations as a result of that breach.
My My	tasks	My messages

Once the deadline has passed, the task will no longer be available to view. You may be contacted to check details if we have any queries with the children on the headcount.

A confirmation report will be sent to you shortly after the portal closed (please see section 5 for more detail)

Double claims reports will also be ran at this time and so you may be contacted about any potential double claims.

Section 4: Working Parent Entitlement Free Childcare Function

Running a new check

1. Click on the working parent entitlement function button on the homepage, this will take you to the following screen (*fig 19*):

	Fig. 19
A Home BetterStart - Self Update - Headcount - Working Parent Entitlement - Two Year Old Funding - Disability Access Fund - Administration - Administration - CSABINE - O Sign out	
× Welcome to the Working Parent Entitlement Portal The Department for Education (DE) provides an Eligibility Checking System (ECS) that enables you to verify online and in real-time the validity of eligibility codes issued by HMRC to working parents who meet the Working Parent criteria.	
Run a New Check Run a New Check Expiration Dashboard Expiration Dashboard	

2. Click on the 'run a new check' tab. This will bring up the following screen (*fig 20*):

Run a new check	<				
ne Department for Educatio orking parents eligible for 3 neck information can be sha	on (DfE) provides an Eligibility Ch 10 Hours Free Childcare. You may ared with the Local Authority and	ecking System (ECS) to allow you y only perform checks where the p any other providers the child atten	to check online and in real time t arent/carer has given consent for ds.	the validity of eligibility codes is r you to do so and when they h	ssued by HMRC to ave agreed that this
Funded Nursery School 4		Y			
Child's Forename *	Child's Surname *	Child's Date of Birth *	Parent's NI Number *	Eligibility Code *	
Bob	e.g. Smith	e.g. 30/11/2012	e.g. NM123456C	e.g. 50001005014	
Bob	Jones	02/11/2016 (age 3)	NI PA154822D	Eligibility Code 50058654826	View Details
Child not found					

3. If the child has been on your headcount previously, please start typing the child's legal forename and surname, the system will automatically check if this child has been on the system before with a code check. These details will show up under the boxes for you to select if this is the correct details you can then run a check again on this child. (*Fig. 20*)

Fig. 20

4. If the code check is for a new child, who you have not yet entered on to the headcount, add the child's Forename and Surname to the boxes, then click the green button 'child not found' and another box will appear asking if you would like to add a new child for a code check. Click ok and this will allow you to carry on completing the rest of the boxes for the code check. (*Fig. 21*)



	Fig. 21	
_		

5. Click 'run check'. You will then see the following (*fig 22*):

index index by 1		*			
d forename -	Child surname -	Child date of birth -	Parent National Insurance	Eligibility code *	
lly	Smith	24/04/2020	number •	50124851215	
			AB123456C	The Eligibility Code is an 11 digit	
				integer e.g. 50001005014	
O de la fa	and the second second setting the second sec	la datas			
Code fo	und - please check eligib	ole dates			
<u>Code fo</u> 01-Apr-20	und - please check eligib 24 Summer is the earliest start d	ble clates late for working families entitlement	i.		
Code fc 01-Apr-20 This eligit	<u>und - please check eligib</u> 24 Summer is the earliest start d vility code is valid from 28-Feb-21	<u>)le dates</u> late for working families entitlement 024 to 28-Apr-2024, with a grace pe	t riod to 31-Aug-2024		
Code fc 01-Apr-20 This eligit	und <u>- please check eligib</u> 24 Summer is the earliest start d illity code is valid from 28-Feb-20	ble dates late for working families entitlement 024 to 28-Apr-2024, with a grace per	t riod to 31-Aug-2024	illement disklik, between 24 May 20	24 and
Code fc 01-Apr-20 This eligit The paren 28-Apr-20	und <u>- please check eligib</u> 24 Summer is the earliest start d illity code is valid from 28-Feb-21 t or carer must confirm the eligil 24	ble dates late for working families entitlement 024 to 28-Apr-2024, with a grace pe bility code provided by HMRC in ord	t riod to 31-Aug-2024 der to retain their working families en	titlement eligibility between 31-Mar-20	24 and
Code fc 01-Apr-20 This eligit The paren 28-Apr-20	und - please check eligib 24 Summer is the earliest start d illty code is valid from 28-Feb-21 t or carer must confirm the eligit 24	ole dates late for working families entitlemen 024 to 28-Apr-2024, with a grace pe bility code provided by HMRC in or	t riod to 31-Aug-2024 der to retain their working families en	titlement eligibility between 31-Mar-20	24 and

- 6. The portal gives you an earliest date the child can take up the hours which is the term after the valid from date or the term after the child reaches the appropriate age whichever is later.
- 7. The valid from date is the date the application was made. It is crucial that you ensure the valid from date is dated before the start of the current term in order to claim the additional 15 hours, the earliest start date helps you with this, but always double check
- 8. You also need to ensure that the child is not in the 'grace period' (the date after the 'eligible to' period) for the child's first claim. You can only provide funding until the end of the grace period if you have claimed working parent entitlement hours for the child previously (see expiration dashboard on page 17 to help).

Reviewing previous checks

1. Click on the working parent entitlement tab on the home page, to bring you back to this screen (*fig 23*):

Fig. 23	
---------	--

	Run a New Check	Review Previous Checks	Expiration Dashboard
--	-----------------	------------------------	----------------------

- 2. Click on the 'review previous checks' button.
- 3. You will see the following screen (*fig 24*); this shows you at a glance all of the checks you have ran.

lse th	is screen to view c	Check	s run up	to the ag	e of 5 ye	ars and	6 months			
Ŧ		Provider	Funded Nurs	ery 1				٠		
Exis	sting child o	hecks								
Age \$	Child \$	Earliest start date for Working parent entitlement place \$	Eligibility code \$	Check last run ≑	Eligible from \$	Eligible to \$	Grace period end \$	Check status ≑	From Citizen Portal \$	Further action needed
0	Penny Price (24/01/2019) - AB124556C	01/Sep/2022 Autumn 22 23	50015452315	08/12/2022	31/08/2022	30/11/2022	31/03/2023	Eligible		
0	James Johnson (17/03/2019) - AB123456C	01/Sep/2022 Autumn 22 23	50012345567	30/11/2022	31/08/2022	30/11/2022	31/03/2023	Eligible		
0	Barry Wright (12/12/2018) - AB123464C	01/Apr/2022 Summer 2022	50045615324	23/03/2022	31/03/2022	31/08/2022	31/12/2022	Eligible		
Adh	oc checks									
Age	Child \$	Earliest start date for	Eligibility	Check last	Eligible	Eligible	Grace	Check	From	Further

Expiration Dashboard

You should keep an eye on the dashboard on a regular basis to review codes and remind parents to re-check alongside HMRC reminders.

- 1. On the working parents entitlement tab, click on the 'expiration dashboard' tab.
- 2. You will then see the following (*fig 25*):

								l	F	ig. 25
Entit Jse this	lement expi	ration dashboard gibility which is due to expire.								
Further	r action needed	Any V Days 180 Eligibility 1 *	ity filter Eligib	ility is ending i	n the next 180	days ~				Search
Ŧ	Filter using any ke	yword								
Age \$	♥ Child	Earliest start date for Working parent entitlement place \$	Eligibility code \$	Eligible from \$	Eligible to	Grace period end \$	Eligibility was last checked on \$	Not	Notes (further action needed) \$	
0	Shelly Shimmer (01/01/2022)	01/04/2024 Summer	50012484145	28/02/2024	28/04/2024	31/08/2024	The last check which was successful was run on 26/02/2024 10:56:50		*	Update
0	Kelly Smith (24/04/2020)	01/04/2024 Summer	50124851215	28/02/2024	28/04/2024	31/08/2024	26/02/2024 Eligible Recheck now	D	*	Update

3. This will again show you all of the children where codes have been checked, but with a colour-coded cell.

If this cell is green, the code is eligible and in date, if the code is amber, it means that the code is close to the end date and will need renewing soon, if the code is red the child is in the grace period.

The dashboard automatically updates throughout the week, however you can click 'recheck now' to update it immediately. If the colour does not change, the code has not been rechecked or is officially in the grace period.

If you cannot see a child listed on here, click on the drop down menus to change the various headings of the 'Further action needed'.

Please note: if the code was obtained after the start of the term, the colour coding will still apply, meaning that the code may need renewing before the child starts the setting.

The expiration dashboard is a tool to help you remind parents to reconfirm the code. Parents will receive emails directly from HMRC to reconfirm the code themselves too.

Section 5: Reports

Notification and accessing reports

1. When a confirmation report is available on the portal, the registered person will receive the following email (*fig. 26*) and the funding team will also send an email with full details, including any deadline dates.

	Fig. 26	
Early Years 45 0 Headcount message alert	14:1	
This email is to inform you that you have a new message waiting for you in the NCC Provider Portal Headcount, please log in to read it. https://ems.nottinghamcity.gov.uk/PROVIDERPORTAL_TEST/Home/Index		
Regards		
NCC Provider Portal Administrator		
Should you experience any further problems, please Click Here		

- 2. Click on the link to log on to the portal.
- 3. On the homepage click the 'headcount' menu and then click 'payment history' (*fig* 27).

l logo			NCC Provider Portal	Fig. 27						
Home H	leadcount -	30 Hours Free Childcare -	≜ KMARTIN - O Sign out							
10/-1-	Providers Provider Home Payment History	- Desvides Destal								
Belov	v. vou will s	e Provider Portai ee a vast range of services available to	2 YOU.							
lf you	have head	count information to submit. Click on th	ne Headcount icon to submit.							
For S	For Schools admissions related content please click on the School Admissions icon.									
Childe										
TOU	will SC	e a list of reports (jig	.28): NCC Provider Portal	Fig. 28						
# Home	Headcount +	20 Hours Free Childcare -	.28): NCC Provider Portal	Fig. 28						
Home A Home	Headcount - t History sery Schoo	30 Hours Free Childcare+	.28): NCC Provider Portal	Fig. 28						
Home A Home Payment unded Nurs	Headcount - t History sery Schoo	30 Hours Free Childcare~	.28): NCC Provider Portal	Fig. 28						
Home A Home A Home Cayment unded Nurra Report Date	Headcount - t History sery Schoo	BO Hours Free Childcare - 1 Pescription	.28): NCC Provider Portal	Fig. 28						

5. In order to view the report, click 'view report'.

Confirmation Report

- 1. The confirmation report (fig 29) is a copy of the submitted headcount on the portal.
- 2. You will need to check this report for accuracy and return it by the date specified on communications.
- 3. If you have any changes such as changing a child's hours or weeks, additional children to add on or leavers to reduce weeks for, you will need to print the report out, make the changes and send back to early years funding team either by post or scanning this to us. Please note that reception children should all be zero.
- 4. If there are no changes to make, you can print the confirmation report out, sign and scan back to the early years funding team, alternatively you can send an email to <u>earlyyears@nottinghamcity.gov.uk</u> to say there are no changes to make.

								F
Funded Nursery School	1 Attendance confirmation for	the Autumn	Term 2019	term				
Student Name	SEN Status	Student ID	D.O.B.	Universal Hours PW	Extended	Wks PT	Provider Signature	Date
Cooper, Katie	NO SPECIAL PROVISION	225638	24-Oct-15	15.00	0.00	14		

Section 6: Claim Adjustments (new starters/early leavers)

As described, the confirmation report is where you make any changes. If you have any claim adjustments after the confirmation report deadline, these will need to be completed on the funding form that schools funding send at the end of each term.

Useful Contacts

Nottingham City Early Years Website: www.nottinghamcity.gov.uk/earlyyears

Early Years Funding Team: Tel: 0115 8764693 earlyyears@nottinghamcity.gov.uk

Nottingham City Council Families Information Service: 0800 458 4114 <u>fis@nottinghamcity.gov.uk</u>

Nottinghamshire County Council Families Information Service 0300 500 8080 enquiries@nottscc.gov.uk