

Early Years Provider Hub



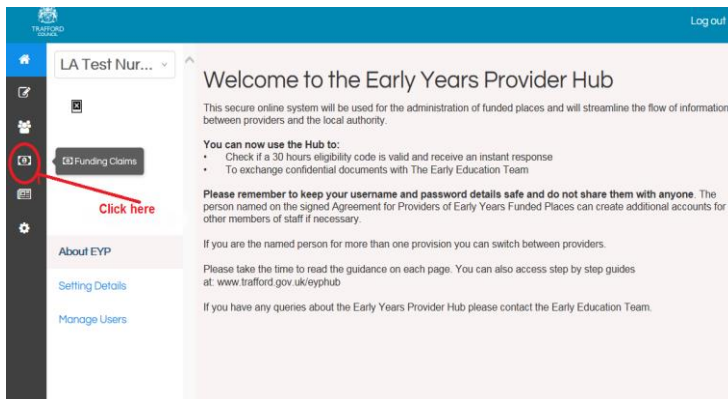
User Guide: Submitting a Funding Claim

Introduction

This guide explains how to submit a funding claim on the Early Years Provider Hub. You must make a claim for any funding you are expecting at your setting. Any member of staff with Manager Privileges can do this.

Getting Started: Finding the funding claims page

Log in to the Early Years Provider Hub. From the main menu on the left hand side click the 'Funding Claims' button.

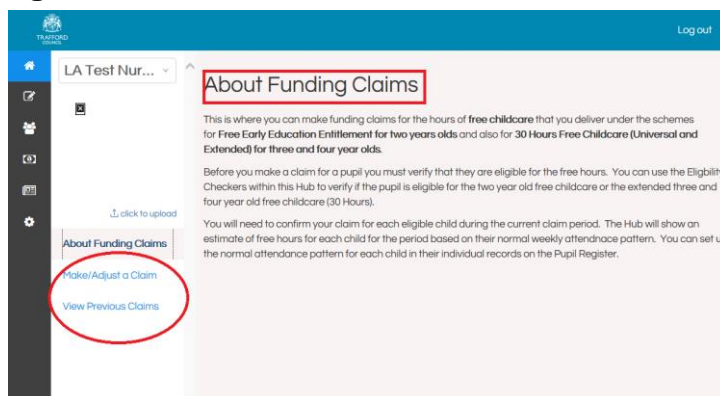


Funding Claims Front Page

You will now see the Funding Claims main page. Here you will find information about Funding Claims and have the options to:

- Make / Adjust a funding claim for children on your Pupil Register
- View your previous claims (if you have never made a claim this section will be blank).

You will be unable to claim funding for a child if they have not been added to your register. Please ensure all funded children are added to your pupil register.

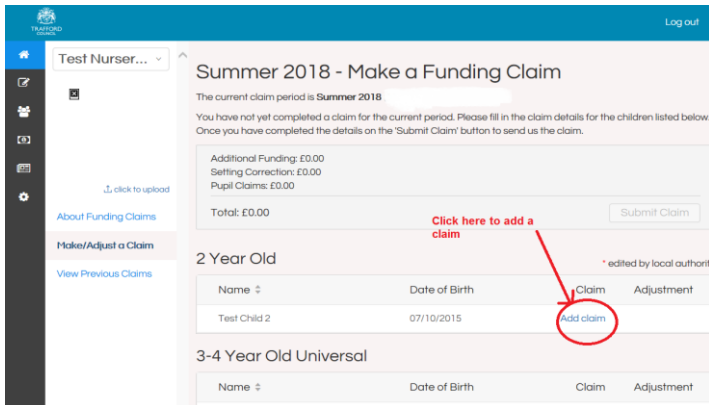


Making A Funding Claim

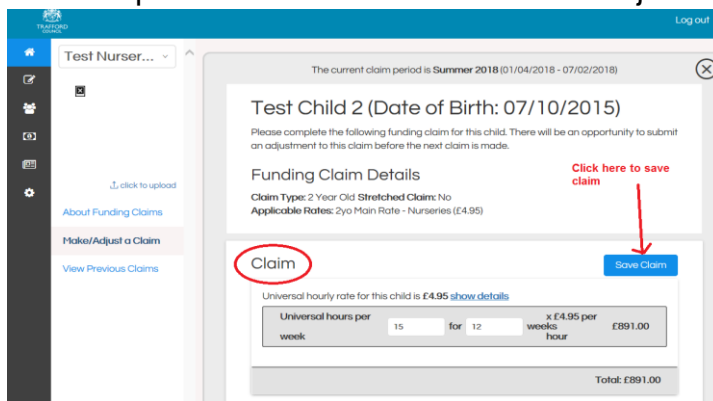
Click on 'Make/Adjust a Claim' on the left hand side which will take you to the current funding claim period (term). You can only claim for one period at a time. The period will be updated on a termly basis.

Details of all children on your pupil register are shown here broken down by funding type. This is as per the funding you specified when you added each child to the register.

Against the child you are submitting a claim for click on the blue 'Add Claim' link. This will take you to the next screen where you can see the information you provided when you added the child to the Pupil Register. The total funded amount will be calculated.



If the information is correct click the blue 'Save Claim' button. Alternatively you can change the hours per week or number of weeks to adjust this claim.



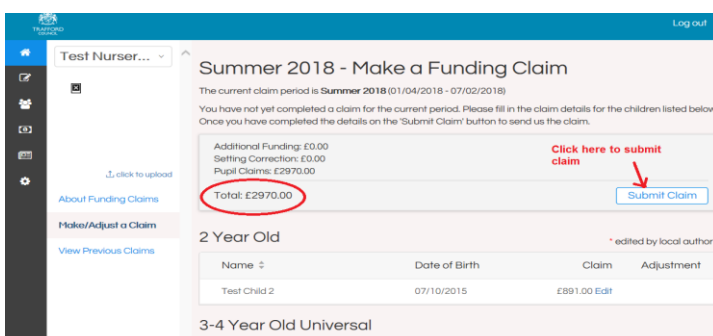
When you have clicked the Save Claim button a green tick will appear in the top right corner of the screen. This is to confirm the claim has been saved successfully. Close the child's record by clicking on the 'X' marker which is at the top right of the screen. You will then be returned to the 'Make a Funding Claim' page.

When a child's claim has been saved you will see the option 'Edit' next to their record. This confirms a claim has been saved but you can still edit it before submitting the main claim.

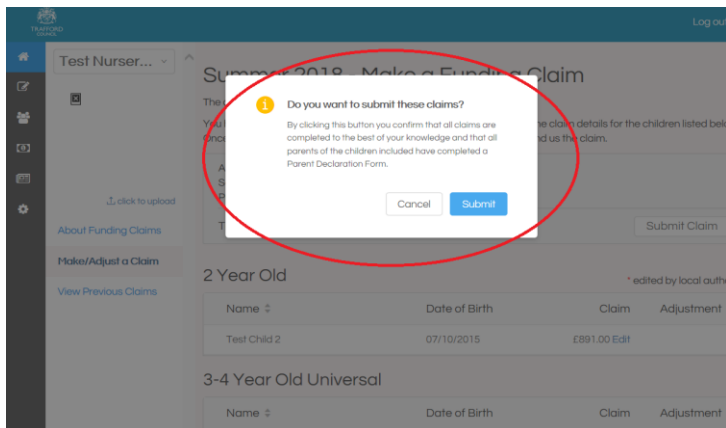
To complete your funding claim you need to go through all the children that appear on your list and add a claim for each of them. **Remember the funding claim is the basis for your base rate funding payments so it is important the information you provide is accurate.**

Completing your funding claim

When you have added a claim for all the children on your list, at the top of the screen you will see a total amount of funding claimed. Click on the 'Submit Claim' button to submit your claim.

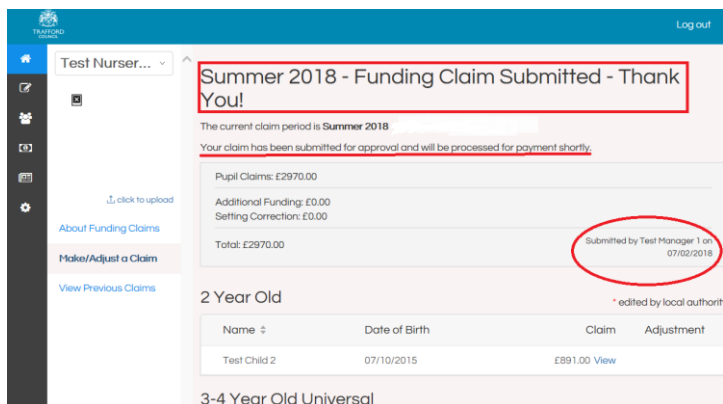


You will then be asked if you want to submit the claim. Click the blue 'Submit' button to proceed or click 'Cancel' if you need to go back and edit any of the details you have provided.



When you have submitted your claim you will be taken back to the main Funding Claims page and see a 'Funding Claim Submitted' message at the top. You will now see 'View' next to each child's record so you can view the initial claim you have submitted for each child.

The claim is also time- stamped so that you can see when the claim was submitted and who by.



You have now completed your funding claim. The Early Education Team will be notified your claim is ready and it will be processed accordingly.

Tips on funding claims

- Children will show in the Funding Claims section if you added them to your Pupil Register and marked them as funded. You can go back to the register and update a child's record to include them or not in the funding claims at any time.
- You should submit your funding claim when you are certain it is correct. The funding claim is the basis for all your early years base rate funding payments and should be as accurate as possible. You will have the opportunity to adjust your claim later in the term.
- When you submit a claim the Early Education Team are notified. Your claim will then be cross-checked against completed parent declaration forms. You will not receive funding for children where a declaration form has not been submitted for that child.
- Claims should be completed according to the Early Years Provider Timeline to ensure your payment is made on time. The timeline can be found on our website:

www.trafford.gov.uk/earlyeducation

REMEMBER to keep your username and password details safe and do not share them with anyone.