

# Early Years Provider Hub



## User Guide: Submitting an adjustment to your Funding Claim

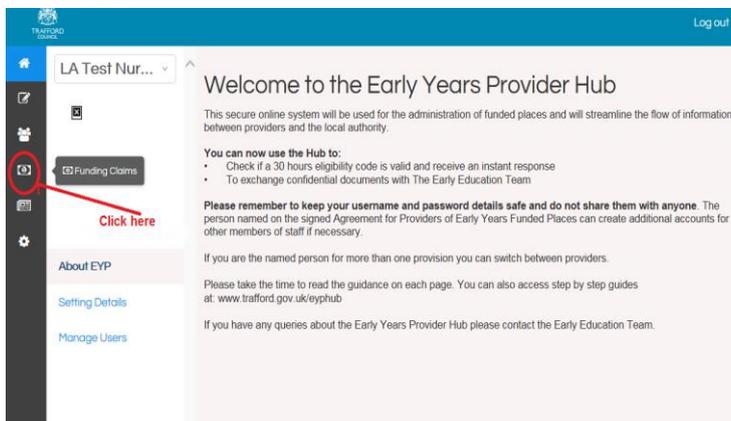
### Introduction

This guide explains how to submit an adjustment to an approved 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. You can make adjustments if there have been any changes since you submitted the original funding claim. For example; if a new child started or an existing child changed their funded hours.

**All providers must submit an adjustment to their approved funding claim, even if there are no changes. Submitting the adjustment is confirmation that funding is correct up to that point.**

### Getting started: finding the funding claims page

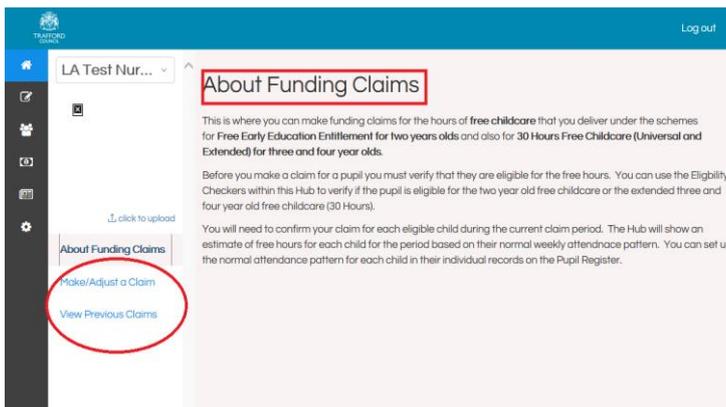
Log into the Early Years Provider Hub. From the main menu on the left hand side click the 'Funding Claims' button.



### 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



## Adjusting your 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.

As you have already submitted a funding claim for the claim period (term) at the top left you will see a blue 'Submit Adjustment' button instead of the 'Submit Claim' button. Against each child you will now see the first claim you submitted for them with the option to view it (this cannot be changed). There are 2 additional columns: 'Adjustment' where you have the option click on the blue 'Edit' button to make any changes to the initial claim amount. There is also a 'Difference' column where any difference between the original claim and the adjustment will be calculated.

Waterside N... Summer 2018 - Adjust your Claim

The current claim period is Summer 2018 01/04/2018 - 29/05/2018  
Please adjust the claims for the children listed below. Once you have finished making the adjustments you require then click on the 'Submit Adjustment' button to send them to us.

Pupil Claims: £5445.00 Adjusted pupil claims: £5445.00  
Additional Funding: £0.00  
Settling Correction: £0.00  
Total: £5445.00 Adjustment amount due: £0.00

2 Year Old

Name	Date of Birth	Claim	Adjustment	Difference
Cathy Sanders	06/11/2015	£1089.00 View	£1089.00 Edit	£0.00
Carole Sharp	07/03/2013	£891.00 View	£891.00 Edit	£0.00

3-4 Year Old Universal

Name	Date of Birth	Claim	Adjustment	Difference
Lianne Evans	04/12/2014	£893.00 View	£893.00 Edit	£0.00

If you do not need to make any adjustments you can click the blue 'Submit Adjustment' button. This confirms your original claim is correct, you will not be able to make any other changes to your claim after you submit the adjustment.

To adjust a child's claim click on the blue 'Edit' button next to the amount in the adjustment column. This will take you to the next page where you can see the funded hours you initially claimed for. To adjust this you simply change the funded hours / weeks to the correct amount by typing into the box. When the amount is correct click the blue 'Update' button to save the adjustment.

Conference... The current claim period is Summer 2018 01/04/2018 - 29/05/2018

Lianne Cook (Date of Birth: 11/11/2016)

Please complete the following claim adjustment for this child, entering the actual hour they attended during this period. This must be completed before the next claim can be made.

Funding Claim Details  
Claim Type: 2 Year Old Sketched Claims: No  
Applicable Rates: 2yr Main Rate - Nannies (£4.95) **CLICK HERE TO SAVE ADJUSTMENT**

Claim

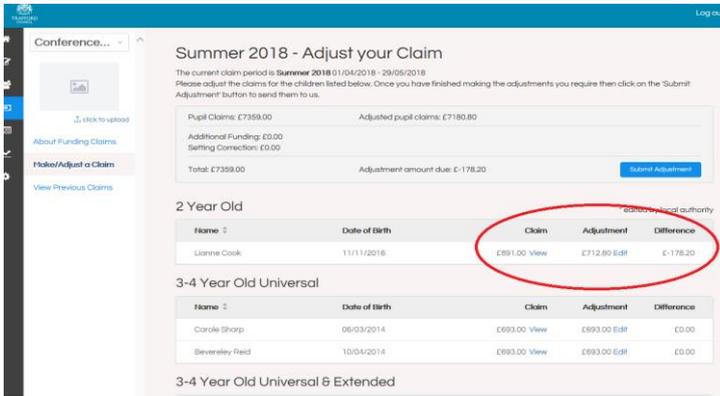
Universal hourly rate for this child is £4.95 [show details](#)

Universal hours per week:  for 12 weeks: £4.95 per hour £712.80

Total: £712.80

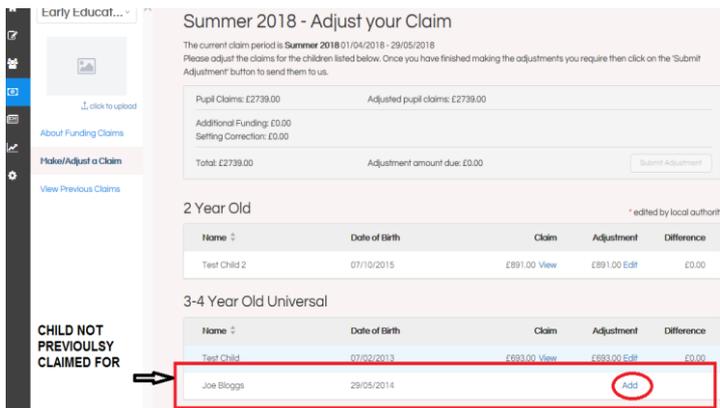
TYPE HERE TO ADJUST HOURS

When a child's claim has been adjusted you will see a blue 'Edit' button next to the amount in the 'Adjustment' column. You can edit this amount at any point before you submit the adjustment. You will also see the monetary difference between your initial claim and the adjustment claim.



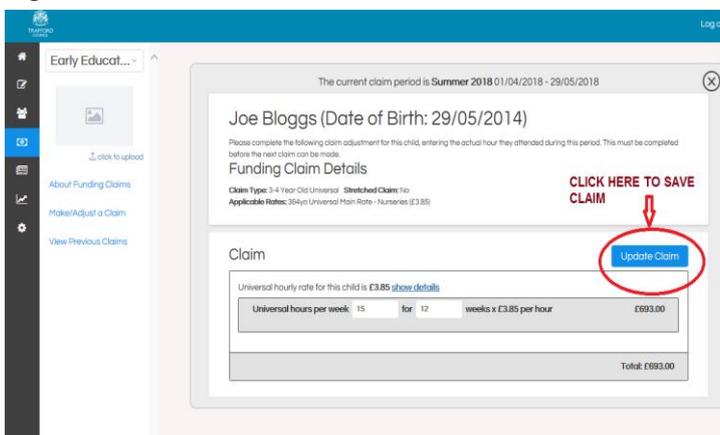
## Claiming for children not on the initial claim

At this point you can also claim for any children that were not on your original funding claim. You should add this child on your Pupil Register and they will automatically appear in your funding claim list. As they were not included in the original claim, there will not be a previous claim to view. You should click on the blue 'Add' button to add a claim for this child.



This will take you to the next page where the hours you added on the Pupil Register for this child will appear. Make sure the details are correct and then click the blue 'Update Claim' button to save the claim for this child.

When you have done this you will see a 'Claim Successfully Updated' message. You can then click the black X in the top right hand side to go back to the main Funding Claims Page.



## Submitting the adjustment

When you have adjusted all the claims you need to, click the blue 'Submit Adjustment' button to submit this adjustment.

Conference... | Log out

### Summer 2018 - Adjust your Claim

The current claim period is Summer 2018 01/04/2018 - 29/05/2018  
Please adjust the claims for the children listed below. Once you have finished making the adjustments you require then click on the 'Submit Adjustment' button to send them to us.

**CLICK HERE TO SUBMIT ADJUSTMENT**

Pupil Claims: £7359.00	Adjusted pupil claims: £7042.20
Additional Funding: £0.00	Settling Correction: £0.00
Total: £7359.00	Adjustment amount due: £-316.80

[Submit Adjustment](#)

#### 2 Year Old

\* edited by local authority

Name	Date of Birth	Claim	Adjustment	Difference
Lianne Cook	11/11/2016	£891.00 <a href="#">View</a>	£712.80 <a href="#">Edit</a>	£-178.20

#### 3-4 Year Old Universal

Name	Date of Birth	Claim	Adjustment	Difference
Carole Sharp	06/03/2014	£893.00 <a href="#">View</a>	£893.00 <a href="#">Edit</a>	£0.00
Beverley Field	10/04/2014	£893.00 <a href="#">View</a>	£893.00 <a href="#">Edit</a>	£0.00

#### 3-4 Year Old Universal & Extended

You will then be asked if you want to submit the adjustment. 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.

**Remember the funding claim is the basis for your base rate funding payments so it is important that the information you provide is accurate.**

Conference... | Log out

### Summer 2018 - Adjust your Claim

The current claim period is Summer 2018 01/04/2018 - 29/05/2018  
Please adjust the claims for the children listed below. Once you have finished making the adjustments you require then click on the 'Submit Adjustment' button to send them to us.

**By clicking this button you confirm that all adjustments are completed to the best of your knowledge and that all parents of the children included have completed a Parent Declaration Form.**

[Cancel](#) [Submit Adjustment](#)

Pupil Claims: £7359.00	Adjusted pupil claims: £7042.20
Additional Funding: £0.00	Settling Correction: £0.00
Total: £7359.00	Adjustment amount due: £-316.80

[Submit Adjustment](#)

#### 2 Year Old

\* edited by local authority

Name	Date of Birth	Claim	Adjustment	Difference
Lianne Cook	11/11/2016	£891.00 <a href="#">View</a>	£712.80 <a href="#">Edit</a>	£-178.20

#### 3-4 Year Old Universal

Name	Date of Birth	Claim	Adjustment	Difference
------	---------------	-------	------------	------------

When you have submitted the adjustment you will be taken back to the main Funding Claims page and see a 'Adjustment Submitted' message at the top. The original claim amount, adjustment amount and difference will be calculated here. You will now see 'View' next to each child's record so you can view the initial claim and any adjustment amount.

Conference... | Log out

### Summer 2018 - Adjustment Submitted - Thank You!

The current claim period is Summer 2018 01/04/2018 - 29/05/2018  
Your adjustment has been submitted for approval, please wait until the start of the next funding period to complete the next claim.

Pupil Claims: £7359.00	Adjusted pupil claims: £7042.20	
Additional Funding: £0.00	Settling Correction: £0.00	
Total: £7359.00	Adjustment amount due: £-316.80	Submitted by Test Manager 1 on 29/05/2018

#### 2 Year Old

\* edited by local authority

Name	Date of Birth	Claim	Adjustment	Difference
Lianne Cook	11/11/2016	£891.00 <a href="#">View</a>	£712.80 <a href="#">View</a>	£-178.20

#### 3-4 Year Old Universal

Name	Date of Birth	Claim	Adjustment	Difference
------	---------------	-------	------------	------------

**You have now submitted your adjustment, this will be processed and you will be notified of any payments due.**

## Tips on adjusting 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.
- Your original Funding Claim can be adjusted at any time after it has been approved by the Early Education Team. You should submit any adjustments 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.
- When you submit an adjustment the Early Education Team are notified. Your adjustment 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.
- Adjustments 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/eyprovidertimeline](http://www.trafford.gov.uk/eyprovidertimeline)

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