

Provider Guidance

The parent / carer claim form is mandatory and **MUST** be signed (an electronic signature is acceptable) by all families who wish their childcare provider to claim a funded entitlement on their behalf. The form can be issued via email or in paper format. **The template MUST NOT be adapted.**

Where necessary, it is acceptable to support parent/carers to fill out the form to claim the funding. However, it is not acceptable to complete the form on their behalf and expect them to simply sign the form. All parents/carers must have a clear understanding of what they have signed and what will be claimed on their behalf. **All applicable sections of Part 2 and 3a, b, or c must be completed to meet spot check / audit requirements.**

Early Education funding **cannot be claimed without a signed form in place as consent MUST be obtained** to share the family and funding information with the Local Authority. Failure to meet these requirements will mean that funding will be recovered if we become aware of non-compliance. Termly spot checks will take place to ensure claim forms have been completed as expected and the supplied template(s) are in use.

The completed form will be used to settle funding overclaims, support the decision where funding is paid when a shared arrangement is in place, and to ensure compliance when a claim for less than 6 weeks is submitted.

To help with our compliance checks, please **upload Part 3** of the claim form via the child record in the Provider Portal to evidence the claim and consent which is **less than 6 weeks**. **Please do not upload any other documents unless the Early Years Finance Team specifically requests them.**

Claim forms must be securely stored for a period of 6 years plus current.

The form is split into three parts –

	When to Issue/Complete?
<ul style="list-style-type: none"> Part 1 is guidance and information It is a combination of notes to assist parents/carers to complete Part 2 & 3 of the form and a QR code to download the Parent/Carer Booklet. 	It must be issued to all families who are new to claiming the funding entitlement.
<ul style="list-style-type: none"> Part 2 is about the parent/carers and child and declaration 	It must be completed every time a new entitlement commences, or when parent/carers details change.
<ul style="list-style-type: none"> Part 3a, b or c is about the entitlement claim for a 12-month period There is a different template based on the child's eligibility cycle and start date. <ul style="list-style-type: none"> eligible 1 April to 31 August - Part 3a – Autumn start eligible 1 September to 31 December - Part 3b – Spring start eligible 1 January to 31 March - Part 3c - Summer start 	It must be completed every time a new entitlement commences, or when parent/carers details change. [IMPORTANT] Whilst the funding data has been collected ACTUAL ATTENDANCE must be claimed notwithstanding short absences.

Parent/carers Booklet

The parent/carers booklet (and Part 1) must be shared with all new families prior to them making their first funding claim. The aim of the booklet is to communicate how funding is offered in Norfolk, how/when it can/must be claimed and what they should expect.












Mail Merge Documents



To help populate the forms to share with families, we have created documents which can be used to mail merge the family/funding data using Microsoft Word and Excel.

Upon request (via email) we can also provide a populated Excel list based on your latest claim for you to modify in readiness for the new claim period.

Instructions	Part 2 Word doc	Part 3			Excel List
		AUTUMN a Word doc	SPRING b Word doc	SUMMER c Word doc	

Document Links and QR Codes

	Part 1	Part 2	Part 3a AUTUMN	Part 3b SPRING	Part 3c SUMMER
	Part 1 Weblink 	Part 2 Weblink 	Part 3a Weblink 	Part 3b Weblink 	Part 3c Weblink 
		Part 2 Weblink 	Part 3a Weblink 	Part 3b Weblink 	Part 3c Weblink 

 <p>EARLY EDUCATION Information for Parents / Carers</p> <p>Introduction Research shows that having access to high quality early years provision has a significant impact on life chances for children and improves their chances of gaining well paid employment. Alongside educational outcomes, there are wider benefits to families and communities where early years provision offers an opportunity to access effective early help. In Norfolk we have high aspirations for every young child to make good progress in their development and learning from birth to have the best opportunities in life.</p> <p>Funded Early Education and Childcare Funded Early Education and Childcare is an entitlement to all families who meet certain national criteria. This entitlement is Government funded and is intended to deliver 15 or 30 hours a week to a maximum per year of free, high quality, flexible childcare. It is not intended to cover the costs of meals, other consumables, additional hours, or optional activities. These costs may be charged by your chosen provider, and families should expect to pay.</p> <p>What funding entitlement is available for my child?</p> <p>2-year-old funding This entitlement is available to eligible children the claim period after they turn 2. Eligible children will get 570 hours of funded early education and childcare if they meet the date of birth criteria for</p>	<p>Parent / Carer Booklet</p> 
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 <p>Are you READY, STEADY or GO for funded childcare?</p> <p>Will your child celebrate their second or third birthday or turn 3 months in April, May, June, July or August? or Was your child aged 2 or 3 on 31 March?</p> <p>READY! Check to find which funded childcare entitlement is available. Children's Choice Visit Children's Choices</p> <p>STEADY! My family is getting some help with Government Support</p> <p>GO! My child is eligible to receive 15 or 30 hours of funded childcare. I am a local authority, a private day nursery, a playgroup, a voluntary day nursery, a childminder, or a registered provider. I have left care under a court order or a family arrangement order.</p> <p>GO! Apply for a NEO code or sign in to re-confirm</p> <p>Find an approved childcare provider that meets your needs AND can confirm the nearest start date</p> <p>Need help? Search our Community Directory or contact the Family Information Service</p> <p>IMPORTANT:</p> <ul style="list-style-type: none"> The start date for your child's funded childcare will depend on their date of birth and your chosen provider's start date. Funded childcare can start on 1 September. A funded code must be obtained before the claim period start date and re-confirmed every 30 days to keep it valid. Your funding may not be free, ask your provider (NEO code) whether your childcare is exempted if there are any extra charges. If you have childcare costs to pay, you may be eligible for Tax-Free Childcare or Universal Credit for Children. 	<p>Ready Steady Go Spring</p> 	<p>Ready Steady Go Summer</p> 	<p>Ready Steady Go Autumn</p> 
Distribute in:	December to February	March to July	August to November