

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 sections of Part 2 and 3 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 	It must be completed every time a new entitlement commences, or when parent/carers details change.
<ul style="list-style-type: none"> • Part 3 is about the entitlement claim and declaration This part must only be completed and signed within these specified dates. <ul style="list-style-type: none"> ○ Summer - 1 Mar to 31 Aug ○ Autumn - 1 Jul to 31 Dec (new children from June) ○ Spring - 1 Dec to 31 Mar 	The correct version (Summer, Autumn, or Spring) must be completed and signed every claim period within the specified dates.

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.


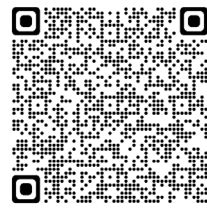
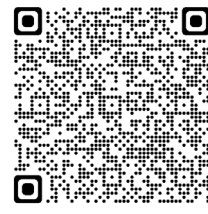

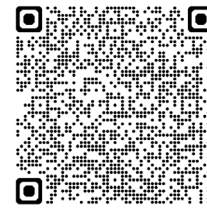
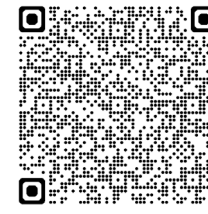

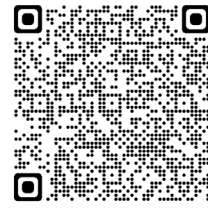



Mail Merge Documents



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 Word doc Summer Autumn Spring	Mail Merge List Excel doc
------------------------------	---------------------------------	--	---

Parent/Carer Documentation: Weblinks and QR Codes

	Part 1	Part 2	Part 3 SUMMER	Part 3 AUTUMN	Part 3 SPRING
	Part 1 Weblink 	Part 2 Weblink 	Part 3 Weblink 	Part 3 Weblink 	Part 3 Weblink 
		Part 2 Weblink 	Part 3 Weblink 	Part 3 Weblink 	Part 3 Weblink 

 Norfolk County Council Booklet v. Mar-21 EARLY EDUCATION Information for Parents / Carers <hr/> <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. The 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> 
--	--

 Norfolk County Council information v. used until 28 August <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? No, not yet → Sorry, you have a little longer to wait for funded childcare. Yes → Go to next step.</p> <p>Will your child age 2 or 3 on 31 March? No → I need some help → Contact the Family Information Service for more advice 0344 800 8020. Yes → Check to find which funded childcare entitlement is available via Childcare Choices.</p> <p>READY! → My family is getting some form of support → Apply for a NEQ code → Find an approved childcare provider that meets your needs AND can confirm the earliest start date → Need Help? Search our Community Directory or contact the Family Information Service.</p> <p>STEADY! → Working Families → All Families → Apply for a NEQ code → Find an approved childcare provider that meets your needs AND can confirm the earliest start date → Need Help? Search our Community Directory or contact the Family Information Service.</p> <p>GO! → Apply for a NEQ code → Find an approved childcare provider that meets your needs AND can confirm the earliest start date → Need Help? Search our Community Directory or contact the Family Information Service.</p> <p>IMPORTANT! The start date for your child's funded childcare will depend on their date of birth and whether you are a provider, administrator, or a parent. * Earliest start date will be 1 September. * Earliest start date will be 1 April. * A NEQ code must be obtained before the claim period can start and is valid for every 30 days to 31 March. * Your funding may not be free, ask your provider BCCDC regarding your childcare arrangement 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>	<p>Ready Steady Go Spring</p> 	<p>Ready Steady Go Summer</p> 	<p>Ready Steady Go Autumn</p> 
<p>Distribute in:</p>	<p>December to February</p>	<p>March to July</p>	<p>August to November</p>