



Early Years Education Funding



Process for Providers

Check your e-mails often! All correspondence is sent through the Provider Portal

READ

Local Conditions of Funding and supporting documents which can be found here: <http://devon.cc/eyef>

2 year olds

Parents check eligibility

- Parents check their eligibility for the entitlement to early years education for their 2 year old. Parents will need their National Insurance number, date of birth, name and child's details. Eligibility can be checked:
 - Online: [2 year old funding](#)
 - By Phone: 0345 155 1013
- Parents and carers of children with additional needs, and adoptive parents should discuss applying with the Early Years helpdesk on 01392 385530 or eyef@devon.gov.uk
- All foster carers of Devon children in care will be sent a Golden Ticket.



Check parents are eligible

- All parents found to be eligible will be issued with an eligibility letter or Golden Ticket
- Please request this letter/Golden Ticket as proof of eligibility**
- If a parent is found not to be eligible agree the start date of funded provision and chargeable hours
- ZZ Golden tickets – Name of child and date of birth need to be e-mailed to: eyef@devon.gov.uk



3 and 4 year olds



All 3 and 4 year olds are eligible for the early years education funding.

Some children will be eligible to attract the [Early Years Pupil Premium](#) – please refer to the [process for Early Years Pupil Premium](#).



1) Give out Child Registration Forms

- Give out the [Child Registration Form](#) to all children starting at your provision (if not previously collected).
- Update the Early Years Education Place section of the [Child Registration Form](#) for any parent wishing to alter the hours claimed from the previous term.



2) Parents return the Child Registration Form

- Please check that the parent has signed the [Child Registration Form](#).
- Check evidence of date of birth and sign the declaration – you are responsible for ensuring children are eligible for the entitlement to early years education.
- Check evidence for entitlement to free early years education for two-year-olds where appropriate. If you receive an approval letter from another county council, please send the EYEF team a copy.



3) Headcount available

- You will receive an e-mail notifying you that the Headcount claim is available to download. The information needs to be completed on the Provider Portal (www.devon.gov.uk/eyproviderportal). A completion date will be given. Please refer to the Portal training notes which were attached with your login details.



4) Complete and submit the Headcount claim

- The Headcount claim must be completed as a record of attendance at Headcount week.
- You must complete the Headcount claim by the completion date.
- If you offer the early years education funding for two-year-olds you will be asked to complete a separate claim for these.
- Providers should use the [Conflict Buster](#) to resolve funding conflicts if the child attends elsewhere. This can be found here: devon.cc/eyef
- **Providers with no funded children attending are required to submit a zero return.**



5) Checks carried out

- Devon County Council carry out checks on information submitted on the Headcount to ensure a valid claim is made.
- You will be contacted through the Provider Portal if errors are found and require correcting. You will be notified when adjustments have been made to your claim to ensure that it is valid.



6) Providers are paid

- Devon County Council will pay the early years education funding with the Early Years Pupil Premium where appropriate.



7) Amendment window open

- The Provider Portal will open again for you to make amendments to your claim to reflect any children that have joined or left during the term.
- Do not alter any adjustments that you have been notified of after headcount.



8) Forecast Email

- Inform Devon County Council of significant changes to the numbers of children claiming the early years education funding or if you have no funded children.



9) Forecast payment made

- Devon County Council will make a forecast payment at the beginning of the term.
- This will be a percentage of the previous terms payment.



9) Repeat

- This process is carried out each term.

Keep in touch



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