

Early Years & Childcare Service
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30th September 2015

Dear Providers,

You will have received your Early Years Entitlement forecast payment for autumn term. This payment is 70% of the total EYE you received for last terms Headcount, unless you have requested a manual adjustment. Any amendments submitted for Summer term will not have been used in this calculation. N.B. forecast payments do not apply to internal DCC providers including school nurseries. Second (balance) payments following the Headcount data are planned to be processed around by the end of November.

Amendment payments for Summer Term have also now been made.

Early Years Pupil Premium Payments are calculated with the Headcount and amendment hours.

Autumn Term Headcount is this week 28th September – 2nd October. It is the funded hours required in this week that you must use to calculate your termly claim and update the Provider Portal. A child's funding for headcount week must include any absence. Parents should fill in the hours per week **on the printed headcount form NOT PROVIDERS** and be aware of the hours per term claimed. The Headcount Form can be accessed through the Reports tab on your Home page by selecting Payment History in the drop down menu.

You have been advised by email that the Headcount Claim is available to download from the Portal and that you can commence your data input. We plan to have this report available to providers before Headcount week commences but unfortunately due to system errors this was not possible.

Settings must check those children listed and add on any new children in attendance at headcount week on the spare page provided and input them to the portal. It is your responsibility to ensure that all children you wish to claim for are included on the headcount claim and with the new portal if you think anyone is missing, please contact the Helpdesk.

All Headcount paperwork must be sent to the Early Years Funding Team. Please ensure that you use the correct postage as if it is incorrect the Post Office will not deliver it.

Textphone: 0845 155 1020
www.devon.gov.uk

Strategic Director People Jennie Stephens

With the start of the new Academic year, our Local Conditions of Funding have been updated. The main principles have been re-iterated with more examples of how the funding should be offered and communicated to parents. It now includes the Early Years Pupil Premium information and changes to the Procedures due to the move to the Provider Portal. Further information can be found at:

Early Years Education Funding:

<https://new.devon.gov.uk/eycs/for-providers/business-finance-and-funding/early-education-for-2-3-and-4-year-olds> or <http://devon.cc/eyef>

Early Years Pupil Premium:

<https://new.devon.gov.uk/eycs/for-providers/business-finance-and-funding/early-years-pupil-premium> or <http://devon.cc/eypp>

Providers will need to **register for a free Egress Switch Account**. This will ensure that all communication is sent and received securely. Emailed correspondence from Devon County Council to providers will always be sent securely through Egress Switch. Directions on how to register for a free Egress Switch Account can be found on DCC emails or visit the webpage for more information.

<http://www.devon.gov.uk/egress>

Providers need to collect personal data about children in order to update the Portal and claim funding. We no longer require you to do this using the Child's Information Forms (CIFs). It was felt that some of the personal information is collected within the settings paperwork at the time of Registration and therefore it's being duplicated. As long as you are collecting the same information we require you can use your own pupil information for the portal. You should update your Data Protection Statement so parents know the personal information you collect is being shared with DCC.

If you are continuing to use the CIF's, please do but there are none in stock so providers will need to move forward with their own registration form. We have a Registration Template you can use and amend to suit your setting if you find it helpful. Please keep this on file and do not send with your headcount form.

The EYPP Registration has also been updated but you can continue to use the old forms. You only need to ask parents of **new** children to complete the EYPP Registration Form, those that did not return the form or those that may have had a change of circumstance. You need to input carer information only for those parents who meet the eligibility criteria, otherwise you need to enter Declined to Answer against the individual child. Only forms where the parent has indicated a **positive** response in Section B should be sent to DCC with the required evidence. We hope this paperwork is easy for providers to email to parents even if its just the information sheets.

It's the providers responsibility to view date of birth evidence and check eligibility and we would advise that a child does not join until you have this. If a pupil is found to be too young we will not process any funding for that child. If this is due to an error at the setting you also may not be able to get the fees from the parent.

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Calendar 2015/16

The 2015/16 calendar is available at www.devon.gov.uk/eyef for guidance and to aid planning. You **must** have a 38 week term-time model available for all parents. If settings are offering less than 38 weeks they must make parents aware they will not get the full entitlement at your setting. Some providers will have a stretched offer or even be willing to be flexible to any other parent requests, if it's within the National Framework. Providers must be transparent about the session times they have available, how many hours funding will be claimed (in agreement with parents) and clear charging policy for any time beyond the funded hours. Providers should have a signed agreement with parents.

Conflict Buster

We have for now some time had the Conflict Buster in place to try and resolve funded hours required by parents who attend more than one setting. Alternatively you can make contact direct with the setting to confirm hours being claimed.

Conflict errors are a huge problem for us and this is the main reason why payments take so long to finalise. When errors are found after the Headcount deadline, providers are advised and the reduction in funded hours can be charged to the parent. These are quite late in the term and invoices being back-dated to parents can make it difficult for them to payments and providers to get what is owed. As providers if you can do anything your end to minimise conflicts we will be able to make payments sooner each term.

If you received an email from the EYEF Helpdesk last term concerning an over claim we would suggest that you complete a conflict buster with that family for this term.

The Conflict Buster form can be found at: www.devon.gov.uk/eyef

If an over claim occurs and only one provider has completed a Conflict Buster they will normally be allocated the funding for the hours stated on the form. If both or neither provider has completed a Conflict Buster then each will be reduced 50% of the over-claimed hours, except in the following circumstances:

- 1) If the amount to be deducted would take one of the providers below the minimum payment requirement of 2.5 hours, then the provider where the child spends the majority of their hours will have the total amount of the over-claim deducted.
- 2) If the amount to be deducted is only ½ an hour then the provider where the child spends the majority of their hours will have the total amount of the over-claim deducted as it is not possible for payments to be rounded to quarter hours.

Deprivation funding

Providers eligible for deprivation funding in summer term will have received payment for this by 30th July. These funds can be used however you wish and it is hoped will help to enhance the quality of the service that you provide and support those children.

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Academic Entitlement

The 570 hours entitlement will restart from September 2015 and will be checked again in Summer 2016 to ensure the full entitlement is not exceeded. For children who become eligible within the year their entitlement will be on a monthly pro rata basis (47.5 hours for each month) as follows:

Date of Birth	Eligible From	Entitlement
1 st April – 31 st August	September/Autumn Term	570 hours (12 months)
1 st September – 31 st December	January/Spring Term	380 hours (8 months)
1 st January – 31 st March	April/Summer Term	237.5 hours (5 months)

Provider Portal Training Notes

Can be found at:

<https://new.devon.gov.uk/eycs/for-providers/business-finance-and-funding/early-education-for-2-3-and-4-year-olds>

If you are no longer the EYEF contact please pass this on to the appropriate person and ensure the Helpdesk is advised in writing of any changes, including e-mail contacts.

Early Years Entitlement Funding Team

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