Early Years Funding Portal Guidance

Bitesize Training
Provider Portal System

• Capita One’s Early Years Portal for Funded entitlements enables information to be input directly by the childcare provider via an online portal. The data captured is automatically validated and securely transferred into One Early Years.

• Payments can be calculated for eligible two, three and four year olds and is then sent to the nurseries via the Local authority’s financial management system.
• An EY Provider needs to be set up to be able to access and to use the Capita One EY Funding Portal.

• If a provider is registered to deliver EY Funding, they will have received a Registration e-mail, Password and Login which should give access to the Provider Portal. If there are any issues you can contact the Early Years Funding Business Support Team via email at:

  earlyyears@childrenfirstnorthamptonshire.co.uk

• They will arrange access for you and enable you to log in to the Provider Portal at the following web address:

  https://eduweb.northamptonshire.gov.uk/ProviderPortal_LIVE/Account/Account/Login
Login
Forgotten Username

To retrieve your username, enter the registered email address associated with your account.

Email Address

Submit
Forgotten Password

To reset your password enter the requested account details

Username
Email Address

Submit
Reset Password

Email Sent
An email has been sent to your registered email address, please follow the instructions we’ve sent.
Didn’t receive the email? Check your spam folder for an email from no-reply@xoooooo.com. If you still don’t see the email, try again.
Reset Password

You have chosen to reset your password, to enable you to login to the Provider Portal.

In order to complete this process, you must choose a new password using the link below.

Please click on the link below and login to reset it:

https://eduweb.northamptonshire.gov.uk/ProviderPortal_LIVE/Account/Account/ConfirmForgottenPassword/131033_a0a6c2e2-f546-4eef-a8b7-efaa2e6e5098

Please note: if you are unable to click on this link, carefully copy and paste the text into your Internet browser.

Temporary Password:

Provider Portal Administrator

If you have received this email and have not requested a change to your account, please inform the Local Authority.

IMPORTANT - PLEASE DO NOT REPLY TO THIS EMAIL AS IT WILL NOT BE READ.

Should you experience any further problems, please Click Here

When using your temporary password, please ensure that you have closed your existing portal session and that you click on the link included in the reset password email.
Change Password

The password criteria is as follows:

- 10 Characters or more
- Must include at least one upper and lower case character
- Two numbers
- One special character

E.g. 1Ange1Square!
Secret Question

Please provide the answer to your secret question

Secret Question: Mothers maiden name
Secret Answer:

Submit

Forgotten your secret answer?
Forgotten Secret Question
To reset your secret question enter the requested account details

- Username
- Email Address

Submit
Secret Question

Email Sent
An email has been sent to your registered email address, please follow the instructions we've sent.

Didn't receive the email? Check your spam folder for an email from no-reply@xxxxxx.com. If you still don't see the email, try again.
You have requested to reset your secret answer, to enable you to log in to the Provider Portal.

In order to complete this process, you must choose a new secret question and answer using the link below.

Please click on the link below and login to reset it:

https://eduweb.northamptonshire.gov.uk/ProviderPortal_LIVE/Account/Account/ConfirmForgottenSecretAnswer/131033_bf5f26fc-f122-4ba5-95e7-e9e99014ca76

Please note: if you are unable to click on this link, carefully copy and paste the text into your Internet browser.

Provider Portal Administrator

If you have received this email and have not requested a change to your account, please inform the Local Authority.

IMPORTANT - PLEASE DO NOT REPLY TO THIS EMAIL AS IT WILL NOT BE READ.

Should you experience any further problems, please Click Here
We advise providers not to utilise the two step verification as an extra layer of security, as this makes logging into the portal more difficult and has created issues in the past when activated. Your passwords will expire every 90 days but you can choose to change these regularly to avoid expiration.
Parental Declaration for Autumn 2018 onwards

The updated Parental Declaration form is now available to providers and can be found on our information for childcare providers web pages. This updated parental declaration is for use from the Autumn 2018 funding block onwards.

Early Years Bulletin 11/05/2018

The latest Early Years Bulletin is now available on the Early Years Bulletin webpage.

Giving Children end dates in the Provider Portal

We have received quite a few emails regarding children ‘vanishing’ from the provider portal for this funding block. This would be due to end dates being given to the children in the last block. If you give a child an end date, the system assumes that child is leaving and removes them from your claim. If a child is genuinely leaving your setting to move to school or another setting and an end date can be added, if children are staying with you across funding blocks then no end date is needed.
Welcome to the Early Years Funding Portal

The new Headcount Portal has been created to help collect information necessary to enable the Early Years Funding Team to provide support for the sector in the most effective way possible.

We are using this online system to collect information that would otherwise have to have been collected on the paper Data Collection forms:
- Please do not share usernames or passwords with others.
- By using save, you can complete as much or as little of the return as you choose before submitting the completed form.
- You can validate any 30 hours DERN numbers using the new 30 hours button
- You can check eligibility of 30 hours eligible children before a place is offered

If you have a spare 2 minutes we would be grateful if you could let us know how useful and easy the form was to use. We are continually striving to improve our services and your feedback is invaluable to us.

30 Hours Free Childcare
Headcount
PP
Provider Home Tab

Welcome to the Provider Headcount Admin Portal
Below, you will see the services available to you.

View Tasks
View / Send Messages
Provider Home Page
Headcount Portal

- Headcount tasks will appear here when the portal is open.
- To view any historic Headcount tasks click on ‘View all tasks’
- Messages are on the right, as a closed envelope, or open letter, to denote read and unread status
To see historical headcount tasks click on the “Status” drop down and select historical from the options.
My Tasks

• There are two types of headcount task:
  o **Mandatory**: There are two mandatory headcount tasks each funding block, one at the beginning and an adjustment on the penultimate month of the block
  o **Optional adjustments**: These set tasks can be any requested for any month that is not mandatory as long as it is requested in advance

• Providers must submit headcount tasks whether they be mandatory or if they have been requested, to ensure funding payments are made.

• You can enter your headcount task at any time whilst it is open, but you **must** remember to click submit before the closing date of the task.

• If you wish to keep a record of your headcount tasks in an Excel format, you can use the Download button on the task to do so.
Headcount Task view

- Add children
- View/amend Child details
- Edit Headcount/Adding hours
- Submit button
- Current status of form and Deadline
## Add Child

### Child Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Forename</td>
<td>Joe</td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>Legal Surname</td>
<td>Bazocks</td>
</tr>
<tr>
<td>Gender</td>
<td>Female</td>
</tr>
<tr>
<td>Date of birth</td>
<td>01/11/2014</td>
</tr>
<tr>
<td>Ethnicity</td>
<td>White British (WB)</td>
</tr>
<tr>
<td>First Language</td>
<td>English</td>
</tr>
<tr>
<td>SEND Status</td>
<td>No Special Provision (N)</td>
</tr>
<tr>
<td>Funded Status</td>
<td>Let the system decide</td>
</tr>
<tr>
<td>20 Hour Eligibility</td>
<td>Example: 5001005014</td>
</tr>
</tbody>
</table>

### House Details

- **House Number**: 57
- **House Name**: Bell Court
- **Street Name**: Bell Court
- **District / Village**: Wellingborough
- **Town**: Wellingborough
- **County**: Northamptonshire
- **Postcode**: NN6 4RH

*Required fields*:

- [Previous](#)  
- [Next](#)
Add Carer (EYPP only)

- If you wish to claim EYPP for a 3 and 4 year old child, please fill out this section.
- Maintained setting should choose “Decline to provide” and fill out the separate online EYPP form instead.
We advise providers to calculate the funding hours for the child’s full/remaining funding year, when commencing the claim process. This allows the funding to be correctly shared over each funding block and prevent overclaims.

On the next page are some considerations/tips to claiming the 30 hour funding.
Considerations when claiming hours

• When adding hours to relevant columns always work left to right

• The universal hours for the block and extended hours for the block will auto-populate when you add a value to the “Hours attended for the block” column, ensure that you correct these if necessary.
  • If you claim 15 hours a week universal and 15 hours a week extended, the number of hours for the block should be equal. The system will auto-populate to the maximum hours in the universal hours and this should be overwritten

• Please complete the hours per week columns for universal and extended funding, if applicable.

• If you are unable to enter the extended hours to the headcount(columns are not available) you may need to run a new eligibility check using the find a child option (explained later).

• Providers can claim for a four week notice period, but must inform parents that they are doing this and ask the parents to inform their new setting of the date that they can start their own claim; let the parent know that if they allow the new setting to claim during the notice period that they may be responsible for the cost of these hours.

• End dates should only be added if the child is leaving your setting. If a child leaves your setting earlier than expected, please end date the child and recalculate the hours you are claiming.
30 Hours Free Childcare

Welcome to the 30 Hour Entitlement Portal
The Department for Education (DfE) provides an Eligibility Checking System (ECS) to allow you to check online and in real time the validity of eligibility codes issued by HMRC to working parents eligible for 30 Hours Free Childcare.

• Run a new check
• Review Previous checks
• Expiration Dashboard
30 Hour Eligibility Checks

When a parent approaches the setting with 30 hour eligibility code, the provider needs to conduct the following initial (Ad Hoc) verification exercise.

• Check whether you have already validated the child’s 30 hour code (enter name into the search box)
• All eligible from dates must pre-date the start of the funding block the parent wishes the child to commence
• The result of eligibility checks will be visible in the check status panel
• If no check for the child is visible, one will need to be completed
Ad Hoc Eligibility Checks

When running a 30 hour funding check for the first time (upon parents enquiry) you will need to complete an Ad Hoc check. To do this enter the child/parents details as required below.
Existing Child Eligibility Checks

If only an Ad Hoc check has previously been completed, you may find that you cannot add the extended hours to your claim. Running a new check using the find a child facility ensures that the extended hours columns will open to be populated (if eligible).
Expiration Dashboard

The expiration dashboard is a crucial housekeeping tool that allows providers to keep track of a child’s eligibility via a red, amber and green notification process. This acts as a useful prompt for providers to remind parents to renew their eligibility.

![Expiration Dashboard Table]

The table allows providers to filter entries based on days and view details such as eligibility code, eligible from and to dates, grace period end, and eligibility status. The table also includes columns for notes and further action needed.