

HOW TO COMPLETE EARLY YEARS FE FORMS

All FE funding forms have been updated to reflect the changes to Early Years Funding and the introduction of our new Synergy system. We have therefore produced this guidance to assist you in completing these forms (FE2 starters forms, FE3 leavers forms and the trial reintroduction of FE4 variation forms)

DO'S

- ✓ Submit FE2 and FE3 forms for starters and leavers AFTER changes week only. All other amendments to starters and leavers midterm should be done through the Provider Portal (see pages 21 to 24 of your Provider User Guide).
- ✓ Submit FE4 forms for any increase or reduction in hours as amendments to hours cannot be processed through the Provider Portal. A maximum of one variation per child per term will be accepted.
- ✓ Ensure forms are signed by one of the authorised signatories on your user access form.
- ✓ Ensure you have completed all necessary fields. Forms with missing information will not be processed.
- ✓ Submit forms within 2 weeks of the change.

DONT'S

- × Complete any fields within the Office Use Only section.
- × Submit previous versions of FE forms as they will NOT be accepted.

GENERAL INFORMATION

- All payments, including adjustments via FE forms will be paid or deducted in full weeks rather than part weeks. Therefore if a child starts partway through the week, you will receive funding from the following week, or if a child leaves partway through the week, we will deduct from the following week.
- All forms are subject to approval and double funding checks. You will receive a funding payment or deduction for your application unless issues are identified. This will be made with your termly estimate or actuals payments.
- Stretched funding refers to the practice of a child attending and claiming for less than 15 hours (or 30 hours if applicable) a week over more than 38 weeks of a year. Any arrangements you have with parents / carers regarding spreading the cost of invoicing evenly over the year is not always stretched funding.

INFORMATION SPECIFIC TO FE2 (STARTER) FORMS

- When a child starts with you after changes week, please ensure that if they have been attending elsewhere during the term you check the date that they left as we cannot double fund and their previous provider will be funded to the end of the week that they left.
- Please complete section 2A for universal entitlement and 2 year olds only and 2B for extra entitlement only. If the child is attending both universal and extra entitlement hours, please complete sections 2A and 2B.

INFORMATION SPECIFIC TO FE3 (LEAVER) FORMS

- You will be funded to the end of the week that the child leaves. DCC no longer has any involvement in funded notice periods.

INFORMATION SPECIFIC TO FE4 (VARIATION) FORMS

- FE4 forms are being reintroduced on a trial basis and should be completed for any child that increases or reduces their hours during the term (this information cannot be processed through the Provider Portal)
- Please complete section 2A for universal entitlement and 2 year olds only and 2B for extra entitlement only. If the child is attending both universal and extra entitlement hours, please complete sections 2A and 2B.
- Only one variation per child per term will be accepted