

Early Education Funding - Payment Model Options for New Providers

In Staffordshire we are committed to provide the maximum flexibility to Providers and therefore ask you to choose on which basis you would like to be paid.

The Options are as follows:

Option 1 – Lump Sum Model

This option is based on 75% paid up front based on the Forecast Task and the balance for the term following the Actual Task.

Option 2 – Monthly Model

This option allows for 12 monthly payments. These are divided into three blocks of four payments (to reflect the academic terms). The first three payments of each block will be equal amounts of 25% generated from the Forecast Task, with the Fourth representing a balanced payment based on your Actual Task.

Can you therefore please tick the Option you prefer and Sign and Date. Some information is attached to assist you in making an informed choice.

Option 1 – Lump Sum Model

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Option 2 – Monthly Model

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Signature

Provider Name

Date of Signature

Once opted into an option this will continue through the current Academic Year, there will be an opportunity to switch once a year for the following Academic Year. Should you have queries relating to the above, please do not hesitate to contact the team directly on the email shown at the top of this form.

Kind Regards,

EEF Finance Team



Example of potential payment breakdown based on each option (based on Autumn Term)

	Small provider	Medium provider	Large provider
Autumn Forecast Task	1 x 3 year old for 15 hours a week	10 x 3 year olds for 15 hours a week	25 x 3 year olds for 15 hours a week
Termly Funding	1 x 14 weeks x 15 hours x £3.97 = £833.70	10 x 14 weeks x 15 hours x £3.97 = £8,337	25 x 14 weeks x 15 hours x £3.97 = £20,842.50
Option 1:			
Payment 1: September	£625.28	£6,252.75	£15,631.88
Payment 2: November	£208.42	£2084.25	£5,210.62
Option 2:			
Payment 1: September	£208.43	£2,084.25	£5,210.63
Payment 2: October	£208.43	£2,084.25	£5,210.63
Payment 3: November	£208.43	£2,084.25	£5,210.63
Payment 4: December	£208.41	£2,084.25	£5,210.61

Additional child starting after Autumn Forecast Task - for 15 hours and put on Autumn Actual Task

Option 1:			
Payment: November	£833.70	£833.70	£833.70
Option 2:			
Payment: December	£833.70	£833.70	£833.70



Further additional child starting after Autumn Actual Task for 15 hours and put on Autumn Amendment Task

Both Options:				
Payment: Feb/March		£833.70	£833.70	£833.70

Frequently Asked Questions:

Q Why is it not possible to submit a monthly claim and be paid instantaneously?

A headcount task takes between up to 6 weeks to process and pay and often requires investigation of any over claims (where a child is claimed by more than one setting for example).

Following this work (for approximately 750 providers in Staffordshire) a single payment file is generated and uploaded into a separate finance system which then produces a payment.

We are constantly looking to produce more efficient processes to reduce the manual processing time and this will be reflected in future published dates which will have to be authorised internally and will be based on current officer capacity.

Q What happens if I miss a task?

It is the intention that with the publication of task dates well in advance, tasks will not be made available to providers outside of these windows with the exception of new settings and exceptional circumstances. As the payment timetable is tight, it is not possible to provide ad hoc tasks. Providers would have to wait for the next available task and the payment would therefore be delayed. It is not possible to resource ad hoc tasks or payments to providers outside of the published timetable.

Q Can I change models mid-academic year?

No – Due to the administrative burden we are insisting that providers will only be able to switch options at the end of each academic year and all Providers will be contacted in May/June and given the opportunity to switch from the following September.

