

Two Year Old Funding

Providers – Assisted Applications and Placements 1.1

Capita Business Support Team

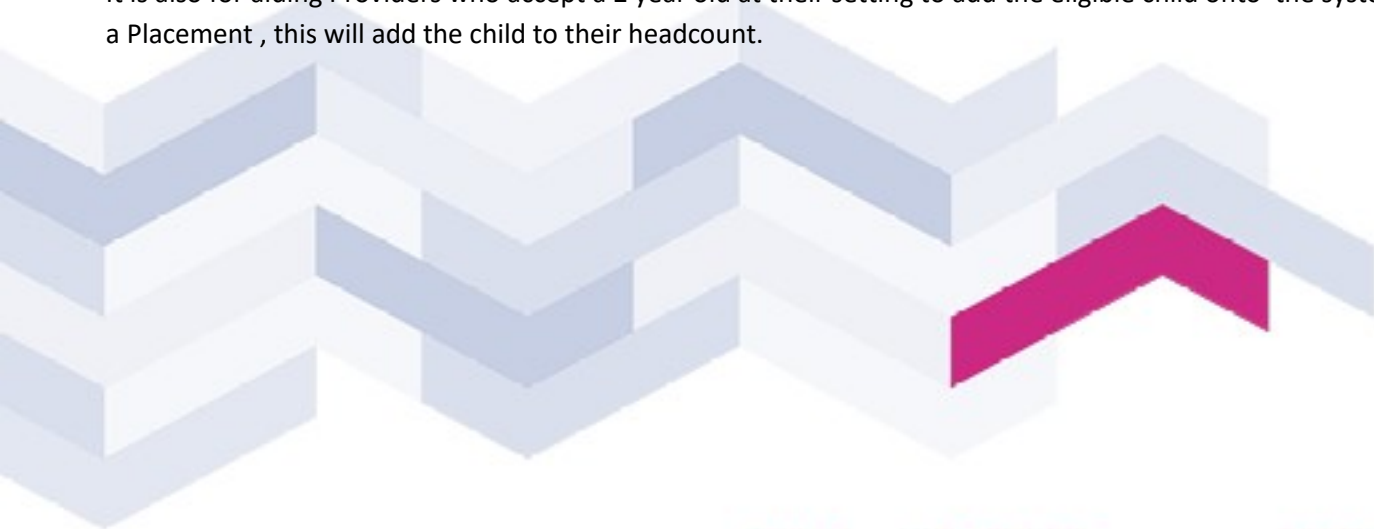
October 2021

This guide is for Early Years Providers using Staffordshire County Council's Provider Portal

It is intended to assist Providers with an Assisted Application , where a member of the public , a Parent / Carer requests you support them by checking the eligibility for two year old funding for their child.

This guide shows how to manage both Eligible and Not Eligible outcomes for the Application.

It is also for aiding Providers who accept a 2 year old at their setting to add the eligible child onto the system using a Placement , this will add the child to their headcount.



With pride. With purpose. With you.

Contents

Assisted Applications.....	1
Stage 1 - Assisted Applications core details.....	1
Stage 2 - Benefits Based Applications.....	4
Stage 3 - Benefits Based Eligibility Results.....	5
Eligible.....	5
Not Eligible.....	6
REQUEST HELP.....	8
Stage 4 - Non Benefits Based Applications.....	11
Provider Placements.....	13
Stage 1 - Adding a Placement.....	13
Appendix 1 – Logging into the Portal	16
Appendix 2 - Assisted Application Search (your setting data).....	17



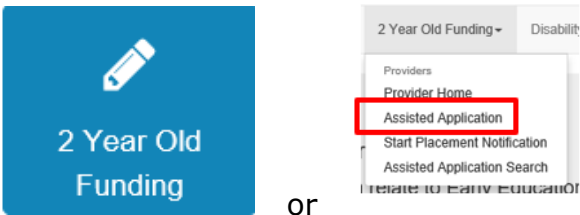
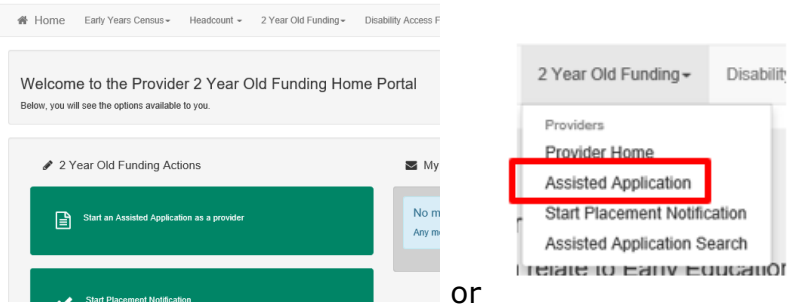
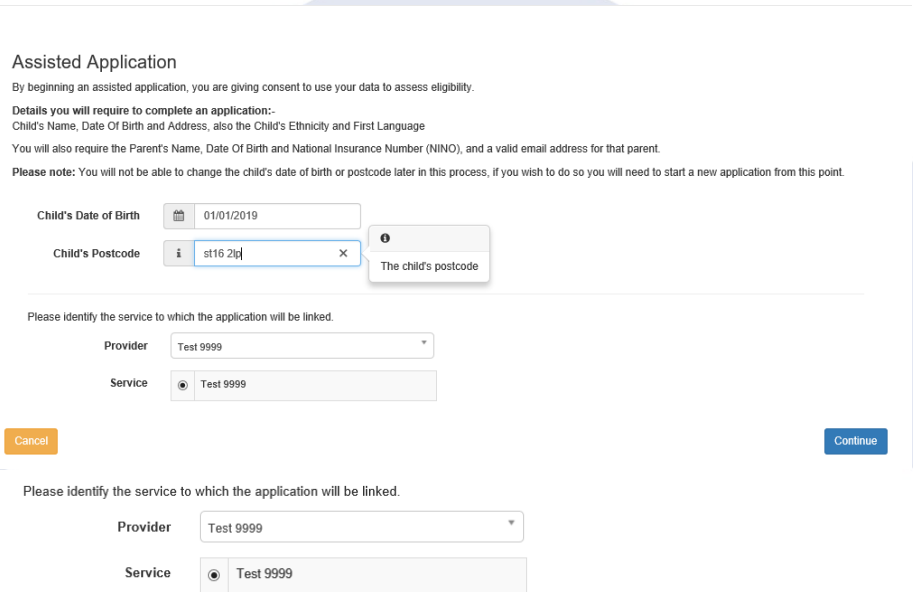
Assisted Applications


Stage 1 - Assisted Applications core details

To access the Portal you will need to go here :

www.staffordshire.gov.uk/providerportal

see [Appendix 1](#) for more details

<p>1</p> <p>You will see the Welcome screen</p> <p>Select 2 Year Old Funding</p> <p>Or an option from the Menu</p>	
<p>2</p> <p>Select 'Assisted Application as a Provider'</p> <p>Or the option from the Menu</p>	
<p>3</p> <p>Start by entering</p> <p>Child's Date of Birth</p> <p>Child's Postcode</p> <p>If you are responsible for more than 1 service , you may need to select another for the correct Setting</p> <p>Click Continue</p> <p>You may see an extra option to choose your Provider , this will only appear if you are linked in the Portal to more than one setting</p>	

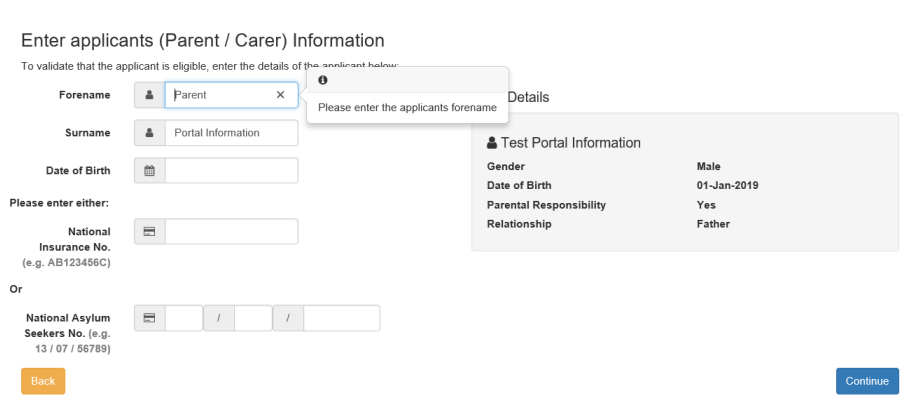
4	<p>Add the rest of the Child's details</p> <p>Forename Surname Gender</p> <p>Ethnicity First Language</p> <p>Find Address (to complete address details) and Select</p> <p> Fields are mandatory</p> <p>Click Continue once completed</p>	<div> <div>Add Child</div> <div>To progress this application, enter the details of the child below</div> <div>Please note: You cannot change the child's date of birth or postcode from those which you entered on the previous screen. If you have made a mistake then please restart the application.</div> <div> <div>Forename</div> <div>Test</div> </div> <div> <div>Surname</div> <div>Portal Information</div> </div> <div> <div>Gender</div> <div> <input checked="" type="radio"/> Male <input type="radio"/> Female </div> </div> <div> <div>Date of birth (dd/mm/yyyy)</div> <div>01/01/2019</div> </div> <div> <div>Ethnicity</div> <div>WBRI - White British (WGB)</div> </div> <div> <div>First Language</div> <div>English (ENG)</div> </div> <div> <div>Use Another Address</div> </div> <div> <div>House Number</div> <div>1</div> </div> <div> <div>House Name</div> <div></div> </div> <div> <div>Building name</div> <div></div> </div> <div> <div>Street Name</div> <div>Staffordshire Place</div> </div> <div> <div>District / Village</div> <div></div> </div> <div> <div>Town</div> <div>Stafford</div> </div> <div> <div>County</div> <div></div> </div> <div> <div>Postcode</div> <div>ST16 2LP</div> </div> <div> <div>Required field</div> </div> <div> <div>Cancel</div> <div>Continue</div> </div> </div>
5	<p>Enter the Parent/Carer information</p> <p>Title Forename Surname</p> <p>Gender</p> <p>Relationship (to child)</p> <p>Parental Responsibility</p> <p>Address, if different to the child add as you did in the previous section</p> <p>Click Continue once completed</p>	<div> <div>Enter applicant (Parent/Carer) Information</div> <div>To progress this application, enter the details of the applicant below:</div> <div> <div>Title</div> <div>Mr</div> </div> <div> <div>Forename</div> <div>Parent</div> </div> <div> <div>Surname</div> <div>Portal Information</div> </div> <div> <div>Gender</div> <div> <input checked="" type="radio"/> Male <input type="radio"/> Female </div> </div> <div> <div>Relationship</div> <div>Father (PAF)</div> </div> <div> <div>Parental Responsibility</div> <div> <input checked="" type="radio"/> Yes <input type="radio"/> No </div> <div>If the applicant has legal responsibility for this child, select Yes</div> </div> <div> <div>Address</div> <div>Does the applicant live at the same address as the child ?</div> <div> <input checked="" type="radio"/> Yes 1 Staffordshire Place, Stafford, ST16 2LP <input type="radio"/> No </div> </div> <div> <div>Back</div> <div>Continue</div> </div> </div>

<p>6</p>	<p>You will then be presented with two options to choose dependent on the type of Assisted Application you wish to pursue</p> <p>Option 1 , this is a benefits based application.</p> <p>Option 2 , this is a non benefits based application</p>	<div> <p>Claim type</p> <p>Here you can apply to receive funding for your two year old.</p> <div> <p>Option 1</p> <p>Choose Option 1 if you are claim or are in receipt of any of the following -</p> <ul style="list-style-type: none"> • Universal Credit, and your net household income is £15,400 a year or less after tax (this means your take home pay from any paid employment, after Income Tax and NI contributions have been deducted but not including benefit payments) • Income Support • Income-based Jobseeker's Allowance (JSA) • Income-related Employment and Support Allowance (ESA) • Child Tax Credit (CTC) and have an annual household income not over £16,190 before tax OR Working Tax Credit (WTC) and have an annual household income not over £16,190 before tax (but not both) • The guaranteed element of Pension Credit • The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit) <p>Claim using Option 1</p> </div> <div> <p>Option 2</p> <p>Choose this option if your 2 year old:-</p> <ul style="list-style-type: none"> • is looked after by a local authority • has an Education, Health and Care (EHC) plan • receives Disability Living Allowance (DLA) • has left care under an adoption order, special guardianship order or a child arrangement order • has got an eligible funding reference (voucher) from another Local Authority <p>Claim using Option 2</p> </div> </div>
<p>Please go to Stage 2 or Stage 4 dependent on your assisted application type</p>		



Stage 2 - Benefits Based Applications

After Clicking on Option 1, you will be required to enter information about the Parent / Carer

1	<p>Enter the Parent / Carer information</p> <p>Forename, Surname, Date of Birth</p> <p>National Insurance Number (NiNo)</p> <p>Or</p> <p>National Asylum Seekers No (NASS)</p> <p>Click Continue once complete</p>	
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*Please ensure you enter these details accurately and correctly as this is the data used to check a families eligibility. Details should match those that have been registered with the DWP for the purpose of claiming benefits.

2	<p>Tick the Declaration box after confirming with the Parent / Carer</p>	<p>Declaration</p> <p>I declare that the applicant has confirmed that he/she has parental responsibility for the child named in this application and that they live together. The applicant has confirmed that all information he/she has provided as part of this application is correct and understands that it is fraudulent to give false information. I have checked with the applicant that he/she agrees that in order for you to process their claim for funded childcare you may contact any other sources as allowed by law to verify their initial and ongoing entitlement.</p> <p><input checked="" type="checkbox"/> I agree</p> <p>Buttons: Back, Confirm</p>
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You will then be given an Eligibility Result – please share this screen with the Parent/Carer – go to [Stage 3](#) on how to proceed

Stage 3 - Benefits Based Eligibility Results

The Key information is the **Application Reference** – this is the reference that will be mainly be used in correspondence

Eligible Results

- the Funding Commencement Date
- the contact method for the Parent / Carer

Eligible

Eligibility Result - funded early education for two year old children



The check for eligibility for funded early education has confirmed that Test Portal Information is eligible.

The applicant will need to keep the information on this page for future reference.

Application reference number for your information:

TYF860-3

Funding for early education for Test Portal Information is available immediately. Funding will commence from the date, on or after 16/09/2021, when an early education placement is taken up with an approved provider.

The application reference above will help us with enquiries - please store it somewhere safe.

If you have any questions regarding your application, please contact the Early Education and Childcare team by emailing eeac@staffordshire.gov.uk or phone 01785 278201. Regards Early Education and Childcare team
Staffordshire County Council

www.staffordshire.gov.uk/childcare

How would the applicant prefer to receive the eligibility details?

If none of these methods are appropriate then please note down the application reference number and funding start date for the applicant.

By Email

Printed Copy

Finish

1

Ask the Parent / Carer how they want to be notified in future regarding this application

Once selected click Continue

Preferred methods of contact

How would the applicant like to be contacted once we have reviewed their application.

Via Email

No

Via Provider

No

A message will always be sent to you via your Provider Portal account when changes are made to this application.

You may add some information below to record a phone number or address at which to contact the applicant when you receive any notifications from the authority.

Back

Continue

For both responses add a contact telephone number

2

Via Email

Enter a telephone number and an email address

Applicants contact details

Please supply some information so that we can contact the applicant regarding any questions or updates relating to their application.

Telephone number *



Email address *



Back

Continue

3	<p>Via Provider</p> <p>A telephone number is required</p>	<p>Applicants contact details</p> <p>Please supply some information so that we can contact the applicant regarding any questions or updates relating to their application.</p> <p>Telephone number * <input type="text"/></p> <p>Back Continue</p>
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If both are selected the telephone number and email address are required

4	<p>Once the method has been selected an Application Summary screen will appear</p> <p>Please make sure the Parent /Carer has the information on this screen</p> <p>Click Finish to end</p>	<p>Application submitted</p> <p>Your application for Test Portal Information has been submitted. The applicant will be notified of the result via the contact method chosen. You will also be notified of the result by a message on your Provider Portal account.</p> <p>Application reference number for your information: TYF860-2109-9H459UF5</p> <p>The application reference above will help us with enquiries - please store it somewhere safe. If you have any questions regarding your application, please contact the Early Education and Childcare team by emailing eeac@staffordshire.gov.uk or phone 01785 278201. Regards Early Education and Childcare team Staffordshire County Council www.staffordshire.gov.uk/childcare</p> <p>Finish</p>
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Not Eligible

Additional information:

Not Eligible Results – this will not necessarily be a true result depending on other factors.

- The option to check the current Applicant details and resubmit should they be in error.
- The option to add a second Applicant details (they must have parental responsibility).

Most critically

- the **REQUEST HELP** button – this is the only opportunity for the Applicant to contact the Early Education and Childcare Team within the system using this application information , adding further details and documents directly to the portal.

If this opportunity is missed then the Applicant will need to contact the team using the usual route of telephone and email which may slow down the response and resolution of the enquiry.

Keeping it in the system at this point is the simplest and fastest way of notifying the team that there is a potential problem with the application whilst keeping the application information.

Eligibility Result - funded early education for two year old children



The eligibility check for funded early education for 2 year olds has been unable to confirm eligibility at this time.

Click Edit Applicant Details for Primary / Secondary Applicant (if applicable) to ensure details entered were correct and accurate and re-run the check.

If the applicant feels that this check is incorrect please click the **Request Help** button below. The EEAC team may request evidence from the applicant to assess eligibility manually.

Application reference number for your information:

TYF860-2109-N2PNIFF0

First Applicant

These were the details we used to determine your eligibility. If you think you incorrectly entered your details please use the edit details button to amend them.

Parent portal Information

Date of Birth 01/01/1980

National Insurance No. AB123456C

[Edit Applicant Details](#)

You can perform check on a SECOND APPLICANT who has parental responsibility

[Second Applicant Details](#)

If you disagree with this result please do not hesitate to request help:

[Request Help](#)

The application reference above will help us with enquiries - please store it somewhere safe.

If you have any questions regarding your application, please contact the Early Education and Childcare team by emailing eeac@staffordshire.gov.uk or phone 01785 278201. Regards Early Education and Childcare team

Staffordshire County Council

www.staffordshire.gov.uk/childcare

[Finish](#)

1	Edit Application Details	Takes you back to the beginning of the Application to correct the information and resubmit for eligibility
2	<p>Second Applicant Details (important that they <u>must</u> have parental responsibility as well)</p> <p>Same details required as the first applicant</p> <p>Agree to the declaration and click submit</p>	<div> <h3>Second Applicant Details</h3> <p>Enter details of second applicant who has Parental responsibility and who has given their consent to run a check.</p> <p>Forename <input type="text"/></p> <p>Surname <input type="text"/></p> <p>Date of Birth <input type="text"/></p> <p>Please enter either:</p> <p>National Insurance No. <input type="text"/> (e.g. AB123456C)</p> <p>Or</p> <p>National Asylum Seekers No. (e.g. 13 / 07 / 56789) <input type="text"/></p> <p>The applicant has confirmed that the second applicant has parental responsibility for this child and has given their consent to this application being made on their behalf.</p> <p><input type="checkbox"/> I agree</p> <p>Submit</p> </div>

If the result is still Not Eligible

Eligibility Result - funded early education for two year old children



The eligibility check for funded early education for 2 year olds has been unable to confirm eligibility at this time.

Click Edit Applicant Details for Primary / Secondary Applicant (if applicable) to ensure details entered were correct and accurate and re-run the check.

If the applicant feels that this check is incorrect please click the **Request Help** button below. The EEAC team may request evidence from the applicant to assess eligibility manually. .

The details entered to run a check may be incorrect. Please check, update information where appropriate and re-run the check

Application reference number for your information:

TYF860-2109-9H459UF5

First Applicant

These were the details we used to determine your eligibility. If you think you incorrectly entered your details please use the edit details button to amend them.

PARENT Portal Information

Date of Birth 01/01/1980

National Insurance No. AB123456C

[Edit Applicant Details](#)

Second Applicant

These were the details we used to determine your eligibility. If you think you incorrectly entered your details please use the edit details button to amend them.

PARENT2 Portal Information

Date of Birth 01/01/1990

National Insurance No. ZY987654A

[Edit Applicant Details](#)

If you disagree with this result please do not hesitate to request help:

[Request Help](#)

The application reference above will help us with enquiries - please store it somewhere safe.

If you have any questions regarding your application, please contact the Early Education and Childcare team by emailing eeac@staffordshire.gov.uk or phone 01785 278201.

Regards Early Education and Childcare team

Staffordshire County Council

www.staffordshire.gov.uk/childcare

[Finish](#)

Assuming the Applicant Information is correct , should the Applicant know or still believe they are eligible
use the REQUEST HELP button.

REQUEST HELP

Request Help

Please fill out the following form detailing the nature of your help request for this assisted application.

Enter any queries or information related to your help request here:

Please attach any additional evidence relating to the above criteria

[+Add file](#)

Do you consent to the LA performing an ECS check on your behalf?

☐ Yes ☒ No

[Back](#)

[Continue](#)

1	Request Help	<p>Here is an opportunity to add further information to help the Early Education and Childcare team to investigate and process your application</p> <p>You can add text as well as upload documents in any of the permitted formats.</p>
2	Consenting for the LA to run an ECS check on your behalf	<p>This is an important question to ask the Parent / Carer.</p> <p>Due to GDPR we are required to gain consent from the Applicant to allow the Early Education and Childcare team to run subsequent checks on their behalf.</p> <p>They may do this if they get further information which changes the details of the application.</p> <p>They may do this to check whether the DWP database (for benefits based applications) has updated to include the Applicants details and then producing an Eligible result.</p>
3	<p>Ask the Parent / Carer how they want to be notified in future regarding this application</p> <p>Once selected click Continue</p>	<p>Preferred methods of contact</p> <p>How would the applicant like to be contacted once we have reviewed their application.</p> <p>Via Email <input type="checkbox"/> No</p> <p>Via Provider <input type="checkbox"/> No</p> <p>A message will always be sent to you via your Provider Portal account when changes are made to this application.</p> <p>You may add some information below to record a phone number or address at which to contact the applicant when you receive any notifications from the authority.</p> <div> <input type="text"/> </div> <p>Back Continue</p>
For both responses add a contact telephone number		
4	<p>Via Email</p> <p>Enter a telephone number and an email address</p>	<p>Applicants contact details</p> <p>Please supply some information so that we can contact the applicant regarding any questions or updates relating to their application.</p> <p>Telephone number * <input type="text"/></p> <p>Email address * <input type="text"/></p> <p>Back Continue</p>
5	<p>Via Provider</p> <p>A telephone number is required</p>	<p>Applicants contact details</p> <p>Please supply some information so that we can contact the applicant regarding any questions or updates relating to their application.</p> <p>Telephone number * <input type="text"/></p> <p>Back Continue</p>

If both are selected the telephone and email are required




6	<p>Once the method has been selected an Application Summary screen will appear</p> <p>Please make sure the Parent /Carer has the information on this screen</p> <p>Click Finish to end</p>	<p>Application submitted</p> <p>Your application for Test Portal Information has been submitted. The applicant will be notified of the result via the contact method chosen. You will also be notified of the result by a message on your Provider Portal account..</p> <p>Application reference number for your information: TYF860-2109-9H459UF5</p> <p>The application reference above will help us with enquiries - please store it somewhere safe. If you have any questions regarding your application, please contact the Early Education and Childcare team by emailing eeac@staffordshire.gov.uk or phone 01785 278201. Regards Early Education and Childcare team Staffordshire County Council www.staffordshire.gov.uk/childcare</p> <p>Finish</p>
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Stage 4 - Non Benefits Based Applications

After Clicking on Option 2, you will be required to enter a single answer which fits the child's situation

<p>1</p>	<p>You will presented with 5 options</p> <p>Choose <u>ONE</u> please</p> <p>(Please note screens may vary slightly)</p> <p>Dependent on the selection you will asked to add any supporting evidence (if applicable)</p> <p>This will be either a text box or the ability to add a document</p> <p>Tick the Declaration box after confirming with the Parent / Carer</p> <p>Click Continue</p>	<p>Option 2 Criteria Selection</p> <p>Select the criteria which applies to your application and please provide the details required for that criteria.</p> <p>Please note that the maximum amount of evidence you can attach cannot exceed a total of 20MB</p> <div> <input type="checkbox"/> Looked After Child Is a child who is in the care of a local authority. Evidence required - please attach a copy of any court documents to verify the child's status, and the child's Social Worker contact email address/phone number. </div> <div> <input type="checkbox"/> Adoption, Residence Order or Special Guardianship A child who has left care but is not able to return home through adoption orders, residence orders or special guardianship. Evidence required - please attach a copy of the adoption certificate, birth certificate or court documents to verify the child's status. </div> <div> <input type="checkbox"/> Child has a CURRENT Education, Health and Care plan Evidence required - please attach the EHCP document. Should the EHCP not yet be in place you may consider applying to the DWP for Disability Living Allowance (DLA) should this be appropriate. </div> <div> <input type="checkbox"/> Child is in receipt of Disability Living Allowance Evidence required - please attach a copy of the first page of the child's most recent DLA Award Letter (issued by the DWP). </div> <div> <input type="checkbox"/> Voucher from another Local Authority Evidence required - If you have successfully applied to another local authority please attach a copy of the evidence / letter. </div> <p>I declare that the applicant has confirmed that he/she has parental responsibility for the child named in this application and that they live together. The applicant has confirmed that all information he/she has provided as part of this application is correct and understands that it is fraudulent to give false information. I have checked with the applicant that he/she agrees that in order for you to process their claim for funded childcare you may contact any other sources as allowed by law to verify their initial and ongoing entitlement.</p> <p><input type="checkbox"/> The parent/applicant has been made aware of these conditions and has confirmed that they are true</p> <p>Back Continue</p> <p>Please provide details to support your claim relating to the above criteria</p> <div></div> <p>Please attach any additional evidence relating to the above criteria</p> <p>+ Add file</p> <p>I declare that the applicant has confirmed that he/she has parental responsibility for the child named in this application and that they live together. The applicant has confirmed that all information he/she has provided as part of this application is correct and understands that it is fraudulent to give false information. I have checked with the applicant that he/she agrees that in order for you to process their claim for funded childcare you may contact any other sources as allowed by law to verify their initial and ongoing entitlement.</p> <p><input checked="" type="checkbox"/> The parent/applicant has been made aware of these conditions and has confirmed that they are true</p> <p>Back Continue</p>
<p>2</p>	<p>Ask the Parent / Carer how they want to be notified in future regarding this application</p> <p>Once selected click Continue</p>	<p>Preferred methods of contact</p> <p>How would the applicant like to be contacted once we have reviewed their application.</p> <p>Via Email <input type="checkbox"/> No</p> <p>Via Provider <input type="checkbox"/> No</p> <p>A message will always be sent to you via your Provider Portal account when changes are made to this application. You may add some information below to record a phone number or address at which to contact the applicant when you receive any notifications from the authority.</p> <div></div> <p>Back Continue</p>

For both responses a contact telephone number is required

3	<p>Via Email</p> <p>Enter a telephone number and an email address</p>	<p>Applicants contact details</p> <p>Please supply some information so that we can contact the applicant regarding any questions or updates relating to their application.</p> <p>Telephone number *  <input type="text"/></p> <p>Email address *  <input type="text"/></p> <p>Back Continue</p>
4	<p>Via Provider</p> <p>A telephone number is required</p>	<p>Applicants contact details</p> <p>Please supply some information so that we can contact the applicant regarding any questions or updates relating to their application.</p> <p>Telephone number *  <input type="text"/></p> <p>Back Continue</p>
If both are selected the telephone and email are required		
5	<p>Once the method has been selected an Application Summary screen will appear</p> <p>Please make sure the Parent /Carer has the information on this screen</p> <p>Click Finish to end</p>	<p>Application submitted</p> <p>Your application for Test Portal Information has been submitted. The applicant will be notified of the result via the contact method chosen. You will also be notified of the result by a message on your Provider Portal account..</p> <p>Application reference number for your information: TYF860-2109-9H459UF5</p> <p>The application reference above will help us with enquiries - please store it somewhere safe. If you have any questions regarding your application, please contact the Early Education and Childcare team by emailing eeac@staffordshire.gov.uk or phone 01785 278201. Regards Early Education and Childcare team Staffordshire County Council www.staffordshire.gov.uk/childcare</p> <p>Finish</p>



Provider Placements

Stage 1 - Adding a Placement

To access the Portal you will need to go here :
www.staffordshire.gov.uk/providerportal


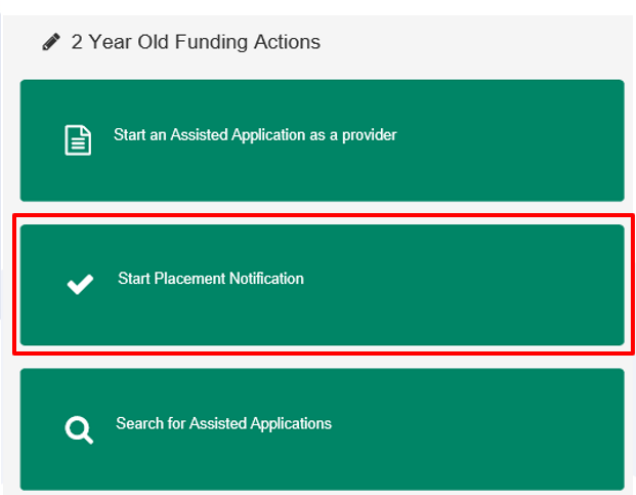
see [Appendix 1](#) for more details

You will need to add the Placement to obtain funding and you will need 5 pieces of information.

- Application Reference
- Placement Start Date
- Child
 - Forename
 - Surname
 - Date of Birth

If the Parent/Carer has gone through the Assisted Application process with yourselves then you can search and see the information using the Assisted Application search.

See [Appendix 2](#) for more details

1	<p>You will see the Welcome screen</p> <p>Select 2 Year Old Funding</p> <p>Or an option from the Menu</p>	
2	<p>If you have not used the drop down menu you will need to select the</p> <p>Start Placement Notification</p>	

3	<p>Enter the information</p>	<div><h3>Placement Notification</h3><p>You can notify the Local Authority of funded placements for 2 year old children using this facility.</p><p>This placement must relate to a child who is two years old at the start of the funding period in which the proposed placement commences. You will need to provide some details of the child and the Funded Early Education for Two Year Olds application reference number; these details will be validated against those entered when eligibility for early education two year funding was assessed.</p><p>You may find it appropriate to see the child's birth certificate and proof of residence at this stage, although this is not strictly necessary until you submit a request for funding. You should also make sure you have the Parental Declaration signed.</p><div><div>Application Reference *</div><div><div></div><div></div></div><div>The Funded Early Education for 2 Year Olds application reference number</div><div>Date of Birth *</div><div><div></div><div></div></div><div>Start of placement *</div><div><div></div><div></div></div><div>Surname *</div><div><div></div><div></div></div><div>Forename</div><div><div></div><div></div></div><div>CancelContinue</div></div></div>
4	<p>Once the system has verified the information you will see an Application Summary</p> <p>Confirm the information with the Parent/Carer</p> <p>If you are satisfied the information is ok</p> <p>Tick the Declaration and click Agree and Continue</p> <p>Otherwise click Disagree and Exit (this will end the placement process)</p>	<div><h3>Application Summary</h3><p>Below are the details given by the applicant when they made their application for Funded Early Education for Two Year Olds. Please use this information to confirm that the user made the application before proceeding. If the applicant has since moved address then you will get the opportunity to amend their address on the next page.</p><div><div>Application's Details</div><div><div>Application Reference</div><div>TYF081</div></div><div><div>Eligibility Date</div><div>16/09/2021</div></div></div><div><div>Child's Details</div><div><div>Forename</div><div>Test</div></div><div><div>Surname</div><div>Portal Information</div></div><div><div>Child's Dob</div><div>01/01/2019</div></div><div><div>Postcode</div><div>ST16 2LP</div></div></div><div><div>Applicant's Details</div><div><div>Forename</div><div>Parent</div></div><div><div>Surname</div><div>Portal Information</div></div></div><div><div>Declaration</div><div><input type="checkbox"/> I am satisfied that the proposed funded placement relates to the child for whom this application was approved</div><div><div>Disagree And Exit</div><div>Agree And Continue</div></div></div></div>
5	<p>You will need to confirm the Child's address information</p> <p>If the Address is incorrect you can update the information by clicking No, it is wrong.</p> <p>Once the Address is correct move on</p>	<div><h3>Address Confirmation</h3><div><div>Child Details</div><div><div>Name</div><div>Test Portal Information</div></div><div><div>Gender</div><div>Male</div></div><div><div>Date of Birth</div><div>01/01/2019</div></div><div><div>Address</div><div>1 Staffordshire Place, Stafford, ST16 2LP</div></div></div><div><div>Please confirm that the address shown above is the child's current address ?</div><div><div>Yes, It is correct</div><div>No, It is wrong</div></div></div></div>

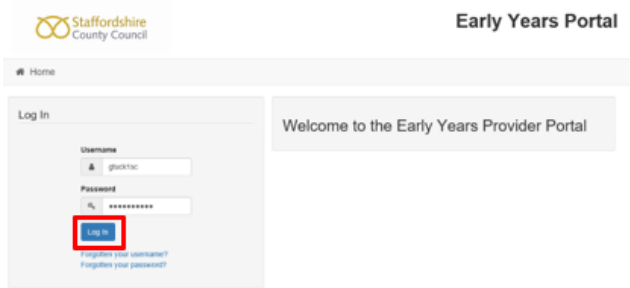

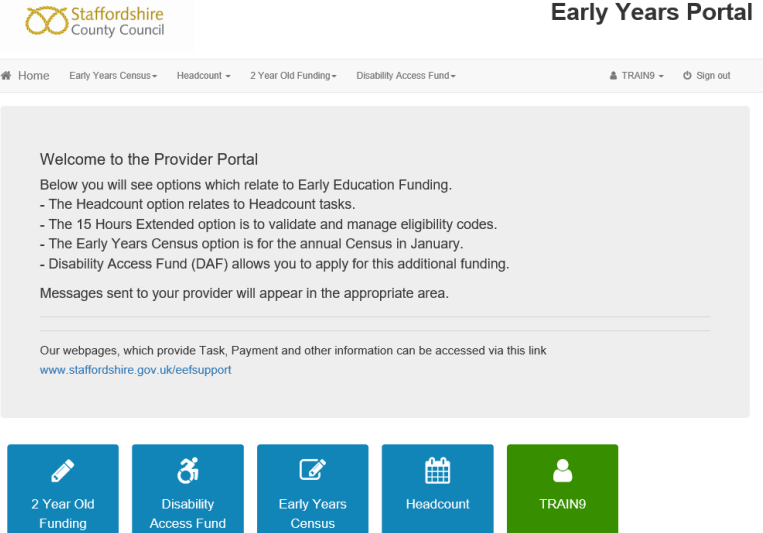
6	<p>Make sure your Provider Name / Number is correct and then click on the Service.</p> <p>This should be the same unless you manage multiple Settings , In which case make sure this is correct.</p> <p>Click Continue or Quit (this will end the placement process)</p>	<div><h3>Placement Selection</h3><div><div>Child Details</div><div><div><div>Name</div><div>Test Portal Information</div></div><div><div>Gender</div><div>Male</div></div><div><div>Date of Birth</div><div>01/01/2019</div></div><div><div>Address</div><div>1 Staffordshire Place, Stafford, ST16 2LP</div></div></div></div><div><div>Please select the Service (provider) from which the placement will be funded.</div><div><div>Provider *</div><div>Test 9999</div></div><div><div>Service *</div><div><div><input checked="" type="radio"/></div>Test 9999</div></div><div><div>Quit</div><div>Continue</div></div></div></div>
7	<p>You will then be taken to a Placement Declaration</p> <p>Please read it carefully and</p> <p>Click Continue or Quit (this will end the placement process)</p>	<div><h3>Placement Declaration</h3><div><div>Child Details</div><div><div><div>Name</div><div>Test Portal Information</div></div><div><div>Gender</div><div>Male</div></div><div><div>Date of Birth</div><div>01/01/2019</div></div><div><div>Address</div><div>1 Staffordshire Place, Stafford, ST16 2LP</div></div></div></div><div><div>Placement Details</div><div><div><div>Service</div><div>Test 9999 - Test 9999</div></div><div><div>Placement Date</div><div>17/09/2021</div></div></div></div><div><div>Declaration</div><div><div><input checked="" type="checkbox"/> I understand that I must confirm the full name, date of birth and home address of the child before I claim any funded hours. I also understand funding for the placement will only be available from the child's date of eligibility</div><div><div>Quit</div><div>Continue</div></div></div></div></div>
8	<p>You will then see a Placement Summary</p> <p>Please note the Placement Details as that reference will be used for communication with the Early Education and Childcare Team or Finance team</p> <p>It always starts PLA</p> <p>Clicking Finish completes your Placement submission</p>	<div><h3>Placement Summary</h3><p>The notification for a funded early education placement for a two year old has been submitted for approval. You may not start claiming funded hours until you have received approval for this placement.</p><p>You will receive a message in your portal inbox when we have made our decision regarding this application.</p><p>You should discuss with the parents/carers of Test whether funded placements have been taken up with other settings in order to confirm whether funding may need to be shared.</p><div><div>Placement Details</div><div><div><div>Placement Reference</div><div>PLA-2109-2ZGCEPF4</div></div><div><div>Service</div><div>Test 9999</div></div><div><div>Placement Date</div><div>17/09/2021</div></div></div></div><div><div>Application's Details</div><div><div><div>Application Reference</div><div>TYF860-2109-BQ1UH3F3</div></div></div></div><div><div>Child's Details</div><div><div><div>Name</div><div>Test Portal Information</div></div><div><div>Child's Dob</div><div>01/01/2019</div></div><div><div>Address</div><div>1 Staffordshire Place, Stafford, ST16 2LP</div></div><div><div>Childs Eligibility Date</div><div>16/09/2021</div></div></div></div><div><div>Applicant's Details</div><div><div><div>Name</div><div>Parent Portal Information</div></div><div><div>Relationship to Child</div><div>Father</div></div></div></div><div><div>Finish</div></div></div>
<p>This information will then be processed and you will see a message on the Provider Portal</p> <p>If Approved the child will be added to your Headcount information immediately, so will be visible to you when the next task is due , it will save you having to add the child on at that time.</p>		

Appendix 1 – Logging into the Portal

We recommend using the link on the Staffordshire County Council www.staffordshire.gov.uk/eyportal

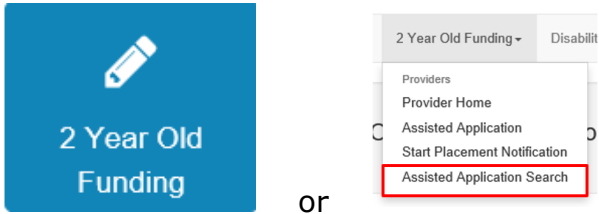
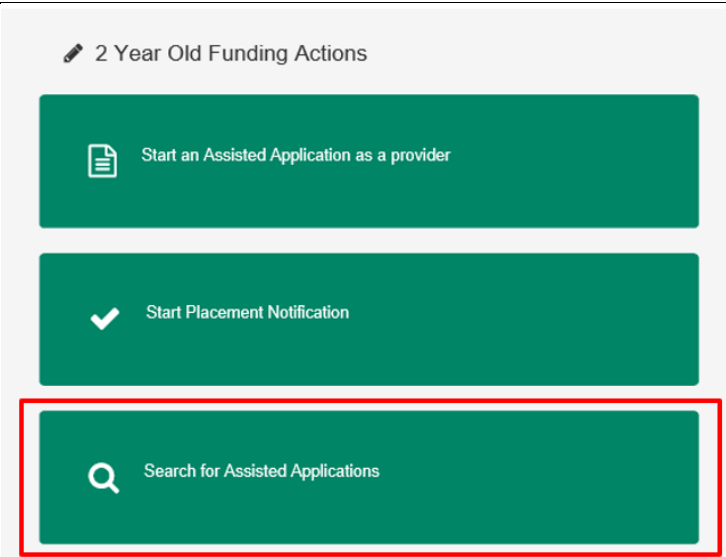
Near top you will see **You can access the portal via this link: [EY Portal](#)** . Click on that link

Or directly, using www.staffordshire.gov.uk/providerportal

1	Enter your username and password and click Log In.	
2	Answer your previously set secret question And click Submit.	
3	Navigate to your required screen using the dashboard buttons. (screenshot may vary)	

Appendix 2 - Assisted Application Search (your setting data)

The Assisted Application Search can be used to help Parent/Carers who you have assisted with applications retrieve their information and most importantly the Application Reference.

1	<p>You will see the Welcome screen</p> <p>Select 2 Year Old Funding</p> <p>Or an option from the Menu</p>	
2	<p>If you have not used the drop down menu you will need to select the</p> <p>Search for Assisted Applications</p>	
3	<p>You will see a screen with some search options</p> <p>You can change the date range you are looking through</p> <p>In the free text box you can put part of a name</p> <p>Or part of the Application Reference</p> <p>You must click Search to bring back the results</p>	