

Free Entitlements Claim Process

Further Guidance for Early Years Providers
(Private, Voluntary and Independent, Maintained Nurseries and Childminders)

**Managed by Kent County Council's
Management Information Early Years Team**

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Introduction

This document containing guidelines and requirements of the Government's Free Entitlements is to be used in conjunction with The Kent Provider Agreement. It has been designed to assist providers to understand the Kent County Council (KCC) administrative process around the payment of the Free Entitlements for children aged nine months up to four years. The reference to parents throughout this document means those with parental responsibilities for the child as understood by the Children Act 1989. It includes legal guardians or anyone with or legally granted parental responsibility for a child.

The provision of the Free Entitlements has been set under the Department for Education (DfE) Statutory Guidance for Local Authorities on the delivery of the Free Entitlements for children aged nine months up to four years. KCC is responsible for the way public money is spent and is subject to audit requirements imposed by district auditors. Management Information (MI) is the team within KCC that is responsible for collecting the information required to process the payments for the Free Entitlements.

Within Kent there are approximately 1400 early years providers varying in size, type, accommodation, opening weeks, facilities and experience registered to deliver the Free Entitlements in Kent. KCC is responsible for processing the nine months plus, two, three and four year old Free Entitlement funding claims and Early Years Pupil Premium and Disability Access Fund applications for up to 50,000 children in each period of entitlement.

The practices to administer these numbers are as flexible as possible but it is recognised that some providers will find conflict in the way the scheme is administered in contrast to the way they run their businesses. Whilst KCC sympathise with this they are unable to accommodate different processes for different providers.

KELSI

KELSI is an online resource for education professionals provided by Kent County Council. On this website MI publish **all** their documents which they need to supply to providers offering the Free Entitlements.

Visit the [Kelsi website](#).

Here you will find information relating to:

- Eligibility Criteria
- Kent Provider Agreement
- Parental Declaration Form
- Funding Calendar and Payment Schedules
- Synergy FIS Provider Portal Guidance documents
- The Working Parent Entitlement Eligibility Checker
- Early Years Pupil Premium and Disability Access Fund application links
- Privacy Notices/GDPR.

Funding Types

Early Learning for Two Year Olds (EL2) – *Formally known in Kent as Free For 2 funding* is available to eligible families for a maximum of 570 hours per child for their funding year.

Universal Entitlement for three and four year olds (UE) – is available to all children who meet the age criteria, for a maximum of 570 hours per child for their funding year.

The Working Parent Entitlement (WPE) – is available to eligible families for a maximum of 1140 hours per child for their funding year for nine months up to two year olds and an additional 570 hours for the three and four year olds, totaling 1140 hours per child for their funding year.

Early Years Pupil Premium (EYPP) – is available to funded children aged nine months up to four years who meet additional criteria up to 570 hours per funded year.

Disability Access Fund (DAF) – is available to funded children aged nine months up to four years who are in receipt of Disability Living Allowance (DLA).

Synergy FIS Provider Portal

All Free Entitlement funding claims are submitted to MI via the Synergy FIS Provider Portal. MI will contact providers by email to advise when the portal is open for data collections and a date by which the submissions must be made.

Guidance on how to use the portal and submit claims is available on Kelsi.

Parental Declaration

Every child claiming the Free Entitlements must have a Parental Declaration (PD) form completed and signed by the parent/guardian. These forms are retained by the provider but may be requested by KCC.

All the sections of the form must be completed **prior** to the submission of a funding claim. The form should be completed no longer than 10 weeks before the child starts in a funded place. Where PDs have not been fully completed or do not exist, funding is likely to be reclaimed.

It is not necessary for the form to be re-signed each term unless there is a change, such as in funded hours or charges, in which case a new form must be completed and signed.

To minimise unnecessary printing, it is acceptable to print only the page containing the amendment, update the information, have the parent sign and date the revised section, and then attach this to the original document.

Funding Calendar and Payment Schedule

This document contains details on the funding periods for the year, maximum funded hours available, dates of birth ranges for all entitlements, funding rates, funded weeks, designated claim period for each term, submission window for claims and payment dates. The document is updated in the spring terms for the next academic year and published on Kelsi.

Early Years Census

The census is a data collection that will include information on the provider type, staff and on those children attending at each provision. Once the information has been collated by MI it is sent to the Department for Education (DfE) to enable KCC to receive the funding to pay providers.

Each term early years providers registered with KCC to deliver the Free Entitlements **must** submit a census return via Synergy to MI before they submit any claims during the actuals claim period. If a provider is newly registered or takes funded children for the term after the actuals claim period has closed, MI will request a census form is completed before any adjustment claims are processed for payment.

Failure to submit a census return by the deadline set by MI will result in **all** funding being withheld until it is received and an administration fee being applied.

Privacy Notices

Providers should ensure all parents of children claiming the Free Entitlements receive a Privacy Notice. The Early Years Setting Privacy Notice template is available on Kelsi.

Eligibility for Early Learning for Two Year Olds (EL2)

The Free Entitlement of up to 15 hours per week for the most disadvantaged two year olds is now known nationally as EL2. This is **not** a universal offer – parents **must** apply via [Help with childcare costs - Kent County Council](#). Providers must advise parents that a child's eligibility is based on whether the family receives certain benefits. More information can be found on KCC's website for parents - [Help with childcare costs - Kent County Council](#).

Parents can apply when their child is 1 year 10 months old and are required to create an online account, using an email address. Once the parent has created an account, there is a four-step process to complete an EL2 application.

EY Providers **must** not 'apply' on behalf of a parent using the provider email address. The parent must create an account using their own email address as the portal is shared with the school admissions team. Parents will use the same account to complete their school admissions applications.

Once the parent submits the application, they will receive an immediate email informing them of the result. If the parent is deemed eligible under the economic criteria, they will receive a 6 digit code to give to their chosen provider as proof of eligibility. If eligibility cannot be determined for instance because a parent is applying under the non-economic criteria or their eligibility cannot be determined at the time of the application, MI will contact the parent directly via the email address used on the application. If the parent does not have access to an email, please contact MI directly.

Providers must ensure that parents are aware, that once they have been confirmed as eligible for EL2 funding, they remain entitled to this place until the three year old UE starts, even if their personal circumstances change.

If a child has had their eligibility confirmed by another local authority but has not accessed a funded place, MI will need to carry out an eligibility check. An EL2 application must be submitted through KCC in order for MI to do this.

If a child has accessed a free entitlement place in another local authority, MI will honour the place. However, an application will still need to be submitted to KCC and MI will request confirmation of attendance at the previous local authority/provider in order for the place to be upheld.

Eligibility for the Universal Entitlement (three and four year olds)

The Free Entitlement for three and four year olds is a universal offer of up to 15 hours per week that takes effect from the beginning of the term following the child's third birthday. The child remains eligible until they reach compulsory school age at the beginning of the term following their fifth birthday, unless the child is on a school roll or a place is being held at a school under which circumstances the provider cannot claim funding.

If a child attends an independent school offering the UE, this can still be claimed until the child reaches compulsory school age at the beginning of the term following their fifth birthday.

Eligibility for the Working Parent Entitlement (nine months up to four years)

Parents who are working and earning the equivalent of 16 hours per week at national minimum or living wage and under £100,000 adjusted net income per year, could be entitled to up to 1140 hours a year free entitlement place. More information can be found on KCC's website for parents - [Help with childcare costs - Kent County Council](#).

Parents **must** apply for the WPE through the Government's online Childcare Service, **not** through either KCC or their provider. Eligibility for the WPE is determined by HMRC through this online application. HMRC will issue an 11-digit eligibility code, and providers and MI are responsible for checking the validity of this code. The only exception to this is children in foster care.

Parents should be encouraged by providers to apply to HMRC the term before their child meets the age criterion to ensure they can access a place at the start of the term **after** the child turns nine months or their second or third birthday. If not, they will need to wait until the following term to access their funded place.

Parents may be eligible for both the EL2 and the WPE.

If a child is taking up the 15 hours UE and the parent becomes eligible for the WPE partway through the term, the parent can claim the WPE hours from the start of the term following the date on which they receive their code.

KCC, acting with The Education People (TEP), must ensure that a child has a place no later than the beginning of the term following the child and parent meeting the eligibility criteria for their place, provided that the code remains valid on:

- 31 March to take up a place during the Summer funding period
- 31 August to take up a place during the Autumn funding period
- 31 December to take up a place during the Spring funding period

MI will complete an audit of eligibility codes at six fixed points in the year, both at half term and before the start of the next term. Providers will be informed of any codes that have become ineligible and where a child is no longer eligible to receive the WPE (see below):

Audit	LA Audit Date
Spring: mid-term	11 February
Summer: start of term	1 April
Summer: mid-term	27 May
Autumn: start of term	1 September
Autumn: mid-term	22 October
Spring: start of term	1 January

If any of the audit dates fall on a weekend or bank holiday MI will complete the audit on the closest working day to that date.

If providers wish to offer the WPE hours only, they are able to do so. This could be relevant to a child taking their UE with another provider.

Working Parents Entitlement (WPE) Eligibility Checker

In order to offer a place to a child, providers must validate the parents 11-digit WPE code with MI's eligibility checker on Kelsi. Providers should validate eligibility codes as quickly as possible, to ensure that each child who takes up a place is eligible to do so, and to provide certainty to the parent and the provider.

Before providers can verify the code, they must have written consent from or on behalf of the parent to do so, which will allow the provider to receive confirmation and future notifications from MI of the validity of the parent's code. Providers should use the PD form for this purpose.

Providers must validate **all** WPE codes prior to submitting a claim via the Synergy FIS Provider Portal.

Providers only need to validate the code with MI once. Providers will be informed if a child falls into their grace period or falls out of eligibility throughout the child's funded year via the six WPE audits throughout the year.

Eligibility for the Working Parent Entitlement for Children in Foster Care (nine months up to four years)

Children in foster care may be eligible for the WPE, providing they meet the age criteria and two additional criteria, being that this is consistent with the child's care plan and the foster parent is taking up paid employment outside of their fostering role. Foster carers **must** speak to the child's social worker and complete a WPE application form for foster children, this can be found on Kelsi.

When a child is placed with their prospective adoptive parent(s), they will have parental responsibility for the child and are therefore able to apply directly to HMRC for the WPE. Providers are to note the aforementioned must meet the eligibility criteria in the same way as non-foster parents.

MI will generate an eligibility code for a successful foster carer's application where the designated person has confirmed the additional criteria has been met.

Providers must validate the foster carer's code in the same way as other codes in order to offer a WPE place.

The Grace Period (for the Working Parent Entitlement only)

A child will enter the Grace Period (GP) when their parent(s) cease to meet the criteria set out in the Childcare (Early Years Provision Free of Charge) (Extended Entitlement) Regulations 2016, as determined by HMRC or a First-tier Tribunal in the case of an appeal.

MI will use the Government's Eligibility Checking Engine (ECE) to access information about whether a child has ceased to meet the eligibility criteria and entered the GP. The GP end date will automatically be applied to eligibility codes.

As soon after the audit check date as is reasonably possible, MI will contact providers to notify them of which parents are no longer eligible and inform them of the GP end date.

MI will continue to fund a place for a child who enters the GP at their current provider, until the GP end date, including a child who ceases to be a foster child where the parent has a special guardianship or adoption order.

Children **must not** start a new WPE place at a provider during the GP, including where a parent falls into their GP:

- before the child has started a WPE place
- whilst the child is in a WPE place and the parent seeks to move the child to a different provider.

MI will consider extending the GP for a short time in very exceptional circumstances e.g. if the parent has been forced to leave their home and paid employment, or where the parent is a victim of domestic abuse or other serious crime.

Providers must make parents aware that if they cease to meet the eligibility criteria and the GP has expired, parents will be liable to pay if their child is aged from nine months up to two years old and they wish to continue to attend that provider. Falling out of eligibility for the WPE will not make a two year old child eligible for EL2. Any child who has not previously been recorded as using the EL2 must have their eligibility checked before they can receive funding. Three and four year old children can continue to take up their UE provided they have not exceeded the 570 hours.

For three and four year old children who fall out of eligibility and whose WPE provision is shared between multiple providers, the provider listed as the 'main' provider on the PD should be the one to claim the UE. If the PDs state all providers as the 'main' provider, MI will apportion the funding between providers accordingly.

Eligibility for Early Years Pupil Premium (nine months up to four years)

Providers must be aware that EYPP is **not** a universal offer. There are two types of criteria: economic and non-economic. More information can be found on [Early Years Pupil Premium \(EYPP\) - KELS!](#)

Economic eligibility will be checked by MI on all funding claims where the EYPP consent box has been ticked in the Synergy FIS Provider Portal during the claims period processing stage. Providers should use the PD form to obtain consent.

If a provider wishes to make a non-economic EYPP claim or claim under the economic criteria after the actual claim period closes, they will need to apply via the link on Kelsi. Providers should use the PD form to obtain consent.

For children who are currently looked after by KCC, all applications will be sent to the Virtual School Kent (**VSK**). VSK will verify eligibility and will arrange for EYPP payments to be made for these children.

Eligibility for Disability Access Fund (nine months up to four year olds)

To be eligible for DAF funding, the child **must** be in receipt of Disability Living Allowance (**DLA**). The awards notice needs to cover the term in which the application is made. Further information can be found on [Disability Access Fund \(DAF\) - KELS!](#)

Delivery of the Free Entitlements

KCC operates fair and transparent funding in line with government provision and requirements which support providers to deliver free entitlement places.

Childcare, as defined in section 18 of the Childcare Act 2006, specifically excludes care provided for a child by a parent, stepparent, foster parent or other relative, or by a person who fosters the child privately or has parental responsibility for the child.

Early years provision by a childminder (either independently registered with Ofsted or registered with a childminder agency) for a related child does not count as childcare in legal terms. The Free Entitlement funding cannot be claimed by, or spent on, childminders providing childcare for their own child or a related child, even if they are claiming for other children.

A child's first year of funding under each entitlement is dependent on their date of birth and can be identified using the table found on the Funding Calendar and Payment Schedule on Kelsi.

The Free Entitlements are administered over three academic terms, autumn, spring and summer.

Providers can offer the funding between 38 and up to 52 weeks of the year (provided they are open to children for 52 weeks a year). However, providers can only claim under a 38 week pattern on the Synergy system. This equates to 15/30 hours per week.

Providers who are open for fewer than 38 weeks per year, for example, they are an independent school or using shared premises, **must not** offer parents more than 15 or 30 hours per week.

If providers wish to offer parents funding over more than 38 weeks per year, they should refer to the stretched weeks calculator and stretched to term time converter on KELS! to ensure the correct number of funded hours are offered to parents and they do not exceed the yearly entitlement of 570 or 1140 hours.

Providers **must** publish the days and times on which they offer their free entitlement hours.

Providers **must** not make a settling in period or a staggered start a condition of a child taking up their free entitlement place.

Claiming the Free Entitlements

Funding is paid in complete weeks only. Each term's funding is based on the child's full weekly hours attended during the designated census week in the actuals claim period at the start of the term, as set out in the Funding Calendar and Payment Schedule on Kelsi.

Providers **must** ensure that children are in attendance for their full hours during the designated census week during the actuals claim period. Children who are having settling in sessions are **not** to be submitted. Once these children are attending their full hours, they can then be submitted for payment as a late joiner claim via the adjustment claim process.

Any child who joins during the actuals claim period, up to and including the end of the designated census week, may be submitted for a full-term claim.

If a child is either ill or on holiday during the designated census week in the actuals claim period, evidence such as an email or text from the parent, must be kept for compliance purposes. If a child does not return to the provider from being ill or on holiday, providers must contact MI so the claim can be reduced before payment is made or to arrange funding to be returned if payment has been made.

If a child moves providers during the actuals claim period, MI will request copies of the signed PD and registers from each provider. Funding will be based on the complete weeks attended at each provider. Where a child moves during the designated census week, funding will be apportioned in line with the attendance at each provider.

If a child moves providers during the actuals claim period and no subsequent claim from another provider is submitted by the end of the actuals claim period, the first claim will be processed for the **full terms** funding.

If a child moves providers during the actuals claim period and a second claim for the child is not submitted by the end of the actuals claim period, MI will **not** process a missed actuals claim for payment as a full terms claim would have already been processed. The new provider can ask the previous provider to transfer the funding but they are not obliged to do so.

If a child moves after the actuals claim period closes, funding will not be transferred by MI. Providers should make parents aware that, except in exceptional circumstances, movement of children between settings after the actuals claim period has closed will result in them being charged by the new provision. Parents have the right to appeal and should contact the Kent Children and Families Information Service (KCFIS). The new provider should also contact the previous provision to ask it to transfer the funding before recommending the route of appeal to a parent.

If a Kent child starts with a provider after the actuals claim period and has not claimed at another provider in Kent in the current funding period, funding can be claimed via a late joiner claim.

If a child moves into Kent from another local authority or from overseas and starts with a provider after the actuals claim period has closed, funding can be claimed via a late joiner claim.

Providers who wish to amend their submission outside of the term will need to inform their Childcare Sufficiency Officer/Childminding Quality and Sufficiency Adviser (TEP) who can raise an appeal to MI on their behalf. If the appeal is approved, a fee may be applied.

Once a child is on a school roll/holding a place at a school, that child is funded through the school, and providers cannot claim the Free Entitlements funding.

Parents cannot claim the Free Entitlements once a child has reached compulsory school age. However, if a child attends an independent school offering the Free Entitlements, this can be claimed until the child reaches compulsory school age.

All funding payments will be made in line with the dates set out on the Funding Calendar and Payment Schedule found on Kelsi. Any missed or incorrect claims will be liable to an administration fee, more information on charges can be found on Kelsi.

Further Claim Criteria for Early Learning for Two Year Olds (EL2) Funding

Providers **must** be given confirmation of eligibility from the parent before accepting a child in an EL2 place and submitting a claim. A parent may provide a confirmation email or a voucher code.

MI will not process any payments for EL2 children where eligibility has not been confirmed. The funded hours can only be claimed from the start of the week during which eligibility has been confirmed, and after the child has taken up their funded place.

An eligible EL2 child can increase their funded hours partway through a term. This is to support the most vulnerable children, accessing the Free Entitlements in Kent.

If a child moves providers partway through a term, the new provider can make a claim for any remaining funded hours. If the full term's funding has been claimed, no further claims can be made for the term.

Parents may be eligible for both the EL2 and the WPE. Where this is the case, providers **must** claim the first 15 hours under the EL2 and the remainder under the WPE. MI will complete an EL2 eligibility check on all WPE 2 year old claims and move the funding where appropriate before payment is made.

Further Claim Criteria for The Universal Entitlement (UE)

The Universal hours claimed for a child must be based on the hours they actually attend during the designated census week during the actuals claim period and cannot be increased once the actuals claim period closes.

Further Claim Criteria for The Working Parent Entitlement (WPE)

The Working Parent Entitlement hours claimed for a child must be based on the hours they actually attend during the designated census week during the actuals claim period and cannot be increased once the actuals claim period closes.

Due to the three-monthly cycles of reconfirmation, some parents may still have an active WPE code. It is therefore important that providers check the age of the child as well as the code because invalid claims will not be paid.

A child may be eligible at the start of the funding period as a continuing child in their grace period or a child may fall into their grace period during the actuals claim period. If the parent reconfirms their details with HMRC when in the grace period, this will assign new dates to the code which will not be accepted in the Synergy FIS Provider Portal during the claim period. Providers will need to contact MI with the child's code, funded hours and the subject "Green Case". MI will review the dates assigned to the code and where eligible manually add the funded hours to the child's claim.

When claiming the WPE entitlement for eligible two year olds, providers can check eligibility in the Synergy FIS provider Portal for EL2. If this returns an eligible result, providers **must** move the first 15 hours of funding under the funded hours (EL2) section. If this is not completed, MI will complete an EL2 eligibility check and move the funding where appropriate before payment is made.

Further Claim Criteria for Early Years Pupil Premium (EYPP)

Providers must complete the parent details in the Synergy FIS Provider Portal and tick the EYPP consent box for all claims submitted.

Providers will receive EYPP funding for eligible children that is proportionate to the number of funded hours that a child is taking up each term, to a maximum of 570 hours.

If a child receiving EYPP moves from one provider to another, the new provider is not eligible to receive EYPP for this child within the same funding term. Funding received by the original provider will not be reclaimed by KCC. The new provider will receive the EYPP funding once a new claim has been received at that provision the following term.

Further Claim Criteria for Disability Access Fund (DAF)

If a child receiving DAF moves from one provider to another, the new provider is not eligible to receive DAF for this child within the same year. Funding received by the original provider will not be reclaimed by KCC. The new provider is not eligible to receive DAF for this child until the anniversary of the first payment has passed. A new application will need to be completed and sent to MI after this period for the next annual payment to be made to the new provider.

Claim Types

The Free Entitlements funding for each term is based on the submissions below via the Synergy FIS Provider Portal to MI.

Submission Type	Funding Type	Number of payments made	% paid
Estimate	EL2, UE and WPE	3	75%
Actuals	EL2, UE, WPE, EYPP	1	25%
Adjustments <i>(late joiner, missed and incorrect claims submitted after actuals claim period closed)</i>	EL2, UE, WPE, EYPP and DAF	2 in Autumn and Spring 3 in Summer	100%

Late submissions, amendments, or failure to submit estimate or actual claims by the deadline, could result in non-payment of funding and a fee being applied. MI may apply a charge per child and in addition to this may apply an overall administration charge to cover the time it will take MI to process the late claim.

Providers **must** inform MI in advance of submission deadlines of any extenuating circumstances that will prevent them from submitting claims on time. Full details are available on Kelsi. Providers must note that these charges **must not** be passed on to parents.

Estimate Claim

Providers are required to submit an estimate claim before the start of each new term. The estimated payment will subsequently be divided into three installments, each comprising 25% of the total funding for the term, amounting to 75% overall.

Providers are emailed when the Synergy FIS Provider Portal is open for claims.

The estimate claim is based on the weekly hours each child will be attending the following term and the weeks offered for that term. Synergy will calculate the total termly hours estimated. It is the provider's responsibility to check these are correct before submission.

The estimate claim can only be submitted under term time weeks. If you stretch the Free Entitlements outside of Synergy, you will need to calculate the number of weeks and hours you are offering into the term time equivalent.

Please be aware that if an estimate claim is submitted for the term and subsequently there are not any eligible children claiming that term, the estimate payment made will have to be repaid to KCC.

Actuals Claim Period

After the start of each term, there is a mandatory data collection during a designated claim period where the child, parent and attendance details are collected for all children accessing a Free Entitlements place at each provider. Full details of the actuals claim period dates can be found on the Funding Calendar and Payment Schedule on Kelsi.

Providers will be contacted by MI via email when the Synergy FIS Provider Portal is open for claims to be submitted for all children attending a Free Entitlement place.

A funding claim can only be made for a child who:

- is attending their full hours during the actuals claim period
- is within the date of birth range
- is eligible for EL2 or the WPE (where applicable)
- whose parent has completed a Parental Declaration form

The funding information must be input via the Synergy FIS Provider Portal. Even if the child was included in an estimate submission or claimed for in a previous term, providers must ensure that each child's details are on the actuals claim submission.

Using the information provided on the actuals claim submission MI will carry out eligibility checks for EL2, WPE and EYPP and calculate payment for the whole term. If an estimate payment has been made for the term this will be deducted and a balancing payment will be made.

Failure to submit an actuals claim will result in a negative payment being generated (where an estimate for the term has been paid for the term) resulting in KCC offsetting any future payments to repay the funding given or in some instances invoice the provider to return the funds.

In addition, if the actuals payment does not balance against the estimate payment made for the term, resulting in a negative payment, any future payments made by KCC will be offset until the negative amount has been cleared or in some instances KCC may invoice the provider to return the funds.

Overallocations

If a funding claim is received by MI for the same child from two or more providers and the hours total more than 15/30 per week / the total hours for the term, this results in an overallocation claim for the child. In these instances, payment for the child will be withheld from all providers' balancing payments.

MI will contact the providers involved via email with an overallocation form for the provider to clarify their claim, these forms should then be returned to MI to resolve the overallocation. If the revised claim is for a maximum of 15/30 hours or less / within the total termly hours, payment will be released at the earliest opportunity.

If the overallocation cannot be resolved in the first instance, MI will request the signed parental declaration form and registers for all providers to determine if all providers have

evidence of attendance for the child during the actuals claim period. If no agreement can be reached, MI will apportion the funding.

Adjustments

Late Joiner Adjustments:

Any child who joins a provider after the actuals claim period can claim the funding for the remainder of the term provided they meet one of the following criteria:

- they have not claimed anywhere else in Kent in the current term
- they have moved from a provider which has closed.

Late joiner applications should be made via the Adjustments tab on the Synergy FIS Provider Portal.

If a parent/guardian wishes to claim funding at a new provider but their child does not meet the criteria above they should be advised to contact the Kent Children and Families Information Service on 03000 412323.

Incorrect claims

Adjustment claims can be made for incorrect actuals claims, for example where a child has mistakenly been left off or an incorrect number of hours have been claimed for. Please note a fee will be charged for all incorrect or missed actuals claims.

Monthly Payments Made

All payments are made on the 28th of the month except if this falls on a non-working day, where the payment will be made on the last working day before the 28th. Each monthly payment may comprise of one or more funding submissions. The table below shows how payments may overlap each month depending on submission types:

Autumn:

Payment date:	Payments due to be made:
28 August	Summer late joiner and adj 2 + autumn estimate 1
28 September	Summer late joiner and adj 3 + autumn estimate 2
28 October	Estimate 3
28 November	Actuals + EYPP and DAF

Spring:

Payment date:	Payments due to be made:
28 December	Autumn late joiner and adj 1 + spring estimate 1
28 January	Autumn late joiner and adj 2 + spring estimate 2
28 February	Estimate 3
28 March	Actuals + EYPP and DAF + spring late joiner and adj 1

Summer:

Payment date:	Payments due to be made:
28 April	Spring late joiner and adj 2 + summer estimate 1
28 May	Estimate 2
28 June	Estimate 3
28 July	Actuals + EYPP and DAF + summer late joiner and adj 1

Contact Us

MI can be contacted by telephone on 03000 421612 from 8:00am to 5:00pm Monday to Friday or by email via miearlyyears@kent.gov.uk.

Providers must contact MI by email if there are any changes to the following:

- Ofsted Registration Number
- Provider name
- Provider address
- Contact person
- Email address
- Bank details