

# Free For 2 (FF2) Management Information Team

## FF2 Provider Payment Schedule

### September 2023 to August 2024



Free For Two (FF2) funding is delivered in accordance with the funding periods and funded weeks as set out in the Kent PVI Calendar. This can be found on the Free Early Education for 3&4 year olds Kelsi page: [Free Early Education for 3 to 4 year olds - KELS!](#)

### Date of birth ranges for parents wishing to apply for Free Early Education places for 2-year-olds in Kent

An eligible child born between:	will first become eligible for funding in:	Terms included in the funding year:
1 Apr – 31 Aug (inc)	September (Autumn term) following their second birthday	Autumn, Spring, and Summer
1 Sept – 31 Dec (inc)	January (Spring term) following their second birthday	Spring, Summer, and Autumn
1 Jan – 31 Mar (inc)	April (Summer term) following their second birthday	Summer, Autumn, and Spring

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Free For Two funding does not follow a headcount process, a child can start at any point in the term or increase their hours during a term. There are three/four payment runs per term for providers to submit a FF2 claim. The date of submission will determine the date of payment. Payments are made in complete weeks only. Claims are submitted via the Synergy FIS Provider Portal.

#### Autumn 2023 (Terms 1 & 2)

Payment run	Claims submitted on the provider portal between:	Payments will be made week commencing:
1 – Actuals tab in portal	1 September – 19 September 2023	16 October 2023
2 – Adjustment tab in portal	20 September – 20 October 2023	6 November 2023
3 – Adjustment tab in portal	21 October – 1 December 2023	18 December 2023
4 – Adjustment tab in portal	2 December – 22 December 2023	15 January 2024

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#### Spring 2024 (Terms 3 & 4)

Payment run	Claims submitted on the provider portal between:	Payments will be made week commencing:
1 – Actuals tab in portal	1 January – 23 January 2024	12 February 2024
2 – Adjustment tab in portal	24 January – 23 February 2024	11 March 2024
3 – Adjustment tab in portal	24 February – 29 March 2024	15 April 2024

#### Summer 2024 (Terms 5 & 6)

Payment run	Claims submitted on the provider portal between:	Payments will be made week commencing:
1 – Actuals tab in portal	15 April – 30 April 2024	27 May 2024
2 – Adjustment tab in portal	9 May – 14 June 2024	1 July 2024
3 – Adjustment tab in portal	15 June – 5 July 2024	21 July 2024
4 – Adjustment tab in portal	6 July – 26 July 2024	11 August 2024

#### Additional Payment Information

- Payment will be administered in line with the dates shown above. These dates may be subject to change under certain circumstances.
- Payment will be made **during** the week commencing date shown above, not necessarily on the Monday of that week.
- The current hourly rate (from April 2023/2024) is £5.68.
- It is the responsibility of each provider to ensure that accurate records are maintained detailing all claims submitted and payments due.
- Claims should not be submitted into the Synergy FIS Provider Portal until the eligible child has started in their FF2 place and should not be submitted without a fully completed FF2 Parental Declaration form.
- Before the payment is made into your bank account you will receive an electronic remittance advice.