

Dear Colleague,

Free Early Education for 2 Year old working parent entitlement - Estimate Claim for Summer Terms 2024

The portal is now available for you to submit your interim 2 year old working parent entitlement estimate claims. It will be available from Wednesday 13th March – Friday 22nd March 2024. You must submit your estimate no later than **5pm on Friday 22nd March 2024**. Please note your estimate payment will be based on 50% of the termly hours entered.

- You **must** validate all 2 year old working parent entitlement codes through the KELSI website - [The Working Parents Entitlement - KELSI](#) - **Failure to validate a code will result in payment not being made.**
- If you are unsure if a parent is eligible for the Summer Terms, please leave the hours off your estimate and wait to claim at headcount in April.

The link for Synergy FIS Provider Portal and the guidance notes are available on KELSI:

[The Working Parents Entitlement - KELSI](#)

Please be aware that passwords need to be reset every 42 days.

The date of birth range for the Summer Terms 2024 is below:

2 Year Olds
01/04/2021 to 31/03/2022

I would remind you that, for audit purposes, you must have a signed record of the funded hours that parents/carers have asked you to claim for their children by each headcount week. In line with the Kent Provider Agreement, Kent County Council has produced a Parental Declaration form which providers must use, this can be downloaded from the KELSI website.

We advise you take a screenshot of the green confirmation box that appears once you have submitted your estimate claim in case any problems arise after submission.

Please **do not** include any FF2 (disadvantaged) children in your estimate claim. If you are not claiming 2 year old working parent entitlement funding for the Summer Terms 2024 you **do not** need to do anything.

If you require any further information or help with submitting your estimate claim, please do not hesitate to contact Management Information on 03000 421612 or email MIEarlyYears@kent.gov.uk

Yours sincerely

Nathania Dench and Chaileigh Thorne
Senior Management Information Officer's – Early Years