

Fees for 3 and 4 Year old Universal funding errors

For errors including, but not restricted to, the submission of incomplete or inaccurate estimate claims, there will be a £10 charge which will be deducted from the Early Education Funding due to you.

For errors including, but not restricted to, the submission of incomplete or inaccurate headcount claims for Universal funding, there will be a £10 charge per child which will be deducted from the Early Education Funding due to you.

Please be aware that you cannot charge the parent for these errors they must be deducted from your own budget.

This policy is effective as of 1st September 2017

We have collated a list of the common errors which may help you avoid being charged a fee:

Error	How to avoid the fee/charge
Not submitting estimate or universal headcount within the specified timescales	<p>You must ensure that your headcount claim for universal funding is submitted via the Provider Portal within the timescales specified for each term</p> <p>The dates for each termly estimate will be emailed to you when the portal opens and the deadline dates for headcount are listed on the PVI calendar which can be found on KELSI:</p> <p>http://www.kelsi.org.uk/early-years/sufficiency-and-sustainability/free-early-education/early-years-free-entitlement</p>
Entering incorrect hours on the estimate claim	Ensure that you double check the estimated hours you wish to claim for before submitting your claim
Missing a child off of the headcount (universal funding)	Ensure that you check all Parental Declaration forms and registers to avoid missing children off of your headcount claim before submitting by the deadline
Entering a child's hours incorrectly on headcount (universal funding)	Ensure that you check all Parental Declaration forms and registers for the correct hours before submitting
Inputting a child's details incorrectly e.g. forename entered as surname or vice versa, wrong date of birth	Ensure that when adding a new child you enter the name in the correct format i.e. forename, middle, surname and you have checked DOB's against birth certificates/passports
Not deleting children who are no longer attending your setting/claiming for a child you should not be claiming for	If the child is no longer attending your setting or no longer claiming the Free Early Education then you need to remove them from you headcount
Duplicating children on headcount claim (universal funding)	<p>This is where the child has been entered more than once on a claim.</p> <p>Please ensure that you check your claim after all of your records have been updated and new children added before you submit</p>