together for
children
SUNDERLAND

Completing Headcount

Please see below some useful information that may assist you in dealing with the changes to 2 year olds. The maximum funding that can be claimed for a 2 year old this term is 15 hours per week.

From the main Headcount screen, you will be able to identify children eligible for 2 year old funding using the funding age column.

The Funding Column may help you identify if the child is eligible for funding via the original 2 year old funding offer or the new working parent entitlement offer.

Original funding offer   = **2**

Working parent entitlement offer = **EH**

Please note there are times where both icons will be visible in the Funding column.

Scenario 1 the child was previously accessing the original 2 year old offer and has since turned 3 and is now eligible for 3 & 4 year old extended offer funding.

Scenario 2 the child is eligible for both the original funding offer and working parent entitlement offer and has had both checks carried out. In this situation the original funding offer will take precedence and you will only be able enter funded hours in the Funded/Universal Hours Claimed columns. This scenario will not happen very often.

Editing Headcount for existing children

Existing children eligible for the original 2 year old offer should only have boxes open to update hours in the Funded/Universal Hours Claimed columns.

Legal Name	Funding	Start Date	Leave Date (If left during previous term or before 18/01/2024)	Does the child attend for 42 weeks or more a year?	* Weeks Attended for term (11 Wk Term)	Funded/Universal Hours Claimed per week	Funded/Universal Hours Claimed for term	Expanded/Extended Hours Claimed per week	Expanded/Extended Hours Claimed for term
					60.00	60.00	720.00	15.00	180.00
Harry Mouse	**2**	01/04/2024		⌄	12.00	15.00	180.00		

Existing children eligible for the Working parent entitlement should only have funded hours boxes open to update in the Expanded/Extended Hours Claimed Columns.

Legal Name	Funding	Start Date	Leave Date (If left during previous term or before 18/01/2024)	Does the child attend for 42 weeks or more a year?	* Weeks Attended for term (11 Wk Term)	Funded/Universal Hours Claimed per week	Funded/Universal Hours Claimed for term	Expanded/Extended Hours Claimed per week	Expanded/Extended Hours Claimed for term
					60.00	60.00	720.00	15.00	180.00
Minnie Mouse	EH N	01/04/2024			12.00			15.00	180.00

Existing children who are eligible for both offers should only have boxes open to update hours in the Funded/Universal Hours Claimed columns.

Legal Name	Funding	Start Date	Leave Date (If left during previous term or before 18/01/2024)	Does the child attend for 42 weeks or more a year?	* Weeks Attended for term (11 Wk Term)	Funded/Universal Hours Claimed per week	Funded/Universal Hours Claimed for term	Expanded/Extended Hours Claimed per week	Expanded/Extended Hours Claimed for term
					60.00	60.00	720.00	15.00	180.00
Felix Mouse	EH 2	01/04/2024		Stretched (YES	12.00	15.00	180.00		

Adding new children

When adding a new child to your headcount task one of the following scenarios may happen.

Scenario 1 The child is eligible for funding via the original 2 year old offer.

You have added a new child to your task, the task has not yet been submitted, you **must** have a code from a parent/carer or you have ran an assisted application yourself to obtain a code. The child will not show any funding in the funding column at this point.

	Legal Forename	Legal Surname	Funding	Date of birth	Funding Age	Start Date	Leave Date (If left during previous term or before 18/01/2024)	Does the child attend for 42 weeks or more a year?	* Weeks Attended for term (11 Wk Term)	Funded/Universal Hours Claimed per week	Funded/Universal Hours Claimed for term	Expanded/Extended Hours Claimed per week	Expanded/Extended Hours Claimed for term	
									60.00	60.00	720.00	15.00	180.00	
	Donald	Duck		01/04/2021	2	01/04/2024			0.00	0.00	0.00			✕

Editing headcount

You can update hours in the Funded/Universal Hours Claimed columns.

Legal Name	Funding	Start Date	Leave Date (If left during previous term or before 18/01/2024)	Does the child attend for 42 weeks or more a year?	* Weeks Attended for term (11 Wk Term)	Funded/Universal Hours Claimed per week	Funded/Universal Hours Claimed for term	Expanded/Extended Hours Claimed per week	Expanded/Extended Hours Claimed for term
					60.00	60.00	720.00	15.00	180.00
Donald Duck		01/04/2024			0.00	0.00	0.00		

Scenario 2 The new child is eligible for funding through Working parent entitlement.

You have added a new child to your task. If the child is not showing a funding icon in the funding column at this point you may need to run the working parent entitlement code again to link the child and code together.

	Legal Forename	Legal Surname	Funding ☐	Date of birth	Funding Age	Start Date	Leave Date (If left during previous term or before 18/01/2024)	Does the child attend for 42 weeks or more a year?	* Weeks Attended for term (11 Wk Term)	Funded/Universal Hours Claimed per week	Funded/Universal Hours Claimed for term	Expanded/Extended Hours Claimed per week	Expanded/Extended Hours Claimed for term	
									60.00	60.00	720.00	15.00	180.00	
✎	Donald	Duck		01/04/2021	2	01/04/2024			0.00	0.00	0.00			✖

Go to **Working Parent Entitlements** section in the Portal and select run a new check.

Mickey Mouse - CDM ▼

Child forename *
Donald

Child surname *
Duck

Child date of birth *
01/04/2021

Parent National Insurance number *
JM121212D

Eligibility code *
50000000001

✔ Code found – please now check eligible dates.

01-Apr-2024 Summer is the earliest start date for working families entitlement

This eligibility code is valid from 01-Jan-2024 to 19-Apr-2024, with a grace period to 31-Aug-2024

The parent or carer must confirm the eligibility code provided by HMRC in order to retain their working families entitlement eligibility between 22-Mar-2024 and 19-Apr-2024

Eligility must be reconfirmed by the parent/carer every 3 months via the Childcare Choices website.

Check eligibility

Once the check has been carried return to the **Headcount Task** screen and open your task.

The Funding icon should now be visible in the Funding column.

	Legal Forename	Legal Surname	Funding ☐	Date of birth	Funding Age	Start Date	Leave Date (If left during previous term or before 18/01/2024)	Does the child attend for 42 weeks or more a year?	* Weeks Attended for term (11 Wk Term)	Funded/Universal Hours Claimed per week	Funded/Universal Hours Claimed for term	Expanded/Extended Hours Claimed per week	Expanded/Extended Hours Claimed for term	
									60.00	60.00	720.00	15.00	180.00	
✎	Donald	Duck	EH	01/04/2021	2	01/04/2024			0.00	0.00	0.00	0.00	0.00	✖

Editing Headcount

You should now have funded hours boxes open to update in the Expanded/Extended Hours Claimed Columns.

Legal Name	Funding	Start Date	Leave Date (If left during previous term or before 18/01/2024)	Does the child attend for 42 weeks or more a year?	* Weeks Attended for term (11 Wk Term) 60.00	Funded/Universal Hours Claimed per week 60.00	Funded/Universal Hours Claimed for term 720.00	Expanded/Extended Hours Claimed per week 30.00	Expanded/Extended Hours Claimed for term 180.00
Donald Duck	EH	01/04/2024		⌄	0.00			15.00	0.00

Troubleshooting

If you believe a child is eligible for extended/expanded hours and you are unable to enter the funded hours in the Expanded/Extended Hours Claimed columns. Please follow the steps shown for Scenario 2 above and run the check, if you are still unable to enter the funding, please check your expiration dashboard to ensure the code start and end dates are valid for this term.

If after running the check again and checking the code dates, you believe the child is still eligible for funding, please contact us for support.