



Sheffield Two Year Old Funding Portal

Two Year Old Eligibility Checker System (ECS)
PROVIDER USER GUIDE

March 2024

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Introduction

This guide is designed to support the use of the ‘Sheffield Two Year Old Funding Portal’. Please ensure that you familiarise yourself fully prior to using the Portal and completing any actions

Sheffield Two Year Old Funding Portal - Eligibility Checker System (ECS)

Access to this portal will enable providers to:

- Assist parent / carers to submit online applications to check if they are eligible for the two year old Funded Early Learning (this is different to working parent funding which is applied for by parents via HMRC)
- Search on assisted applications previously made
- Via the system’s placement notification process, check and receive confirmation from the local authority of eligibility when presented with a two year old funding voucher / reference number.

The online checker will confirm eligibility instantly (for places applied for under the economic criteria). The checker will automatically generate and send an email confirming eligibility or non-eligibility status.

For funding applied for under the non-economic criteria online, a manual check will be conducted by the local authority and we aim to confirm eligibility within three working days.

Existing users of the ‘Sheffield Provider Portal’ located at an approved two year old FEL provider will automatically have access to the portal.


This guide should contain all the information you need to use the Portal, however, should you have any further queries please contact us E-mail: EYFEL.Census@sheffield.gov.uk



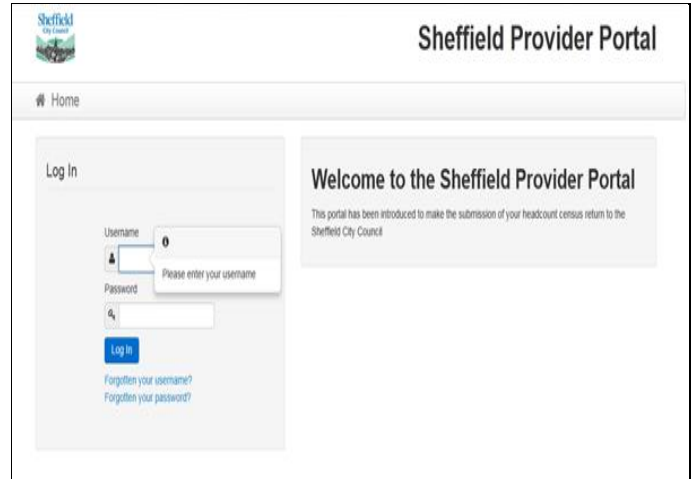
TYOF Portal Users

SECTION 1 – Logging In

Using the Web Address provided in your email.
<https://ems.sheffield.gov.uk/ProviderPortal/>
Select the address or copy and paste into your Internet Browser address bar.

Login to EY Portal by completing the username and password fields on the login box; then select 

Note: If you cannot remember either your Username or Password you can Select the links below the Login button and follow the instructions.



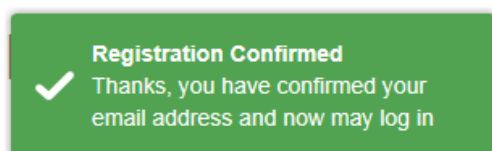
If this is the first time you login you will be redirected to an information page and an email will be sent to you with a confirmation Web Address, this is to ensure security.

Register User

We have sent a confirmation email to your registered email address.
The email contains a confirmation link which will bring you back to the main login page.
You must use this link to continue with your registration.

Each subsequent login to the Headcount Portal you will be directed to the Homepage as detailed in **Section 2.**

After following the Web Address sent in the confirmation email you will see the confirmation message displayed.



Change Password

Your password must be changed to allow access to the portal.

Current password *

New password *

Confirm new password *

[Change password](#)

Your new password must;

- Be between 10 to 128 characters
- Contain at least one uppercase, one lowercase, one numeric, one special character. (e.g., # @ ! \$ % &)
- Not be one number higher than the previous password, e.g., not 'Password23' after 'Password22'
- Not be the same as the previous 10 passwords

Please do not use Password in your new password, this is only an example.

Complete the 'Current password' with the password you have been allocated and then input your new password into the 'New password' and 'Confirm new password' fields; click on [Change password](#).

At the Security Details prompt select a secret question and provide a memorable answer; then select.

[Save](#)

Security Details

Please choose a secret question and provide an answer

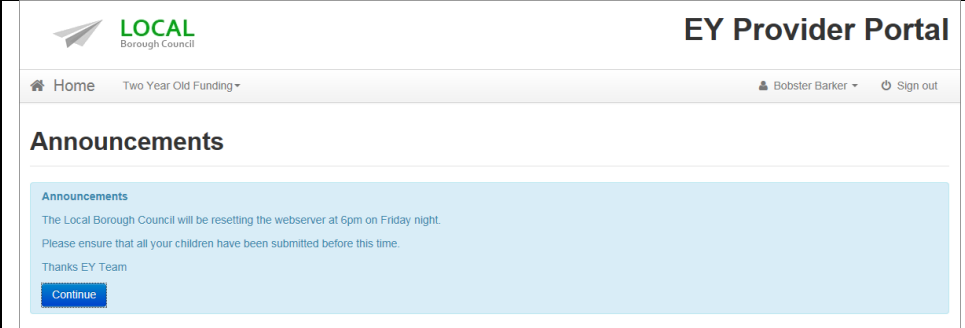
Secret Question *

Secret Answer *

[Save](#)



Congratulations you have now successfully logged in for the first time and will have access to the EY Portal.

SECTION 2 – Homepage Navigation

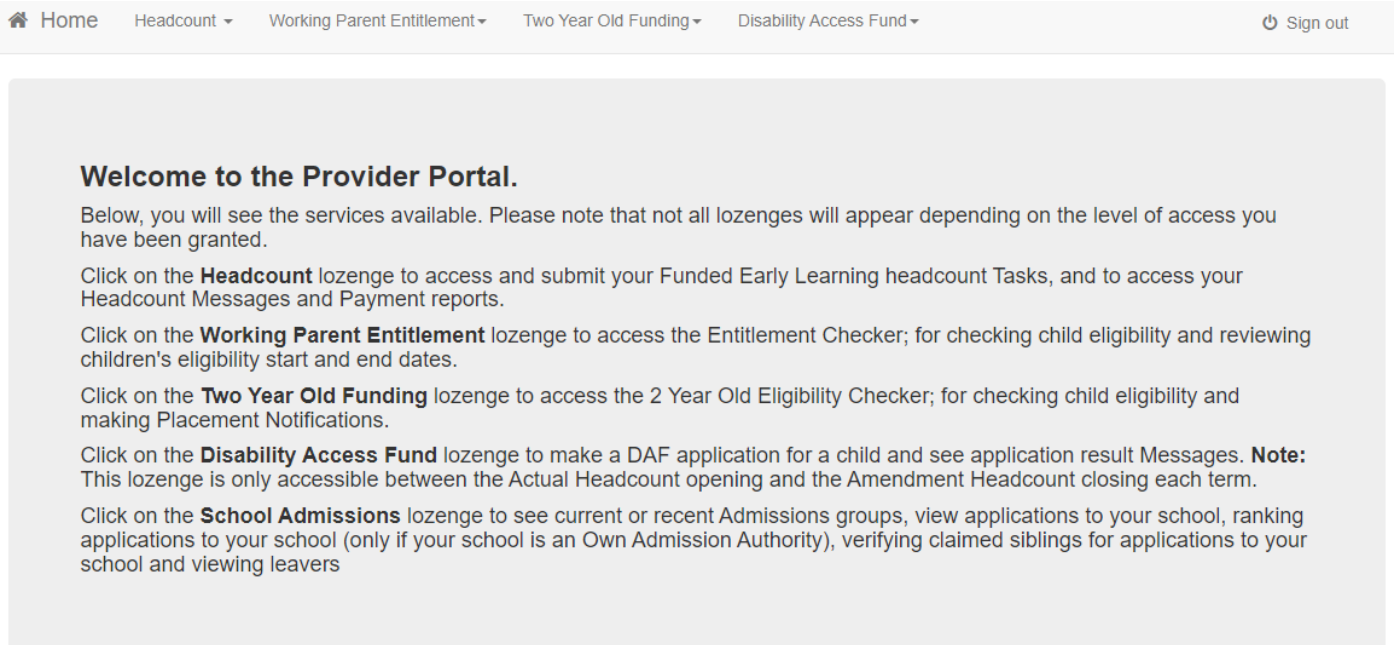


The screenshot shows the EY Provider Portal homepage. At the top left is the LOCAL Borough Council logo. The main header reads "EY Provider Portal". Below the header is a navigation bar with "Home" and "Two Year Old Funding" selected. On the right of the navigation bar, it shows the user name "Bobster Barker" and a "Sign out" link. The main content area is titled "Announcements" and contains a message from the Local Borough Council about a webserver reset at 6pm on Friday night. The message asks users to ensure all children's information has been submitted before this time and thanks the EY Team. A "Continue" button is visible at the bottom of the announcement box.

The Announcements page will be visible at every login, please read these carefully; select [Continue](#) to proceed to the Homepage.

On initial login you may not have any Messages to read, the image below shows the TYOF users page, on the left are the application tasks you can complete, on the right are two messages showing both the read  and unread  icons.

When you login and land on the home page you will now see several lozenges. Clicking on “2 year old funding” will take you to the 2 Year Old Funding section of the Portal.



The screenshot shows the EY Provider Portal homepage. At the top is a navigation bar with "Home", "Headcount", "Working Parent Entitlement", "Two Year Old Funding", and "Disability Access Fund" as dropdown menus. On the right of the navigation bar is a "Sign out" link. Below the navigation bar is a large grey box containing a "Welcome to the Provider Portal" message. The message explains that services available depend on the level of access granted and provides instructions for using the "Headcount", "Working Parent Entitlement", "Two Year Old Funding", "Disability Access Fund", and "School Admissions" lozenges. Below the welcome message are four blue lozenges with icons and text: "2-year-old funding" (pencil icon), "Disability Access Fund" (wheelchair icon), "Headcount" (calendar icon), and "Working Parent Entitlement" (person icon).

Welcome to the Provider Portal.

Below, you will see the services available. Please note that not all lozenges will appear depending on the level of access you have been granted.

Click on the **Headcount** lozenge to access and submit your Funded Early Learning headcount Tasks, and to access your Headcount Messages and Payment reports.

Click on the **Working Parent Entitlement** lozenge to access the Entitlement Checker; for checking child eligibility and reviewing children's eligibility start and end dates.

Click on the **Two Year Old Funding** lozenge to access the 2 Year Old Eligibility Checker; for checking child eligibility and making Placement Notifications.

Click on the **Disability Access Fund** lozenge to make a DAF application for a child and see application result Messages. **Note:** This lozenge is only accessible between the Actual Headcount opening and the Amendment Headcount closing each term.

Click on the **School Admissions** lozenge to see current or recent Admissions groups, view applications to your school, ranking applications to your school (only if your school is an Own Admission Authority), verifying claimed siblings for applications to your school and viewing leavers



The image shows four blue lozenges arranged horizontally. Each lozenge contains a white icon and text below it. From left to right: 1. A pencil icon above the text "2-year-old funding". 2. A wheelchair icon above the text "Disability Access Fund". 3. A calendar icon above the text "Headcount". 4. A person icon above the text "Working Parent Entitlement".

Welcome to the Provider Two Year Old Funding Home Portal

Below, you will see the services available to you.

Two Year Old Funding Actions

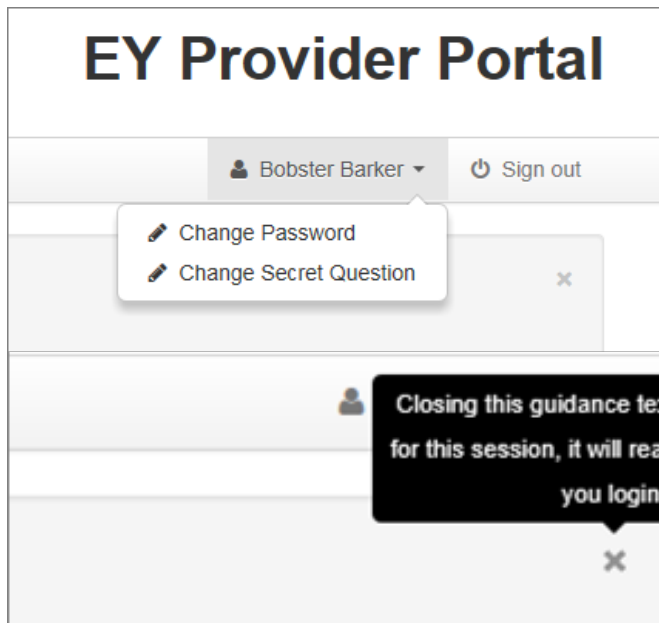
- Start an Assisted Application as a provider
- Start Placement Notification
- Search for Assisted Applications

My messages

- Placement reference PLA-1502-1IB9YQF0 - Approved 11/02/2015
This is confirmation that the funded early education placement for a two year old that you submit...
- Placement reference PLA-1501-0I8EQ1F8 - Approved 22/01/2015
This is confirmation that the funded early education placement for a two year old that you submit...

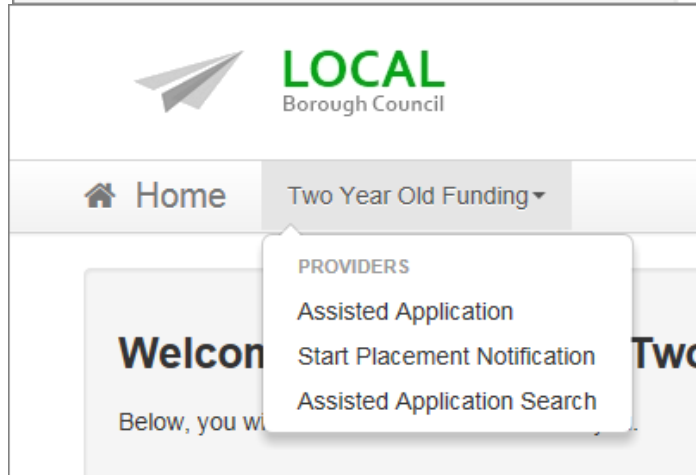
[View all messages](#)

Selecting on your name; Top Right, brings up a menu where you can change your own password or secret question, you can also sign out securely



Guidance text can be provided, this text can be closed but will become visible again on each new login


Selecting the Two Year Old Funding; Top Left, brings up a menu which replicates the three large buttons on the TYOF home screen.




Note: These are particularly useful as shortcuts to the applications if you also use the Headcount Portal




SECTION 3 – Assisted Application

When a Carer asks for help applying for EY TYOF, you can check their status by selecting

 [Start an Assisted Application as a provider](#)

This will allow you to enter the Child and Carer details to send to the Eligibility Checking System (ECS).

 Two Year Old Funding Actions

-  [Start an Assisted Application as a provider](#)
-  [Start Placement Notification](#)
-  [Search for Assisted Applications](#)

Assisted Application

In order to begin an assisted application, you will need to obtain the Date of Birth, and current address, of the child that is the subject of the application. Further details, such as the parent/carer NI Number and Date of Birth, may be needed later in order to complete the application.

Please note: You will not be able to change the child's date of birth or postcode later in this process, if you wish to do so you will need to start a new application from this point.

Child's Date of Birth

Child's Postcode

[Cancel](#)

[Continue](#)

Enter the Child's DOB and Postcode and select

[Continue](#)

Enter the Child's Legal Forename and Surname, Gender and select [Contact Details](#)

Add Child

To progress this application, enter the details of the child below

Please note: You cannot change the child's date of birth or postcode from those which you entered on the previous screen. If you have made a mistake then please restart the application.

Personal Details [Contact Details](#) [Other](#)

Forename *

Surname *

Gender * Male Female

Date of birth (dd/mm/yyyy) *

[Previous](#) [Next](#)

* Required field

[Cancel](#)

[Save](#)

Add Child

To progress this application, enter the details of the child below

Please note: You cannot change the child's date of birth or postcode from those which you entered on the previous screen. If you have made a mistake then please restart the application.

Personal Details | Contact Details | Other

Postcode * S5 7PW

Find Address Enter Address Manually

60, Southey Hall Road, Sheffield, S5 7PW
62, Southey Hall Road, Sheffield, S5 7PW
64, Southey Hall Road, Sheffield, S5 7PW
66, Southey Hall Road, Sheffield, S5 7PW
68, Southey Hall Road, Sheffield, S5 7PW

Select

Previous Next

* Required field

Cancel Save

Select **Find Address**. Highlight an existing address from those displayed and **Select** to choose that address.

Note: If you cannot find the address displayed you can select **Enter Address Manually** and manually populate the address, please check that the postcode used is correct before using this option.

Add Child

To progress this application, enter the details of the child below

Please note: You cannot change the child's date of birth or postcode from those which you entered on the previous screen. If you have made a mistake then please restart the application.

Personal Details | Contact Details | Other

Use Another Address

House Number * 60

House Name *

Street Name * Southey Hall Road

District / Village *

Town * Sheffield

County *

Postcode * S5 7PW

Previous Next

* Required field

Cancel Save

Select **Other**, and after entering the Ethnicity and First Language select **Save**

Note: if you do not currently know this information, you can select "not obtained" from the drop down options.

Add Child

To progress this application, enter the details of the child below

Please note: You cannot change the child's date of birth or postcode from those which you entered on the previous screen. If you have made a mistake then please restart the application.

Personal Details | Contact Details | Other

Ethnicity * WBRI - White British (WHB) x

The Ethnicity field is required.

First Language * English (ENG) x

The First Language field is required.

Previous Next

* Required field

Cancel Save

Enter the Carer details and select

Continue

Enter applicant Information

To progress this application, enter the details of the applicant below:

Forename

Surname

Relationship

Parental Responsibility **Yes**

No

If the applicant has legal responsibility for this child, select Yes

House Name

If the applicant has different House Name to one shown above, please enter correct House Name

House No

If the applicant has different House No to one shown above, please enter correct House No

Postcode

If the applicant has different postcode to one shown above, please enter correct postcode

Back

Continue

Note: a carer is the legal guardian of the child (parent/carer). Childminders/nursery staff/etc. are not carers in their capacity of providing FEL., and must not enter their own details here.

SECTION 4 – Economic / Non-Economic

The Carer may be claiming TYOF due to **Economic** (e.g. Benefits) or **Non Economic** Grounds (e.g. Disability, Child in Care, Adoption)

Claim type

Here you can apply to receive funding for your two year old.

Economic Claim

Here you can make an application for the applicant based on economic grounds. Most applicants will want this option.

[Claim on economic grounds](#)

Non-economic Claim

Here you can apply for Two Year Old Funding through non-economic grounds. Applicants for looked after or SEN children should choose this route.

[Claim on non-economic grounds](#)

[Back](#)

Economic Grounds

Selecting [Claim on economic grounds](#) will show you the Carer details to populate the DOB, you can choose to populate either the National Insurance number or the National Asylum Seekers number. And select [Continue](#)

Enter applicants economic Information

To validate that the applicant is eligible, enter their economic details of the applicant below:

Forename

Surname

Date of Birth

Please enter either:

National Insurance No.
(e.g. AB123456C)

Or

National Asylum Seekers No. (e.g. 13 / 07 / 56789) / /

[Back](#)

Child Details

Gender	Female
Date of Birth	01-Jul-2013
Parental Responsibility	Yes
Relationship	Mother

[Continue](#)

You must read carefully and select I agree to the Legal Declaration before selecting [Confirm](#)

Declaration

Declaration

Applicants should read this carefully before applying. If you are applying on behalf of someone else you must have the parent/carer with you at the time of the application to confirm agreement with the following conditions.

In applying for 2 year Free Early Learning you are agreeing to the following conditions:

- Applications can only be made for children who live with you and for whom you have parental responsibility.
- You must inform the Council [in writing](#) if the child ceases to live with you or you no longer have parental responsibility whilst they are still in funded Early Years provision.
- The information given may be shared locally for the benefit of your family and may be used to verify eligibility with Government Departments.
- If your child stays in funded early years (and then school) provision after the age of 2, the Council may undertake routine eligibility checks on all current claims throughout the year.
- The Council may use the information to confirm further Early Years funding entitlement known as Early Years Pupil Premium for children aged 3 and 4, and School Age Pupil Premium once your child begins school. [Click here](#) for further information about pupil premium

I declare that all information provided as part of this application is correct to the best of my knowledge.

If you wish to withdraw your consent at any point for eligibility checking for funding to support your child please [write to us](#) providing your name, date of birth, address and National Insurance/Asylum number and the applicable child's/children's details.

I agree

[Back](#)

[Confirm](#)

An ineligible application will return with a warning sign, and details on how to proceed.

Eligibility Result - funded early education for two year old children



The check for eligibility for funded early education has been unable to confirm automatically if your child is eligible. If your application was based on eligibility for certain benefits and these have only recently been awarded, it is possible that a record of your benefits was not yet available on the eligibility checking system. In this case, please re-apply for 2 year old funding in a few days. If the system is still unable to confirm eligibility then you can request help from us and we will investigate


If you feel that you are infact eligible then please use the request help button and detail why you think your child is eligible, and we will contact you for supporting evidence.

Application reference number for your information:

TYF-1508-XM0XROF7

First Applicant

These were the details we used to determine your eligibility. If you think you incorrectly entered your details please use the edit details button to amend them.

 Mum Barker

Date of Birth 07/10/1979

National Insurance No. AB123456A

[Edit Applicant Details](#)

If you disagree with this result please do not hesitate to request help:

[Request Help](#)

The application reference above will help us with enquiries - please store it somewhere safe.

[Finish](#)

Eligibility Result - funded early education for two year old children



The check for eligibility for funded early education has confirmed that Roberto Pickeles is eligible.

The applicant will need to keep the information on this page for future reference.

Application reference number for your information:

TYF-1503-LO4AIRF9

Funding for early education for Roberto Pickeles is available immediately. Funding will commence from the date, on or after 02/03/2015, when an early education placement is taken up with an approved provider.

The application reference above will help us with enquiries - please store it somewhere safe. If you have any further enquiries about your application or would like to take any further action please contact us at: PO Box 244 Shepherds Bush London E1

How would the applicant prefer to receive the eligibility details?

If none of these methods are appropriate then please note down the application reference number and funding start date for the applicant.

[By Email](#)

[Via Citizen Portal Account](#)

[Printed Copy](#)

Once the result is returned you can choose the delivery method to the parent. You will need an email address for [By Email](#) [Via Citizen Portal Account](#) or you can print out the details.

Dear William Pickles

This is confirmation that your child, Roberto, qualifies for funding for early education. You can claim up to 15 hours per week of free nursery education with an approved provider. The provider will claim the funding directly from this Authority after the child's attendance.

Please note that the earliest date from which your child can take up a funded place is **02/03/2015**.

When arranging a funded place with an approved nursery provider, you will need to quote this reference number TYF-1503-LO4AIRF9. It would be helpful if you could show the provider your child's birth certificate and proof of residence at the address you provided at this time.

Please retain this message for future reference and quote reference number TYF-1503-LO4AIRF9 in all correspondence.

If you have any questions regarding your application, please contact us on 01011 123456 or email contact@thisauthority.com

Regards

TYOF Team, This LA

Select [Finish](#) to return to the Home Page

Non-Economic Grounds

Selecting [Claim on non-economic grounds](#) will show you the options available for the Non-Economic claim.

Non-economic Criteria Selection

Select all of the criteria which applies to your application and please provide the details required for that criteria.

This section is not fully compatible with the Internet Browser - Internet Explorer 9 (IE9) You may find you need to tick the relevant box and then take the tick out again to access the free text evidence sections - please then put the tick back in again before you Submit

Please note that the maximum amount of evidence you can attach cannot exceed a total of 20MB

Looked After Child A "looked after child" is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function.

Adoption, Residence Order or Special Guardianship Children who have left care but are not able to return home (through adoption orders, residence orders or special guardianship).

Child has Education, Health & Care Plan (EHCP) Has Education, Health and Care Plan (EHCP)

Child has a disability Is in receipt of Disability Living Allowance (DLA).

Children of Zambrano Carers Children of Zambrano Carers

Right to Remain under ECHR Article 8 Children of families with no recourse to public funds with a right to remain in the UK on grounds of private and family life under Article 8 of the European Convention on Human Rights

Failed Asylum (Section 4, the 1999 Act) Children of a subset of failed asylum seekers (supported under section 4 of the Immigration and Asylum Act 1999 – 'the 1999 Act')

Vulnerable Children- No Recourse to Public Funds Children assessed as being vulnerable and meeting the definition in Section 17 of the Children Act (1989) and who have No Recourse to Public Funds (NRPF)

Selecting the relevant section will expand it to allow you to populate the details of the claim, and any electronic evidence documents can be attached by selecting [+ Add file](#) and browsing to the file.

Looked After Child A "looked after child" is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function.

Adoption, Residence Order or Special Guardianship Children who have left care but are not able to return home (through adoption orders, residence orders or special guardianship).

Child has Education, Health & Care Plan (EHCP) Has Education, Health and Care Plan (EHCP)

Child has a disability Is in receipt of Disability Living Allowance (DLA).

Please provide details to support your claim relating to the above criteria

Child is in receipt of DLA. Evidence attached

Please attach any additional evidence relating to the above criteria

[+ Add file](#)

Children of Zambrano Carers Children of Zambrano Carers

Note: Multiple evidence documents can be attached.

If you are unable to attach the files, use the details section to tell us you will be emailing the evidence. The address to e-mail them to is 2YOFEL@sheffield.gov.uk.

Please attach any additional evidence relating to the above criteria

[+ Add file](#)

[Remove](#)

[Remove](#)

[Choose File](#) DLA Document Page 1.png

[Choose File](#) DLA Document Page 2.png

Read and Select the declaration before selecting [Continue](#)

The parent/applicant has been made aware of these conditions and has confirmed that they are true

[Back](#)

[Continue](#)

Select the method(s) of contact and enter any supplementary details before selecting [Continue](#)

Preferred methods of contact

How would the applicant like to be contacted once we have reviewed their application.

Via Email

Via Citizen Portal No (only valid where the applicant has already created an account on Citizens Portal)

Via Provider

A message will always be sent to you via your Provider Portal account when changes are made to this application.

You may add some information below to record a phone number or address at which to contact the applicant when you receive any notifications from the authority.

Please contact Bob at Markness[Nursery 07489654232

[Back](#)

[Continue](#)

Note: If your screen looks like the image above and you do not see Via Post, this is because that option has been turned off by your Local Authority.

Preferred methods of contact

How would the applicant like to be contacted once we have reviewed their application.

Via Email

Via Post

Via Citizen Portal (only valid where the applicant has already created an account on Citizens Portal)

Via Provider

A message will always be sent to you via your Provider Portal account when changes are made to this application.

You may add some information below to record a phone number or address at which to contact the applicant when you receive any notifications from the authority.

Bob at Markness Nursery - 07865432123

[Back](#)

[Continue](#)

Note: If you select Via Citizen Portal, they must have an account associated with the email address.

Populate the contact details of the Parent and select [Continue](#)

Applicants contact details

Please supply some information so that we can contact the applicant regarding any questions or updates relating to their application.

Telephone number *

Email address *

[Back](#)

[Continue](#)

Select [Finish](#) to return to the Home Page, once you have noted the applicant reference for your records.

Application submitted

Your application for Elizabeth Zztest has been submitted. The applicant will be notified of the result via whichever method of contact which they selected. You will also be notified of the result of your claim by a message to your provider portal account.

Application reference number for your information:


TYF-1508-X6U9D5F2


The application reference above will help us with enquiries - please store it somewhere safe.


[Finish](#)


Once the Local Authority has reviewed the application, there may be an update requesting additional information sent to the contact details provided before the application can be reviewed for eligibility.


SECTION 5 – Application Search

By selecting  Search for Assisted Applications, you can check existing application details.

 Two Year Old Funding Actions

 Start an Assisted Application as a provider



 Start Placement Notification

 Search for Assisted Applications

You can filter by Name / Application Reference and search between application dates.

Assisted Application Search

Applications which were assisted by your services / centre can be searched here:

Submitted From  02 Dec 2014 To  02 Mar 2015

0 Applications found

Application Type	Applicant	Child's name	Child's Dob	Submission Date	Provisional Eligibility Date	Application Reference	Status
There are no results to display. ×							

Selecting with the default dates will return all applications in the last three months, including the current Status.

5 Applications found

Application Type	Applicant	Child's name	Child's Dob	Submission Date	Provisional Eligibility Date	Application Reference	Status
Economic	Billy Kruger	Freddy Kruger	31-12-2012	21-01-2015	21-01-2015	TYF-1501-5SC3GDF9	Approved
Economic	Billy Connolly	Billie Connolly	31-12-2012	11-02-2015	11-02-2015	TYF-1502-D743TFF7	Approved
Economic	Bill Smythe	Bill Smythe	31-12-2012	24-02-2015	24-02-2015	TYF-1502-2RDIWYF6	Approved
Economic	William Pickles	Roberto Pickeles	31-12-2012	02-03-2015	02-03-2015	TYF-1503-LO4AIRF9	Approved
Non-economic	William Pickles	Roberta Pickles	31-12-2012	02-03-2015	02-03-2015	TYF-1503-AHMF6F6	Not Opened

Selecting an Application from the list provided will display the details.

Application Details

Application Information

Application Type Economic
Application Reference TYF-1503-LO4AIRF9 **Approved**
Eligibility Date 02/03/2015

Provider Details

Task Created 02/03/2015 10:26:04
User Bob Barker (BOBB) ✉ bobb@onemast.com
Provider Markness ☎ 6154789456 ✉ markness@home.com
Address 12 Court Road, Cranfield, BEDFORD, Simshire, MK43 0DR

Child Details

Name Roberto Pickeles
Gender Male
Date of Birth 31/12/2012
Address 34 Church Walk, BEDFORD, Simshire, MK43 0NE

Applicant Details

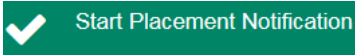
From William Pickles
National Insurance No. AB142536C
Relationship Father
Parental Responsibility Yes
Address 34, MK43 0NE
Preferred Method Of Contact


[Back](#)




[Resend Voucher](#)


Note: You can also select [Resend Voucher](#) to reissue the details to the Parent.

SECTION 6 – Placement

By selecting , you can apply for the child to be placed at your Setting.

 Two Year Old Funding Actions

-  Start an Assisted Application as a provider
-  **Start Placement Notification**
-  Search for Assisted Applications








Enter the Reference Number and Child details viewable through the Assisted Application Search screen then select 

Placement Notification

You can notify the Local Authority of funded placements for 2 year old children using this facility.

This placement must relate to a child who is two years old at the start of the funding period in which the proposed placement commences, you will need to provide some details about the child and the Funded Early Education for Two Year Olds application reference number; these details will be validated against those entered when eligibility for early education for two year funding was assessed.

You may find it appropriate to see the child's birth certificate and proof of residence at this stage, although this is not strictly necessary until you submit a request for funding

Application Reference *	 TYF-1503-LO4AIRF9
Date of Birth *	 31/12/2012
Start of placement *	 02-March-2015
Surname *	 Pickeles
Forename	 Roberto
	 

Check the application details are correct and select that you have read and complied with the Declaration notice before selecting [Agree And Continue](#)

Application Summary

Below are the details given by the applicant when they made their application for Funded Early Education for Two Year Olds, please use this information to confirm that the user made this application before proceeding. If the applicant has since moved address then you will get the opportunity to amend their address on the next page.

Application's Details

Application Reference TYF-1503-LO4AIRF9
Eligibility Date 02/03/2015

Child's Details

Forename Roberto
Surname Pickeles
Child's Dob 31/12/2012
Postcode MK43 0NE

Applicant's Details

Forename William
Surname Pickles

Declaration

I am satisfied that the proposed funded placement relates to the child for whom this application was approved

[Disagree And Exit](#)

[Agree And Continue](#)

Either confirm that the address is correct or select [No, It is wrong](#) and populate the relevant address.

Address Confirmation

Child Details

Name Roberto Pickeles
Gender Male
Date of Birth 31/12/2012
Address 34 Church Walk, BEDFORD, Simshire, MK43 0NE

Please confirm that the address shown above is the child's current address ?

[Yes, It is correct](#)

[No, It is wrong](#)

[Use Another Address](#)

House Number *
House Name
Street Name
District / Village
Town
County
Postcode *

i
The postcode for the address

Select the Provider from the dropdown and the Service that the Child will be attending then select

[Continue](#)

Placement Service Selection

Child Details

Name Roberto Pickeles
Gender Male
Date of Birth 31/12/2012
Address 34 Church Walk, BEDFORD, Simshire, MK43 0NE

Please identify the service from which the placement will be funded.

Provider * Markness

Service * FDC

Quit

Continue

Read carefully and select that you agree with the Declaration before selecting

Continue

Placement Declaration

Child Details

Name Roberto Pickeles
Gender Male
Date of Birth 31/12/2012
Address 34 Church Walk, BEDFORD, Simshire, MK43 0NE

Placement Details

Service Markness - FDC
Placement Date 02/03/2015

Declaration

I understand that I must confirm the full name, date of birth and home address of the child before I claim any funded hours. I also understand funding for the placement will only be available from the child's date of eligibility

Quit

Continue

The details are shown for this Placement request. You can now select

Finish

Placement Summary

The notification for a funded early education placement for a two year old has been submitted for approval. **You may not start claiming funded hours until you have received approval for this placement.**

You will receive a message in your portal inbox when we have made our decision regarding this application.

You should discuss with the parents/carers of Roberto whether funded placements have been taken up with other settings in order to confirm whether funding may need to be shared.

Placement Details

Placement Reference PLA-1503-23TQJ9F7
Service Markness FDC
Placement Date 02/03/2015

Application's Details

Application Reference TYF-1503-LO4AIRF9

Child's Details

Name Roberto Pickeles
Child's Dob 31/12/2012
Address 34 Church Walk, BEDFORD, Simshire, MK43 0NE
Childs Eligibility Date 02/03/2015

Applicant's Details

Name William Pickles
Relationship to Child Father

Finish

For guidance on other areas of the Provider Portal, please review the Provider Portal User Guide.