

# Step by step guide to claiming funding for 2, 3 and 4 year olds

This step by step guide has been put together to help you with the funding administration process, we hope that you find it useful

**Please be aware that this is a termly process, not a one off process.**

## Preparation – download your paperwork

### Step 1

You will need to log onto the Bedford Borough Council website: <http://www.bedford.gov.uk/>

Press 'Education and Learning' in the left-hand column and then press 'Provider Portal' in the right-hand column.

All the documents are ready to be downloaded and printed here

### Step 2

Print off the following documentation:

- Parent/Carer Declaration Form for the current term (enough for 1 per child)
- Headcount and Payment Timetable
- Privacy Notice
- Guidance for the use of the Provider Portal – you will need this to support you

There are additional documents on this page, however you will not need to print these offer every term.

### Step 3

Pin the Headcount and Payment Timetables up somewhere visible. It contains all of the important dates for the funding, such as dates you need to send information in to us, and your payment dates. **Please note that it is your responsibility to send information into us for funding, we are here to help you complete your funding claims, but will not chase late submissions. Late submissions will result in late payments.**

Pin the Privacy Notice up somewhere visible to parents – they will need to read this before signing their parent declaration form.

### Step 4

You need to give out the Parent/Carer Declaration forms that you have printed off the website, one for each funded child. **Please note that you are able to help the parent/carer complete the form but do not fill it in for them. Please also note that the form is in a PDF format; do not change this, if we receive forms that have been altered or filled in by the provider, we will return them.**

Ensure that each parent sees the privacy notice so that they know what we intend to do with their child's personal data.

## Step 5

Log onto the Provider Portal; the link for this can be found at the bottom of the page

## Submitting your Estimates

Synergy is the system all childcare providers have to use to claim funding for 2, 3 and 4 year olds.

Follow the steps in the Provider Portal User Guide to submit your estimate figures to us. You should estimate the total weekly hours for all of the children you are expecting to claim with you for the term.

**For example, if you expect to have 3 children claiming with you this term, 2 attending for their full 15 hours and 1 attending for 18 hours per week, you would submit 48 hours per week into the estimate section on the portal as you estimate claim.**

Your estimate claims need to be submitted on the portal in line with the Headcount and Payments timetables for the term that you are claiming.

Please ensure that you select the relevant funding Period/Term e.g. Autumn, Spring or Summer

If you are claiming for 2 year old funding as well as 3 & 4 year old funding, you will need to submit 2 separate estimates on the system.

## Your Actual Headcount Data/Child Data

### Step 1

Collect all of your completed Parent/Carer Declaration forms

Ensure that all forms are fully complete and correct. Photocopy them for your records

### Step 2

Enter all of the information detailed on the Parent/Carer Declaration forms onto the Synergy under the 'Actuals' section, using the Provider Portal User Guide

Again, ensure that you select the relevant period/term e.g. Autumn, Spring or Summer

Remember to click to submit your claim when you are happy

This needs to be completed in line with the funding timetables

## Final Step

Post the original parent/carers declaration forms by the given deadline, to: Julie Comber, Support Officer, Bedford Borough Council, 5th Floor, Borough Hall, Cauldwell Street, Bedford, MK42 9AP

**Once all the above has been completed and authorised by us in the back office, your payment summary on the NEF Provider Portal will be updated and you will receive funding in line with the payment dates set out in the funding timetable.**

## FAQs

### **What happens if a child leaves mid-way through the term?**

You log into Synergy, open that child's record. Change the attendance accordingly and 'submit'

### **What happens if a child starts mid-way through the term?**

You log into Synergy, add a new child and set the attendance days accordingly and 'submit'

### **What happens if a child leaves or starts after the portal is closed?**

You need to email [julie.comber@bedford.gov.uk](mailto:julie.comber@bedford.gov.uk) with the following information: child's name, date of birth, address, postcode, universal and extended hours (if applicable) and the child's start date or leaving date. An adjustment will be made to your payments in the next payment according to the payment schedule.

### **I have a funded two year old and the eligibility code does not work in Synergy**

If the child has an old voucher, an AF reference or an JL reference, these will no longer work; please put this reference number in the notes of the child's record. If the child is already attending your setting, you will not need to do this.