LB Camden's Provider Portal Guidance

Notes on using the secure online website for Private, Voluntary & Independent providers, Childminders, Maintained Nurseries and Schools to submit actual number of funded hours for Free Early Education for 2, 3 and 4 year olds (Actuals)

Camden

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Logging on to the Portal

This is a secure website where childcare providers can enter, submit and access data relating to their setting.

This will enable you to:
- Submit actual number of funded hours (Actuals) relating to free early education for 2, 3 and 4year olds.

The website address is: https://childcareproviders.camden.gov.uk/ProviderPortal/login.aspx

London Borough of Camden Childcare Provider Portal

Part of the Synergy Software Suite

Version 17.2.00912

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Sign In

User Name:

Password:

Sign In

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Please enter your User Name and Password.

Once you have done so the click **"*Sign In*"** option.

If you are unable to log in contact the team as per contact details below to obtain your details or reset your password.

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Once you have sucessfully entered your User Name and Password you will see this screen.
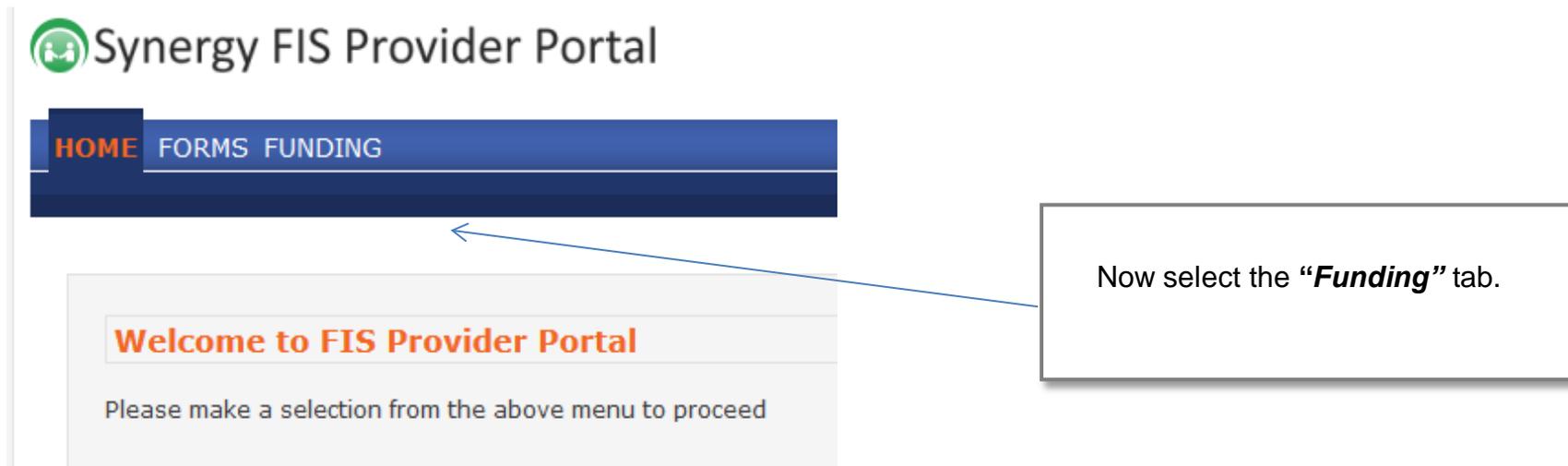
Now select the **"Funding"** tab.

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Entering the headcount data (child level data) for the Free Early Education funding

You will now be shown how to enter the child level data for your setting for the current term for funded 2, 3 and 4 year olds.
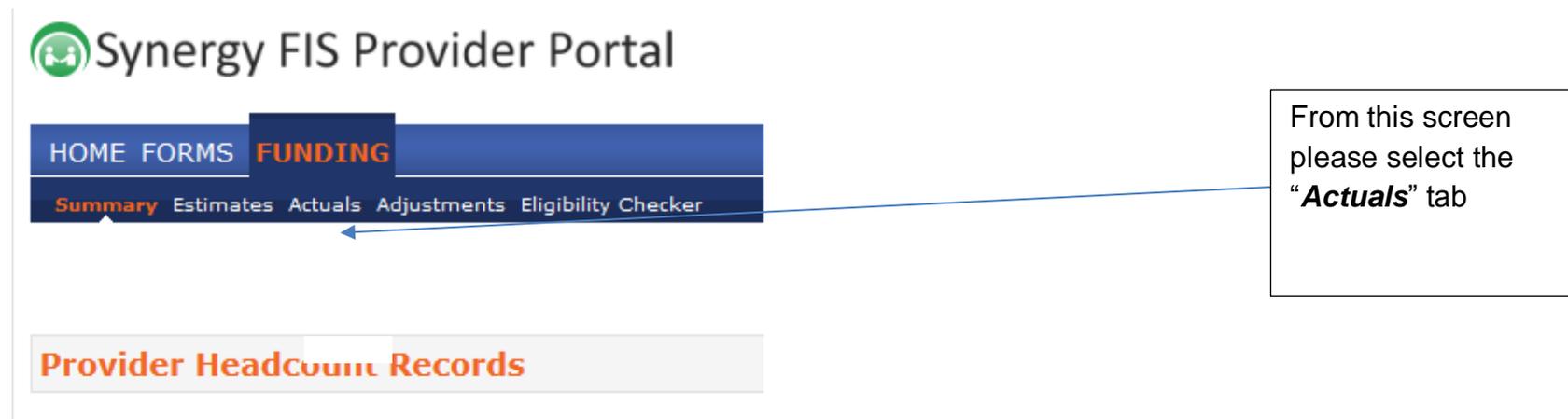
From this screen please select the "*Actuals*" tab

Select the Funding Type

Synergy FIS Provider Portal

HOME FORMS **FUNDING**

Summary Estimates Actuals Adjustments Eligibility Checker

Please select a provider from the drop down bel

Manage Providers: Camden Town Nursery (Day Nu

Provider Headcount Records

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Summary	Year	Term	Funding Type
Select	2017-2018	Autumn	3yr & 4yr Pvi & Schools
Select	2017-2018	Autumn	2yo Free Early Education
Select	2017-2018	Autumn	Camden's Enhanced Offer

Providers offering funded places for 2, 3 and 4 year olds will see three SEPARATE funding types;

-2 year olds;
-3 and 4 year olds Pvi & Schools; and
-Camden Enhanced Offer also for 3 and 4 year olds.

Choose the correct funding to continue by selecting *"Select"* to enable you to submit your headcount data.

In *3yr & 4yr Pvi & Schools* funding type, please submit the 15 hour free entitlement (universal offer) to claim funding for eligible 3 and 4 year olds & to claim funding for the Government extended offer for the additional 15 hours.

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Synergy FIS Provider Portal

HOME FORMS FUNDING

Summary Estimates **Actuals** Adjustments Eligibility Checker

Ple...

Man...

Now select **"Add a Child"** to populate the child's details to claim the funding.

Submit Actual: 2017-2018 Autumn - 3yr & 4yr Pvi & Schools CHANGE

[Add Child] [Send Claim]

	Status	Child Name	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Fu... Amount f... (inc A...
↺	Edit Pending, Submitted	Cole, Debbie (12-Dec-2013)	210.00	210.00	£
❌	Unchanged	Smith, Alan (01-Jan-2014)	210.00	0.00	£

[Add Child] [Send Claim]

Universal and Extended Offer

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For the 15-hour universal offer and the 15 hour Government extended offer select "*3yr and 4yr olds Pvi & Schools*" and this screen will appear

HOME FORMS **FUNDING**

Summary Estimates **Actuals** Adjustments Eligibility Checker

Please select a provider from the drop down belo

Manage Providers: Camden Town Nursery (Day Nu

Child Details | Parent / Carer Details | Funding Details

Child Details

Forename*	Debbie
Middle Name	
Surname*	Cole
DOB*	12/12/2013
Proof of DOB	☐
Gender*	☐ Male ☑ Female
Preferred Surname	
Ethnicity*	Mixed Other (MOTH)
SEN COP Stage*	No Special Educational need

Address

Address Line 1*	St pancras square
Address Line 2	5 Pancras Square
Address Line 3	
Locality	
Town	London
County	
Postcode*	N1C 4AG

Save   Cancel   *denotes mandatory fields

Note: Ensure the date of birth of the child is correct especially if the Extended Hours are claimed. If the child's DOB is incorrect, the system will not validate the 30H eligibility code as per below.

Select the **"Child's Details**" tab and fill in the compulsory fields with asterisks.

Please ensure to separate the address and to enter **"London"** in the Town fields.

"Proof of DOB" providers are required to check the child's DOB against a birth certificate or a passport.

Once the fields are filled out select the next tab "**parent/Carer Details**" tab.

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If funding for the Government extended offer (30 hours) is claimed select the **"Parent/Carer Details"** tab to fill out the fields as indicated below:

Name: Debbie Cole **DOB:** 12-Dec-2013

| Summary | Child Details | Funding Details | Parent / Carer Details |

Details are optional but if entered then at least Forename, Surname and NI or NASS Number must be filled in.

Parent / Carer Details		**Partner Details**	
Forename	P '	Forename	
Surname	P	Surname	
DOB	22-Sep-1972	DOB	
☑ NI or ☐ NASS Number	N⁕⁕⁕⁕B	☐ NI or ☐ NASS Number	

Save   Cancel   *denotes mandatory fields

Please fill out the fields in the **"Parent/Carer Details"** tab as shown: *full name; parent's DOB & NI or: NASS* number and tick the relevant tick box.

NASS – stands for **National Asylum Support Service.** This is a temporary number allocated to an asylum seeker.

If you select **"Save"** at this stage and funding is being claimed for the extended hours the system will bring up an error message asking you to run the eligibility for the 30 hours in the previous tab "*Funding Details*" tab.

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Note: if a child is no longer eligible for the "Government extended offer" (30 hours) and

In the "Funding Details" tab select **"Default Term Dates"** and the term dates will be populated in the fields. However, if a child is attending only part of the term do not select default term dates and enter manually the start and end dates in the fields.

Attendance Days" select the days the child attend the nursery.

Weeks attended in Term" is the number of weeks providers are funded for each term.

"**Present during Census"** please tick this box to indicate the child's presence when funding is being claimed.

 "Two days or More" *If the child attends more than one day tick this box.*

Nominated for DAF tick yes if you wish to claim disability access funding if the child is in receipt of Disability Living Allowance

 "Non Funded Hours per Week" enter any additional hours attended outside the 15 hour free entitlement and the extended offer.

See next page for additional information.

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hours please delete the above details in the parent/carer details tab before submitting the child in the new term.

Now select the third and final tab titled *"Funding Details"* tab and this screen will appear:

Summary Estimates **Actuals** Adjustments Eligibility Checker

Please select a provider from the drop

Manage Providers: Camden Town Nurser

Child Details | Parent / Carer Details | Funding Details

Funding Details

Start Date*	01-Jan-2018
End Date*	31-Mar-2018
	Default Term Dates
Weeks Attended in Term*	11
Present during Census	☑
Attends Two Days or More	☑
Nominated for DAF*	○ Yes ◉ No

Attendance Days

Attends Monday	◉ Yes ○ No
Attends Tuesday	◉ Yes ○ No
Attends Wednesday	◉ Yes ○ No
Attends Thursday	◉ Yes ○ No
Attends Friday	◉ Yes ○ No
Attends Saturday	◉ Yes ○ No
Attends Sunday	○ Yes ○ No

Universal Funded Hours per Week

Universal Hours*	15

Extended Funded Hours per Week

Extended Hours*	15
30H Eligibility Code	500--------
	30 Hours Free Childcare
Eligible for 30H	☐

Non-Funded Hours per Week

Non-Funded Hours*	5

⚠ if this child attends another setting as well as yours
enter the hours as per what has been agreed with the
parent/carer

Total Funded Hours per Week

Total Funded:	30.00

Save   Cancel   *denotes mandatory fields

"*Universal Hours*" enter the free entitlement hours claimed 15 hours or less.

"*Extended hours*" enter the additional 15 hours or less subject to eligibility (see separate tab for Camden Enhanced Offer)

Select "*30H Hours Eligibility Code*" enter the code provided by the parent.

"*30H Hours Free Childcare*" Select once all information is filled out to apply the funding to 30 hours

If successful, the tick box will be automatically ticked.

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If the extended hours is not applied this message will appear:

HOME FORMS **FUNDING**

Summary Estimates **Actuals** Adjustments Eligibility Checker

Mana

⊗ Eligibility for extended hours was not obtained. You will only be able to claim for universa

Name: Debbie Cole **DOB:** 12-Dec-2013

Summary | Child Details | Funding Details | Parent / Carer Details

Funding Details

			Attendance Days
Start Date*	01-Sep-2017		Attends Monday
End Date*	31-Dec-2017		Attends Tuesday
	Default Term Dates		Attends Wednesday
Weeks Attended in Term*	14.00		Attends Thursday
			Attends Friday
Present during Census	☐		Attends Saturday
Attends Two Days or More	☐		Attends Sunday
Nominated for DAF*	○ Yes ◉ No		

Universal Funded Hours per Week   **Non-Funded Hou**

| **Universal Hours*** | 15.00 | | **Non-Funded Hour** |

Extended Funded Hours per Week

❗ if this child atten
enter the hours as
parent/carer

Extended Hours*	15.00
30H Eligibility Code	50012905887
	30 Hours Free Childcare
Eligible for 30H	☐

If the *"30H Free Childcare"* button is selected and this message appears and the code is valid this means that one of the details entered may be incorrect.

Therefore, please check the *child's DOB, surname* and whether the details entered in the "*Parent/Carer Details*" tab are correct.

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Once the code is validated the message below will appear:

The Eligibility Code has been found and eligibility for extended hours has been obtained.

Name: Debbie Cole **DOB:** 12-Dec-2013

Summary | Child Details | Funding Details | Parent / Carer Details

Extended Funded Hours per Week

Extended Hours*	15.00
30H Eligibility Code	50012905887
	30 Hours Free Childcare
Eligible for 30H	☑

if this child atten enter the hours as p parent/carer

Total Funded Hours per Week

Total Funded:	30.00

Save | Cancel   *denotes mandatory fields

If the 30 hour eligibility code is validated select **"Save"** to add the child to the list of children you are claiming funding for.

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Once you have saved the child's record this screen will appear showing the list of children you have entered:

To go back to view a separate funding type select "**Change**".

When all the children have been added select "**Send Claim**" to submit the headcount.

Submit Actual: 2017-2018 Autumn - 3yr & 4yr Pvi & Schools CHANGE

⚠ Not submitted

[Add Child] [Send Claim]

		Status	Child Name	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
⚠	↩	Edit Pending	Cole, Debbie (12-Dec-2013)	210.00	210.00	£2612.40		06-Jul-2017 - 17-Oct-2017 Grace Period: 31-Dec-2017
	❌	Unchanged	Smith, Alan (01-Jan-2014)	210.00	0.00	£1306.20		

[Add Child] [Send Claim]

__Note__: before selecting 'send claim' ensure the free entitlement hours are populated for the children who have been carried forward from the previous term before selecting "Send Claim". The system clears the number of free entitlement hours when it carries forward existing children from a previous term.

If the free entitlement hours is not entered for the carried forward children the hours will appear as zero when they are submitted to us .We will have to contact you to either ask you whether the children should be deleted or ask you to log into the Provider Portal to enter the free entitlement hours for the carried forward children.

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Submission Successful
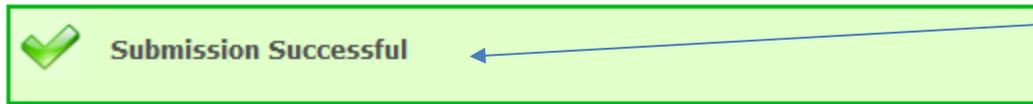
Submission Successful

Submit Actual: 2017-2018 Autumn - 3yr & 4yr Pvi & Scho

Add Child   Send Claim

		Status	Child Name	Universal Hours (inc Adj)	Extended H (inc Adj)
↺		Edit Pending, Submitted	Cole, Debbie (12-Dec-2013)	210.00	2
✖		Unchanged	Smith, Alan (01-Jan-2014)	210.00	

Add Child   Send Claim

If the submission is successful this message will appear.

Please note that whenever you log back into the portal to make any change to a record or add a new record you must always select the *"Send Claim"* button otherwise the record will not be submitted and therefore will not be funded.

You can make amendments or add children on an ongoing basis and re-submit the claim as many times as you need to up to the deadline date.

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Camden Enhanced Offer

Name: Anne Archer **DOB:** 03-Jun-2014

| Summary | Child Details | Funding Details | Parent / Carer Details |

Funding Details

Start Date*	01-Sep-2017
End Date*	31-Dec-2017
	Default Term Dates
Weeks Attended in Term*	14.00
Present during Census	☑
Attends Two Days or More	☑
Nominated for DAF*	○ Yes ⦿ No

Universal Funded Hours per Week

Universal Hours*	15.00

Attendance Days

Attends Monday	⦿ Yes ○ No
Attends Tuesday	⦿ Yes ○ No
Attends Wednesday	⦿ Yes ○ No
Attends Thursday	⦿ Yes ○ No
Attends Friday	⦿ Yes ○ No
Attends Saturday	○ Yes ⦿ No
Attends Sunday	○ Yes ⦿ No

Non-Funded Hours per Week

Non-Funded Hours*	0.00

| Save | Cancel | *denotes mandatory fields |

You are not required to fill out the *"Parent/Carer Details"* tab.

DAF (Diablility Access Fund), do not claim DAF here but in the funding type titled *"3yr & 4yr Pvi & Schools"*.

To claim funding for the Camden Enhanced Offer *enter 15 hours only* in the *"Universal Hours"* field. The remaining universal 15 hours must be entered in the separate funding type titled *"3yr & 4yr Pvi & Schools"*.

In effect, this means that the child will be entered twice under two funding types to claim funding for the full 30 hours funding under the *Camden Enhanced Offer*.

Select *"Save"* to add the save the details for this child.

When you have added all of the children select *"Send Claim"* as per instructions above on page 14 and 15.

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Editing Details for funded 2, 3 and 4 year olds

The following screen will appear; details of all children that providers have made submissions for during the previous term will be carried forward to the current term. However, you will be required to **enter the number of weeks; number of funded and non-funded hours attended for each child**.

🛑 Not submitted

| Add Child | Send Claim |

		Status	Child Name	Funded Hours (inc Adj)
🛑	↩	Add Pending	**Archer, Anne** (03-Jun-2014)	210.00

| Add Child | Send Claim |

This exclamation mark means that there is one record or more, which was not submitted and therefore will not be funded. Please select **"Send Claim"** where you see this error to ensure all children are submitted. Otherwise contact the team and we will assist you.

When editing details for a child select the child's name and this will take you to the **"Child Details"** screen as per page below.

Carried forward children

For carried forward children:

The following mandatory fields shown with * must be completed:

Funding Details

Start Date*	01-Sep-2017
End Date*	31-Dec-2017
	Default Term Dates
Weeks Attended in Term*	14.00
Present during Census	☐
Attends Two Days or More	☐
Nominated for DAF*	○ Yes ⦿ No

Universal Funded Hours per Week

Universal Hours*	15.00

Extended Funded Hours per Week

Extended Hours*	15.00
30H Eligibility Code	50012905887
	30 Hours Free Childcare
Eligible for 30H	☑

Total Funded Hours per Week

Total Funded:	30.00

Attendance Days

Attends Monday	○ Yes ○ No
Attends Tuesday	○ Yes ○ No
Attends Wednesday	○ Yes ○ No
Attends Thursday	○ Yes ○ No
Attends Friday	○ Yes ○ No
Attends Saturday	○ Yes ○ No
Attends Sunday	○ Yes ○ No

Non-Funded Hours per Week

Non-Funded Hours*	0.00

⚠ if this child attends another setting as well enter the hours as per what has been agreed parent/carer

Save   Cancel   *denotes mandatory fields

Note: *full time providers are funded for 38 weeks per year. This is usually 13 weeks in the summer term, 14 weeks in the autumn term and 11 weeks in the spring term. Term time providers are funded for 33 weeks per year and this is 11 weeks each term.*

Deleting details of a funded 2, 3 and 4 year olds children who have left

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If a child is no longer with your setting, you must delete the details of that child from the Providers Portal.

To delete the details of any child that is no longer at your setting select either the ☒ cross sign or the arrow.

When the cross sign is selected the prompt below will appear. Select *"yes"* to delete the child.

Additional information – warning sign

To ensure that you have submitted all of the children successfully (the carried forward children as well as the new children entered) check the provider record by selecting the **'Actuals'** tab. You will see the list with the various terms and funding types.

Provider Headcount Records

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Actuals	Year	Term	Funding Ty
❗ Select	2017-2018	Autumn	Camden's Enhanced Offer
1 Unsubmitted Child	2017-2018	Autumn	3yr & 4yr Pvi & Schools
Select	2017-2018	Autumn	2yo Free Early Education

An exclamation mark could mean the following:

- A child has not been submitted; or
- The parent is within a grace period.

To find out that your submission or record has been submitted hover over the exclamation mark ❗ and it will indicate what the issue is.

Note: In this example, it stated that one child has not been submitted. Click on select and submit the relevant child.

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After clicking on "**Select**" this screen will appear with the list of children:

Submit Actual: 2017-2018 Autumn – Camden's Enhanced Offer CHANGE

🛑 Not submitted

Add Child   Send Claim

		Status	Child Name	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)
🛑	↩	Add Pending	Archer, Anne (03-Jun-2014)	210.00	0.00	£0.00

Add Child   Send Claim

The "**Add Pending**" message with an exclamation mark next to the record means that this record has not been submitted successfully.

This usually occurs when the "**Send Claim**" is not re-selected when a record is amended or a new child is added to the list of children.

To add the record ensure that all the details are filled out in the fields of the record and select "**Send Claim**".

* Note: *To ensure that the warning sign have disappeared please follow the points listed above then log out of the portal and log back in again to check that the warning sign is no longer visible. If the warning sign persists, please contact the team as per contact details below.*

Warning Sign

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⚠ In 30H grace period

Add Child **Send Claim**

		Status	Child Name	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
	↺	Add Pending, Submitted		210.00	0.00	£0.00		
⚠	↺	Add Pending, Submitted		210.00	210.00	£0.00		21-Jun-2017 - 08-Sep-2017 Grace Period: 31-Dec-2017

This warning sign means that the child is within the Grace Period as indicated above.

You should remind the parents to revalidate their code for 30 hours if they have not done so already. The revalidation should take place before the Grace Period starts.

Note: Children cannot start at a nursery in their Grace Period, they can continue with their current provider for the grace period but the child cannot change providers.

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Ensuring funding hours are populated

	Status	Child Name	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings
⟲	Delete Pending, Submitted		0.00	0.00	£1417.50	EYP
⟲	Delete Pending, Submitted		0.00	0.00	£1306.20	

Ensure you have populated the relevant columns with the free entitlement hours or/and the extended hours.

In this example, these fields have not been filled out.

You can do this by selecting the child's name, which will take you to the child details where you can fill out this information.

EYP – this stands for **_"Early Years Pupil Premium"_** funding which is allocated to eligible children.

Logging Out

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Once you have successfully made your submission for all the children please ensure that you **Logout** of the portal

Note: if you are unable to verify a validity code provided by a parent please ask the parent to contact the Customer Interaction Centre on 0300 123 4097