Appendix Five - Merton Early Education Funding Claims Process

From September 2017

All claims must be submitted in full on the correct template. Missing or incomplete information will result in the claim being put on hold or rejected. Key points to note are:

- Providers should pay particular attention to eligibility information (such as codes and parent/carer or child details) as incorrect data entry will result in the Claim for a child being invalidated.

- Entitlement for 2-year-olds, extended entitlement and SEN funding codes remain the same for all funding periods in which the child is eligible and must be resubmitted in each claim.

- EYPP / deprivation funding codes must be submitted in each claim. However, they are valid for up to the beginning of an academic year (Autumn term / period 2) and eligibility details will need to be resubmitted in the subsequent Claim for checking.

- DAF funding is issued as a lump sum and must be noted in all subsequent Claims. The DAF lump sum will be paid to the provider again at the beginning of a new Funding Year.

- If the child is assessed as eligible for SEN Inclusion Funding within a Funding Period where a claim for an entitlement has already been made, the SEN Inclusion Funding will be automatically credited to the provider's account for that period. SEN Inclusion Funding may be backdated to the beginning of Funding Period at the discretion of the SEN Inclusion Funding Panel when first issued.

- The Sparsity rate is automatically added to a childminder's base rate and no additional action is required to claim this.

All claims must be submitted on the correct template and contain the following information for each child claimed for:

- Child's full name
- Child's gender
- Child's date of birth
- Child's address and postcode
- Child's ethnicity
- Child's language
- Child's Special Educational Need level
- Total unfunded hours
• Start date (late claims ONLY)

To claim funding for an entitlement the following information must be provided:

**Universal Entitlement**
- The Delivery Scheme, as defined in the provider’s Account Set-Up.
- Total Universal Entitlement hours
- Any other provider the child is splitting their entitlement with.

**Entitlement for 2-year-olds**
- The Delivery Scheme, as defined in the provider’s Account Set Up.
- Total universal entitlement hours
- Any other provider the child is splitting their entitlement with.
- The eligibility reason the child is receiving the entitlement for 2-year-olds:
  - For economic criteria a Merton generated eligibility code must be provided.
  - For other criteria, the evidence must be kept on the child’s file at the setting.

**Extended Entitlement**
- The Delivery Scheme, as defined in the provider’s Account Set Up.
- Total extended entitlement Hours
- Any other provider the child is splitting their entitlement with.
- The validated 11 digit eligibility code (DERN) number.

To claim for funding additional to the entitlements, the following is required:

**SEN Inclusion Funding (all entitlements)**
- If the child is eligible for SEN Inclusion Funding, the provider will be issued an SEN Inclusion Funding Code. The provider must include this code in their claim to unlock the additional funding.
- The SEN Inclusion Funding Code is unique to the provider and can not be transferred to another provider.
- If the child is assessed as eligible for SEN Inclusion Funding within a Funding Period where a claim for an entitlement has already been made, the SEN Inclusion Funding will be automatically credited to the provider’s account for that period. SEN Inclusion Funding may be backdated to the beginning of Funding Period at the discretion of the SEN Inclusion Funding Panel when first issued.

**EYPP and Deprivation Funding (universal entitlement only)**

**Eligibility Under Economic Criteria**
To claim for EYPP for the first time the following information is required to run an eligibility check:
- Carer/Parent’s full name
- Carer/Parent’s National Insurance Number
- Carer/Parent’s date of birth
If eligible, the EYPP and Deprivation Funding will be credited to the provider’s account for the Funding Period and an EYPP Code will be issued to the provider.

- The EYPP Code must be submitted in future Funding Periods to automatically unlock EYPP and Deprivation Funding in lieu of the parent/carer details.
- The EYPP Code is valid for up to the beginning of the next academic year (i.e. Autumn Term/Period 2), after which point, the parent/carer details must be re-submitted for another eligibility check.

Eligibility under other criteria
For other criteria, the evidence must be kept on the child’s file at the setting.

DAF (universal and extended entitlement only)
- The evidence must be kept on the child’s file at the setting.
- The funding is issued as a lump sum. Even if the lump sum was paid in a previous term, the child must continue to be listed as “DAF” on all subsequent claims and funding will be reissued in the first Funding Period of the financial year.

Sparsity/Small Setting Rate (universal and extended entitlement only)
No action is required; the funding will be automatically attached to the provider’s base rate.

Separate guidance on how to complete the Submission form and the collection process is made available on the funding pages of the Merton website before the Headcount Week at www.merton.gov.uk/early_years_fund.htm

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