

Funding Process

signing up for funding

We send you (the provider) an email with documents and forms attached to get you set up (eg, conditions and bank details forms)



Complete and return the forms to us



Once you have registered on the provider portal, you will be sent an email confirming your user name and another confirming your password, with guidelines on use of the provider portal



You will receive an email with a link to register yourself on the provider portal (through the Achieving for Children website)

Funding Process claiming funding

Funding Term	Dates of Funding Term	Maximum Weeks Paid (System Default)
Autumn	1 st September to 31 st December	14 weeks
Spring	1 st January to 31 st March	12 weeks
Summer	1 st April to 31 st August	12 weeks

A maximum of 38 weeks a year is paid split over 3 funding periods as shown above.

If providers deliver less than 38 weeks funding a year it is important they claim fewer weeks each term – a guide is on the AFC website portal information page.

If providers ‘stretch’ the funding for parents they will still claim and be paid the weeks as shown and will manage the stretched hour themselves.

Funding process claiming funding

Currently, funding is claimed termly. There are two elements to claiming process:

- 1. Estimates:** providers will receive email notification at the end of the term, where you are required to submit an estimate total number of funded hours that you will be delivering in the upcoming term.
- 2. Actuals:** providers will receive email notification when the Portal is open for submission. When the portal is open for actuals during the first half of the term, you are required to submit the actual data on the number of children and the funded hours that they will be taking up with you during that term. This is based on children with you on 'Headcount or Census Day', normally the 3rd Thursday of January, May and the 1st Thursday in October. Children no longer at your setting with zero hours should be deleted from the actuals.



Payments

Termly (60/40) payments	Monthly payment
<ol style="list-style-type: none"><li data-bbox="73 449 869 564">1. First payment: 60% of estimate, paid at beginning of term<li data-bbox="73 635 946 806">2. Second payment: 40% (or balance), paid in second half term based on the actuals	<ol style="list-style-type: none"><li data-bbox="1008 449 1767 492">1. First payment: 33% of estimate<li data-bbox="1008 578 1835 621">2. Second payment: 33% of estimate<li data-bbox="1008 706 1806 878">3. Third (final) payment: 34% (or balance) paid in second half term based on the actuals

Providers were invited to opt into the monthly payment (via consultation). We will be sending out a further invite to opt-in during the second half of the autumn term. If you opt in you will be on the monthly payment system from January 2019.

The most common queries

- Double check with parents they have given you the correct information
- Make sure you are in the right term/age range
- Double check your input is correct
- For 30 hours - make sure the code has a valid start date for the term (before last day of previous term)
- A child cannot start at a setting in their grace period, they can only continue at a setting
- Make sure you don't change any input after doing the blue button check