



**achieving  
for children**

## **AfC Early Education Funding Duplicate Claim Policy**

AfC operates a policy of funding on a termly basis. Funding cannot be transferred between providers within a term. The funding for the term is paid to the setting where the child is on roll on headcount date. On roll includes within a providers notice period subject to a maximum of one month.

We do ask, in order to prevent duplicate funding claims when a child signs up after the start of the funding term, or leaves before the end of the term that providers remind parents that this may impact their funding arrangements and to discuss their options. Working with the parents to come to a fair agreement for the benefit of the child. Parents are asked to declare that they are not already in a funding agreement with another provider on the parental declaration to help identify such scenarios.

We advise that the scenario of a child proving ineligible for funding is covered in your private terms and conditions to avoid financial loss. This also provides an alternative option should a parent wish to end their funding agreement.

There is an exception for children moving in to the borough and funding can be claimed from their start date until the end of term. Please contact the early years team in this scenario.

If more than one provider claims the same funded hours for a child then the following process will be followed.

- AfC early years team will contact both providers to inform them there has been a duplicate claim for the funding and will request the upload of the signed parent authorisation form.
- If no parent authorisation form is submitted within one week of the request the funding will be withdrawn for that child.
- If the parent authorisation form does not clearly state the hours and type (universal/extended) of funding for your claim then funding will also be withdrawn.
- If both settings produce valid parent authorisation forms, then the funding will be allocated to the provider with whom the form was signed first, unless the parent can evidence that they gave the agreed notice, subject to a maximum of 1 month.
- If a duplicate funding claim is not resolved within one week of the portal close date then funding will be withdrawn from both providers until the matter is resolved. This is to avoid any unnecessary delay in payments.

If you have any queries about duplicate claims please email the early years team [early.years@achievingforchildren.org.uk](mailto:early.years@achievingforchildren.org.uk)