



The screenshot shows the 'Welcome to the Provider Two Year Old Funding Admin Portal' page. At the top, there is a welcome message and instructions on how to use the 'Assisted Application for Two Year Old Funding' button, the 'Link eligible child to Headcount Task' button, and the 'Search for Assisted Applications' button. Below the welcome message, there are three main sections: 'Two Year Old Funding Actions' on the left, 'My messages' on the right, and a 'Search for Assisted Applications' button at the bottom. The 'Two Year Old Funding Actions' section contains three green buttons: 'Assisted Application for Two Year Old Funding', 'Link eligible child to Headcount Task', and 'Search for Assisted Applications'. The 'My messages' section shows a light blue box with the text 'No messages found' and 'Any messages sent you will be shown here'. Three arrows point from the text on the right to the three green buttons in the 'Two Year Old Funding Actions' section.

After selecting the 'Two Year Old Funding' button on your homepage, or accessing it via the dropdown menu, you will see this screen.

From here you can:

- run a check on behalf of a parent
- link an eligible child to your headcount task
- search for previously completed assisted applications

Running an Assisted Application

Assisted Application for Two Year Old Funding

Please note: You will not be able to change the child's date of birth or postcode later in this process, if you wish to do so you will need to start a new application.

Child's Date of Birth

Child's Postcode

[Cancel](#) [Continue](#)

Enter the child's DoB and postcode. **You will not be able to make changes to these later, so please ensure they are correct before proceeding.**

Add Child

Please note: You cannot change the child's date of birth or postcode from those which you entered on the previous screen. If you have made a mistake then please restart the application.

Legal Forename *

Legal Surname *

Gender * Male Female

Date of birth (dd/mm/yyyy) *

Ethnicity *

First Language *

Postcode *

[Find Address](#) [I don't have a Postcode](#)

* Required field

[Cancel](#) [Continue](#)

Fill in the rest of the child's information. Again, make sure everything is correct here.

You will need to click 'find address' and select the full address from the dropdown menu. If the full address is not in the list, you can enter it manually by clicking the 'Enter Address Manually' button.

Please make absolutely sure the postcode is correct before using this option.

Suffolk Provider Portal Two Year Old Funding Checker Guidance

Enter Parent/Carer Information

Title  Please select

Legal forename 

Legal surname 

Gender Male Female

Relationship to child  Please select

Parental Responsibility Yes No
 If the Parent/Carer has legal responsibility for this child select Yes

Address Does the Parent/Carer live at the same address as the child?
 Yes Early Years And Childcare, Endeavour House, Russell Road, Ipswich, Suffolk, IP1 2BX
 No

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Enter the parent/carers information. These should be the details of the parent you are checking on behalf of. These details will be used to make the check, so make sure they are correct, or the check will fail.

Eligibility Criteria

Economic

Economic criteria includes the following:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment Support Allowance
- Support through Part 6 of the Immigration and Asylum Act 1999
- State Pension Credit (the guaranteed element)
- Child Tax Credit and/or Working Tax Credit and earn no more than £16,190 per year
- Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)
- Universal Credit, and the household income is £15,400 a year or less after tax, not including benefit payments. (If a parent is entitled to Universal Credit they must have an annual net earned income not exceeding £15,400, assessed on up to three of the parent's most recent Universal Credit assessment periods.)

[New](#)

All Other Claims

- Family has received a Golden Ticket
- Child has a statement of special education needs (SEN)
- Child has an education, health and care (EHC) plan
- Child receives Disability Living Allowance (DLA)
- Child is looked after by local authority
- Child has left care under an adoption order, special guardianship order or a child arrangements order
- Family is getting support under the Immigration and Asylum act and have claimed asylum in the UK and are waiting for a decision (part 6) or have been refused asylum in the UK (part 4)
- Household income below £15,400 or less after tax and have leave to remain with 'no recourse to public funds' on family or private life grounds
- Household income below £15,400 or less after tax and have the right to live in the UK because individual is the main carer of a British citizen (known as a 'Zambrano Carer')

[All Other Claims](#)

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From here you will need to choose the type of eligibility. If you are running a check for the family/parent/carers based on their economic situation (e.g claiming benefits, low income) then you need to select the **New** option on the left. Guidance for completing an economic claim is on pages 4 and 5.

If the family have brought a Golden Ticket to you, or they qualify through one of the other non-economic criteria listed, select the **All Other Claims** option on the right. Guidance for completing all other claims is on pages 6 and 7.

Economic

Enter Parent/Carer Information below

Legal forename

Legal surname

Date of Birth

Please enter either:

National Insurance No.
(e.g. AB123456C)

Or

National Asylum Seekers No. (e.g. 13 / 07 / 56789) / /

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Child Details

Guidance Example

Gender	Male
Date of Birth	20-Jan-2019
Parental Responsibility	Yes
Relationship to child	Father

Enter the parent/carers details. The name will already be present, so you will need to add the DoB and NI number or NASS number. Double check the child's details in the panel to the right to make sure they are correct.

You must read the declaration on the next screen carefully before selecting continue.

Eligibility Result - funded early education for two year old children

 The check for eligibility for Early Education Funding has been unable to confirm automatically if the child is eligible.
If the parent/carers feel that they are eligible, please contact us using the Help link below.

Application reference number for your information:
TYF935-2106-K5YMQHF0

First Applicant

These were the details used to determine eligibility. If you or the parent/carers think the details were entered incorrectly, please use the edit details button to amend them.

Not Eligible Test Sr

Date of Birth 08/06/1993
National Insurance No. AB654321A [Edit Applicant Details](#)

If you think another parent/carers with parental responsibility would return an eligible check, you can add their details and check again using the button below.

[Second Applicant Details](#)

If the parent/carers feel that they are eligible, please contact us using the button below.

[Request Help](#)

The application reference above will help us with enquiries - please store it somewhere safe. If you have any further enquiries about your application or would like to take any further action please contact us at childcare.planning@suffolk.gov.uk

[Finish](#)

A red cross on the next screen means the check has come back as not eligible.

You can review the submitted details for any errors and edit them if necessary, using the 'Edit Applicant Details' button.

If you or the family feel they may be eligible under the details of a second parent/carers, you can run another check by clicking the 'Second Applicant Details' button and entering the information for a second parent/carers with parental responsibility.

You can click the 'Request Help' button to send an email directly to us asking us to review the ineligible check.

Suffolk Provider Portal Two Year Old Funding Checker Guidance

Eligibility Result - funded early education for two year old children

 The check for eligibility for funded early education has confirmed that Eligible Test is eligible.
The applicant will need to keep the information on this page for future reference.

Application reference number for your information:
TYF935-2106-VDT8UGF1

Early Education Funding for Eligible Test is available immediately. Funding can commence from the date 08/06/2021 as long as funding is still available for the term.

The application reference above will help us with enquiries - please store it somewhere safe. If you have any further enquiries about your application or would like to take any further action please contact us at childcare.planning@suffolk.gov.uk

How would the parent/carer prefer to receive their eligibility details?
If none of these methods are appropriate then please note down the application reference number and funding start date for the applicant.

A green tick means the check is eligible. **You will need to take a note of the application reference number** – you will need it to add the child to your headcount task.

You can print out the confirmation letter to give to the parent by selecting the ‘printed copy’ option. This will open the confirmation letter in a separate tab for you to print out.

Send Eligibility Details to Email Address

 Please supply the email address to send the eligibility details to:

If you click ‘by email’, you will be prompted to enter an email address for the parent. They will then receive an email with the details of the check.

All Other Claims

Other Claims Criteria Selection

Select all the criteria that apply

Golden ticket Parent/carer has received a Golden Ticket advising that they are eligible for Two Year Old Funding

High Level SEN Child has a current Education, Health and Care (EHC) plan or a statement of special education needs (SEN)

Disability Living Allowance (DLA) Child is in receipt of Disability Living Allowance (DLA).

Child in care Adopted, Special Guardianship Order, Residence Order or Child Arrangement Order

Child Protection/Child in Need The child has a status of Child Protection or Child in Need due to safeguarding

Other Family is receiving support under the Immigration and Asylum Act or are a Zambrano Carer

I confirm that the Parent/ Carer have provided me with hard copy evidence that their child qualifies for 2 Year old Funding as selected above. I am happy to take this evidence as proof of eligibility should I be challenged at audit. I understand if this evidence cannot be provided that I am unable to offer a place to the child unless advised otherwise by the Early Years and Childcare Team. I confirm that the Parent/ Carer has assured me that they have parental responsibility for this child, that the child resides with them at the address given and that the information they have provided is correct to the best of their knowledge.

I agree

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After selecting 'All Other Claims', you will be shown a list of the non-economic criteria and the option to submit a Golden Ticket claim.

Select the relevant section. You will be required to write something in the 'supporting evidence' box before you can submit. Please enter the Golden Ticket number if applicable, or the kind of evidence you have seen for the other criteria.

The parent/applicant has been made aware of these conditions and has confirmed that they are true

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You must read the declaration carefully before selecting continue.

Suffolk Provider Portal Two Year Old Funding Checker Guidance

Preferred methods of contact

This application will be acknowledged via email, when selecting 'via email' button below

Via Email No

Via Provider No

Choose the preferred method of contact for the parent once we have reviewed the application.

'Via Email' will prompt you to add contact details for the parent on the next screen, where you will be able to add an email address. The parent will then receive an email from us when the application has been approved.

'Via Provider' will not send a message directly to the parent. You will need to inform the parent of the result directly. You will always receive a message in the Portal regardless of which option you choose.

Application submitted

Your application for Non-Eco Test has been submitted. You will receive notification of this application via the Provider Portal.

Please retain the reference number above should you need any assistance with your application. If you require any help at this stage please contact the Family Information Service on 0345 60 800 33.

Application reference number for your information:

TYF935-2106-4S7EAXF5

The application reference above will help us with enquiries - please store it somewhere safe. If you have any further enquiries about your application or would like to take any further action please contact us at childcare.planning@suffolk.gov.uk

At this point, the check will not be completed until we have reviewed it within the Early Years & Childcare Service (EYCS). You will receive notification in the Portal once this has been done, and if it is approved you will be able to proceed with adding the child to your headcount task.

Searching for Completed Assisted Applications

Assisted Application Search

Applications which were assisted by your services / centre can be searched here:

Submitted From To

0 Applications found

Application Type	Applicant	Child's name	Child's Dob	Submission Date	Provisional Eligibility Date	Application Reference	Status
There are no results to display. ×							

You can search for previously completed assisted applications to see the status and review the details if necessary.

You can search by name or application reference number and change the dates you are searching between.

Clicking on the names of any applicant will open a details screen allowing you to review the details as submitted.

5 Applications found

Application Type	Applicant	Child's name	Child's Dob	Submission Date	Provisional Eligibility Date	Application Reference	Status
Economic	Billy Kruger	Freddy Kruger	31-12-2012	21-01-2015	21-01-2015	TYF-1501-55C3GDF9	Approved
Economic	Billy Connolly	Billie Connolly	31-12-2012	11-02-2015	11-02-2015	TYF-1502-D743TFF7	Approved
Economic	Bill Smythe	Bill Smythe	31-12-2012	24-02-2015	24-02-2015	TYF-1502-2RDIWYF6	Approved
Economic	William Pickles	Roberto Pickeles	31-12-2012	02-03-2015	02-03-2015	TYF-1503-LO4AIRF9	Approved
Non-economic	William Pickles	Roberta Pickles	31-12-2012	02-03-2015	02-03-2015	TYF-1503-AHMJF6F6	Not Opened

The status column shows the status of any checks that require review by EYCS. Where a check is not opened or not approved, you will not be able to link the child to your headcount task using the below steps until the application has been approved.

Linking a child to your Headcount Task



Once you have an eligible check, either through running an assisted application or from a parent bringing you a code from the Citizen’s Portal, you **must** complete this step to link the child to your headcount task. Click on the ‘Link eligible child to Headcount Task’ button on the Two Year Old Funding home page.

Two Year Old Funding Code Validation

You can check the validity of a successful application reference below. If it is valid, this will add the child to your setting's information and they will appear on current/future headcount tasks.

Application Reference *

Date of Birth *

Agreed start date *

Surname *

Forename

Enter the application reference, the child’s date of birth, and the surname. If these details do not match exactly with the details used in the application, you will not be able to proceed.

The agreed start date should be when the child will start attending with you. However, if you complete an assisted application after the child has started attending and enter a start date that is before the date the application was approved, the child will not appear on your headcount task. For more information, please see the Provider Portal Two Year Old Checker FAQs.

Application Summary

Below are the details given by the applicant when they made their application for Funded Early Education for Two Year Olds, please use this information to confirm that the user made this application before proceeding. If the applicant has since moved address then you will get the opportunity to amend their address on the next page.

Application's Details

Application Reference TYF-1503-LO4AIRF9
Eligibility Date 02/03/2015

Child's Details

Forename Roberto
Surname Pickeles
Child's Dob 31/12/2012
Postcode MK43 0NE

Applicant's Details

Forename William
Surname Pickles

Review the details as entered so far and make sure everything is correct.

Read the declaration notice before ticking the box and continuing.

Address Confirmation

Child Details

Name Eligible Test
Gender Male
Date of Birth 08/03/2019
Address Early Years And Childcare, Endeavour House, Russell Road, Ipswich, Suffolk, IP1 2BX

Please confirm that the address shown above is the child's current address?

Yes, it is correct

No, it is wrong

Confirm the address or change it if needed.

Setting Selection

Child Details ▼

Name	Eligible Test
Gender	Male
Date of Birth	08/03/2019
Address	Early Years And Childcare, Endeavour House, Russell Road, Ipswich, Suffolk, IP1 2BX

Please select which setting the child will be attending.

Provider *

Service *

If you are the registered Portal user for multiple settings, you will be able to select the correct one here.

If you only manage one setting, it will automatically be selected.

Declaration

Child Details ▼

Name	Eligible Test
Gender	Male
Date of Birth	08/03/2019
Address	Early Years And Childcare, Endeavour House, Russell Road, Ipswich, Suffolk, IP1 2BX

Setting Details ▼

Service	
Start Date	04/04/2021

Declaration

I understand that I must confirm the full name and date of birth of the child against the date of birth evidence provided by the Parent/ Carer before I claim any funded hours. I also understand funding for the placement will only be available from the term after the child turns two.

Carefully read the declaration and press continue.

Suffolk Provider Portal Two Year Old Funding Checker Guidance

Summary

The Early Education Funding application has been submitted for approval. **You may not start claiming funded hours until you have received approval for this application.**

You will receive a message in your portal inbox when we have made our decision regarding this application.

The application reference must be added to the Parent Authorisation Form.

Setting Details

Setting Reference	PLA-2106-3VU019F4
Service	SureCloud Testing
Start Date	04/04/2021

Application Details

Application Reference	TYF935-2106-VDT8UGF1
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Child's Details

Name	Eligible Test
Child's DoB	08/03/2019
Address	Early Years And Childcare, Endeavour House, Russell Road, Ipswich, Suffolk, IP1 2BX
Child's Eligibility Date	08/06/2021

Parent/Carer Details

Name	Eligible Test Sr
Relationship to Child	Father

Finish

At this point, the check will be complete. The child's details will be submitted into our system to be processed.

When we have processed the child's details, they will appear on your headcount task. While a headcount task is open, we will try to process these as quickly as possible.

Once the child is on your headcount task, you can claim for them as normal.

You can do this at any time. If you link a child to your headcount before a task is open, then they will appear on the next task issued to you.

Please do not attempt to link a child to your headcount task multiple times. If more than a day has passed and you still cannot see them on your open task, send us an email via provider.portal@suffolk.gov.uk and we will look into it for you.