Suffolk Provider Portal Headcount Guidance Open Headcount **Quick Guide** Task Is the child a 3- or 4year-old? Yes No Did you claim for this For 2-year-old funding: child in the previous term? If the child qualifies via the 'disadvantaged/non-Yes No economic' entitlement, Add the child to the task using their link the child to your task details as they appear on their date using the 'TYF' code. of birth evidence. This information Click here to see the should be: guidance. o Accurate. You do not OR Properly need to Capitalised. add this If the child qualifies via Entered in the child again. the 'working parent correct field family' entitlement, use the 'Expanded/Extended Hours Checker' to check their 11-digit code from Childcare Choices, then Is the child eligible add them to your task. for extended hours? Click here to see the Link child to existing eligibility Yes No guidance. check. Click here to see the guidance. Add Child's Address using the Find Address function. Add Parent/carer details and save. Do you have another child to add? Yes No Edit headcount task and complete all columns for all children. Save and Submit your Headcount