

## Overclaim and Minus Balance Information for Childcare Providers

### Overclaims

An overclaim is where 2 providers or more have claimed more than the available funded hours for a child. Overclaims will need to be addressed on the additional task (sent after half term). The children affected by an overclaim have their funded hours set to zero, to allowing the rest of the payments to be processed. Your registered Portal user will be emailed with details of any overclaim(s).

### To rectify an overclaim

Please follow the instructions from the overclaim email:

- Discuss with the parent and the other provider/s to clarify the hours to be claimed by each setting.
- Your registered Portal user will need to re-add the hours to your additional headcount task. You will be paid for these hours towards the end of term.

### Total hours available per term:

Term	Funded Weeks	Weeks available for stretched offers	Funded/Universal Hours	Expanded/Extended Hours
Autumn	14	17	210	420
Spring	11	13	165	330
Summer	13	22	195	390
Total per funding year	38	52	570	1140

**\*\*Important** - Please ensure you claim on the additional task for an identified overclaim, there will not be another opportunity to rectify this later.

### A minus balance

This is a situation whereby your actual claim has not covered the amount you were paid in your advance payment, therefore leaving a minus balance. For example: You were paid an advance of £1000, but the funding due to you after submitting your headcount task is only £500; the difference between your advance and your actual claim is minus £500.

If you are in a situation where there is a minus balance, then you will not receive a payment. If you have children to add to the additional task or an overclaim to sort out this can often resolve your minus balance.

If you are in a minus balance situation, then you will **not** be sent an 'additional' task after half term. Instead, you will be sent another 'actual' task to complete after half term.

If you need to complete this task to add new children or to fix an overclaim, **you will also need to re-add all your existing children's hours to this task**. This is because a payment will not have been generated against any of your children, so the additional task will not include them.

If you are still in a minus balance situation at the end of term you will receive an invoice to repay the outstanding amount.