

## Guidance notes for parents/carers Parent Authorisation Form (PAF)

### Please read before completing the Parent Authorisation Form (PAF)

- All parent/carers and providers need to complete a PAF for eligible 9-month – 2-year-olds and all 3- and 4-year-old children claiming Early Education Funding (EEF).

### The purpose of the PAF

- The PAF is the authorisation provided by parents for childcare providers for the funding that they claim from Suffolk County Council.
- By signing the PAF, the parent/carer is authorising the chosen childcare provider to claim for an agreed number of funded hours from their funded/universal entitlement and/or expanded/extended entitlement, if eligible, from Suffolk County Council.
- The PAF is used to confirm the number of funded hours from the child's funded/universal entitlement and/or expanded/extended entitlement that parent/carers are claiming with one or more childcare providers.
- The PAF is used to confirm any stretched funding offer that has been agreed between the parent/carer and provider.
- The PAF is used to confirm the total number of funded/universal entitlement and/or expanded/extended entitlement hours that the child will be receiving in that term.
- The PAF is used to confirm the child is eligible for two-year-old funding.
- The PAF is used to collect the parent/carer information to enable the provider to check if the child is eligible for Early Years Pupil Premium (EYPP).
- The PAF is used to collect information to see if the child is eligible for the Disability Access Fund (DAF), and if eligible for parent/carer to agree that DAF can be claimed by the childcare provider.

### Eligibility

- Further guidance around eligibility can be found:
- Guidance for parents and carers: <https://www.suffolk.gov.uk/children-families-and-learning/childcare-information-and-support-for-parents-and-providers/guidance-for-parents-and-carers>
- 2 Year Old Eligibility: <https://www.suffolk.gov.uk/two>
- Funded early education for 3 and 4-year-olds: <https://www.suffolk.gov.uk/children-families-and-learning/childcare-information-and-support-for-parents-and-providers/guidance-for-parents-and-carers/funded-early-learning-for-3-and-4-year-olds>
- Childcare for Working Parents (expanded/extended hours): <https://www.suffolk.gov.uk/children-families-and-learning/childcare-information-and-support-for-parents-and-providers/guidance-for-parents-and-carers/30-hours-childcare-for-working-parents>

### Data Protection

Protecting your privacy and providing information on data protection:  
<https://www.suffolk.gov.uk/about/privacy-and-data-protection>

### Hours available reference table

Reference Table					
Term	Funded Weeks	Maximum number funded weeks available for stretched offer	Maximum number of funded hours		Maximum total available hours (30)
			Funded/Universal (15)	Expanded/Extended (15)	
Autumn	14	17	210	210	420
Spring	11	13	165	165	330
Summer	13	22	195	195	390
<b>Total</b>	<b>38</b>	<b>52</b>	<b>570</b>	<b>570</b>	<b>1140</b>