

Early Education Funding (EEF) - General Guidance

1. General funding information

- Early Education Funding claims are submitted using the Provider Portal. Please see the separate Provider Portal guidance documents on Suffolk Learning for useful information, including how to submit a claim (known as a headcount task) via the Provider Portal: [Headcount Guidance – Suffolk Learning](#)
- We will endeavour to credit your bank account within 30 working days of the portal task closing for an accurately completed headcount task on the Provider Portal. A full payment schedule for the year can be found on Suffolk Learning: [Early Education Funding – Suffolk Learning](#)
- Funding will not follow a child from one provider to another where a child moves to a new provider during a term. Please ensure parents/carers are made aware of this when planning their early education arrangements each term.
- Providers can charge a parent/carer their usual rate for childcare if the child has claimed their full Early Education Funding entitlement at another provider in that term when a parent/carer has decided to move a child part way through the term. A place does not need to be offered free of charge as providers cannot claim funding for a child that has already claimed their full entitlement in that term.
- If a new child starts after headcount week and has not claimed their full early education entitlement in Suffolk during the same term, Suffolk County Council (SCC) will fund the place from the date the child starts (in full weeks only).
For Example: a child who has claimed only part of their funding at a previous provider could claim for the remaining hours not previously claimed for from the week they start until the end of term.
For 2 year old funding under the disadvantaged/non-economic criteria, a place can be claimed (or offered) from the date eligibility evidence is obtained by the provider.
 - An additional claim will need to be submitted. This will take the form of an extra task (additional headcount task) on the Provider Portal, sent out to all providers after half term. Please enter the number of weeks that you are claiming for that child. You can claim up to 12 weeks in Autumn Term, up to 9 weeks in Spring Term, and up to 11 weeks in Summer Term. Claims must be for a minimum of 2 funded weeks attended in that term. Any additional claim payments will be made during the last week of the term to which they apply.

2. Funded hours

- Bank holidays and PD days should be treated as non-funded days. If these days cannot be offered as an extra day during that term, we would expect you to offer the additional day(s) in another term.

3. Stretched Offer

- There is no requirement that providers must be open for at least 38 weeks of the year. However, if a provider chooses to give parents the option of a 'stretched offer' this can be offered for funded children of all ages, for a maximum of 52 weeks. Information on how to enter a stretched offer on your headcount task can be found in the Provider Portal Headcount Guidance on Suffolk Learning: [Headcount Guidance – Suffolk Learning](#)
For further information on the stretched offer, including a calculator, refer to the Stretched Offer guidance on Suffolk Learning: [Stretched Offer – Suffolk Learning](#)

4. School Nursery Classes

- Any hours taken at a school nursery count towards the child's funded entitlement.

5. Childminders cannot receive Early Education Funding for their own children

- Early Years provision is defined in section 18 of the Childcare Act 2006. This definition of childcare specifically excludes care provided for a child by a parent, stepparent or other relative.

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6. Privacy Notice

- As set out in the Data Protection Act 2018, the privacy notice is a mandatory document that you should give to parents to explain how you will handle their personal data.
The SCC CYP privacy notice can be found on the council's website: [Privacy notice - Suffolk County Council](#)

7. Payments

- The description on your remittance advice will show EEF-EYPP-DEPRIVATION. The payment incorporates the EYPP and Deprivation payments. Funding statements will be available for all providers to view within the Provider Portal at half term and the end of term. These statements will show which children have received EYPP and/or Deprivation and display how the termly funding has been calculated. A financial year funding statement will also be available in the Provider Portal by the end of each spring term.

8. Advance Payments for group providers

- An advance payment will automatically be made to all group providers in the first week of each term. If you anticipate your advance payment may be too high, for example if your numbers have reduced considerably compared to the previous term, you will need to let us know as soon as possible by emailing provider.portal@suffolk.gov.uk.

9. Advance Payments for childminders

- Unlike group providers, childminders are not automatically paid an advance. If you are a childminder and you would like to receive an advance payment, please complete and submit the advance request form before the termly deadline (advertised in the Broadcast emails). The form can be found on Suffolk Learning: [Early Education Funding – Suffolk Learning](#)
- The amount of your advance is confirmed by the remittance advice sent from the SCC Payments Team. If no remittance is received for any payment from SCC, then please follow up with the Payments Team on 03458 500 989.

10. Termly payments

- The total funding payment to providers will be based on the termly headcount task submitted via the Provider Portal. The payment due will be adjusted in respect of any advances paid. If an advance payment exceeds the total sum due to a provider in respect of the term, we will require any overpayment to be repaid and an invoice will be issued.
- The balance of funding for the term, after adjustment for any advance payment, will be paid when the claims for all providers have been submitted and processed. All providers will be paid the balance of their funding at the same time. The Early Years and Childcare Service will endeavour to pay the funding within 30 working days of receipt of the fully completed and verified data.

11. Hourly rate

- This information can be found within the Agreement for Suffolk List of Provider Members section on Suffolk Learning: [Agreement for Suffolk List of Provider Members – Suffolk Learning](#)

12. High Needs Funding, Inclusion Funding and Disability Access Fund

- Information about how to apply is available on Suffolk Learning:
 - [High Needs Funding – Suffolk Learning](#)
 - [Inclusion Funding – Suffolk Learning](#)
 - [Disability Access Fund \(DAF\) – Suffolk Learning](#)

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13. Deprivation Supplement

- SCC will analyse the postcodes from the EEF claims to find out how many of those children live in neighbourhoods classified as economically disadvantaged as per the 'IDACI' data. The deprivation supplement will be paid at a rate of 40p per eligible child per hour. This rate applies for up to 30 hours and will be paid as part of your funding balance. The funding is being provided so that additional provision for these children can be made to help compensate for this disadvantage, but this should be used to support all the children.
- Any payments made in respect of the deprivation supplement will also be shown on your termly funding statements.

14. Change of contact details, provider name, bank details

- Please notify us if there are any changes to your contact details or provider name.
- If you wish to change your bank details, please follow the Amending your bank details information on Suffolk Learning: [How to join & leave the Suffolk LoP – Suffolk Learning](#)
- If your provision is due to close, please complete the 'Leaving the LoP Pro Forma' available on Suffolk Learning: [How to join & leave the Suffolk LoP – Suffolk Learning](#) and send it to childcare.planning@suffolk.gov.uk.

15. Provider records

- Funding claim information will be stored within the history of your Provider Portal profile.
- Parent/Carer Authorisation Forms (PAFs) must be retained for audit for the previous 3 terms.

Please refer to the Childcare Provider guidance notes on Suffolk Learning: [PAF-Stretched Offer-Ethnicity codes – Suffolk Learning](#)

16. Registers (Statutory Framework for the early years foundation stage point 3.76)

- You must also keep registers detailing the following:
 - Child's Full Name.
 - Dates and Hours of Attendance.
 - Names of staff looking after the children.

Important - registers must be retained for future reference. Your registers will be checked during funding audits conducted at your setting by the EYC service. OFSTED and CIPFA (Chartered Institute of Public Finance and Accountancy) guidance currently indicates a period of up to 24 years.

It is a criminal offence to make false claims for funding and any suspected false claims will be treated seriously and the appropriate action taken.