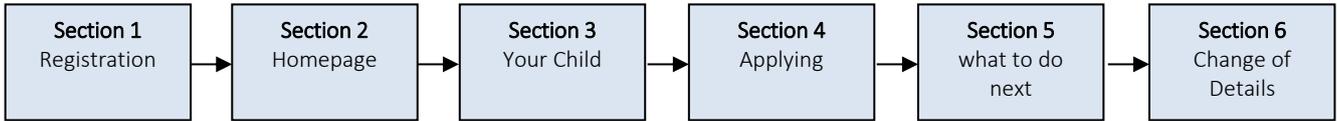




Two Year Old Funding



SECTION 1 – Registration

The link to make an application for Two Year Old funding will take you to the home page

Select the [register](#) link

Home

Don't have an account? Please [register](#)

Email Address

Password

Login

[Forgotten your password?](#)

Security Details

Complete the Security Details

Email Address *

Confirm Email *

Password *

Confirm Password *

Secret Question *

Secret Answer *

Email Address

Passwords must be a minimum of 8 characters, not longer than 15 characters and must contain a minimum of 2 number(s). Remember that your password is case sensitive.

About you

Title *	<input type="text" value="Please select"/>
Forename *	<input type="text"/>
Surname *	<input type="text"/>
Gender *	<input type="text" value="Please select a gender"/>

Contact Details

Enter your Postcode and press

Find Address

Select

When you find your address press

To find your home address please enter your postcode and then click Find Address. If you do not know your postcode, look it up [here](#). If your address is not listed, press the 'Enter Address Manually' and type the correct address in the boxes provided

Postcode *

Find Address

Enter Address Manually

25, Milton Road, Clapham, Bedford, MK41 6AS
44, Milton Road, Clapham, Bedford, MK41 6AS
66, Milton Road, Clapham, Bedford, MK41 6AS
85, Milton Road, Clapham, Bedford, MK41 6AS
101, Milton Road, Clapham, Bedford, MK41 6AS

Select

Enter Address Manually

If you cannot find your address you add your address manually -

After telling us where you live provide us with at least one telephone number

House Number	<input type="text" value="66"/>
House Name	<input type="text"/>
Building Name	<input type="text"/>
Street Name	<input type="text" value="Milton Road"/>
District / Village	<input type="text" value="Clapham"/>
Town	<input type="text" value="Bedford"/>
County	<input type="text"/>
Postcode *	<input type="text" value="MK41 6AS"/>
Country	<input type="text" value="United Kingdom"/>
<p>Find Address</p>	
<p>Please supply a telephone number where you can be contacted during normal office hours, if necessary.</p>	
Home Phone	<input type="text"/>
Mobile Number	<input type="text" value="07845487541"/>
Work Phone	<input type="text"/>
<p>Submit Registration</p>	

* Required field

Finally press

Submit Registration

Nearly done...

We've sent you an email containing a link. You'll need to click the link to confirm your email address as your new username.

You will then receive an email

Thank you for registering with the Citizen Portal.

To activate your account we need you to confirm your email address is valid. To do this, click on the link below this will take you to a page where you can enter your password and login.

https://vm2008x64r2/CitizenPortal/Account.Mvc/CompleteRegistration/1116_c24f5101-36c5-4450-853c-3141565009aa

Please note: if you are unable to click on this link, carefully copy and paste the text into your Internet browser.

Kind Regards, Portal Administrator

Click on the link or copy and paste it into your Internet Browser

Thank you for registering

Thank you for confirming your email address. Your registration is now complete. When you sign in, use your email address as your username.

 Home

Press the Home button

Don't have an account? Please [register](#)

Email Address



Password



Login

[Forgotten your password?](#)

Login

Enter your Email address and Password and press

SECTION 2 – Home Page

The screenshot shows the home page of the Citizens Portal. At the top left, there is a 'Home' link with a house icon. At the top right, there are links for 'My Account', 'Sign Out', and 'Log out'. A callout box labeled 'Return to Home' points to the 'Home' link. Another callout box labeled 'Change your details' points to the 'My Account' link. Below the navigation bar, there is a main heading 'Welcome to the Citizens Portal' followed by a paragraph: 'If you have a two year old or a child coming up for two you could be eligible for support with nursery funding. To see messages about your applications select the Messages button. To tell us more about your family press the My family button.' Below this text are three blue buttons: 'Funded Early Education for Two Year Olds' (with a pencil icon), 'Messages' (with an envelope icon), and 'My Family' (with a family icon). Callout boxes are present: 'Make an Application' points to the 'Funded Early Education for Two Year Olds' button, 'Read your messages' points to the 'Messages' button, and 'Tell us about your family' points to the 'My Family' button.

SECTION 3 – Adding your Child and Applications



The screenshot shows the 'Funded Early Education for Two Year Old Children' page. At the top left, there is a pencil icon and the heading 'Funded Early Education for Two Year Old Children'. Below this is a grey box with the text: 'Welcome to the 2 Year Old Funding homepage. Manage all of your tasks from this central location.' Below that is another grey box with the text: 'Children whose age is covered by the funded early education for two year old children arrangements' and 'No eligible children found for 2 Year Old Funding'. At the bottom left, there is an orange 'Back' button. At the bottom right, there is a blue 'Add Child' button.

If you have used this website before you maybe be presented with details of your children, if they are eligible for TYOF you will be able to select and apply. However it is more likely that this is the first time you have used this site and we have no details about your children – so press

Add Child

Add Child

Add a child

Forename Your child's legal

Surname

Gender Female Gender

Date of Birth Date of Birth

Ethnicity

First Language Ethnicity, First Language and Relationship – type in the first characters to find the code you need

Relationship to Child

Your relationship to this child (i.e. you are the Father of)

Parental Responsibility Yes
 No
If you have legal responsibility for this child, select Yes

Select Address

Select of your child has the same address

Press

Select your child from the list

Funded Early Education for Two Year Old Children

Welcome to the 2 Year Old Funding homepage. Manage all of your tasks from this central location.

Children whose age is covered by the funded early education for two year old children arrangements

Can Apply Immediately

Proceed if your child is the right age

Whindy Pickles
Date Of Birth: 31-Dec-2013
Current Age: 2

You can perform the following actions

- Start new application

Start your application

You have two different ways to apply for Two Year Old Funding, Either Benefits Based (Economic), or Non-Benefits Based (Non-Economic), both these options are explained below.

 **Funded Early Education for Two Year Old Children**

Welcome To Two Year Old Funding

Here you can apply to receive funding for your two year old.

Economic Claim

Here you can apply for Two Year Old Funding through economic grounds. Most applicants will want this option.

[Start Economic Application](#)

Non-economic Claim

Here you can apply for Two Year Old Funding through non-economic grounds. Applicants for looked after or SEN children should choose this route.

[Start Non-economic Application](#)

[Cancel](#)

Economic Claim

You may make a claim for Two Year Old Funding (TYOF) due to **Economic** (e.g. Benefits) or **Non Economic** Grounds (e.g. Disability, Child in Care, Adoption). Follow these steps to apply under Economic grounds

Selecting [Claim on economic grounds](#) will show you the Carer details to populate the DOB, you can choose to populate either the National Insurance number or the National Asylum Seekers number. And select [Continue](#)

Step 1 Personal Information | **Step 2** Summary | **Step 3** Give Consent | **Step 4** Results

Personal Details

Please provide the following information. This is required by DWP to check whether you are eligible for Two Year Old Funding.

Date Of Birth *

Please enter either:

National Insurance No. (e.g. AB123456C)

Or

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

Address

Home Phone

Mobile Number

Gender

If your details are not correct, please navigate to the Contact Details section using the My Account link in the navigation bar

Daisy User

Gender: Female
Date of Birth: 13-Mar-2012

[Back](#) [Continue](#)

Review the Summary

Funded Early Education for Two Year Old Children

Step 1 Personal Information | **Step 2** Summary | **Step 3** Give Consent | **Step 4** Results

Application Summary

[Print this page](#)

Applicant Details

Mr Bill User	
Gender	Male
Date Of Birth	12-Dec-1998
Address	66, Milton Road, Clapham, Bedford, MK41 6AS
Home Phone	01234 838080
National Insurance No.	AB123456C

You must read carefully and select I agree to the Legal Declaration before selecting

✓ Step 1
Personal Information ✓ Step 2
Summary ▼ Step 3
Give Consent ▶ Step 4
Results

Applicant Declaration

I confirm that I am responsible for the child I am submitting this application for and that they live with me. All information I have provided as part of this application is correct to the best of my knowledge. I agree that my information can be shared locally for the benefit of my family.

I agree

You will get an email message and if your application is successful confirmation of your application, Once the result is returned you can choose your delivery method.

Funded Early Education for Two Year Old Children

✓ Step 1
Personal Information ✓ Step 2
Summary ✓ Step 3
Give Consent ▼ Step 4
Results

Eligibility Result - funded early education for two year old children

The check for eligibility for funded early education has confirmed that Daisy User is eligible.

You will need to provide evidence to confirm the information you have given to your provider at the time that you apply for a funded early education placement. The details of evidence that you need to show your provider as proof of eligibility have been sent to your email address and your Citizen Portal Messages inbox.

Application reference number for your information:

TYF-1503-Y8D5HOF7

Funding for early education for Daisy User is available immediately. Funding will commence from the date, on or after 10/03/2015, when an early education placement is taken up with an approved provider.

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: PO Box 244 Shepherds Bush London E1

Select to return to the Home Page

8

Non –Economic Claim

Selecting [Claim on non-economic grounds](#) will show you the options available for the claim.

Non-economic Criteria Selection

Select all of the criteria which applies to your application and please provide the details required for that criteria.

Please note that **Tick to select the category you wish to apply under**

Looked After Child A A child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function.

Adoption, Residence Order or Special Guardianship Children who have left care but are not able to return home (through adoption orders, residence orders or special guardianship).

Please provide details to support your claim relating to the above criteria:

Please attach any additional evidence relating to the above criteria:

[+ Add file](#) **Upload supporting evidence**

Tell us why

Child has a Special Educational Need (SEN) Has a current statement of Special Educational Needs or an Education, Health and Care plan.

Child has a disability Is in receipt of Disability Living Allowance (DLA).

I confirm that I am responsible for the child I am submitting this application for and that they live with me. All information I have provided as part of this application is correct to the best of my knowledge. I agree that my information can be shared locally for the benefit of my family.

I agree **Finally tick I agree** **And Submit** [Submit](#)

[Cancel](#)

Application Submitted

Your application for Duke User has been submitted. You will be notified of the result of your claim by email and will receive a message through the portal.

Application reference number for your information:

TYF-1503-NEVXXAF6

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: PO Box 244 Shepherds Bush London E1

[Finish](#)

You will receive an email message to log back in and see the results of your application once it has been considered.

Eligible

 **Daisy User**

Application Reference Number
TYF-1503-Y8D5HOF7

Date Of Birth: 13-Mar-2012

Current Age: 2

You can perform the following actions

- [View most recent application](#)

SECTION 5 – What happens next

Once you are successful print off your voucher take it to your preferred Nursery who can offer your child a place

[Print Voucher](#)

Dear Mr Bill User

This is confirmation that your child, Daisy, qualifies for funding for early education. You can claim up to 15 hours per week of free nursery education with an approved provider. The provider will claim the funding directly from this Authority after the child's attendance.

Please note that the earliest date from which your child can take up a funded place is **10/03/2015**.

When arranging a funded place with an approved nursery provider, you will need to quote this reference number TYF-1503-Y8D5HOF7. It would be helpful if you could show the provider your child's birth certificate and proof of residence at the address you provided at this time.

Please retain this message for future reference and quote reference number TYF-1503-Y8D5HOF7 in all correspondence.

If you have any questions regarding your application, please contact us on 01011 123456 or email contact@thisauthority.com

Regards

TYOF Team, This LA

[Visit our website](#)

Print

SECTION 6 – Changing your details / Viewing Messages

Change Details

[Home](#) [My Account](#) [Sign Out](#)

[My Account](#)

My Account

Personal Details

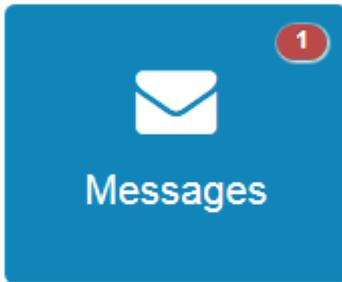
- Personal Details
- Contact Details
- Change Email Address
- Change Password
- Change Secret Question
- Change of Circumstances

Title	<input type="text" value="Mr"/>
Forename	<input type="text" value="Bill"/>
Surname	<input type="text" value="User"/>
Gender	<input type="text" value="Male"/>

You can change your details, and find out how to tell us about other changes in your circumstances

View Messages

To View your messages – from the home page



Subject ↕	Received ▲
✉ Application for funded early education for a 2 year old child - reference TYF-1503-Y8D5HOF7	10-Mar-2015 17:08

Click the subject to open the message

⏪ Back

✖ Delete

Application for funded early education for a 2 year old child - reference TYF-1503-Y8D5HOF7

10/03/2015 17:08

Dear Mr Bill User

This is confirmation that your child, Daisy, qualifies for funding for early education. You can claim up to 15 hours per week of free nursery education with an approved provider.

End of document