



# Provider Portal User Guide

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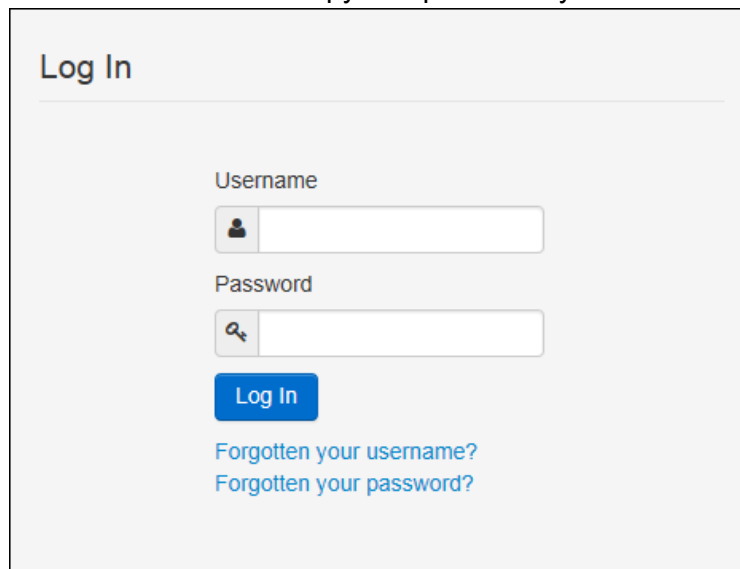
# SECTION 1 – LOGIN TO THE PROVIDER PORTAL

## Logging in for the first time

Using the Web Address provided in your email.

<https://oneservices.bracknell-forest.gov.uk/ProviderPortal/Account/Account/Login>

Select the address or copy and paste into your Internet Browser address bar.

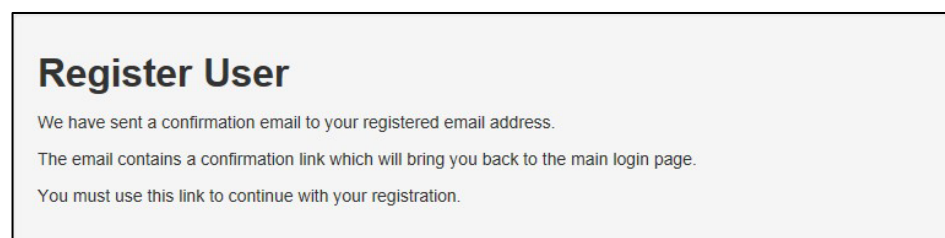


The screenshot shows a 'Log In' form with the following elements:

- Log In** (Section Header)
- Username** (Label) with an input field containing a person icon.
- Password** (Label) with an input field containing a magnifying glass icon.
- Log In** (Blue Button)
- [Forgotten your username?](#) (Link)
- [Forgotten your password?](#) (Link)

Login to **Provider Portal** by completing the username and password fields on the login box; then select **Log In**

The first time you login you will be redirected to an information page advising you that an email has been sent to your registered email address. This email contains a confirmation link which you must select to continue your registration. This is to ensure security.

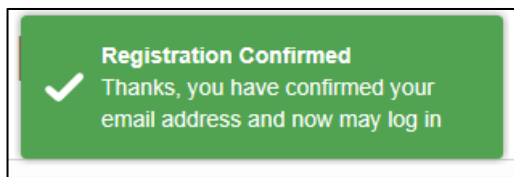


The screenshot shows a 'Register User' page with the following text:

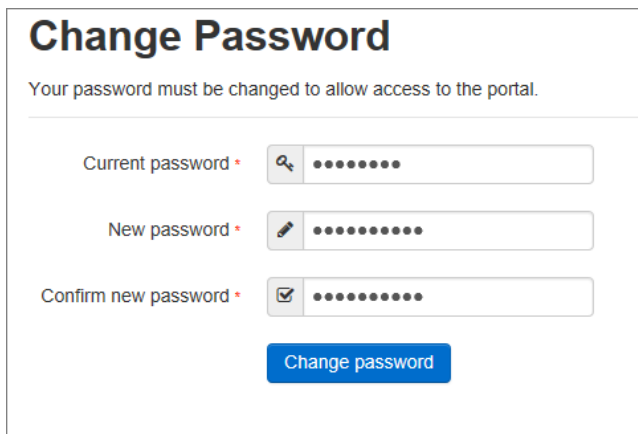
- Register User** (Section Header)
- We have sent a confirmation email to your registered email address.
- The email contains a confirmation link which will bring you back to the main login page.
- You must use this link to continue with your registration.

**On each subsequent login to the Provider Portal, you will be directed to the Homepage as detailed in section 2.**

After following the Web Address sent in the confirmation email you will see a confirmation message displayed.



Selecting the link will take you back to the main login page where you will be required to login again.

A form titled "Change Password" with the instruction "Your password must be changed to allow access to the portal." It contains three input fields: "Current password" with a magnifying glass icon, "New password" with a pencil icon, and "Confirm new password" with a checkmark icon. All fields contain masked characters (dots). A blue "Change password" button is located below the fields.

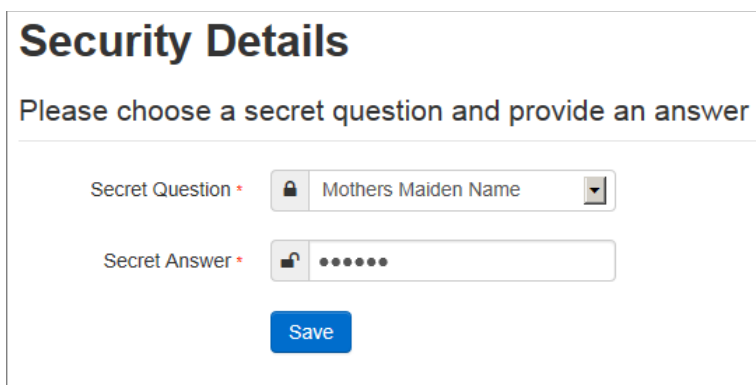
Complete the current password, this is the password you were sent by the Early Years Team when you registered for the Provider Portal.

You will be prompted to change your password to a memorable one, this must contain at least 8 characters; and must contain Upper Case, Lower Case, a Special Character and Two Numbers. E.g. **Password01@**

**Please do not use Password01@, this is only an example.**

After you have completed the current password, new password, confirm new password fields select **Change password**.

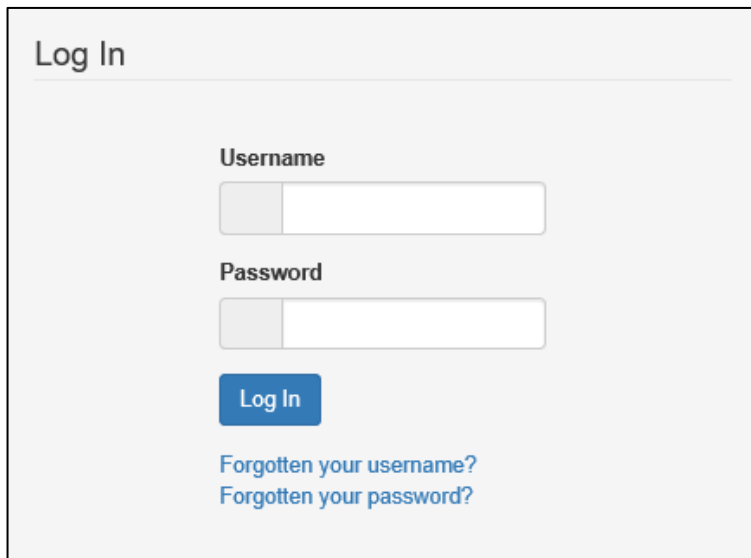
You will now see the Security Details prompt. Select a secret question and provide a memorable answer; then select **Save**

A form titled "Security Details" with the instruction "Please choose a secret question and provide an answer". It contains two input fields: "Secret Question" with a lock icon and a dropdown menu showing "Mothers Maiden Name", and "Secret Answer" with a lock icon and masked characters (dots). A blue "Save" button is located below the fields.

Congratulations you have now successfully logged in for the first time and will have access to the Provider Portal.

## Forgotten username, password, or secret question

If you forget your username or password, select [Forgotten your username?](#) or [Forgotten your password?](#) on the login page to use the automated username and password recovery options.



The screenshot shows a 'Log In' form with the following elements:

- Log In** (header)
- Username** label above a text input field.
- Password** label above a text input field.
- Log In** button.
- [Forgotten your username?](#) link.
- [Forgotten your password?](#) link.

If you can't remember the answer to your secret question, click on [Forgotten your secret answer?](#) and you will be taken through an automated recover process.



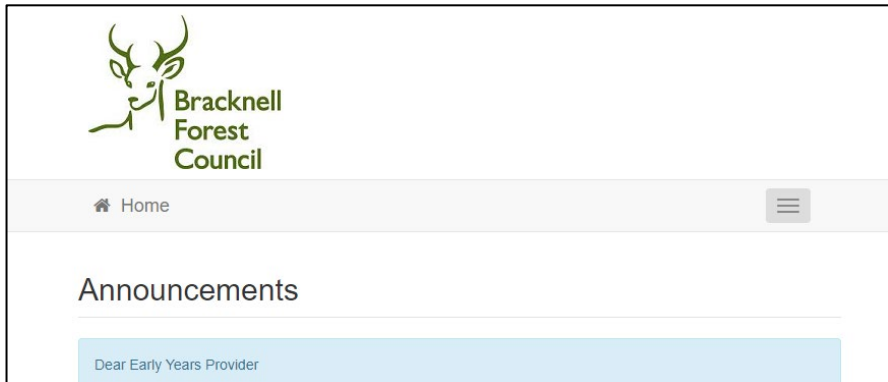
The screenshot shows a 'Secret Question' form with the following elements:

- Secret Question** label above a dropdown menu showing 'Father's First Name'.
- Secret Answer \*** label above a text input field.
- Submit** button.
- [Forgotten your secret answer?](#) link.

You will be asked for, and need access to, the email registered to your Provider Portal account to complete these automated processes. Contact the Early Help Team if you have any issues recovering your username, password, or secret answer.

If you enter an incorrect password or secret answer three times in a row your account will be locked. Email or phone the Early Years Team who will assist you in resetting your account.

## Announcements

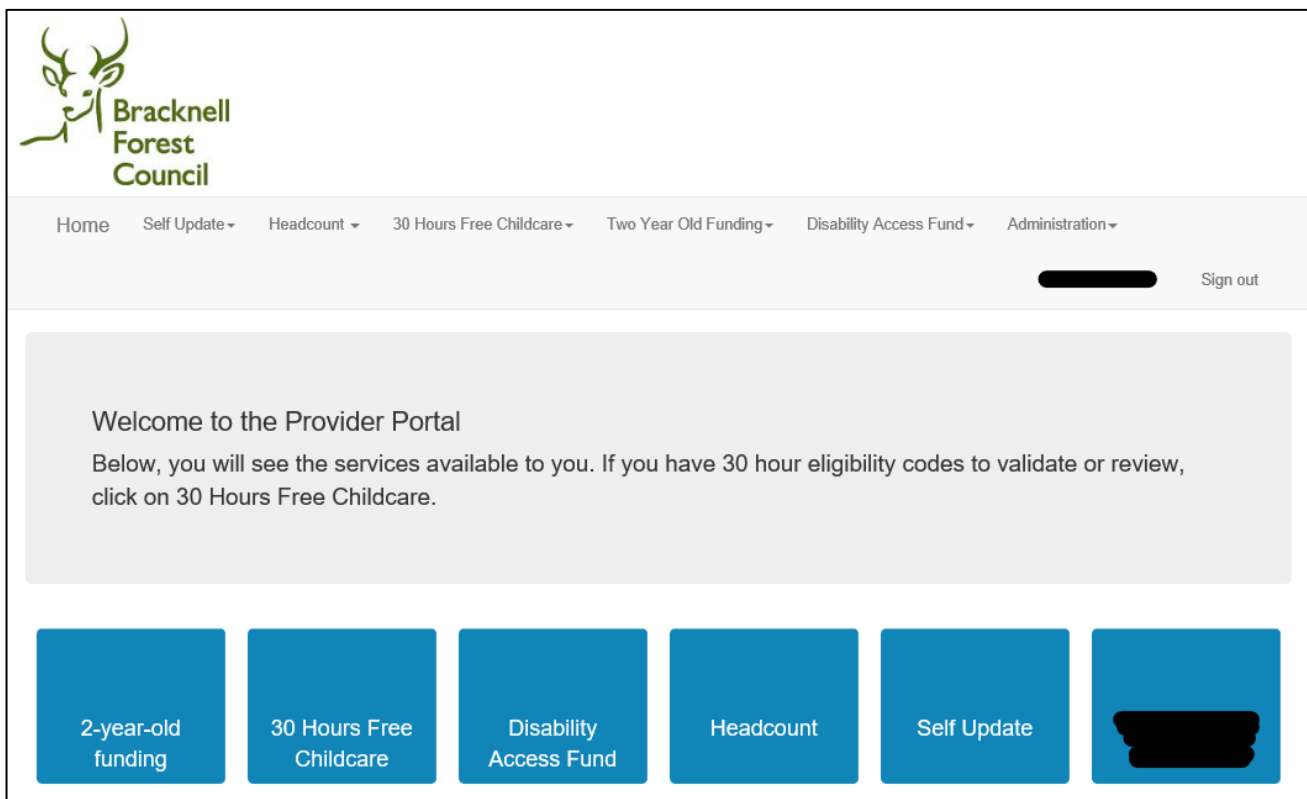


The Announcements page will be visible at every logon, please read the announcements carefully as the Early Years Team will provide information about upcoming tasks, deadlines, training opportunities and other useful information here; select **Continue** to proceed to the Homepage.

## Provider Homepage

The Provider Homepage provides access to all the services available to you, which can be accessed by using the drop down lists at the top of the page or the buttons as the bottom of the page.

Selecting on your name; Top Right, brings up a menu where you can change your own password or secret question, and log out securely



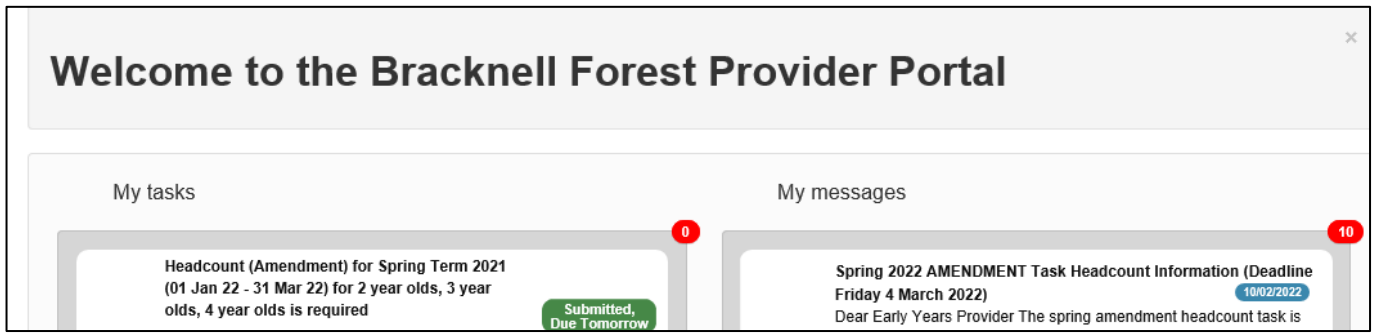
# SECTION 2 – HEADCOUNT

To Access the Headcount section of the Provider Portal, select the **Headcount** button on the home page or use the drop down list under Headcount at the top of the page and select **Provider Home**.

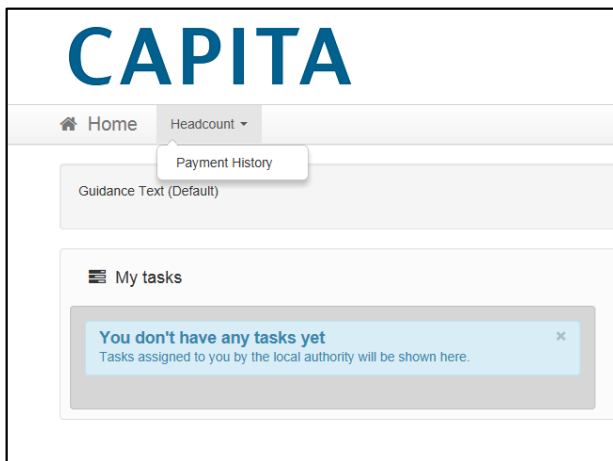
The Headcount section of the Provider Portal is used to submit your early years free entitlement funding claim to the Council. You will complete a series of Tasks each term in line with the published funding process. Details of the funding process is available on the Bracknell Forest Council website <https://www.bracknell-forest.gov.uk/children-and-family-services/childcare/information-early-years-providers/funding-information-early-years-providers>

## HEADCOUNT HOMEPAGE

The homepage has headcount tasks on the left and headcount messages on the right. When you first log in you may not have any task or messages.



Selecting the Headcount drop down list; Top Left, brings up a menu where you can access any reports that have been provided.



If this page is empty, either no reports have been issued to your setting or old ones have been cleared out.

The screenshot shows the CAPITA Nursery - EY Headcount Portal. The page title is "CAPITA Nursery - EY Headcount Portal". Below the title, there is a navigation bar with "Home" and "Headcount" links. The main content area is titled "Payment History" and shows "Markville FDC". There is a table with 2 reports:

Report Date	Description	Actions
22/01/2014	Report 2	<a href="#">View Report</a>
22/01/2014	Report 1	<a href="#">View Report</a>

There is a "Back" button below the table. At the bottom of the page, there are links for "About", "Contact Us", "Cookies Policy", "Privacy Notice", "Terms and Conditions", and "Version and Licensing". The footer text is "© Capita - 2013 All rights reserved."

## MESSAGES

Access to the various sections of the portal may vary from user to user. To ensure that users only have access to the messages relevant to their access rights, each section of the portal has its own area for messages.

You will receive an email when a message has been issued to you. The subject line of the email will tell you which section of the portal to look in to find the message. For messages issued in the Headcount section of the portal, after you login you will see the message on your Headcount Homepage.

The screenshot shows the "Welcome to the Bracknell Forest Provider Portal". Below the welcome message, there are two main sections: "My tasks" and "My messages". The "My messages" section has a red icon with the number "10" indicating unread messages. A message is displayed with the following details:

- Subject:** Spring 2022 AMENDMENT Task Headcount Information (Deadline Friday 4 March 2022)
- Received:** 10/02/2022
- Content:** Dear Early Years Provider The spring amendment headcount task is

There is a "Submitted, Due Tomorrow" badge on the message card.

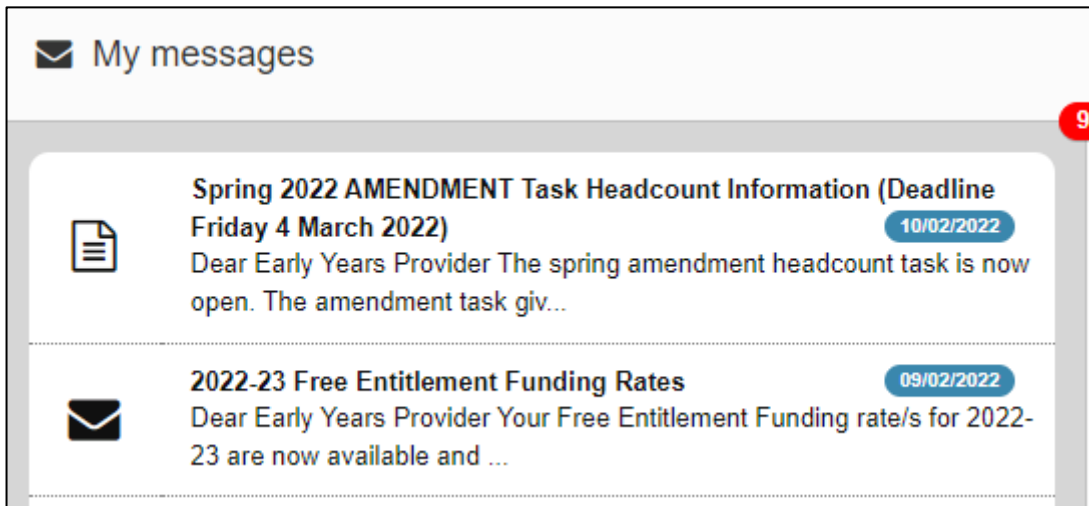
Selecting a message in the list allows you to read and if required, delete this message.

The screenshot shows the "My messages" view. There is a "Back" button and a "Delete" button. The message details are:

- Message:** Spring 2022 AMENDMENT Task Headcount Information (Deadline Friday 4 March 2022)
- Date:** 10/02/2022 11:55
- Services:** [Redacted]
- Content:** Dear Early Years Provider  
The spring amendment headcount task is now open.  
The amendment task gives providers the opportunity to amend funding information. Below are some examples where you may need to amend your headcount:

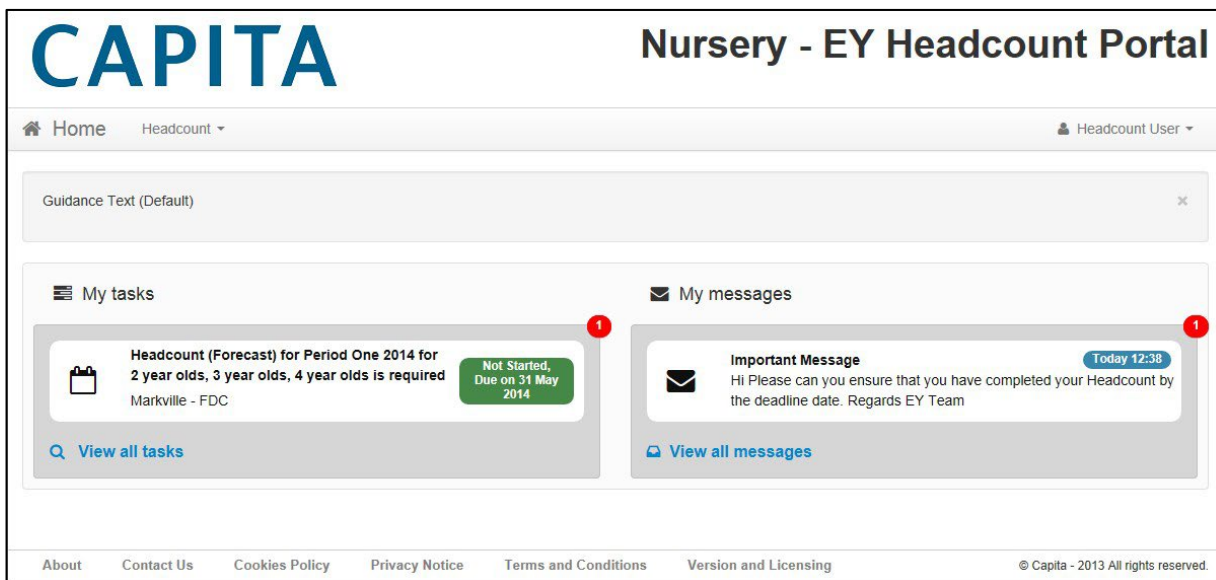
Messages will stay in your messages list until you delete them. There is an icon to the left of each message which indicates which messages have been read (symbol of a page) and which are unopened (symbol of an envelope). The red icon with a number on the top right of the messages pane shows how many messages are unread.



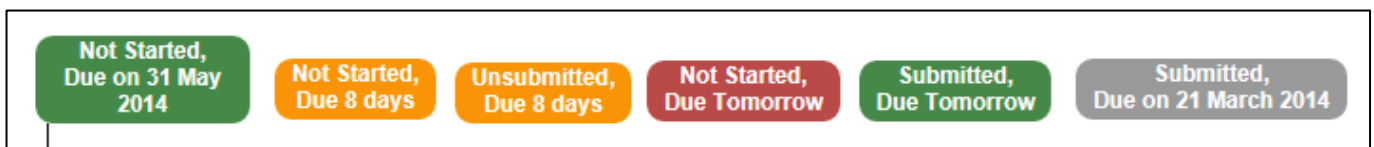


## HEADCOUNT TASKS

When a Headcount Task has been issued to your Nursery, all provider portal users in your setting with permission to process tasks will receive an email informing that the task is open. Once you login to the Headcount Portal you will see the Task on the left of your Homepage.



The Task has a Due Date for submission shown in the lozenge, the colour and information on this lozenge changes to show the status. It will change to Amber and Red the nearer it gets to the Due Date, changing to Grey when the Due Date expires; examples below.



Selecting an expired Task allows you to see the historic information for that Task

Selecting a Task in the left-hand pane opens the Task.

Note the two coloured lozenges on the top right provide additional information about the status of the task and the deadline for the task. These lozenges are colour coded as follows

Status lozenge:

- Green = task submitted
- Amber = task started or amended but not resubmitted
- Red = task not started

Deadline lozenge - will change colour from green to Amber and Red the nearer it gets to the Due Date, changing to Grey when the Due Date expires.

Bracknell Forest Council

Home Self Update Headcount 30 Hours Free Childcare Two Year Old Funding Disability Access Fund Administration Sign out

### Headcount (Amendment) for 2, 3 & 4 year olds

Status: Submitted Deadline: 04 March 2022

Spring Term 2021 (01 Jan 22 - 31 Mar 22)

You can edit and re-submit this information at any time until the deadline of 04 March 2022.  
If you do make a change don't forget to re-submit.

Add Child Edit Headcount Download Submit

	Legal Forename	Legal Surname	Funding	Date of birth	Funding Age	Start Date	Leaving Date	Weeks Claimed for term	Hours Attended per week	Hours Attended for term	Universal Hours Claimed per week	Universal Hours Claimed for term	Extended Hours Claimed per week	Extended Hours Claimed for term
			<input type="checkbox"/>											

A Task may contain existing children or be empty depending on what data is held by the Early Years Team. If you have previously submitted data about funded children attending your setting, the Task will show you the information for all children eligible for the Task held by the Early Years team at the time the Task was created.

You update, add children to, and submit your Task by interacting with the four blue buttons at the top of the Task.

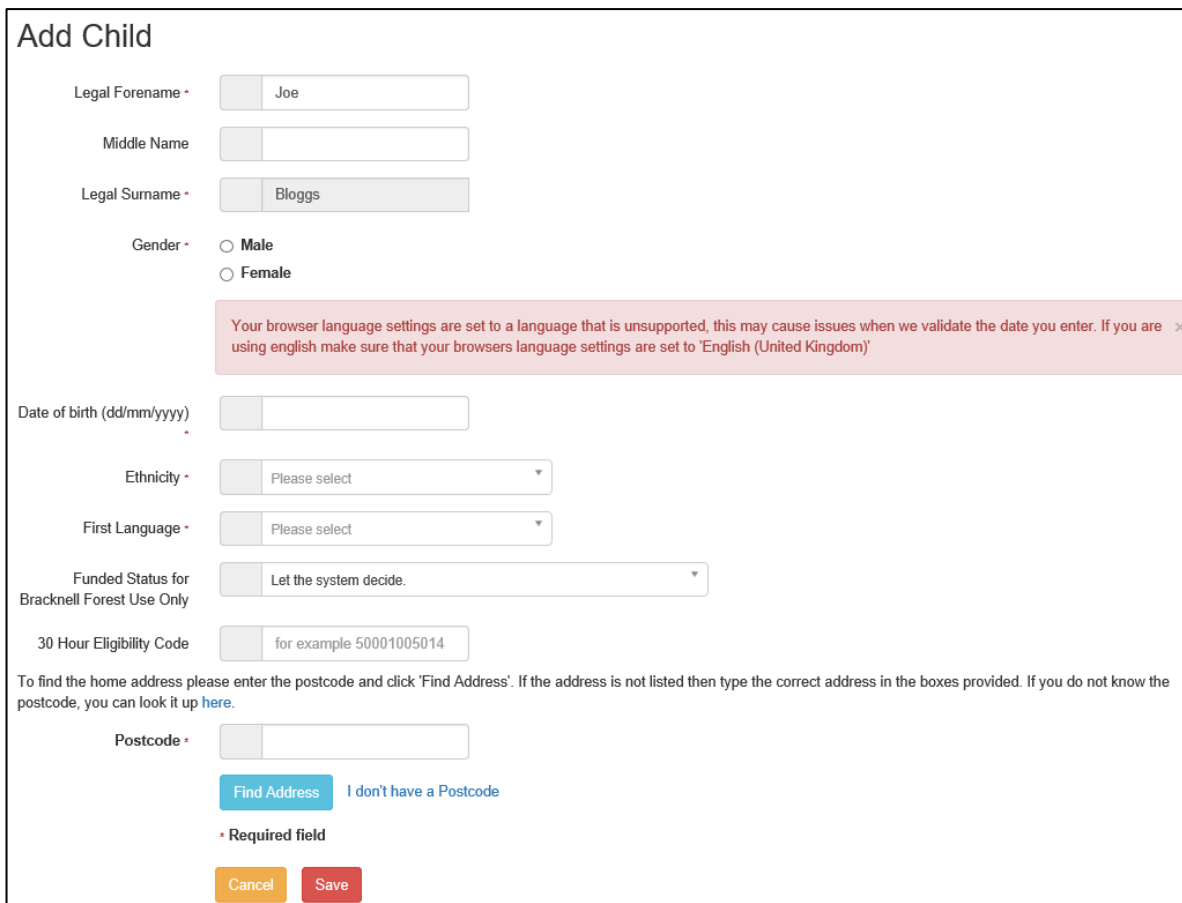
## Add Child

To add a child to your Headcount Task, select the **Add Child** button.



This will open a new screen. Enter the child's legal forename and surname (as per the birth certificate or passport) and then press **Next** to open the child details screen.

**The warning message in the image below indicates that your browser language settings are not set to English (United Kingdom). You are advised to change your browser language setting to English (United Kingdom) before entering any child details.**



Choose the child's Gender and enter their Date of Birth, Ethnicity, First Language

**Do not change the 'Funded Status' field, this is for use by Bracknell Forest Council staff only**

If relevant, add the child's 30 hour Eligibility Code

Complete the Postcode field and select **Find Address**, all available addresses for that post code will be returned.

**If you have the address but not the post code, look up the post code on the Post Office website by clicking on the link above the Postcode box (circled in red below)**

To find the home address please enter the postcode and click 'Find Address'. If the address is not listed then type the correct postcode, you can look it up [here](#).

Postcode \*

**Find Address** Enter Address Manually

Church Walk, Marston Moretayne, BEDFORD, Simshire, MK43 0NE  
34, Church Walk, Marston Moretayne, BEDFORD, Simshire, MK43 0NE

**Select**

\* Required field

**Cancel** **Save**

If the correct address is returned select it from the list.

If no suitable addresses are returned, select **Enter Address Manually**, and type the new address in

**Use Another Address**

House Number \*

House Name

Building name

Street Name

District / Village

Town

County

Postcode \*

\* Required field

**Cancel** **Save**

Once you have completed the child information select **Save** to store the details

If the child is aged 3 or 4 you will be prompted with a message to add the Carer information.

**Add Child**

This child is in the correct age range for Early Years Pupil Premium - please supply the supplementary information requested below to allow us to check the child's eligibility for Pupil Premium. x

Personal Details | **Carer Details**

Carer information is required to allow an economic assessment for Early Years Pupil Premium. If the information is not provided, no EYPP can be paid for this child unless the child qualifies via a non economic route e.g 'Looked-After' status (LAC).

Provide Carer Information -  **Yes**  
 Decline to provide

Previous Next

Required field

Cancel Save

Check Step 3 of the child's Parent Declaration Form.

- If the parent has ticked **Yes** for the Early Years Pupil Premium check, select **Yes** on the Carer Details page to expand the Carer entry page where you will be prompted to provide further details
- If the parent has ticked **No** for the Early Years Premium check, select **Decline to provide** to proceed without the carer details

**Children eligible for the Early Years Pupil Premium receive additional funding. The current funding rate for EYPP can be found on the Bracknell Forest website <https://www.bracknell-forest.gov.uk/children-and-family-services/childcare/information-early-years-providers/funding-information-early-years-providers/funding-rates>**

Populate the Carer Name, Gender, Date of Birth, Relationship, Parental Responsibility, NI or NASS Number and Address.

George Ballerina + Add Another Carer

Title \* Mr x

Forename \* George

Surname \* Ballerina

Gender \*  Male  
 Female

Date of Birth (dd/mm/yyyy) \* 12/12/1978

Relationship \* Father (F) x

Parental Responsibility \*  Yes  
 No  
If the carer has legal responsibility for this child select Yes

Reference Number \*  National Insurance  
 National Asylum Support Service  
AB121312C  
The format of all valid National Insurance Numbers is two prefix letters, six numeric digits, and one suffix letter. e.g. AB123456C

Address \* Does the applicant live at the same address as the child ?  
 Yes 12 Court Road, BEDFORD, Simshire, MK43 0DR  
 No

You can add Additional Carers by selecting **+ Add Another Carer**.

Completing the process by selecting **Save**.

You will be returned to the Headcount Task homepage. The child you have added will be visible in the list of children in the task.

**Headcount (Forecast) for 2, 3 & 4 year olds** Status: Edited but not yet submitted Deadline: 31 May 2014

Markville FDC / Period One 2014 ( 01 Apr 14 - 31 Aug 14 )

• You can edit and re-submit this information at any time until the deadline of 31 May 2014. ✕

Add Child
Edit Headcount
Download

	Forename	Surname	Date of birth	Funding Age	Start Date	Leaving Date	Stretched Offer	Weeks Attended for term	Average Hours Attended per week	Hours Attended for term	Hours Claimed per week	Hours Claimed for term	Shared Funding
	Georgina	Ballerina	31/03/2011	3	01/04/2014			14.00					<input type="checkbox"/>

Submit

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Keep repeating this process until you have added all relevant children

### Edit Headcount

To add or amend a funding claim for a child in the Headcount Task, select **Edit Headcount**.

Legal Name	Funding	Start Date	Leaving Date	Stretched Offer	Weeks Claimed for term	Hours Attended per week	Hours Attended for term	Universal Hours Claimed per week	Universal Hours Claimed for term	Extended Hours Claimed per week	Extended Hours Claimed for term
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	48.00	90.00	1080.00	60.00	720.00	30.00	360.00
[Redacted]	EH	01/01/2022		▼	12.00	30.00	360.00	15.00	180.00	15.00	180.00
[Redacted]	2	01/09/2021		▼	12.00	15.00	180.00	15.00	180.00		

A new screen will open which allows you to edit the funding information for each child.

The portal inserts a default start date, leave this date unchanged if the child attended your setting from the start of the term. Change the date to the first day the child attended your setting if they started after the start of the term.

You only need to insert an end date in two circumstances:

1. You are sure the child is leaving your setting – insert the last date the child will attend your setting
2. The hours per week claimed for that child change part way through the year – see the section on Icons below about adding an additional attendance line.

The **Stretched Offer** field should only be completed if you are stretching your claim over more than 38 weeks per year. Please see the Bracknell Forest Council website for information on stretching your offer <https://www.bracknell-forest.gov.uk/children-and-family-services/childcare/information-early-years-providers/funding-information-early-years-providers/suggested-weeks>

Universal hours = 15 hours universal entitlement  
 Extended hours = 30 hours extended entitlement

**Weeks Claimed for term** must be completed to claim funding. For more information about the number of weeks to claim for the term, refer to the Bracknell Forest Council website <https://www.bracknell-forest.gov.uk/children-and-family-services/childcare/information-early-years-providers/funding-information-early-years-providers/suggested-weeks>

### **Hours Attended per week**

Should be the total number of hours, funded and fee paying, that the child attends your setting per week.

### **Hours Attended for term**

Will autocomplete once the weeks claimed for term and hours attended per week are completed

When you complete '**Hours attended per week**' the portal will assign the hours to the universal hours claimed column first. For example

15 hours attended = 15 universal hours + 0 extended hours

25 hours attended = 15 universal hours + 10 extended hours

30 hours attended = 15 universal hours + 15 extended hours

**This is the default behaviour for the portal, providers will need to check and amend the universal and extended hours claimed to match the parent declaration form.**

### **Universal Hours Claimed per week**

Enter the total number of universal hours per week that you want to claim for the child in the relevant term. This should match the Parent Declaration Form

### **Universal Hours Claimed per term**

Will autocomplete once weeks for term and universal hours per week are completed.

### **Extended Hours Claimed per week**

Enter the total number of extended hours per week that you want to claim for the child in the relevant term. This should match the Parent Declaration Form

### **Extended Hours Claimed per week**

Will autocomplete once weeks for term and extended hours per week are completed.

When you have completed updating the task Select **Save**

The Provider Portal will time out after a period of inactivity, remember to select **Save** regularly in case you are interrupted.

In order to claim 30 hours funding a 30 hours eligibility check must have been successfully completed and the code linked to the child. Where these criteria have been met, there will be an **EH** in the funding column and you will be able to edit the extended entitlement hours claimed fields.

If you have confirmed the 30 hours eligibility code and the **EH** is not present or there are no editable Extended Entitlement hours field, you may need to link the eligibility code to the child's record.

To link the eligibility code to the child's record, click on the child's name or the blue View Child icon before their name on the headcount page to access the child's details.



Halfway down the page is an eligibility code field.

Eligibility Code

Enter the child’s eligibility code into the field and press **Save**.

The funding column for the child will now show the ‘EH’ and the extended hours columns can now be accessed.

**The forecast task will not ask for Hours attended per week or Hours attended for term.**

Pressing **Save** will return you to the front page of the headcount task.

Tasks remain available for viewing after they have closed. You can always go back and check to see old funding claims. You can save a copy of the data in your claim by clicking **Download** on the task homepage

### Icons

The provider portal uses Icons to provide additional information, give access to information, provide warnings and enable access to additional actions.

### View Child

The first column on the task screen has a View Child icon for each line with a child record. Selecting the icon opens the Child Details Screen.

	Forename	Surname	Funding	Date of birth	Funding Age	Start Date	Leaving Date	Stretched Offer	Weeks Attended for term	Average Hours Attended per week	Hours Attended for term	Hours Claimed per week	Hours Claimed for term
	Bara	Bobam		31/03/2011	4	01/09/2015							
	Matt	Lewis	P	12/03/2011	4	01/09/2015							
	Yara	Yobam	P S	31/03/2011	4	01/09/2015							

When completing a Task, any 3- and 4-year-old children highlighted in red with a red View Child icon (circled above) will need to have their Carer Details screen updated, either with the Carer details added or Declined for the EYPP checked before you can submit the Task. To access the Carer Details screen, select the View Child icon or click on the child’s name, then select the Carer Details tab. See the section **Add Child** for more guidance.

### Funding Column

Icons in the Funding column provide additional information relevant to that child

- **2** indicates a child who is or was eligible for two-year-old funding
- **EH** indicate a child eligible for the extended 30 hours free entitlement. The background colour changes based on eligibility dates and is the same colour as the ‘**Eligible to date**’ in the expiration dashboard. (see Section 4 - 30 hours Entitlement)
  - **GREEN** indicates an eligible to date more than a month in the future
  - **AMBER** indicates a code that will expire in the next month
  - **RED** indicates a code that has expired



- **S** on an amber background indicates a child who might be claiming free entitlement funding with more than one provider in the current term, and on a black background indicates a child who claimed free entitlement funding with another provider in a previous term.
- **P** indicates a child who is eligible for the Early Years Pupil Premium

Examples of all these icons can be seen below

	██████████	EH	15/10/2018	3	01/01/2022		12.00	15.00	180.00	7.50	90.00		
	██████████	P 2	26/10/2017	4	16/03/2020		12.00	15.00	180.00				
	██████████	P 2	17/10/2018	3	06/01/2021		12.00	15.00	180.00				
	██████████	2	12/11/2019	2	04/01/2022		12.00	15.00	180.00				
	██████████	P 2	09/01/2018	4	22/04/2020		12.00	15.00	180.00				
	██████████		17/07/2018	3	01/04/2022		12.00	14.00	168.00				
	██████████	S 2	23/12/2019	2	01/01/2022	01/04/2022	12.00	0.00	0.00				
	██████████	2	07/03/2020	2	20/04/2022		12.00	14.00	168.00				
	██████████	2	18/01/2019	3	06/09/2021		12.00	15.00	180.00				
	██████████		21/01/2019	3	01/04/2022		12.00	15.00	180.00				
	██████████	2	29/07/2019	2	01/09/2021		12.00	15.00	180.00				
	██████████	S 2	10/10/2019	2	20/04/2022		12.00	12.00	144.00				

### Add New Attendance Line

The last column on the right of each child's record that looks like 2 pages is the New Attendance Line icon. Selecting this icon will open a new attendance line for the relevant child record. This is useful when a child has changed their funding claim part way through a term. For example, 4 weeks at 10 hours and 8 weeks at 15 hours.

**The first line must be for the first period of attendance and must have a leaving date before the start date of the second line.**

### Delete Line

The second to last column in each child record is a cross. This is usually greyed out and hovering over the icon brings up the message '*Submitted/Imported/First attendance line cannot be deleted for (name of child)*'. Clicking on a greyed-out icon has no affect.

If you have added a child or a second attendance line and you have not submitted this addition/change to the Council, the cross will be black. Clicking on the icon will delete that line allowing you to remove a child or attendance line added in error.

The cross is greyed-out once you submit the information in that line and the option to delete is no longer available.

## HEADCOUNT SUBMISSION

Clicking on **Save** as described in the previous section will save the data you have entered onto the Provider Portal. You still need to send the data to the Council, to do this click on **Submit**.

A new screen will open with a declaration regarding the data you are submitting. To agree to the declaration, click **Confirm**

### Submission Declaration

#### Provider declaration

By providing information to us, you confirm your understanding and agreement of the following:

- I confirm no fees will be charged for the free entitlement hours claimed
- I confirm parent(s)/carer(s) have been provided with a schedule of fees and charges. If applicable, they have been provided with a written breakdown of fees and charges that will be due for their child's agreed attendance pattern
- I confirm I have seen an original or certified copy of the child's birth certificate or passport and the child's legal name and date of birth match the information submitted
- I confirm I hold a signed parent declaration form covering the hours claimed
- I confirm I have provided the parent(s)/carer(s) with a copy of the privacy notice

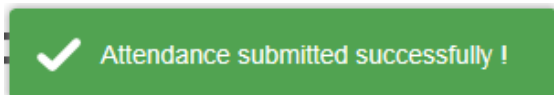
Please visit our webpage for a full copy of the [Bracknell Forest Provider Agreement for Funding Free Places for 2, 3 and 4 Year Olds](#)

A pop-up window will open asking you to confirm your submission. Click **Yes** to submit the data or No to cancel the submission.

### Submit Headcount

Are you sure you wish to submit this information?

After clicking **Yes**, you will see a notification message confirming the submission.

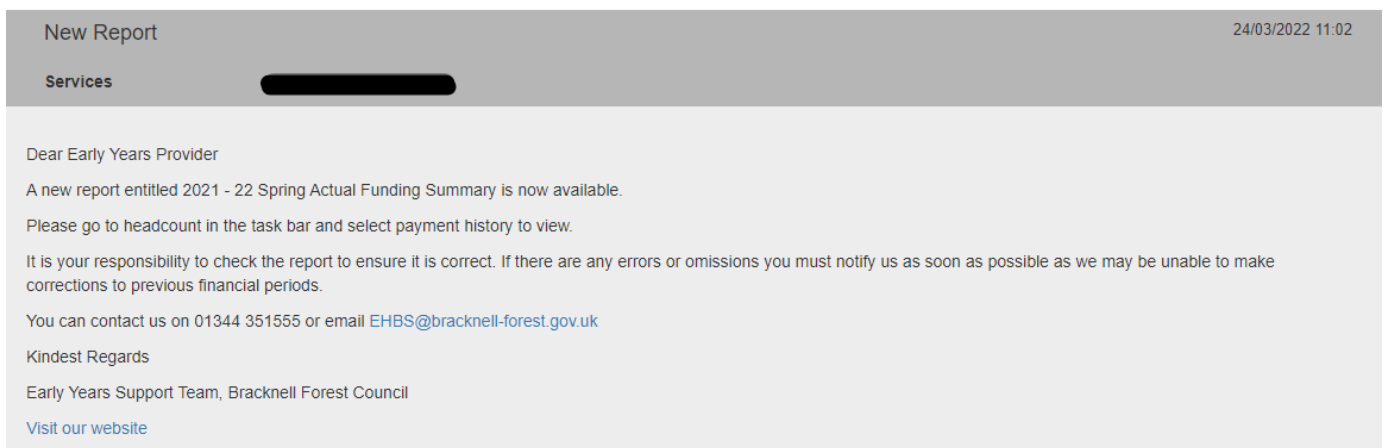
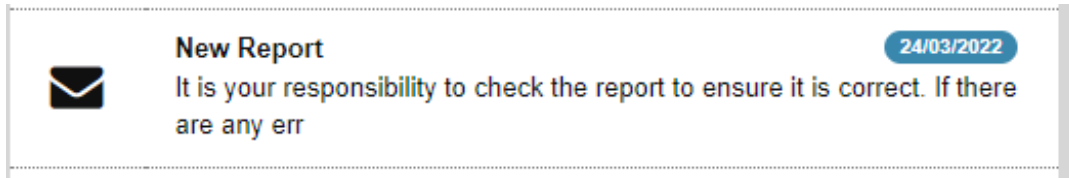


**You can continue to add children and hours or make changes to the information you have submitted until the task deadline, with the latest submission overwriting any previous submissions for that task. Once the deadline for the task has passed the task will become read only.**

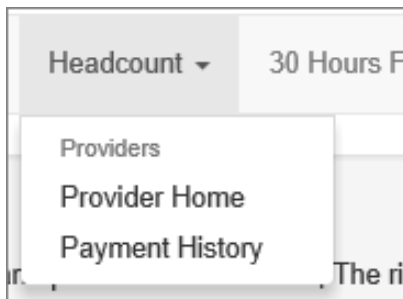
# SECTION 3 – REPORTS

When the Early Years Team send you a Report, you will receive an email informing you that you have a new message waiting for you in the Headcount section of the Portal.

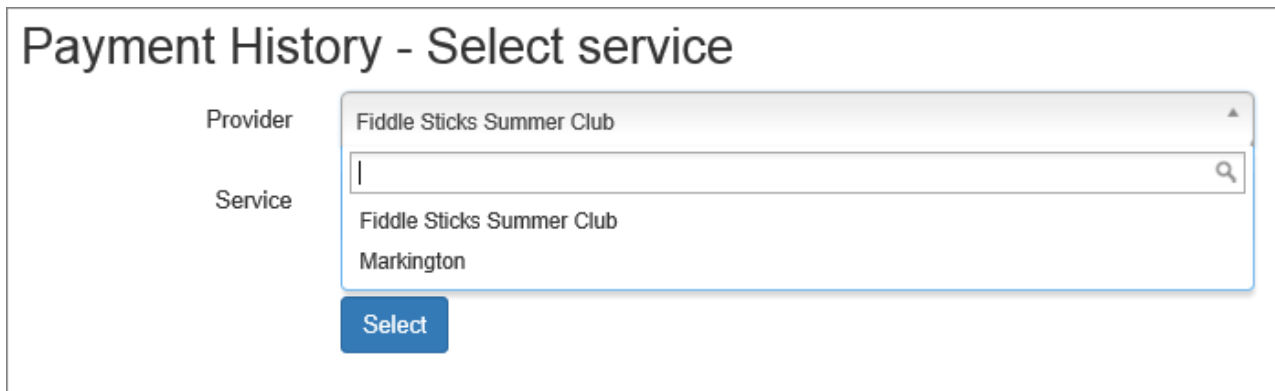
Login to the Portal and go to your Headcount Page you will see a message informing you of the report details and how to access the report, this message can be read and deleted if no required.



Select the Headcount | Payment History menu item at the top of the screen



If you are linked to Multiple Nurseries or Services you will need to select the one that has the relevant report, by choosing the Nursery from the dropdown and using the **Select** button to display the reports



Any reports that you have access to will be visible

**Payment History**  
 Markington - Sessional Daycare

1 Report(s)

Report Date	Description	Actions
25/10/2017	Mg Task Name	<a href="#">View Report</a>

[Back](#)

Selecting **View Report** will open another window and load the report which may be different to the sample below

**Free Entitlement Funding Summary for Early Education :**  
 -

This report details a breakdown of the funding that you can have received for the funding period.

<b>Funding Summary</b>				
Weeks Per Term:				
	2 Year Olds	3 Year Olds	4 Year Olds	Over 4
Unit Cost by Age per Hour (B)	£	£	£	£
Total Paid Hours per Term (C)				
Total for the Period (D = B x C)	£	£	£	£
Actual Payments	£	£	£	£
Total Actual Amount Payable				£
Total Payment For Period				

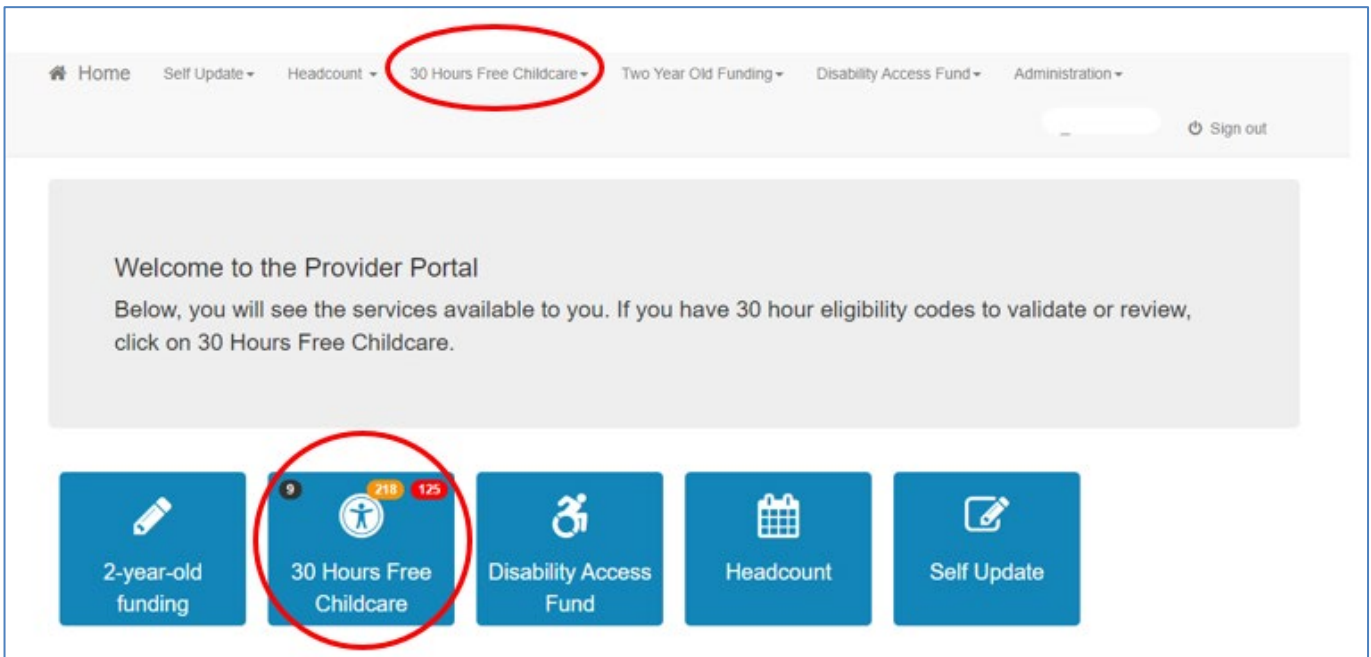
Note: Reports can be printed or saved if necessary, however, to view the report again you can repeat the above steps at any time to access current or historic reports

# SECTION 4 – 30 HOURS FREE CHILDCARE

It is the responsibility of the provider to check the validity of 30 hours codes before agreeing to provide the 30 hours extended entitlement.

## Checking Eligibility Codes

To access the 30 Hours Headcount section of the Provider Portal, select the **30 Hours Free Childcare** button on the home page or use the drop down list under 30 Hours Free Childcare at the top of the page and select **Provider Home**.

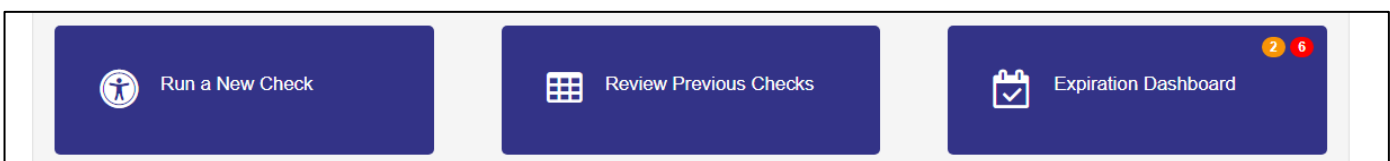


If the 30 Hours Free Childcare button has any **AMBER** or **RED** numbers, the Portal is notifying you that some children are coming to the end of their Eligibility and/or Grace period. This should be checked via the Expiration Dashboard.



This will open the 30 Hour Entitlement Portal where you will be presented with three options

- Run A new Check
- Review Previous Checks
- Expiration Dashboard



Note any **AMBER** or **RED** numbers on the 30 Hours Free Childcare button will be repeated on the

Expiration Dashboard button.

## [Run a new check](#)

Use the [Run a new check](#) option when you need to check the validity of a 30 hour code for the first time.

### Run a new check

The Department for Education (DfE) provides an Eligibility Checking System (ECS) to allow you to check online and in real time the validity of eligibility codes issued by HMRC to working parents eligible for 30 Hours Free Childcare. You may only perform checks where the parent/carer has given consent for you to do so and when they have agreed that this check information can be shared with the Local Authority and any other providers the child attends.

Child's Legal Forename *	Child's Legal Surname *	Child date of birth *	Parent National Insurance number *	Eligibility code *
<input type="text" value="for example John"/>	<input type="text" value="for example Smith"/>	<input type="text" value="for example 30/11/2012"/>	<input type="text" value="for example NM123456C"/>	<input type="text" value="for example 5000100501"/>

## Existing Children

To run a 30 hours check for existing children (children previously added to your setting in a task), enter the child's legal forename and surname, as you do so the portal will return any matching records, showing the child's forename, surname, and date of birth.

You can confirm that the correct child has been returned by clicking on [View Details](#).

Child's Legal Forename *	Child's Legal Surname *	Child date of birth *	Parent National Insurance number *	Eligibility code *
<input type="text" value="elana"/>	<input type="text" value="for example Smith"/>	<input type="text" value="for example 30/11/2012"/>	<input type="text" value="for example NM123456C"/>	<input type="text" value="for example 5000100501"/>

Elana	██████	██████	<a href="#">View Details</a>
-------	--------	--------	------------------------------


If the correct child record has been returned, click on the record and the eligibility checking field will be auto filled with the child's details

Enter the parents NI number and the Eligibility Code in the relevant fields and click on [Run Check](#)

Child's Legal Forename *	Child's Legal Surname *	Child date of birth *	Parent National Insurance number *	Eligibility code *	<input type="button" value="Clear"/>
██████	██████	██████	<input type="text" value="for example NM123456C"/>	██████	<input type="button" value="Run check"/>

If the eligibility code is valid, you will receive a message as shown below.

**Success !**

 This eligibility code is valid from 01-Jul-2017 to 31-Aug-2017, with a grace period to 31-Dec-2017.

HMRC will manage the notification to parents of the need to reconfirm their eligibility.

The portal will automatically link the eligibility code to the child's record and the eligibility code and details of the eligibility & grace periods will be added to the child detail screen.

30 Hour Eligibility Code   This eligibility code is valid from 07-Aug-2021 to 11-May-2022, with a grace period to 31-Aug-2022

The date the code is eligible from is the date on which HMRC confirmed eligibility. This date must be before the start of the term in which 30 hours funding will be claimed for the first time. See the Bracknell Forest Website for further guidance on 30 hours eligibility codes <https://www.bracknell-forest.gov.uk/children-and-family-services/childcare/information-early-years-providers/funding-information-early-years-providers/about-free-places>

If the eligibility check is unsuccessful, you will receive the message shown below

 **Sorry. Not Eligible!**

The checking service has responded that this code is not eligible, please confirm that all the details you have entered are correct.

### **New Children (Ad-hoc checks)**

If you enter details for a new child (not an existing child) the portal will display the 'No Records Found' message. And you will need to run an 'Ad-hoc' check

Select **Add New Child**

Search icon

Child's Legal Forename \*  Child's Legal Surname \*  Child date of birth \*  Parent National Insurance number \*  Eligibility code \*

No Records Found - Please Add New Child

**Add New Child**

A pop-up window will open asking you to confirm that you want to add a new child, select **OK**

**Confirm**

 Do you want to add a new child?

**OK** Cancel

Enter the child's Forename, Surname, Date of Birth, Parents NI Number and Eligibility Code in the

relevant field before selecting Run Check, you will receive the same messages as when you complete a check for an existing child.

The eligibility code will not be linked to a child's record. You will need to add the eligibility code when you add the child's record to your setting.



## Expiration Dashboard

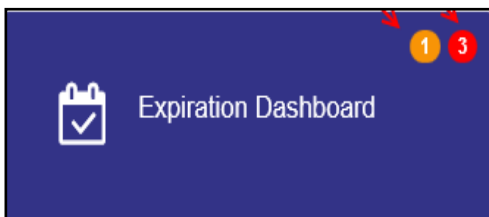
The Expiration Dashboard is used to alert providers about children who are nearing their eligibility end date and whose parents have not reapplied. The provider can then remind parents to recheck their eligibility.

Providers are alerted to check the Expiration Dashboard in two ways.

1. Coloured numbers on the 30 Hours Free Childcare button



2. And the Expiration Dashboard button



The number displayed in **RED** indicate those whose eligibility has already expired and are no in the Grace Period.

The number in **AMBER** is the number due to expire within the next **28 days**

**Providers are encouraged to monitor the Expiration Dashboard regularly as it will provide valuable information about the eligibility of children in their setting for the 30 hours extended entitlement.**

Click on [Expiration Dashboard](#)

The Expiration Dashboard provides a quick reference of eligibility code expiry dates and grace period end dates

The colour of the **Eligible to date** changes colour based on the how soon the code will expire.

- **GREEN** indicates a eligible to date more than a month in the future
- **AMBER** indicates a code that will expire in the next month
- **RED** indicates a code that has expired

Child	Eligibility Code	Eligible From	Eligible To	Grace Period End	Eligibility was last checked on	Notes / Further Action Needed
Aaron Long (16/09/2012)	12312345651	01/07/2017	31/07/2017	31/12/2017	24/08/2017 Eligible Recheck now	Update
Simon Misselbrook (01/02/2014)	11221122112	01/07/2017	31/07/2017	31/12/2017	14/08/2017 Eligible Recheck now	Update
Alan Petersen (17/09/2012)	99887766554	01/07/2017	31/07/2017	31/12/2017	24/08/2017 Eligible Recheck now	Update
Craig Reed (04/12/2012)	51231231231	01/07/2017	31/07/2017	31/12/2017	24/08/2017 Eligible Recheck now	Update
Roy Ross (02/12/2012)	22332233445	01/07/2017	31/07/2017	31/12/2017	24/08/2017 Eligible Recheck now	Update
Donald Thompson (16/11/2012)	22334422334	01/07/2017	31/07/2017	31/12/2017	14/08/2017 Eligible Recheck now	Update
Earl Cook (23/05/2013)	51232342344	01/07/2017	31/08/2017	31/12/2017	24/08/2017 Eligible Recheck now	Update
Roy Ross (02/12/2012)	59879879811	01/07/2017	31/08/2017	31/12/2017	24/08/2017 Eligible Recheck now	Update
Polly Misselbrook (01/01/2014)	12345678900	01/07/2017	31/10/2017	31/12/2017	24/08/2017 Eligible Recheck now	Update

The colour of the **Eligible to date** is the same colour as the **EH** in the funding column of a task (see the section on Icons)

At the top of the expiration dashboard are 3 filters which allow providers to change the information displayed.

Further action needed 
Days 
Eligibility filter

You can manually overwrite the number of days in this box to show the specific timescale you want to review.

Days

You can filter your dashboard by code end dates, grace period end dates and to show codes that have already expired.

Eligibility filter

Eligibility is ending in the next 180 days

- Eligibility is ending in the next 180 days
- Grace period ending in the next 180 days
- Grace period expired in the last 180 days
- Eligibility has ended but code is still in grace

Parents are required to reconfirm their code every 3 months. HMRC will email them a reminder 4 weeks before their code expires.

The portal will automatically re-check codes when they reach their expiration date but providers can check the code before the expiration date by clicking on **'Recheck now.'**

Child	Earliest start date for 30 hours place	Eligibility code	Eligible from	Eligible to	Grace period end	Eligibility was last checked on	Notes (further action needed)
[REDACTED]	01/01/2022 Spring Term	[REDACTED]	24/11/2021	18/02/2022	31/08/2022	20/03/2022 Eligible Recheck now	[icon] ✓ Update
[REDACTED]	01/01/2022 Spring Term	[REDACTED]	21/12/2021	08/04/2022	31/08/2022	06/04/2022 Eligible Recheck now	[icon] ✓ Update

Once a parent has reconfirmed their code the **'Eligible To'** and **'Grace Period End'** dates will update, and the red cell will turn green.

Where parents have not reconfirmed their eligibility and their 'Eligible to' dates remain amber or red providers should remind parents to reconfirm their details.

There may be a delay between parents reconfirming their eligibility on the HMRC website and when the 'Eligible to' date updates on the dashboard.

It is the provider's responsibility to talk to parents about attendance patterns and charging options where parents advise they are no longer eligible. Bracknell Forest Council is unable to provide extended entitlement funding for ineligible children.

If you know that a code does not need to be renewed e.g., the child will be starting school in the next term, you can stop the record from appearing.

Select **Update**.

Child	Earliest start date for 30 hours place	Eligibility code	Eligible from	Eligible to	Grace period end	Eligibility was last checked on	Notes (further action needed)
[REDACTED]	01/01/2022 Spring Term	[REDACTED]	24/11/2021	18/02/2022	31/08/2022	20/03/2022 Eligible Recheck now	[icon] ✓ <b>Update</b>
[REDACTED]	01/01/2022 Spring Term	[REDACTED]	21/12/2021	08/04/2022	31/08/2022	06/04/2022 Eligible Recheck now	[icon] ✓ Update

On the screen that opens, remove the tick in the 'Is any further action needed?' box and the press **Save**. The record will not appear if you select 'Yes' in the 'Further Action Needed' filter.

This page includes space for case notes to keep track of actions taken or reasons for removing the further action needed tick. These notes are not visible to other providers.

### Notes (further action needed)

**Is further action needed?**

Case notes. This is not shared with other providers.

**Cancel** **Save**

**It is the parent's responsibility to reconfirm their eligibility code, providers cannot do this for them**

## Review Previous Checks

You can search for previous checks by Name, Date, National Insurance Number, Eligibility code or check the status of any checks you have previously completed.

Home    Headcount (MAH) ▾    30 Hours Childcare ▾    Two Year Old Funding ▾
PPUSER ▾    Sign out

### Checks Run for Ages 2 to 5 Years 6 Months

Provider St Marks ▾

#### Existing Child Checks

Child's Forename ▾	Child's Surname ▾	Child's Date of Birth ▾	Parent's NI Number ▾	Eligibility Code ▾	Check Last Run ▾	Eligible From ▾	Eligible To ▾	Grace Period End ▾	Check Status ▾
Polly	Misselbrook	01/01/2014	JT123456A	12345678900	24/08/2017	01/07/2017	31/08/2017	31/12/2017	Eligible
Earl	Cook	23/05/2013	JT121212A	51232342344	24/08/2017	01/07/2017	31/08/2017	31/12/2017	Eligible
Roy	Ross	02/12/2012	BA123456A	59879879811	24/08/2017	01/07/2017	31/08/2017	31/12/2017	Eligible
Craig	Reed	04/12/2012	AB654321A	51231231231	24/08/2017	01/07/2017	31/07/2017	31/12/2017	Eligible
Aaron	Long	16/09/2012	AB654321A	12312345651	24/08/2017	01/07/2017	31/07/2017	31/12/2017	Eligible
Roy	Ross	02/12/2012	LK123456A	22332233445	24/08/2017	01/07/2017	31/07/2017	31/12/2017	Eligible
Alan	Petersen	17/09/2012	AS123456D	99887766554	24/08/2017	01/07/2017	31/07/2017	31/12/2017	Eligible
Donald	Thompson	16/11/2012	TY123456A	22334422334	14/08/2017	01/07/2017	31/07/2017	31/12/2017	Eligible

#### Ad-hoc Checks

Child's Forename ▾	Child's Surname ▾	Child's Date of Birth ▾	Parent's NI Number ▾	Eligibility Code ▾	Check Last Run ▾	Eligible From ▾	Eligible To ▾	Grace Period End ▾	Check Status ▾
Simon	Misselbrook	01/02/2014	JY123456A	11221122112	14/08/2017	01/07/2017	31/07/2017	31/12/2017	Eligible


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# SECTION 5 - DAF APPLICATION


Disability Access Funding (DAF) Applications can be made through the Portal. You will need a copy of the completed and signed Parent Declaration Form and the DLA Award Letter before you start the DAF Application process. Electronic copies of both documents will facilitate a faster application process.

Welcome to the Provider Portal


Below, you will see a vast range of services available to you. If you have two year old children to approve. Click on the Two Year Old Funding icon to approve. If you have headcount information to submit. Click on the Headcount icon to submit.



30 Hours Free Childcare



Disability Access Fund



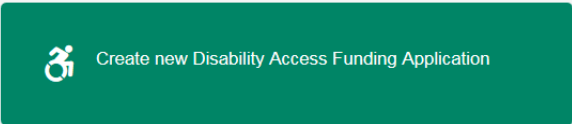
Headcount

Select **Disability Access Fund** to go to the DAF Home Page

Welcome to the Provider Disability Access Fund Home Portal

Below, you will see the services available to you.

✎ Disability Access Funding Actions



✉ My messages

You don't have any messages yet.

Messages sent to you will be displayed here.

Any messages received in relation to a DAF Approval or Rejection will appear in the My Messages section

Select **Create new Disability Access Funding Application** to begin a DAF Application

If you are working across multiple settings you will need to select the setting that you want the DAF Applicant to be linked to, by selecting the relevant service from the drop-down menu.

Please identify the service to which the application will be linked.

Provider	Bumble Bee Nursery
Service	<input type="text"/>
	Bumble Bee Nursery
	Markness

Select **Continue** to display the list of children.

If you are working at a single setting, you will only see the list of children.

The portal will default to show you children who could be eligible for DAF funding only, children who are already approved or are not eligible by Age will not appear in the list of children.

You can change the list to children who are not eligible by unticking the box at the top of the list

## Disability Access Funding Application

Select a child from the list to continue with the application

Find a Child

Show Eligible Children

	Forename	Surname	Date of Birth	Age Eligibility	DAF Approved Date
<input checked="" type="radio"/>	Alan	Stevens	22/01/2013	Yes	16/10/2017
<input checked="" type="radio"/>	Arthur	Collins	09/02/2013	Yes	16/10/2017
<input checked="" type="radio"/>	Arthur	Robinson	08/09/2012	Yes	24/10/2017
<input checked="" type="radio"/>	Brandon	Stewart	01/09/2012	Yes	16/10/2017
<input checked="" type="radio"/>	Chris	Schmidt	05/04/2015	No	
<input checked="" type="radio"/>	Eugene	Armstrong	17/05/2014	Yes	19/10/2017
<input type="radio"/>	Grundy	Goobster	31/12/2013	Yes	
<input checked="" type="radio"/>	Jason	Sims	24/03/2015	No	

To start a DAF Application for a child, select the circle next to their name

<input checked="" type="radio"/>	Grundy	Goobster	31/12/2013	Yes	
----------------------------------	--------	----------	------------	-----	--

Click **Select** to display the application page

## Disability Access Funding Application

Provide DLA Award letter and Parental Agreement details to proceed with Disability Access Funding application

This is the guidance text for parental agreement, please update me

Parental Agreement

I will provide Parental Agreement by post

This is the guidance text for award letter, please update me

DLA Award Letter

I will provide DLA Award Letter by post

Details to support your Disability Access Funding claim

To complete the DAF Application, you will need to submit copies of the child's Parent Declaration Form and DLA Award Letter. For each required document, select **Browse** to search for and upload the document to the Portal. Or you can select the notification that you will be sending the evidence by another method. Supporting details can be entered in the text box

**Details to support your Disability Access Funding claim**

Supporting Details:

The documents sent contain the ...|

Selecting **Continue** will take you to a screen showing the details of the DAF application.

Check the Application

### Disability Access Funding Application

Below is the summary of Disability Application Funding application

#### Child Details

<b>Name</b>	Alan Stevens
<b>Gender</b>	Male
<b>Date of Birth</b>	22/01/2013
<b>Address</b>	63, Stanley Plaza, Carbrookville, Jutown, Bedshire, B2 8CD
<b>Ethnicity</b>	WBRI - White British
<b>First Language</b>	

#### Application Details

<b>Provider</b>	Markness
<b>Service Name</b>	Markness - Daycare
<b>Parental Agreement</b>	<a href="#">golden-ticket.jpg</a>
<b>DLA Award Letter</b>	<a href="#">Logo.jpg</a>
<b>Details to support your Disability Access Funding claim</b>	Supporting Details: The documents sent contain the ...

All the DAF details provided by me are correct

Cancel Back Submit

Confirm the details of the application are correct by ticking the box on the bottom of the page.

All the DAF details provided by me are correct

Select **Submit** to send the Application to the Early Years Team. You will receive confirmation the application has been submitted and a reference number.

**Application submitted**

Your application for Alan Stevens has been submitted. You will be notified of the result of your claim by a message to your provider portal account.

**Application reference number for your information:**

DAF-1710-X2OKFEF3

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

Select **Finish** to complete the application process

**Remember to securley mail or deliver documents that have not been submitted**



electronically. The relevant address is:

**Bracknell Forest Council  
Early Years 2nd Floor North  
Time Square  
Market Street  
Bracknell  
RG12 1JD**

Select [Create new Disability Access Funding Application](#) to go back to the DAF Application list to send information for another applicant

Any children who you have already applied for will show a Pending Application message

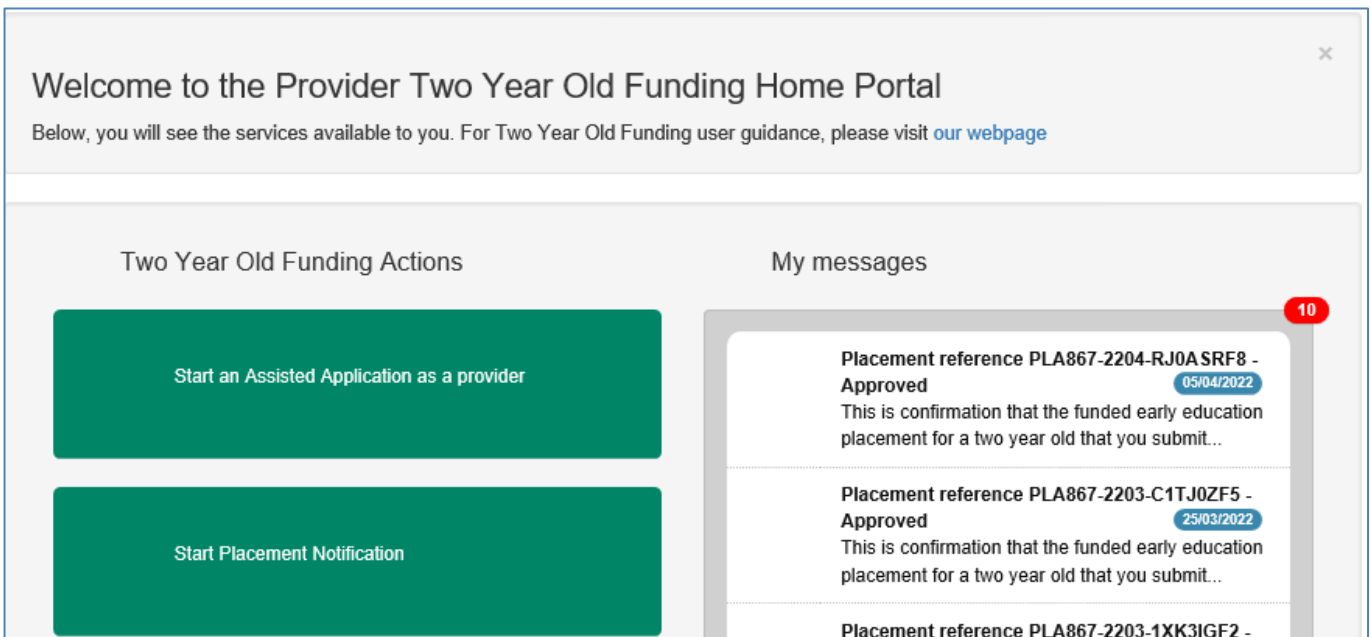
<input type="radio"/>	Child	Parent	Date of Birth	Application Status	Application Date
<input checked="" type="radio"/>	Brandon	Stewart	01/09/2012	Yes	16/10/2017
<input checked="" type="radio"/>	Chris	Schmidt	05/04/2015	No	
<input checked="" type="radio"/>	Eugene	Armstrong	17/05/2014	Yes	19/10/2017
<input type="radio"/>	Grundy	Goobster	31/12/2013	Yes	
<input checked="" type="radio"/>	Jason	Sims	24/03/2015	No	
<input type="radio"/>	Kevin	Simpson	03/05/2014	Yes	
<input type="radio"/>	Russell	Armstrong	05/09/2012	Yes	
<input type="radio"/>	Scooby	Goobster	31/12/2013	Yes	
<input type="radio"/>	Shawn	Arnold	30/01/2013	Yes	Note: This child has a pending application
<input type="radio"/>	Stephanie	Arnold	02/06/2014	Yes	
<input checked="" type="radio"/>	Steven	Arnold	30/03/2015	No	

You will receive a message once the Application has been Approved or Rejected

# SECTION 6 - TWO-YEAR-OLD FUNDING

Parent/Carers can apply for 2-year-old funding online using the Citizen Portal. They will need an email address, their National Insurance Number and the child's date of birth to check complete a 2-year-old funding eligibility check. Guidance on completing the online eligibility check and a link to the Citizen Portal is available on the Bracknell Forest Council Website <https://www.bracknell-forest.gov.uk/children-and-family-services/childcare/free-places-2-year-olds>

To access the 2-year-old section of the Provider Portal, select the **2-year-old funding** button on the home page or use the drop-down list under Two-Year-Old Funding at the top of the page and select **Provider Home**.



Messages relevant to Two-year-old funding applications and placements are on the right of the Home Page, with action buttons on the left.

## Assisted Applications

A provider can assist a parent/carer check eligibility for two-year-old funding by completing an assisted application. To start the eligibility check, select **Start an Assisted Application as a provider**.

Assisted 2 Year Old Funding Application

In order to begin an assisted application, you will need to obtain the Date of Birth, and current address, of the child that is the subject of the application. Further details, such as the parent/carer NI Number and Date of Birth, may be needed later in order to complete the application.

Please note: You will not be able to change the child's date of birth or postcode later in this process, if you wish to do so you will need to start a new application from this point.

Child's Date of Birth

Child's Postcode

Enter the child's date of birth and postcode and select **Continue**. Note that you will not be able to amend the date of birth or post code later in the process. If you need to change the date of birth or postcode you will need to start a new application.

Enter the child's legal Forename, Surname, Gender, Ethnicity and First Language, then select **Find Address**

### Add Child

To progress this application, enter the details of the child below

**Please note:** You cannot change the child's date of birth or postcode from those which you entered on the previous screen. If you have made a mistake then please restart the application.

Forename \*

Surname \*

Gender \*  Male  
 Female

Date of birth (dd/mm/yyyy)

Ethnicity \*

First Language \*

Postcode \*

\* Required field

The Portal will lookup addresses for the provided postcode. Highlight the correct address and click on **Select** to continue.

Female

Date of birth (dd/mm/yyyy)

Ethnicity \*

First Language \*

Postcode \*

Church Walk, Marston Moretayne, BEDFORD, Simshire, MK43 0NE  
**34, Church Walk, Marston Moretayne, BEDFORD, Simshire, MK43 0NE**

\* Required field

If the address is not displayed, select **Enter Address Manually** and manually populate the address. Please check that the postcode used is correct before using this option.

You can check the postcode for an address on the Post Office website

<https://www.royalmail.com/find-a-postcode>

Select **Continue** to save the child's details and move to the next screen.

Enter the Parent/Carer details and either choose the existing address or select No to enter a new address. The select **Continue** to store the Parent/Carer details.

Note that the Applicant is the child's parent/carer, not the childcare provider

### Enter applicant Information

To progress this application, enter the details of the applicant below:

**Title**

**Forename**

**Surname**

**Gender**  Male  Female

**Relationship**

**Parental Responsibility**  Yes  No  
If the applicant has legal responsibility for this child, select Yes

**Address** Does the applicant live at the same address as the child ?  
 Yes 34 Church Walk, BEDFORD, Simshire, MK43 0NE  No

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

### Claim Type

The Parent/Carer may be claiming two-year-old funding due to **Economic** (e.g., benefits) or **Non-Economic** grounds (e.g., disability, child in care, adoption)

### Claim type

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

<b>Economic Claim</b> Here you can make an application for the applicant based on economic grounds. Most applicants will want this option. <a href="#">Claim on economic grounds</a>	<b>Non-economic Claim</b> Here you can apply for Two Year Old Funding through non-economic grounds. Applicants for looked after or SEN children should choose this route. <a href="#">Claim on non-economic grounds</a>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

[Back](#)

## Economic Grounds

Selecting **Claim on economic grounds** will show you the Parent/Carer details to populate their date of birth and either their National Insurance Number or National Asylum Seekers Number. Then select **Continue**

### Enter applicants economic Information

To validate that the applicant is eligible, enter their economic details of the applicant below:

Forename	<input type="text" value="Whindy"/>
Surname	<input type="text" value="Pickles"/>
Date of Birth	<input type="text" value="21/08/1970"/>

Please enter either:

National Insurance No. (e.g. AB123456C)	<input type="text" value="AB142536C"/>
-----------------------------------------	----------------------------------------

Or

National Asylum Seekers No. (e.g. 13 / 07 / 56789)	<input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/>
----------------------------------------------------	-----------------------------------------------------------------------------------------------

### Child Details

Roberto Pickles	
Gender	Male
Date of Birth	31-Dec-2013
Parental Responsibility	Yes
Relationship	Mother

You must carefully read and agree to the Legal Declaration by ticking the box next to **I agree**.

## Declaration

I declare that the applicant has confirmed that he/she has parental responsibility for the child named in this application and that they live together. The applicant has confirmed that all information he/she has provided as part of this application is correct to the best of his/her knowledge. I have checked with the applicant that he/she agrees that the information given can be shared locally for the benefit of their family.

I agree

Then select **Confirm** which will submit the application to the Eligibility Checking System and once the check has completed the Portal will return a result for the eligibility check.

Once the result has been returned you can choose how to deliver the result to the Parent/Carer, depending on their preference.

### Eligibility Result - funded early education for two year old children

The check for eligibility for funded early education has confirmed that Roberto Pickles is eligible.  
The applicant will need to keep the information on this page for future reference.

Application reference number for your information:  
TYF-1611-FOC1X2F7

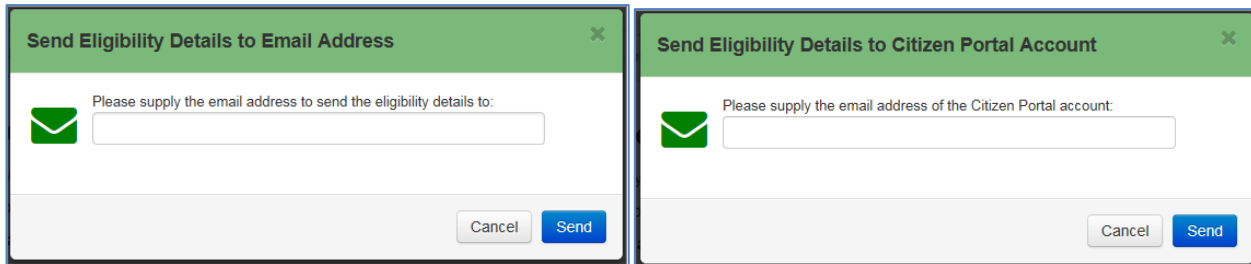
Funding for early education for Roberto Pickles is available immediately. Funding will commence from the date, on or after 17/11/2016, when an early education placement is taken up with an approved provider.

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

How would the applicant prefer to receive the eligibility details?  
If none of these methods are appropriate then please note down the application reference number and funding start date for the applicant.

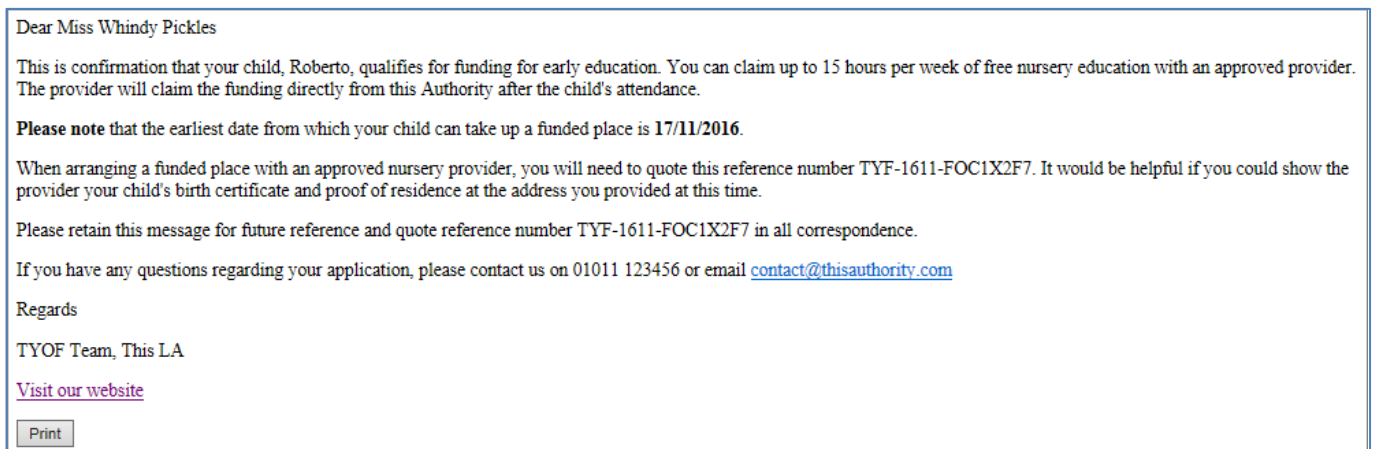
If **By Mail** or **Via Citizen Portal Account** are selected, you will need to enter an email address.

**Before selecting Via Citizen Portal Account, ensure the Parent/Carer has a Citizen Portal account associated with the email address.**



The image shows two side-by-side screenshots of confirmation dialog boxes. The left dialog is titled "Send Eligibility Details to Email Address" and contains a green envelope icon, a text input field with the prompt "Please supply the email address to send the eligibility details to:", and "Cancel" and "Send" buttons. The right dialog is titled "Send Eligibility Details to Citizen Portal Account" and contains a green envelope icon, a text input field with the prompt "Please supply the email address of the Citizen Portal account:", and "Cancel" and "Send" buttons.

The confirmation notification includes an eligibility reference number, eligibility date and contact information for the Councils Early Years team.



Dear Miss Whindy Pickles

This is confirmation that your child, Roberto, 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 17/11/2016.**

When arranging a funded place with an approved nursery provider, you will need to quote this reference number TYF-1611-FOC1X2F7. 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-1611-FOC1X2F7 in all correspondence.

If you have any questions regarding your application, please contact us on 01011 123456 or email [contact@thisauthority.com](mailto:contact@thisauthority.com)

Regards

TYOF Team, This LA

[Visit our website](#)

Select **Finish** on the application page to complete the application.

## Non-Economic Grounds

Selecting **Claim on non-economic grounds** will show you the options for the Non-Economic 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 the maximum amount of evidence you can attach cannot exceed a total of 20MB**

**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).

**Looked After Child** A "looked after child" is 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.

**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).

The parent/applicant has confirmed that they have parental responsibility for the child to whom this application relates and that the child resides with them. The parent/applicant has also confirmed that all information provided relating to this application is correct to the best of their knowledge and that this information can be shared for the benefit of their family

**The parent/applicant has been made aware of these conditions and has confirmed that they are true**

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

Selecting the relevant section will expand it to allow you to populate the details of the claim, and any electronic evidence documents can be attached by selecting **+Add File** and browsing to the file.

### 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 the maximum amount of evidence you can attach cannot exceed a total of 20MB**

**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

I have attached the evidence.

Please attach any additional evidence relating to the above criteria

[+ Add file](#) [Remove](#)  [Browse...](#)

**Looked After Child** A "looked after child" is 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.

**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).

The parent/applicant has confirmed that they have parental responsibility for the child to whom this application relates and that the child resides with them. The parent/applicant has also confirmed that all information provided relating to this application is correct to the best of their knowledge and that this information can be shared for the benefit of their family

Multiple files can be attached as evidence

Please attach any additional evidence relating to the above criteria

[+ Add file](#)

[Remove](#)  [Browse...](#)

[Remove](#)  [Browse...](#)

Read and agree to the declaration by ticking the box. Then select **Continue**

The parent/applicant has been made aware of these conditions and has confirmed that they are true

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

Select the method(s) of contact and enter any supplementary details before selecting **Continue**

### Preferred methods of contact

How would the applicant like to be contacted once we have reviewed their application.

Via Email

Via Post

Via Citizen Portal  (only valid where the applicant has already created an account on Citizens Portal)

Via Provider

A message will always be sent to you via your Provider Portal account when changes are made to this application.  
You may add some information below to record a phone number or address at which to contact the applicant when you receive any notifications from the authority.

Bob at Markness Nursery - 07865432123

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

**Before selecting Via Citizen Portal Account, ensure the Parent/Carer has a Citizen Portal account associated with the email address.**

Populate the contact details for the Parent/Carer and select **Continue**

### Applicants contact details

Please supply some information so that we can contact the applicant regarding any questions or updates relating to their application.

Telephone number \*

Email address \*

House Number \*

House Name

Street Name

District / Village

Town

County

Postcode \*

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

Note the application reference for your records and then select **Finish** to return to the Home Page

### Application submitted

Your application for Roberta Pickles has been submitted. The applicant will be notified of the result via whichever method of contact which they selected. You will also be notified of the result of your claim by a message to your provider portal account.

**Application reference number for your information:**  
TYF-1503-AHMJF6F6

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](#)



## Placement

On the Two Year old Funding Home Page you can apply for the child to be placed at your setting by selecting **Start Placement Notification**

Enter the Application Reference Number and Child details and the date the placement will start then Select **Continue**

### Placement Notification

You can notify the Local Authority of funded placements for 2 year old children using this facility.

This placement must relate to a child who is two years old at the start of the funding period in which the proposed placement commences, you will need to provide some details about the child and the Funded Early Education for Two Year Olds application reference number; these details will be validated against those entered when eligibility for early education for two year funding was assessed.

You may find it appropriate to see the child's birth certificate and proof of residence at this stage, although this is not strictly necessary until you submit a request for funding

Application Reference *	<input type="text" value="TYF-1503-LO4AIRF9"/>
Date of Birth *	<input type="text" value="31/12/2012"/>
Start of placement *	<input type="text" value="02-March-2015"/>
Surname *	<input type="text" value="Pickeles"/>
Forename	<input type="text" value="Roberto"/>

Check that the application details are correct and then tick the box in the Declaration to confirm that you have read and complied with the Declaration notice before selecting **Agree And Continue**

### Application Summary

Below are the details given by the applicant when they made their application for Funded Early Education for Two Year Olds, please use this information to confirm that the user made this application before proceeding. If the applicant has since moved address then you will get the opportunity to amend their address on the next page.

<b>Application's Details</b>	
Application Reference	TYF-1503-LO4AIRF9
Eligibility Date	02/03/2015

<b>Child's Details</b>	
Forename	Roberto
Surname	Pickeles
Child's Dob	31/12/2012
Postcode	MK43 0NE

<b>Applicant's Details</b>	
Forename	William
Surname	Pickles

### Declaration

I am satisfied that the proposed funded placement relates to the child for whom this application was approved

Either confirm the Address is correct or select **No, it is wrong** which will open new fields to enable you to populate the relevant address.

### Address Confirmation

Child Details

<b>Name</b>	Roberto Pickeles
<b>Gender</b>	Male
<b>Date of Birth</b>	31/12/2012
<b>Address</b>	34 Church Walk, BEDFORD, Simshire, MK43 0NE

Please confirm that the address shown above is the child's current address ?

House Number \*

House Name

Street Name

District / Village

Town

County

Postcode \*

The postcode for the address

Where relevant, select the Provider from the dropdown and the Service that the Child will be attending and then select **Continue**

### Placement Service Selection

Child Details

<b>Name</b>	Roberto Pickeles
<b>Gender</b>	Male
<b>Date of Birth</b>	31/12/2012
<b>Address</b>	34 Church Walk, BEDFORD, Simshire, MK43 0NE

Please identify the service from which the placement will be funded.

Provider \*

Service \*  FDC

Read the Declaration carefully before ticking the box to confirm that you agree with the declaration, then select **Continue**.

### Placement Declaration

Child Details

<b>Name</b>	Roberto Pickeles
<b>Gender</b>	Male
<b>Date of Birth</b>	31/12/2012
<b>Address</b>	34 Church Walk, BEDFORD, Simshire, MK43 0NE

Placement Details

<b>Service</b>	Markness - FDC
<b>Placement Date</b>	02/03/2015

#### Declaration

I understand that I must confirm the full name, date of birth and home address of the child before I claim any funded hours. I also understand funding for the placement will only be available from the child's date of eligibility

[Quit](#) [Continue](#)

You will now see the details of the Placement request.

Select **Finish** to complete the Placement application.

A confirmation message will be received when the Council has approved the placement application. This message will be available in the messages section of the Two Year old Funding Home Page.

# SECTION 7 – SELF UPDATE PORTAL

The Self Update Portal allows you to enter details about your setting, which will be used to:

- complete your early years census returns
- inform the Childcare Sufficiency Assessment

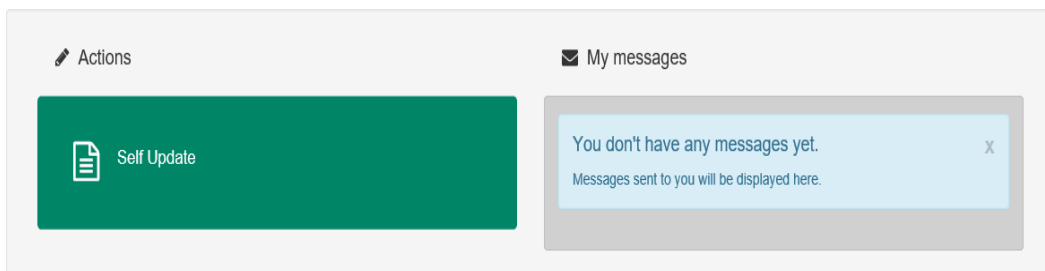
The Self Update Portal is permanently open. The Early Years census section of the Self Update Portal will only be available in the spring term. Early Years Census specific guidance will be issued to all providers

**As per the terms of the Provider Agreement, you are expected to update the self-update portal once a term. Providers are encouraged to update their details as soon as anything changes. This will make completing the annual early years census and sufficiency assessment easier.**

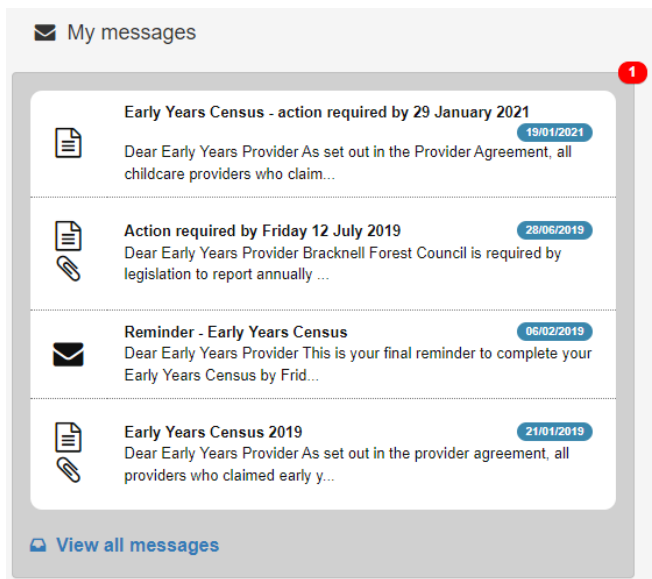
## Self-Update Home Page

On the Provider Portal Home screen, click on the **Self Update** Button. which will take you to the Self Update Home Page. Here you will see two options:

- My Messages - All Self Update related messages will be shown in My Messages.
- Actions – Selecting the Self Update button under Actions will take you to the Self Update Landing Page to start updating records



Self Update Portal related messages are saved under My messages until you delete them. Icons indicate which messages have not been read, have attachments etc. The number in the red field on the top right shows the number of unread messages. You can access all messages by selecting 'View all messages'



## Updating Service Details

Click on the **Self Update** button to go to the Self Update Landing Page.

Click on your Provider Name

Most providers will only see one Provider Name, however if your account is linked to multiple providers you will see a list of all providers your account is linked to.

Providers - Self Update

Has Changes  Search

Provider Name	Email	Changes
▶ Rainbow Group Esher		
▶ Markness	markness@nursery.co.uk	
▶ St Marks	stmarks@estblshmnt.com	

3 Record(s) Total

You will now see the service(s) at your Provider, select the Service you would like to update by clicking on the Service name.

**You will only have multiple services linked to your Provider if you have multiple services registered for that Provider**

Services - Self Update

Self Update / Markness

Service Name	Service Type	Start Date	End Date	FID Type	Changes	Action
▶ Markness - Sessional Daycare	Sessional Care	01/01/2001		ECD		
▶ Markness - Playgroup	Pre-School Playgroup	01/01/2001		ECD		

Back Add Service

This will open the **Service Details** page which is the starting point for many of the task you need to complete in the Self Update Portal

Service Details Availability and Capacity Costs

Guidance Notes

Below you find details of your service. It is your responsibility to keep this information up to date. Please remember to press the **Submit** button to save changes

The **AMBER** Pending changes indicator on the **Service Details** page indicates that you have submitted a change which has not yet been approved by the Council.

**As a condition of receiving the Free Entitlements you are required to keep all 3 sub-tab's of the Basic Service Details page up to date and review them at least once per term.**

Self Update / Anytown TEST Pre-school / Anytown TEST Pre-school

Service Details Availability and Capacity **Costs** Additional Information

**Guidance Notes**  
Below you find details of your service. It is your responsibility to keep this information up to date.  
Please remember to press the **Submit** button to save changes

Service Name \* Anytown TEST Pre-school

Service Type \* Pre-School Play Group

Start Date \* 01/01/2010

End Date

Registered for Free Entitlement Funding

Email Address

Web Site

Telephone Number

Fax Number

Address Market Street, Bracknell, RG12 1JD

Ofsted Provision Type

Offers Extended Childcare (Subject to Updated Provider Agreement)

Extended offer ceases from

Details of your 30 hours offer

Other Information

Comments for Local Authority relating to this submission only

Please ensure the following fields are correct and up to date

- Service Name
- Select a Service Type.

**Please contact the Early Years Team if you need advice on the correct service to use**

Contact information:

- Email Address
- Web Site address
- Telephone Number
- Fax Number

To add or change the address for your setting, Click [Select](#).

**Search Addresses** ✕

To find the home address please enter the postcode and click "Find Address". If the address is not listed then type the correct address in the boxes provided.

**Postcode**

**Address**

[Find Address](#) [Enter Address Manually](#)

Enter the Postcode and click the [Find Address](#) button to list matching addresses

- Select the required address

If the required address is not listed:

- Click [Enter Address Manually](#) to display the blank address fields
- Enter the address
- Click the [Save](#) button

**Search Addresses** ✕

To find the home address please enter the postcode and click "Find Address". If the address is not listed then type the correct address in the boxes provided.

[Use Another Address](#)

**House Number**

**House Name**

**Apartment**

**Street Name**

**Street Name 2**

**District / Village**

**Town**

**County**

**Country**

**Postcode**

[Save](#)

If you offer the 30 hours extended entitlement the [Offers Extended Childcare](#) check box should be ticked. If you do not think this box is correct (ticked or unticked) please contact the Early Years Team.

Enter **Other Information and Comments** for Local Authority if applicable.

Click the **Submit** button on the bottom right of the page to submit your changes to the Council

The **Clear** button, on the bottom left, will clear any pending changes.

The **Back** button will take you back to the Self-Update Landing page

The screenshot shows a form with three text input fields. The first field is labeled "Details of your 30 hours offer" and is highlighted in yellow. The second field is labeled "Other Information" and the third is labeled "Comments for Local Authority relating to this submission only". At the bottom left, there are three buttons: "Back" (orange), "Clear" (red), and "Submit" (blue). A small orange icon with a pencil is visible next to the first field.

Fields that you have changed are highlighted, and the **Pending changes** icon is displayed on the tab and next to the fields that have been changed.

The screenshot shows a service details form. At the top, there are three tabs: "Service Details" (orange), "Availability and Capacity" (blue), and "Costs" (blue). Below the tabs is a "Guidance Notes" section. The form contains four fields: "Service Name" (Test Nursery), "Service Type" (Full Day Care), "Start Date" (11/07/2006), and "End Date" (30/03/2021). The "Service Name" and "End Date" fields are highlighted in yellow, and a small orange icon with a pencil is visible next to each. The "Service Name" field also has a small orange icon with a pencil next to it.



## Updating Availability and Capacity details

From the **Service Details** page, select the **Availability and Capacity** tab, which will open a new set of tabs.

- **Complete:** Opening Dates, Availability & Capacity Details tabs
- **Ignore:** Age Range & Vacancies tabs – these are not needed

### Opening Dates

If there is no start date for your service, you must complete the **Opening dates** tab.

To update previously entered **Opening Dates** or **Opening Times** skip to **Updating an Existing Opening Date**

Description	Start Date	End Date	Pending Change	Clear	Changes
	01/09/2018		Update	Clear All	
2017-18 Autumn Term	01/09/2017	31/12/2017	Create	Clear All	

### Entering an Opening Date

Click the **Add Opening Date** button to display the **Opening Dates** tab.

Enter a Description. e.g., breakfast club, after school club, full day-care. We suggest you avoid time bound descriptions such as Autumn term.

Enter a Start Date.

If required, enter an End Date. (We suggest you leave this field blank for now)

If required, enter Comments for Local Authority.

Click the **Submit** button.

Self Update / Demo Provider / Demo Provider / Availability and Capacity / 2018-19 Autumn 1st half term

Opening Dates
  Opening Times
  Opening Times Exceptions

Guidance Notes  
Information about when the service is available, the age ranges accepted, capacity, vacancies and waiting list.

Description -

Start Date -

End Date -

Comments for Local Authority

## Opening Times

After entering an **opening date**, enter the relevant **opening times** for the opening date:

Select the **Opening Times** tab.

Self Update / Demo Provider / Demo Provider / Availability and Capacity / 2018-19 Autumn 1st half term

Opening Dates
  Opening Times
  Opening Times Exceptions

Description	Week day	Start Time	End Time	Vacancies	Pending Change	Clear	Changes
Monday full day	MON	08:00	18:00	3	Create	<input type="button" value="Clear All"/>	<input type="button" value=""/>
Tuesday full day	TUE	08:00	18:00	0	Create	<input type="button" value="Clear All"/>	<input type="button" value=""/>

Click the **Add Opening Times** button to display the **New Opening Times** page.

Select a day of the week from the drop-down list:

Enter a start time and an end time (note the required format HH:MM in 24-hour format)


Do not complete the Capacity or Vacancy fields – this information is collected on another page


Click the **Submit** button.


Click the **Back** button to return to the **Opening Times** tab.

**Guidance Notes**

Enter opening times for every day of the week.  
 Enter the start and end times for the day, you do not need to show lunch breaks  
 Capacity and vacancy information is not required in this section.

**Week Day \***  

**Start Time (HH:MM 24 Hour) \***  

**End Time (HH:MM 24 Hour) \***  

**Capacity**

**Vacancies**

**Description**

**Comments for Local Authority relating to this submission only**

Click the **Add Opening Time** button to repeat the process for the next day of the week.

**If you don't click the Back button before starting another day you will over-write the previous day, only the last day entered will be saved**

Opening Dates
  Opening Times
  Opening Times Exceptions

Description	Week day ↕	Start Time ↕	End Time ↕	Vacancies ↕	Pending Change	Clear	Changes
	THU	09:30	14:30				
	WED	09:30	14:30				
	TUE	09:30	14:30				
	MON	09:30	14:30				
	FRI	09:30	14:30				

**Updating an Existing Opening Date**

On the **Service Details** page select the **Availability and Capacity** tab.

Self Update / Demo Provider / Demo Provider / Availability and Capacity

[Opening Dates](#)
[Availability](#)
[Age Range](#)
[Capacity Details](#)
[Vacancies](#)

Description	Start Date	End Date	Pending Change	Clear	Changes
	01/02/2018				
2018-19 Autumn 1st half term	01/09/2018	19/10/2018	Create	<a href="#">Clear All</a>	<a href="#">✎</a>
2017-18 Autumn Term	01/09/2017	31/12/2017	Create	<a href="#">Clear All</a>	<a href="#">✎</a>
2018-19 Autumn 2nd half term	29/10/2018	21/12/2018	Create	<a href="#">Clear All</a>	<a href="#">✎</a>

[Back](#)
[Add Opening Date](#)

Select the description that you want to update to display the **Opening Dates** tab.

Make changes to the description, start and end dates as required

Press **Submit**

Self Update / Demo Provider / Demo Provider / Availability and Capacity / 2018-19 Autumn 1st half term

[Opening Dates](#)
[Opening Times](#)
[Opening Times Exceptions](#)

Guidance Notes  
Information about when the service is available, the age ranges accepted, capacity, vacancies and waiting list.

Description \*  [✎](#)  
 Start Date \*  [✎](#)  
 End Date  [✎](#)  
 Comments for Local Authority

[Back](#)
[Clear All](#)
[Submit](#)

If required, select the **Opening Times** tab.

Make changes to the current information.

Click the **Submit** button.

### [Opening Times Exceptions](#)

The '**Opening Times Exceptions**' tab is not needed and can be ignored.

### [Availability](#)

On the **Service Details** page select the **Availability and Capacity** tab.

Select the **Availability** tab.

Self Update / Demo Provider / Demo Provider / Availability and Capacity

Opening Dates **tz** Availability **tz** Age Range **tz** Capacity Details **tz** Vacancies

Guidance Notes  
Service Availability Guidance

Number of weeks open  **tz**

When service is available **8 selected** **tz**

Comments for Local Authority

Back Clear Submit

- All Year
- Bank Holidays
- Evenings
- Full Time
- Half Term
- Inset Days
- Lunch Club
- Overnight
- Part Time
- School Holidays
- Term Time
- Weekends

Enter the number of weeks your setting is open per year.

- Do not include closures for bank holidays, inset days or other planned closures

Under **'When service is available'** select all entries from the drop-down list that apply.

Click the **Submit** button.

### Age Range

The **'Age Range'** tab is not needed and can be ignored

### Capacity Details

**Providers should update their capacity details each term after they have submitted their Actual Task.**

On the **Service Details** page select the **Availability and Capacity** tab

Select the **Capacity Details** tab

Self Update / Anytown TEST Pre-school / Anytown TEST Pre-school / Availability and Capacity

Opening Dates Availability Age Range **Capacity Details** Vacancies

Guidance Notes  
Please update your capacity details each term after you have submitted your actual task. This information will help inform Bracknell Forest Councils childcare sufficiency assessment. Select the appropriate age or age group from the drop down box

Capacity Date

Service Age Range

Age Range	Waiting List	Vacancies	Capacity	Pending Change
<a href="#">Add Age Range</a>				

Comments for Local Authority relating to this submission only

Back Submit

Enter the current date in the **Capacity Date** field.

### To Update an Age Range

If you have previously entered your capacity details and the age ranges are still correct:

- Update the **Waiting List, Vacancies and Capacity** details for the age range
- Add any comments for the Local Authority

### To add a new or additional Age Range

Click the **Add Age Range** button.

- Select an Age Range from the drop-down
- Enter the **Waiting List, Vacancies and Capacity** details for the new age range
- Add any comments for the Local Authority

### To change an Age Range

Select the **Age Range** to be updated.

- Update the age range from the drop down.
- For the relevant Age Range, select the correct Age Range from the drop-down
- Enter the **Waiting List, Vacancies and Capacity** details for the updated age range
- Add any comments for the Local Authority

After entering all relevant age groups, click the **Submit** button.

**Do not duplicate age groups. The system will not allow duplicate age groups and the Council will have to remove duplicates before any changes can be accepted**

The screenshot shows a web form titled 'Self Update / Demo Provider / Demo Provider / Availability and Capacity'. It includes navigation tabs for 'Opening Dates', 'Availability', 'Age Range', 'Capacity Details', and 'Vacancies'. Below these is a 'Guidance Notes' section for 'Service Capacity Guidance'. The main section is 'Capacity Date' with a date field set to '10/01/2018'. Underneath is the 'Service Age Range' section, which contains a table with the following data:

Age Range	Waiting List	Vacancies	Capacity	Pending Change
2 year olds (Age 2)	1	0	6	Update
Age 0	2	0	2	Create Clear
Age 3	0	1	6	Create Clear
Age 4	0	0	6	Create Clear

Below the table is an 'Add Age Range' button and a 'Comments for Local Authority' text area. At the bottom of the form are 'Back', 'Clear All', and 'Submit' buttons.

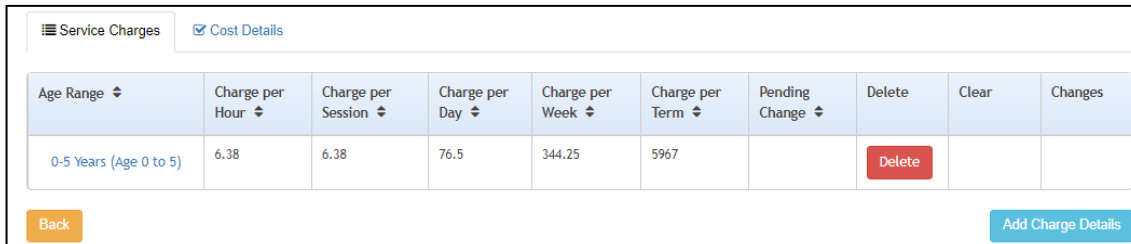
## Vacancies

The '**Vacancies**' tab is not needed and can be ignored

## Updating Costs

The Council will not share cost data with other providers or parents. It will be used to calculate average prices for childcare in Bracknell Forest as part of the Councils childcare sufficiency duty.

On the **Basic Service Details** page Select the **Costs** tab to display the Service Charges sub-tab.



Age Range ↕	Charge per Hour ↕	Charge per Session ↕	Charge per Day ↕	Charge per Week ↕	Charge per Term ↕	Pending Change ↕	Delete	Clear	Changes
0-5 Years (Age 0 to 5)	6.38	6.38	76.5	344.25	5967		Delete		

Back Add Charge Details

### Service Charges

Click the **Add Charge Details** button.

Select an Age Range from the drop-down.

Enter the hourly charge for the age group, guidance notes are provided at the top of the Add Charge Details page, these are:

- Include all age groups that you charge for
- Do not include the free entitlement
- If you have different prices for the same age group, for example a discount for attending full time, please enter the most typical cost.
- Do not include any sibling discounts
- If you charge per session/day/week/term, convert the charge to an hourly rate

Add any comments for the Local Authority if required.

Click the **Submit** button.



**Guidance Notes**  
Please tell us the hourly price that parents pay for childcare in your setting.

- Include all ages or age groups that you charge for
- Do not include the free entitlements
- If you have different hourly prices (for example, for children who use longer or shorter sessions) please tell us what is the most typical
- Do not include any sibling discounts
- If parents are not charged per hour, please divide the price for a session/day by the number of hours in the session

We will not share this data with any other providers or with parents. It will only be used to calculate average prices for childcare in Bracknell Forest

Age Range *	<input type="text" value="0-5 Years (Age 0 to 5)"/>
Charge per Hour	<input type="text" value="6.38"/>
Charge per Session	<input type="text" value="6.38"/>
Charge per Day	<input type="text" value="76.5"/>
Charge per Week	<input type="text" value="344.25"/>
Charge per Term	<input type="text" value="5967"/>
Comments for Local Authority relating to this submission only	<input type="text"/>

[Back](#) [Submit](#)

If you charge different rates for different age groups, repeat the process until you have provided details of your fees for all age groups in your setting.

## [Cost Details](#)

The 'Cost Details' tab is not needed and can be ignored.

## Clearing changes

Any change not yet approved by the Council can be cleared, reverting back to the information currently held by the Council.

[Opening Dates](#) [Availability](#) [Age Range](#) [Capacity Details](#) [Vacancies](#)

**Guidance Notes**  
Service Availability Guidance

Number of weeks open

When service is available

Comments for Local Authority

[Back](#) [Clear](#) [Submit](#)

To clear submitted changes and remove the **Pending changes** icon from the tab, click the **Clear** button.

## [Clearing All Related Changes](#)

You can clear all pending changes for a service.

From the **Self Update Landing** Page, select the Provider to take you to the **Services** screen. Any service with pending changes will have the **Pending changes** icon in the Change Column and the **Clear All button** will be available in the **Action** column.

Service Name	Service Type	Start Date	End Date	FID Type	Changes	Action
> Demo Provider	Full Daycare	01/01/2017		ECD		Clear All

Back

Click the **Clear All** button to clear all pending change for the service.

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