REFERENCE GUIDE: How to add EYPP info v1.3

Early Years Portal user guide

This document gives instructions on how to add Early Years Pupil Premium (EYPP) claim information to your Task in the Provider Portal. From Spring 2016, EYPP information will be collected via the Early Years Provider Portal at Headcount. To add the EYPP information, you must be logged into the Provider Portal: https://ems.cambridgeshire.gov.uk/ProviderPortal_LIVE/Account/Account/Login

The carer data relates to the parent or legal carer of the child. By submitting the carer data, you are confirming that the carer has agreed to the use of their data and that they have signed the Funding Agreement. You will not need to send the form to the Council. There is a certification in the portal when you submit your claim.

SECTION 1 – EYPP CARER DETAILS PROMPTS

When you open your Task, if you have previous children listed, you may see that the edit buttons alongside the child rows of 3 and 4 year olds are red. This means that no carer information has been added and this is your prompt to add it. You must take action or you will not be able to submit your Task.

You will see that alongside the child rows, some of the edit boxes will be red whereas they are normally blue. It is a prompt to add carer details and relates to EYPP.

If you hover over the red button, a message appears:

You must select the edit button and add the carer details. You will not be able to add the claim until you do so.
SECTION 2 – ADDING CARER DETAILS

Once you have added new children and selected , if the child is a three or four year old, you will be taken to the Carer Details page and see the following alert message. This is a prompt to add the carer details. You will not be able to submit your form until you complete the Add Child page. Select ‘Yes’ if you have the carer details on the Funding Agreement form, and then select ‘Next’. If you do not have the carer details, go to Section 3.

Complete the information. All of the information is required. You can add information for more than one carer. Enter the information and then select .
SECTION 3 – IF YOU DO NOT HAVE CARER DETAILS

If the carer has not provided their details, then select ‘Decline to provide’. When ‘decline to provide’ is selected, no eligibility checks will be run against that child for your setting even if we hold carer details. ‘Decline to provide’ means the carer has declined to give the information.

If the carer later provides their information while the Task is still open, you must add it by selecting Yes which will take you to the Carer Details page. If the Task is closed, please email the Education Welfare Benefits team ewb.fsm@cambridgeshire.gov.uk letting them know that you have carer information you would like to add and ask for a call back.

SECTION 4 – IF THE CHILD QUALIFIES ON NON-ECONOMIC CRITERIA (LAC) or other

Children are eligible for EYPP if they:
- Have been in local authority care in England or Wales;
- Have been adopted from care in England or Wales;
- Or have left care under a special guardianship order or residence order in England or Wales

The table below explains where the payment will come from and what you need to do.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Where the payment will come from</th>
<th>What you need to do</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is in local authority care in Cambridgeshire</td>
<td>You will receive your payment from the Virtual Head of Schools (VHS) as a separate payment.</td>
<td>You do not need to make a claim. The VHS will know about these children.</td>
</tr>
<tr>
<td>Is in care in another local authority but living in Cambridgeshire</td>
<td>If the child is in care supported by another local authority, the claim must be made to that other local authority. No payment will be made from Cambridgeshire for EYPP. The other local authority will fund the EYPP for the child.</td>
<td>You need to contact the other local authority.</td>
</tr>
<tr>
<td>Has been adopted from care or has left care in England or Wales</td>
<td>Children adopted from care, or who have left care under a special guardianship order or residence order will be funded by the EY Funding Team.</td>
<td>Please contact the Education Welfare Benefits (EWB) Team by email on <a href="mailto:ewb.fsm@cambridgeshire.gov.uk">ewb.fsm@cambridgeshire.gov.uk</a></td>
</tr>
</tbody>
</table>
When you email the EWB Team, include the first initial and surname of the child only and let them know that the carer has indicated they have been adopted, or have left care under a special guardianship order or residence order. Ask for a call back.

You will need to confirm in the email that you have seen paperwork confirming the status and that they meet one of the criteria listed above. You do not need to send a copy of this paperwork to the EWB Team but you will need to attach a copy to the Funding Agreement in the event sight of it is requested and also for your audit purposes. The EY Team will make this payment.

SECTION 5 - IF YOU ARE NOT CLAIMING FOR THE CHILD
For children that you are not claiming, if the edit button is red, you will need to select ‘Decline to provide’. Unfortunately, the system has been created to ensure that either ‘Yes’ or ‘Decline to provide’ is selected for all children whether or not you are making a claim. Selecting ‘Decline to provide’ in this case means that the system will not check the carer details against your setting as you have no claim.

SECTION 6 – RED MESSAGE WHEN SUBMITTING CLAIM
Once you have ensured that the carer details have been entered, you will be able to enter your claim details.

If you have any red buttons still showing, you will not be able to submit your Task. You will receive the following message:

![Carer Verification Required](image)

Ensure that all carer details have been provided or that you have selected ‘Decline to provide’ for carers who have not supplied the information or whose children no longer attend your setting.

SECTION 7 – CERTIFYING THAT YOU HAVE A SIGNED FUNDING AGREEMENT
When you submit your Task, you will need to agree to a certification and hold a signed Funding Agreement.