This document gives instructions on how to add Early Years Pupil Premium (EYPP) claim information to your Task in the Provider Portal. To add the EYPP information, you must be logged into the Provider Portal: [https://ems.cambridgeshire.gov.uk/ProviderPortal_LIVE/Account/Account/Login](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 there is a blue box alongside. This is an ‘edit’ button. In some cases there is a red triangle with an exclamation mark alongside the blue edit button. This means that no carer information has been added or it needs updating and this is your prompt to add/edit it. You must take action or you will not be able to submit your Task.

This is a prompt to add carer details and relates to EYPP.

If you hover over the blue 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, you may 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
There is space on the Funding Agreement form to indicate by ticking a box whether the child:
- Has been in local authority care in England or Wales;
- Has been adopted from care in England or Wales;
- Or has left care under a special guardianship order or residence order in England or Wales

There is no place in the Task for you to give this information. Please select ‘Decline to provide’ and contact the Education Welfare Benefits (EWB) Team by email on ewb.fsm@cambridgeshire.gov.uk (giving first initial and surname of the child only) to let them know that the carer has indicated that this child meets one of the above criteria. The EWB Team will know about Cambridgeshire children who meet the criteria but will not know about those from other counties. To ensure you will receive an EYPP payment for an out of county Looked After Child, you will need to let the EWB Team know about them.

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.

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:

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 certify the following:

Certification

I certify that:

- I hold a signed Funding Agreement form for each of the children I have claimed for
- the parent/carer has read and signed their consent to their information being held by Cambridgeshire County Council in accordance with the Data Protection Act 1998 and will be shared with other bodies administering public funds to determine the support available and also for the prevention and detection of fraud in connection with this claim. Their consent gives permission for the Education Welfare Benefits team to do periodic checks using the secure benefit checking systems to confirm continued receipt of qualifying benefits. Information from the Funding Agreement form will be used by Cambridgeshire Local Authority to confirm the take up of free childcare and validate claims for funding. Information will be used to assess entitlement to receive additional benefits including free school meals (FSM) and eligibility for Early Years Pupil Premium (EYPP).
- the number of hours claimed are correct for each pupil and provided entirely free of charge with no package of additional care, no administration / registration charges or top up fees for the hours claimed
- I have only claimed for the number of hours that agree with the pattern of attendance or take up of free hours
- I have checked the identity of each claimed child
- I agree to abide by statutory and local guidance regarding claims for funding
- I am aware that where hours are claimed at my setting and another that added together they must not exceed the maximum entitlement. I will be responsible for paying back any over-claims
- I understand that access or misuse of this system is prohibited and that as an authorised user, I am responsible for all Early Years Portal activity linked to my authorised email address