This document gives instructions on how to make an amendment. There are two ways depending on the timing in the funding period.

**SECTION 1 – EMAIL THE EYF TEAM**
If you have an amendment to make and your Task is closed, you should in the first instance email the Early Years Funding team on **eyc@cambridgeshire.gov.uk** using only the first initial and full surname of the child.

Example 1:
I need to amend the Actual claim for A Jackson from:

- Total Universal hours for the term = 210
- Total Extended hours for the term = 112

To

- Total Universal hours for the term =210
- Total Extended hours for the term = 0

(your) Name
Name of setting
Phone number

Or

Example 2:
I need to remove the claim for A Jackson for the Autumn Term

*Please be sure to state whether these are Universal or Extended hours or for all hours*

- Universal hours – 0
- Extended hours – 0

(your) Name
Name of setting
Phone number
If the claim is for a child who is new and was not on your Task, then email the team to ask for a call back so that you can add this child.

Depending on what point in the term the request is made, the team will either make that amendment for you, or issue you with an Amendment Task. During the few weeks after your Task has closed, it is best for the team to know about your changes as this may help with validation, overclaims and so on. Please don’t hang on to amendments but let the team know straight away.

**SECTION 2 – AMENDMENT TASK**

Toward the end of the term, the team may issue an Amendment Task. To make your amendment this way, you must be logged into the Provider Portal. If you have not used the portal before, please read the EY Portal user guide first. It will show you how to navigate the system. You may also wish to read the guide on How to make your claim. This amendment guide assumes that knowledge.

When in the Portal, select the Headcount tile to go to your Task.

The Task will have a deadline date. You must submit by this date otherwise you will lose the information you have input and will need to start again. The deadline might be later than the deadline we give you. Please follow the deadline we give you to let us have time to process all of the amendments on time.

**SECTION 3 – DATES**

You will see two columns for dates: Start Date and End Date.

**Start Date**

If there is already a start date displayed, you may leave this date. This should mean that the child was already at your setting.

If you are adding a new child, you will want to enter a start date. This date must be within the current term and should be the date they started, especially if they have moved from another setting.

**End Date**

An end date will end a claim and remove the child from future Tasks.
NOTE – for schools only - Because of the way schools are set up in our database, other children in your school who are in the eligible date of birth range will show on your Task. **Do not ‘end date’ these children if they are still in the school.** These children may be in the school’s reception class, for example. If those children are in your reception class or another part of the school not funded by the Early Years Funding team, **do not add an end date.** Adding an end date will take the children off the school roll.

**Removing a claim**

You may have claimed for a child on your Actual claim but the child left without taking up any hours and you wish to **remove** the claim. This means they will not be returning (and for schools, this means leaving the school completely), then you will need to enter an ‘end date’. The date must be in the current term.

**Never** overwrite a record as you will be changing the details of that record in the database. Overwriting a record may result in a child not getting their school place as the record for that child will in effect have been removed.

**IMPORTANT! If you are a school,** all of the children within the Early Years Funding date of birth range will be shown on your form, even if they are in your Reception class. Applying an end date will also remove them from your school roll. Aside from amendments, only use an end date if the child has left your school.

**NOTE** use the whole year number eg 2019. The system will not accept the shortened version eg 19.

**SECTION 4 – ADDING NEW CHILDREN**

It is best to add all of the new children first and then go back and add the hours and weeks.

Select ‘Add Child’.

![Add Child](image)

Complete the relevant fields with the child’s Legal Forename and Surname and select Next as you complete all of the details. Full instructions on how to add a child are given in the How to make your claim guidance.

**SECTION 5 – MAKING YOUR CHANGES**

Select ‘Edit Headcount’.

![Add Child](image)

Where you wish to **remove** the claim altogether, overwrite the original figures with zeros.

Where you wish to **change** an existing claim, you will need to calculate the hours first.

**Calculating the hours**

The system allows you to enter the number of weeks, the number of hours per week and the total number of hours for the term.
Let’s take the following example. The claim is for 195 hours for Universal and 195 hours for Extended hours.

<table>
<thead>
<tr>
<th>Weeks Claimed for term</th>
<th>Universal Hours Claimed per week</th>
<th>Universal Hours Claimed for term</th>
<th>Extended Hours Claimed per week</th>
<th>Extended Hours Claimed for term</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>15</td>
<td>195</td>
<td>15</td>
<td>195</td>
</tr>
</tbody>
</table>

The claim for Universal funding has stayed the same but the claim for Extended hours has changed from 15 hours to 8 hours after six weeks in the funding period. You now need 15 hours a week for 6 weeks (15 x 6 = 90 hours) and 8 hours a week for 7 weeks (8 x 7 = 56 hours). You would change the claim like this:

<table>
<thead>
<tr>
<th>Weeks Claimed for term</th>
<th>Universal Hours Claimed per week</th>
<th>Universal Hours Claimed for term</th>
<th>Extended Hours Claimed per week</th>
<th>Extended Hours Claimed for term</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>195</td>
<td></td>
<td>146</td>
</tr>
</tbody>
</table>

Note:
The number of weeks has been removed.
The hours per week has been removed from both Universal and Extended.
We are keeping the total hours for Universal at 195 so we have entered 195 hours claimed for term.
We calculate the 90 hours for the first 6 weeks and 56 hours for the remaining 7 weeks and 90 + 56 = 146 hours in total.
We have entered 146 hours in total for Extended Hours Claimed for term.

You can do the same if you are increasing or reducing a claim.

**REMEMBER!** You MUST separate the Universal and Extended hours on the claim. If the child is attending another setting, this is especially important as the total hours for each are added together. For example, the maximum number of hours per week is 15 hours. If provider A claims 15 Universal Hours and provider B claims 15 Universal Hours. This will claim will be for 30 Universal hours which is too many. The claim will not be paid until it is submitted correctly.

**Important note!**
**Be Advised!** If you enter details and then change those details in one field, you must check and re-enter the claim again. The fields re-calculate and it may not be the claim you wish to make! The system is designed to put all hours in the Universal columns first so if you make a change, check it!
Make a habit of always double checking your entry.

SECTION 6 – SUBMIT YOUR TASK
When you submit your Task, you will need to agree to a certification and hold a signed Funding Application.

You can Save your Task as you go along. You must Submit your Task for us to see your data.

When you have added all the children to the list and made any changes, select Submit. We will not see the data unless you submit the data. If you make any changes, you must select the Submit button again. Otherwise, we will not see those changes.

SECTION 7 – KEEPING A RECORD
If you wish to keep a record of your amendments, select the Download button and export a file. You will be able to save this exported file for your own records.