

Changes to the Provider Portal – Autumn 2025

Following a recent system upgrade, the Provider Portal has been updated to accommodate the final phase of the new early years funding entitlement rollout, which will enable **eligible** working parents to have access to up to 30 hours per week (over 38 weeks a year), for children aged from 9 months old, until they start school. This final rollout phase comes into effect from the start of the Autumn term 2025.

9MO Headcount

There isn't any change in functionality for the 9M headcount, only that the expanded hours box will now accept up to 30 hours, where eligibility for a working family code has been found.

2YO Headcount

When completing your 2YO headcount there is no longer the need to select the funding type, i.e. Disadvantaged (24U) or Working Family. Both funding streams can now be claimed for via the same 'funding details' page.

Please refer to the relevant guidance within this document, for the following three 2YO funding scenarios:

- **24U Funded 2YO's** – children who are eligible for 24U funding (maximum of 15 funded hours)
- **24U/Working Family Funded 2YO's** – children who are eligible for both 24U funding and the Working Family entitlement (maximum of 30 funded hours – 15 24U and 15 Working Family).
- **Working Family Funded 2YO's** – children who are eligible for the Working Family entitlement (maximum of 30 funded hours).

➤ **24U Funded 2YO's:**

The best way to determine whether a child is definitely eligible for 24U, is by adding them to your claim using the 'Enter EY Voucher' function instead of via 'Add Child'. In order to be able to add the child via the 'Enter EY Voucher' route, you will need their 24U voucher code, which the parent should have if they have applied through the LA and have received confirmation that they are eligible. After selecting the 'Enter EY Voucher' button, you will need to enter the details that's requested and if the child has been found from the 24U voucher code that you entered, the child's details will pre-populate for you and then all you have to do is complete the 'Funding Details' tab.

In cases where you don't know the child's 24U Voucher Code, you can still add them to your claim using the 'Add Child' function and enter all of the child's details in manually.

The Portal will now allow you to run a 24U eligibility check. To be able to do this you must place a tick in the 'Additional Support' consent box on the Parent/Carer tab, along with the required parent/carers details.

Summary Child Details **Parent / Carer Details** Funding Details Documents Notes

Entering Parent/Carer details enables us to check whether the child is eligible for expanded hours.

Please ensure you input details for all records that have given their permission that the correct consent boxes are selected as per the usage of the details.

Parent / Carer Details

Forename

Surname

DOB

Email

Contact Number

☒ NI or ☐ NASS Number

Tick to give consent to Eligibility Checking for

☒ EYPP

☒ Working Family Eligibility

☒ **Additional Support**

Once you've navigated to the 'Funding Details' tab, you will be able to run a 24U eligibility check by selecting the 'Check Eligibility' button.

We recommend that providers encourage families with children who fall within the age range, to apply directly for 24U at the point they join your setting. Parents can apply via the Shropshire Council website ([24U funding | Shropshire Council](#)).

Funding Details

Start Date*

End Date*

Default Term Dates

Weeks Attended in Term*

Present during Census ☒

Attends Two Days or More ☐

Nominated for DAF* ☐ Yes ☐ No

Stretching Entitlement ☐

Funded Hours per Week

Eligible for Funded Hours ☒

Click to check eligibility for 24U funding

Hours*

Expanded Funded Hours per Week

Eligible for Expanded Hours ☒

Eligibility Code

Click to check eligibility for Working Family funding

Expanded Hours*


Total Funded Hours per Week

Total Funded:

ⓘ if this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carer

The results of the eligibility check will display on the screen and either a green tick, or a red cross will appear alongside 'Eligible for Funded Hours', indicating whether 24U eligibility has been obtained.

A green tick will indicate an **eligible** result, and the following wording will be displayed...

 The Additional Support Check has come back as found and eligibility for Funded Hours has been obtained.

Please note: A green tick indicates that a child will be eligible for 24U funding however, this doesn't guarantee that the family have applied through the LA. Please check with the family if they have a 24U code, if they do not please sign post them to the Shropshire Council website ([24U funding | Shropshire Council](#)) to make an application.

A red cross will indicate a **not eligible** result, and the following wording will be displayed...

 The Additional Support Check has come back as not eligible, Funded Hours can still be entered, but may be rejected by the LA.

Please note: A red cross indicates that the family are not automatically entitled to 24U funding at this time, but they may be eligible under other criteria outside of Universal Credits, i.e. a looked after child, or a child with SEND. Please sign post the family to the Shropshire Council website ([24U funding | Shropshire Council](#)) for further details on the eligibility criteria.

Once 24U eligibility has been determined, you can enter the hours you require in the box provided, up to a maximum of 15 hours. If 24U eligibility hasn't been determined, you will still be able to enter the hours, but your claim may be rejected by the LA if a 24U application hasn't been received from the family and eligibility hasn't been awarded. Please note: Even if you are only claiming 24U hours for a child, you will need to add a '0' in the Working Family expanded hours box and also in the non-funded hours box, as these are classed as mandatory fields.

➤ 24U/Working Family Funded 2YO's

Some 2YO children can end up being entitled to both 24U funding and the Working Family entitlement. Where this occurs, the child can receive up to 30 hours, but the first 15 hours **must** be allocated under 24U and the additional 15 hours allocated as the Working Family entitlement. Where funding is being split across two providers, the parents would need to specify on their Parent Declaration Form, as to which provider should be claiming the 24U hours and which one should be claiming the Working Family expanded hours, to avoid any overclaim situations arising.

To add any 24U hours, please follow the instructions provided under '24U Funded 2YO's' and for the Working Family expanded hours you can add these as follows:

From the 'Funding Details' tab you will need to enter the Working Family eligibility code in the box provided (as you will already be familiar with) and run the eligibility check.

The screenshot shows the 'Funding Details' tab with the following fields and buttons:

- Funding Details**
 - Start Date*
 - End Date*
 - Default Term Dates (button)
 - Weeks Attended in Term*
 - Present during Census ☒
 - Attends Two Days or More ☐
 - Nominated for DAF* ☐ Yes ☐ No
 - Stretching Entitlement ☐
- Funded Hours per Week**
 - Eligible for Funded Hours ☒
 - Click to check eligibility for 24U funding (button)
 - Hours* (text box)
- Expanded Funded Hours per Week**
 - Eligible for Expanded Hours ☒
 - Eligibility Code (text box)
 - Click to check eligibility for Working Family funding (button)
 - Expanded Hours* (text box)
- Total Funded Hours per Week**
 - Total Funded: (text box)

At the bottom, a note states: "If this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carers".

Remember: To be able to run a Working Family eligibility check, you must place a tick in the 'Working Family Eligibility' consent box on the Parent/Carer tab, along with the required parent/carers details.

Once Working Family eligibility has been determined, you can enter the hours you require in the 'Expanded Hours' box provided, up to a maximum of 15 hours. **The Portal won't allow you to enter 15 24U hours and 30 Working Family hours, it will restrict you to a maximum of 30 hours across both funding boxes, so that your claim doesn't exceed the maximum entitlement of 30 hours.** If Working Family eligibility hasn't been determined, the Portal won't allow you to claim above 0 hours in the 'Expanded Hours' box. Please note: Even if you are only claiming the 24U hours for a child, or only the Working Family hours, you will need to add a '0' in the other funding box and also in the non-funded hours box, as these are classed as mandatory fields.

➤ Working Family Funded 2YO's

2YO children who are eligible for the Working Family entitlement can now claim up to 30 funded hours.

From the 'Funding Details' tab you will need to enter the Working Family eligibility code in the box provided (as you will already be familiar with) and run the eligibility check.

The screenshot shows the 'Funding Details' tab with the following fields and controls:

- Funding Details**
 - Start Date* [text box]
 - End Date* [text box]
 - Default Term Dates [button]
 - Weeks Attended in Term* [text box]
- Present during Census** ☒ (highlighted by a red arrow)
- Attends Two Days or More** ☐
- Nominated for DAF*** ☐ Yes ☐ No
- Stretching Entitlement** ☐
- Funded Hours per Week**
 - Eligible for Funded Hours [red X]
 - Click to check eligibility for 24U funding [button]
 - Hours* [text box]
 - Check Eligibility [button]
- Expanded Funded Hours per Week**
 - Eligible for Expanded Hours [red X]
 - Eligibility Code [text box]
 - Click to check eligibility for Working Family funding [button]
 - Check Eligibility Code [button] (highlighted by a red arrow)
 - Expanded Hours* [text box]
- Total Funded Hours per Week**
 - Total Funded: [text box]

! if this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carers

Remember: To be able to run a Working Family eligibility check, you must place a tick in the 'Working Family Eligibility' consent box on the Parent/Carer tab, along with the required parent/carers details.

Once Working Family eligibility has been determined, you can enter the hours you require in the 'Expanded Hours' box provided, up to a maximum of 30 hours. If Working Family eligibility hasn't been determined, the Portal won't allow you to claim above 0 hours in the 'Expanded Hours' box.

3&4YO Headcount

There isn't any change in functionality for the 3&4YO headcount. 15 universal hours can still be claimed for all 3&4YO children, plus an additional 15 extended hours where eligibility for a working family code has been found.