Children's Services

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Dear Colleague

Please see below the interim process for submitting 30 hours/Extended Free Entitlement (FE) claims for the Autumn term 2017:

1. Follow the updated guidance entitled "How to claim child-level funding" available here.

2. **Use the '30 hours' form to submit your 30 hours eligibility codes** via the Online Provider Portal (OPP). This can be found under the 'Forms' tab.

3. Submit your Autumn actuals as per the usual process via the OPP.

Please note: On the '30 hours' form we ask for the number of **Universal** hours you will be claiming for each child in the Autumn term, this is so we can calculate EYPP allocation which is only applied to Universal FE. **30 hours/Extended FE hours** must be entered when submitting your Autumn actuals claims via the 'Funding' tab.

Actuals claims remember:

- Please note that all children on your headcount record will be listed with 0 hours. This will enable you to check and update all child records and will reduce the risk of overclaiming.

- You can decrease the number of weeks attended in the term for each child via the Online Provider Portal. However, if you wish to increase the number of weeks as you are claiming FE as per the stretched funding option, please contact the Family Information Service. Once we have enabled this, you will need to log back into the Online Provider Portal and increase the number of weeks for each child.

30 hours Provider Flowchart and Key Points to Remember

Please refer to the attachment to this broadcast article for further information on the 30 hours provider process.

If you have any questions, or require further support please contact the Family Information Service on 01243 777807 or e-mail free.entitlement@westsussex.gov.uk

Yours sincerely

Free Entitlement team