

Common issues when submitting provider declaration forms

When submitting your provider declaration form you **must** read the form carefully and ensure the correct information is inputted. The following issues are the most common we are experiencing causing provider declaration forms to be declined.

- Some providers are either submitting an incorrect number of weeks per term, or leaving these fields blank. Please ensure this is completed, and note the following limitations:
 - **Term time** only providers cannot exceed the following number of weeks for each term:
 - Summer Term 2024 – 12 weeks
 - Autumn Term 2024 – 14 weeks
 - Spring Term 2025 – 12 weeks
 - Providers offering **stretched funding** cannot exceed the following number of weeks for each term:
 - Summer Term 2024 – 20 weeks
 - Autumn Term 2024 – 18 weeks
 - Spring Term 2025 – 15 weeks
- Some providers are not completing the signature field. This **must** be completed.
- Some providers are requesting to add 2 year old Early Years Funded Entitlement (EYFE) via the Online Provider Portal form. If you **do not** currently offer 2 year old Local Authority (LA) Issued funding and wish to add either of the **2 year old EYFE** offers, please refer to the [Special Newsletter](#) shared on 6 March.
- Some providers are ticking the stretched **and** self-stretched funding boxes. You **must** only choose one.
- Some providers tick that they will be offering 2 year old EYFE, but then tick “No” to both kinds of EYFE for 2 year olds (LA Issued and EYFE for Working Families). At least one **must** be ticked as “Yes”.

Please ensure you use the [provider declaration help guide](#).