

Early Years Funded Places

- Parent Leaflet



Am I eligible for Working Parent Funding?

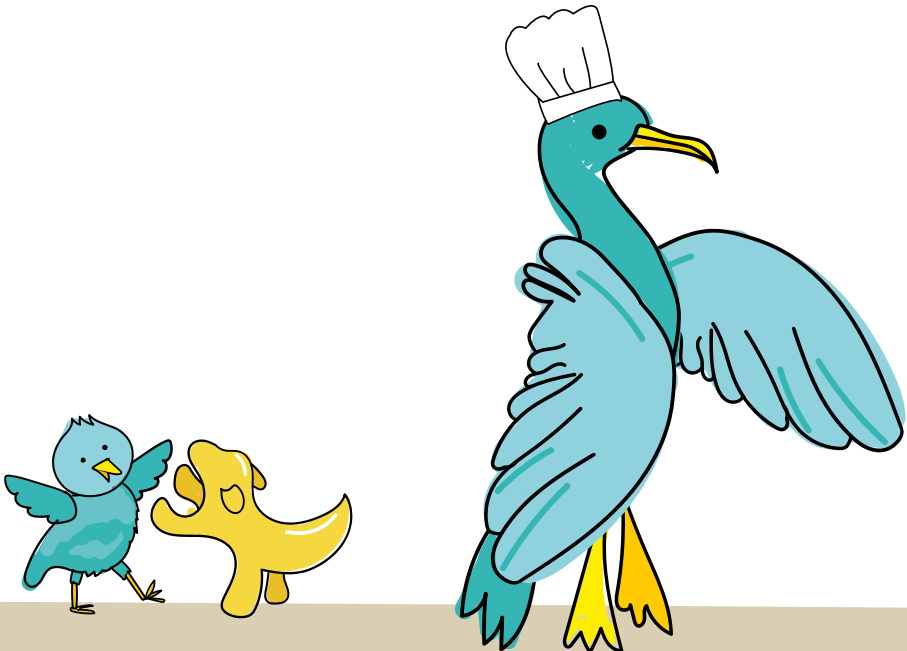
If you live and work in England you may be entitled to 30 hours funded childcare support from the term after your child turns 9 months old, until they start school.

You can usually get funded childcare for working parents if you (and your partner, if you have one) are:

- in work or starting a new job
- on sick leave or annual leave
- on shared parental, maternity, paternity or adoption leave

The amount of funded childcare you can get depends on:

- your child's age and circumstances
- your income (and your partner's income, if you have one)
- your immigration status



If I am not eligible for Working Parents Funding, what other funding is available?

2 year funding

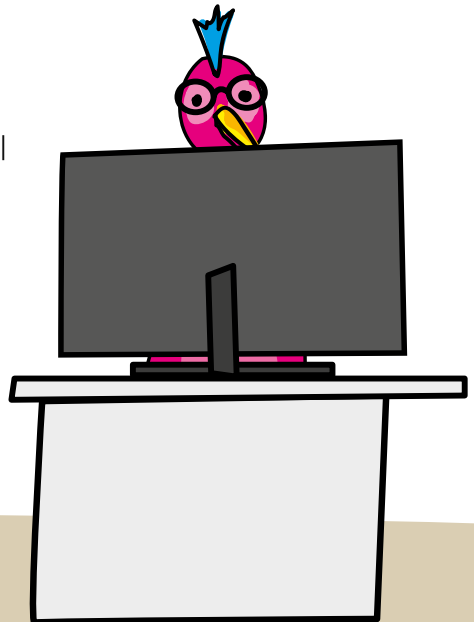
2-year-olds can get free childcare if you live in England and get any of the following benefits:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- the guaranteed element of Pension Credit

You can ask your chosen childcare provider to check your eligibility at: emsonline.liverpool.gov.uk

- You will receive a code starting TYF, you will need to give the code to your childcare provider. This funding will start the term after your child is 2 e.g. if your child is 2 on 2nd April, they will start accessing 15 hours from September.

More information is available here [15 hours early learning for families in England receiving some additional forms of support | Childcare Choices](#)



3 and 4 year olds

All children aged 3 and 4 who live in England are eligible for 15 hours universal funding. This funding will start the term after your child is 3 eg if your child is 3 on 2nd April, they will start accessing 15 hours from September. To access this funding, you must identify a childcare provider and provide identification using the child's birth certificate. Once you have a place confirmed, they will apply for the funding on your behalf. You do not need a funding code to access this place.

More information on 15 hours childcare is available at beststartinlife.gov.uk

How do I apply for working parents funding?

Use the QR code below or go to beststartinlife.gov.uk and for 30 hours support or call the childcare helpline on **0300 123 4097**



- If you are successful you will get a eligibility code through your HMRC account, you must give this to your childcare provider. You must reconfirm your eligibility every 3 months by logging into your HMRC account. You will be reminded by HMRC 4 weeks before the deadline.
- Foster parents will apply directly to their responsible local authority – and receive codes beginning '400'. A letter from the child's Social Worker confirming placement is required to access this place.
- The same code will carry through for the same child from the point at which they become eligible, up to and including the in which they turn five. (where they do not enter school reception class in September following fourth birthday), regardless of whether they drop in and out of eligibility.

When do I need to apply for my funding?

A child born or turning 9 months, on or between	When should I apply?	Funded place start
1 January - 31 March	1 January - 31 March	Summer term (April)
1 April - 31 August	1 April - 31 August	Autumn term (September)
1 September - 31 December	1 April- 31 August	Spring term (January)

HMRC can sometimes require further information before issuing codes. We would recommend you apply for your code as soon as you are able to, this will prevent a delay in accessing funding.

How do I reconfirm my funding?

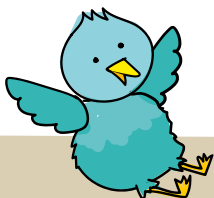
You will need to reconfirm your funding every 3 months on your online HMRC account. HMRC will send you a reminder 4 weeks prior. Emails will come from GOV.UK. It is your responsibility to ensure your funding code is reconfirmed and doesn't expire. If your funding code expires, you may lose eligibility and your funding entitlement.

What if I forget to reconfirm in time?

If you miss your reconfirmation timescale, you will be unable to access a funded place. If you are already attending a childcare provider, you will have a grace period that will allow you time to reconfirm so your funded place will not stop straight away. It is important to note, you cannot start a new funded place whilst in your grace period. You must have a valid funding code prior to the place commencing. If you do not renew your code in the grace period then you will lose your funded place and will be unable to regain it until you have a valid code for the start of the funding period. For example if your grace period ends on 31st of March and you don't renew your code until the 2nd of April, you will be unable to access a funded place until 1st September as this is the start of the next funding period.

What does Early Years funding cover?

Early years funding in England covers the basic costs of early education and childcare for children aged 9 months to 4-year-olds. The funding is for 38 weeks a year. This funding is designed to support families with the cost of childcare and early learning. The funding does not cover all costs, such as meals, snacks, or additional activities. You may be asked to pay additional costs for these items.



What additional charges might I have?

Your provider may charge for extras that are not covered by the Early Years Funding. Chargeable extras or consumables are broken down into 3 categories.

- **Food charges** – this can include all meals and snacks.
- **Non food consumables** – this may include nappies, wipes and suncream.
- **Activity charges** – this may include any specialist tuition such as yoga, football, educational trips.

Do I have to pay additional charges?

These charges are all voluntary and you should be given the option to opt out of these charges. If you do opt out of these charges, you may be asked to provide your own food, nappies, wipes and any other consumables/activities the setting charges for. Before signing a contract, you should ensure you are aware of any charges and what you are agreeing to pay. If you choose to access additional private paid hours, you will be required to pay for these.

Can I choose how to use my hours?

The rules when accessing funded places are

- A maximum of 10 hours per day
- No minimum funded session
- No funded session before 6am or after 8pm
- Funding is limited to a maximum of 2 sites in a single day.



Funding is for 38 weeks a year, what if I need childcare all year?

If your provider is open all year, you may be able to 'stretch' your funding across the whole year. You may take your funding in 10 hour sessions and attend 3 days a week term time, you may stretch your funding and attend 22.8 hours a week over 50 weeks. You do not have to take the full 30 hours and may choose for your child to only attend 10 hour per week, this can all be agreed with your chosen childcare provider. If you stretch your hours over the full year, there may be charges for any private hours used.

Do I have to pay a deposit or registration fee?

You may be asked to pay a refundable deposit to secure your child's place. This deposit should be refunded by an agreed timescale. The deposit may not be refunded back if you don't take up the funded place, as per the terms and conditions of the setting. You shouldn't be asked to pay a registration fee if you are only accessing funded hours, you may be charged a registration fee if you are also accessing private hours.

What if my chosen setting has no places?

You can check in your local area to see what settings have availability, this can be done on the Family Information Service fisd.liverpool.gov.uk

Do my funded hours cover lunchtimes?

Yes your funded hours can cover mealtimes, lunch times should not be a chargeable extra eg funded hours 8am-12pm, chargeable lunchtime 12pm-1pm and funded hours 1pm-6pm. This is classed as an artificial break and is not permitted.



Can I use my funded hours and tax free childcare?

Yes, you can use your funded hours and claim tax free childcare towards any private paid hours. For every £8 you pay into this account, the government will pay in £2 to use to pay your provider. You can apply for tax free childcare here. You can apply for tax free childcare at [gov.uk/tax-free-childcare](https://www.gov.uk/tax-free-childcare) If you are paying via tax free childcare, please speak with your childcare provider first to ensure they are able to accept these payments.

How can I find out my childcare providers costs/charges?

Your childcare provider has a legal responsibility to display all charges on their website or on the Family Information Service: fisd.liverpool.gov.uk These charges must be transparent and clear.

Will I receive an invoice?

If you have agreed to pay for additional private hours and/or consumable charges, you should receive an invoice with a full breakdown of any charges. The invoice should be broken down into

- Free entitlement hours
- Paid private hours
- Food costs (optional)
- Non food costs such as nappies, wipes, suncream (optional)
- Activities charges (optional)

You should ensure that you fully understand what you are being charged for.



Can I change settings?

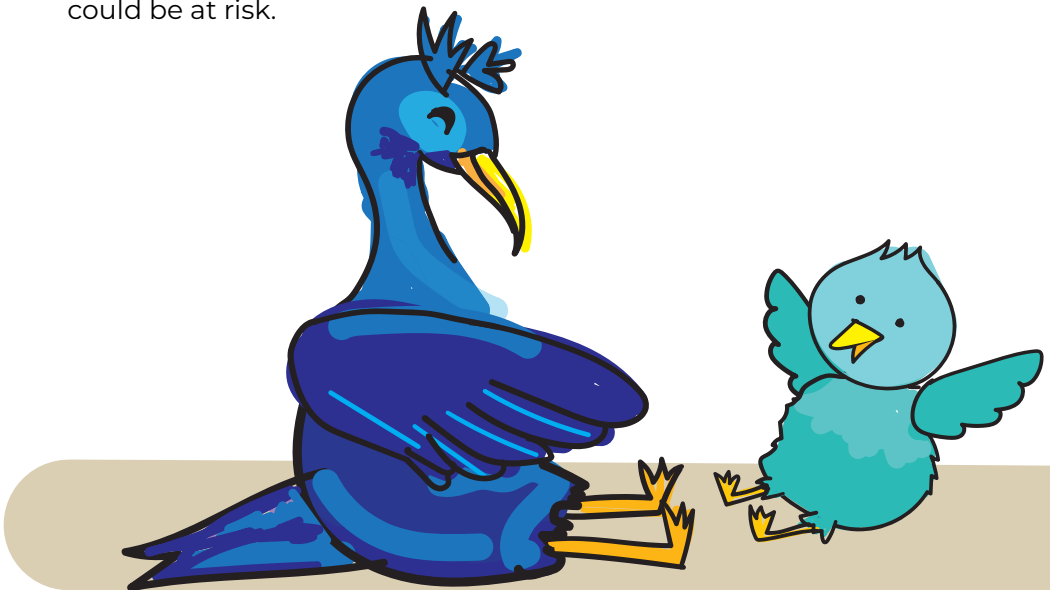
If you wish to change settings mid term, you will need to complete a transfer of funding form. Transfers will only be granted in exceptional circumstances. We advise that any moves are made prior to a new term and the appropriate notice period is given to the previous childcare provider. If you decide to change providers mid term and permission is not granted, you will not receive funding until the following term. You should check your childcare providers admission policy for information on notice periods, most providers require 4 weeks notice to leave.

Can funding be split between providers?

Yes your funding can be split between a maximum of 2 providers per day. This will need to be arranged and agreed with your chosen childcare provider and the hours split as agreed.

What if I am absent?

Regular attendance is a condition of taking up a funded place. Your provider is required to inform the funding team if your child is absent for a long period or isn't attending regularly and your place could be at risk.



What support is available for children with SEN and disabilities? Non economic 2 year funding place/ application.

Your chosen childcare provider can claim for DAF funding (Disability Access Funding) if your child is receiving DLA and receiving Early Years Funding. This can be used to support your child in the setting by making reasonable adjustments or purchasing resources to support your child.

Providers can request support via the PVI and Childminder consortia., this support may be for your individual child or for the whole setting.

2 year olds who are in receipt of DLA or have a EHCP plan are eligible for 15 hours funding, this can be applied for via the Citizens Portal emsonline.liverpool.gov.uk evidence will need to be supplied.

Will I need to sign any documents?

You will be required to complete a Parental Declaration Form. This sets out the arrangements in how you will use your funding and forms an agreement between yourself and the provider.

You will also complete a contract stating the term and conditions of the provider. This will include information such as bank holidays, sickness policies and notice periods. It is important you understand the policies of the provider before signing.



What if I am unhappy with my funded place?

If you are unhappy with the quality of childcare provided you should first speak with your childcare provider and try to resolve your concerns. If you are still unhappy you should follow the complaint policy of the setting to escalate your concerns.

Issues around charging and invoices should also be raised with your childcare provider first. Your provider will be able to provide you with a full breakdown of funding and charges, all charges should be clear and transparent. If you are still unhappy with the outcome you can email eyfunding@liverpool.gov.uk for further guidance.

If you have any funding enquiries,
please contact eyfunding@liverpool.gov.uk

For help with finding childcare in the Liverpool area,
please visit fisd.liverpool.gov.uk

