

Essex County Council

Free early education entitlement for two-year-olds

Provider Portal user guide

Assisted applications and placement notifications



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Introduction

As a provider you no longer need to make an application for each two-year-old believed to qualify for the free early education entitlement. Parents can do it themselves on the [Essex Education Portal](#). They can refer to the [user guide for families](#) to find out how.

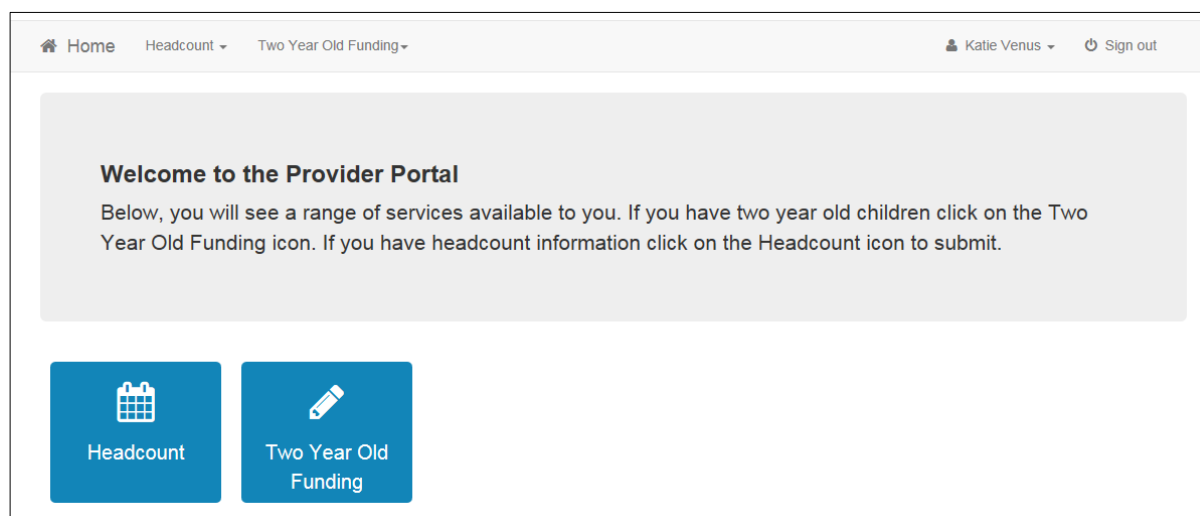
If necessary, you can apply on behalf of a family with no IT facilities or there are language barriers. You can make both economic and non-economic claims via the Provider Portal.

For assisted applications, the carer must give the child's date of birth and current address. Make sure you enter the details correctly. Once submitted, you won't be able to make any changes and you'll have to start a new application.

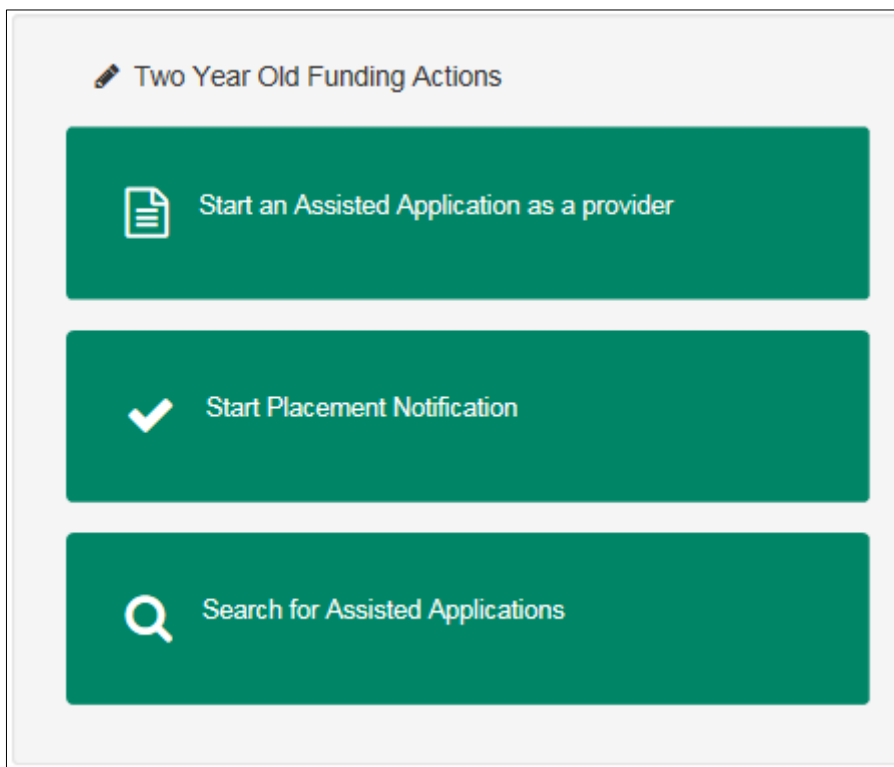
Please note: the images in this document may vary to those in the Provider Portal.

Assisted application as a provider

1. Log in to the [Provider Portal](#) with the username and password provided by Essex County Council.



2. Click the dedicated Two-Year-Old Funding button from the Homepage.
3. Click the Start an Assisted Application as a Provider button.



This will display the Assisted Application page.

A screenshot of a web form titled "Assisted Application". Below the title is a paragraph of text: "In order to begin an assisted application, you will need to obtain the Date of Birth, and current address, of the child that is the subject of the application. Further details, such as the parent/carer NI Number and Date of Birth, may be needed later in order to complete the application." Below this is a "Please note:" section: "Please note: You will not be able to change the child's date of birth or postcode later in this process, if you wish to do so you will need to start a new application from this point." The form contains four input fields: "Child's Date of Birth" with a calendar icon, "Child's Postcode" with an information icon, "Provider" with a dropdown menu, and "Service" with a radio button. A tooltip is visible over the "Child's Date of Birth" field with the text "The child's date of birth". At the bottom left is a "Cancel" button and at the bottom right is a "Continue" button.

4. Enter the Child's Date of Birth.
5. Enter the Child's Postcode.
6. Select the Provider.
7. Select a Service.
8. Click the Continue button to display the Add Child page.

Add Child

To progress this application, enter the details of the child below

Please note: You cannot change the child's date of birth or postcode from those which you entered on the previous screen. If you have made a mistake then please restart the application.

Forename

Surname

Gender Male
 Female

Date of birth (dd/mm/yyyy)

Ethnicity

First Language

Postcode

[I don't have a Postcode](#)

* Required field

9. Enter the child's Forename, Surname and Gender. The Date of Birth is pre-populated and cannot be changed. Enter the Ethnicity and First Language and click Find Address to enter the full address.

10. Click Continue to proceed to the Applicant Information page.

Enter applicant Information

To progress this application, enter the details of the applicant below:

Title

Forename

Surname

Gender Male
 Female

Relationship

Parental Responsibility Yes
 No
If the applicant has legal responsibility for this child, select Yes

Address: Does the applicant live at the same address as the child ?
 Yes No

11. Enter the required details for the carer and click Continue to proceed to the Claim Type.

Claim type
Here you can apply to receive funding for your two year old.

Economic Claim

Here you can make an application for the applicant based on economic grounds. Most applicants will want this option.

[Claim on economic grounds](#)

Non-economic Claim

Here you can apply for Two Year Old Funding through non-economic grounds. Applicants for looked after or SEN children should choose this route.

[Claim on non-economic grounds](#)

[Back](#)

Submitting an economic claim

1. On the Claim Type page, click the Claim on economic grounds button to display the Applicant's Economic Information page.

Enter applicants economic Information
To validate that the applicant is eligible, enter their economic details of the applicant below.

Forename Details

Surname

Date of Birth

Please enter either:

National Insurance No. (e.g. AB123456C)

Or

National Asylum Seekers No. (e.g. 13 / 07 / 56789)

Test Testing 2

Gender: Female

Date of Birth: 01-Aug-2014

Parental Responsibility: Yes

Relationship: Mother

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2. Enter the applicant's Date of Birth. The Forename and Surname are prepopulated.
3. Enter a National Insurance number or a National Asylum Seekers number.
4. Click the Continue button to display the Declaration page.

Declaration

I declare that the applicant has confirmed that he/she has parental responsibility for the child named in this application and that they live together. The applicant has confirmed that all information he/she has provided as part of this application is correct to the best of his/her knowledge. I have checked with the applicant that he/she agrees that the information given can be shared locally for the benefit of their family.

I agree

[Back](#) [Confirm](#)

5. Select the check box to confirm that you have read and agree to the declaration.

6. Click the Confirm button to display the Eligibility Result page which will provide an outcome and a reference number.
7. Click the Finish button.

If the eligibility check was unsuccessful, the provider can:

A. Edit the applicant details:

- click the Edit Applicant Details button to display the Applicant's Economic Information page
- make any necessary changes
- click the Continue button to display the Declaration page.
- select the check box to confirm that you have read and agree to the declaration
- click the Continue button to display the Eligibility Results page

B. Perform an eligibility check on a second applicant:

- click the Second Applicant Details button to display the Second Applicant Details page
- enter a Forename, Surname and Date of Birth
- enter either a National Insurance number or an Asylum Seekers number.
- select the check box to confirm that the second applicant has parental responsibility for the child and has given their consent to the application being made on their behalf
- click the Submit button to display the Eligibility Results page

C. Request help from the local authority:

- click the Request Help button to display the Request Help page.
- Enter the details of the help request including any relevant letter references of correspondence received from Essex County Council.
- if required, click the Add File button to attach any additional evidence
- select Yes to consent to the LA performing an ECS check on the applicant's behalf.
- click the Continue button to display the Preferred Methods of Contact page.
- select the preferred method of contact.
- if required, a box is available to record additional information.
- click the Continue button to display the Applicant's Contact Details page.
- enter the applicant's telephone number.
- click the Continue button to display the Application Submitted page.

We will review the information submitted and respond to you and the parent if requested, using the Preferred Method of Contact.

Submitting a non-economic claim

1. On the Claim Type page, click the Claim on non-economic grounds button to display the Non-economic Criteria Selection page.

Non-economic Criteria Selection

Select all of the criteria which applies to your application and please provide the details required for that criteria.

Please note that the maximum amount of evidence you can attach cannot exceed a total of 20MB

Looked After Child A "looked after child" is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function.

Please provide details to support your claim relating to the above criteria

Please attach any additional evidence relating to the above criteria

[+ Add file](#)

Adoption, Residence Order or Special Guardianship Children who have left care but are not able to return home (through adoption orders, residence orders or special guardianship).

Child has a Special Educational Need (SEN) Has a current statement of Special Educational Needs or an Education, Health and Care plan.

Child has a disability Is in receipt of Disability Living Allowance (DLA).

The parent/applicant has confirmed that they have parental responsibility for the child to whom this application relates and that the child resides with them. The parent/applicant has also confirmed that all information provided relating to this application is correct to the best of their knowledge and that this information can be shared for the benefit of their family

The parent/applicant has been made aware of these conditions and has confirmed that they are true

[Back](#) [Continue](#)

2. Select the criteria which apply to the application. Selecting a criteria displays a text box for you to provide additional details and an Add file button to attach additional evidence.
3. Select the check box to confirm that the applicant agrees with the declaration.
4. Click the Continue button to display the Preferred Methods of Contact page.

Preferred methods of contact

How would the applicant like to be contacted once we have reviewed their application.

Via Email No

Via Citizen Portal No (only valid where the applicant has already created an account on Citizens Portal)

Via Provider No

A message will always be sent to you via your Provider Portal account when changes are made to this application.

You may add some information below to record a phone number or address at which to contact the applicant when you receive any notifications from the authority.


[Back](#) [Continue](#)

5. Select the preferred method of contact.
6. If required, enter additional information into the text box.

7. Click the Continue button to display the Applicant Contact Details page.

Applicants contact details

Please supply some information so that we can contact the applicant regarding any questions or updates relating to their application.

Telephone number 

Please supply the applicants telephone number

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8. Enter a telephone number.

9. Click the Continue button to display the Application Submitted page.

10. Click the Finish button.

We will review the information submitted and respond with the outcome of the application to you and parent/carer if requested, via the Preferred Method of Contact.

Starting a placement notification


1. Select the Start Placement Notification button from the Free Early Education Entitlement for Two-Year-Old homepage.


Placement Notification


You can notify the Local Authority of funded placements for 2 year old children using this facility.


This placement must relate to a child who is two years old at the start of the funding period in which the proposed placement commences, you will need to provide some details about the child and the Funded Early Education for Two Year Olds application reference number; these details will be validated against those entered when eligibility for early education for two year funding was assessed.


You may find it appropriate to see the child's birth certificate and proof of residence at this stage, although this is not strictly necessary until you submit a request for funding

Application Reference 

Date of Birth 

Start of placement 

Surname 

Forename 

[Cancel](#) [Continue](#)

2. Completed the required details and click Continue to display the Application Summary page. The page displays the following panels:

- a. Application Details
- b. Child Details
- c. Applicant Details.

3. Select the check box to confirm that the funded placement relates to the child for whom the application was approved.
4. Click the Agree and Continue button to display the Address Confirmation page.

Address Confirmation

Child Details ▼

Name	[Redacted]
Gender	[Redacted]
Date of Birth	[Redacted]
Address	[Redacted]

Please confirm that the address shown above is the child's current address ?

Yes, It is correct
No, It is wrong

5. Verify the address. If it is correct, click the Yes, it is correct button to display the Placement Service Selection page. If it is wrong, click the No, it is wrong button to edit the details or select another address.
6. Select a Service. If the selected Service is not marked as eligible for two-year-old funding, the placement will require approval from us and you will need to supply details, where indicated, of why the parent has selected this service.
7. Click Continue to display the Placement Declaration page.

Placement Declaration

Child Details >

Placement Details >

Declaration

I understand that I must confirm the full name, date of birth and home address of the child before I claim any funded hours. I also understand funding for the placement will only be available from the child's date of eligibility

Quit
Continue

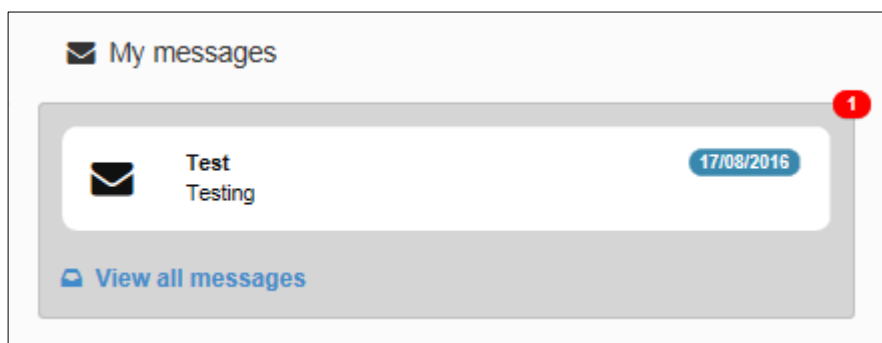
8. Select the check box to confirm that the child's details are correct, and that funding will only be available from the child's date of eligibility.
9. Click the Continue button to display the Placement Summary page where the placement reference will be provided.
10. Click the Finish button.

You will be notified of the outcome of the placement notification by a message to the Provider Portal.

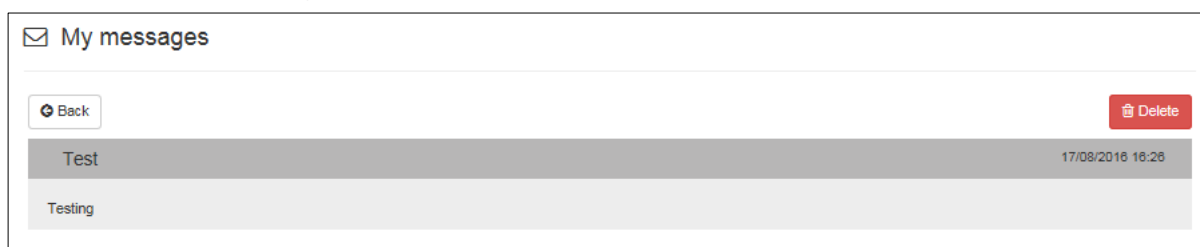
Viewing messages

The My Messages panel is displayed on the Headcount and Free Early Education Entitlement for Two-Year-Olds homepages and lists the messages sent by Essex County Council regarding these matters.

1. Click on a message to display the details. Alternatively, click the View All Messages link to display the My Messages page.



2. If required, click on the Subject or Received heading to sort the list.
3. Click on a message to display the detail.



4. If required, click the Delete button to delete the message.
5. Click the Back button to display the homepage.

Once placements have been confirmed you can submit the hours for the funded child during the Headcount.

If you need help with the Two-Year-Old Funding application process or with accessing the Essex Education Portal please email: twosfunding@essex.gov.uk

