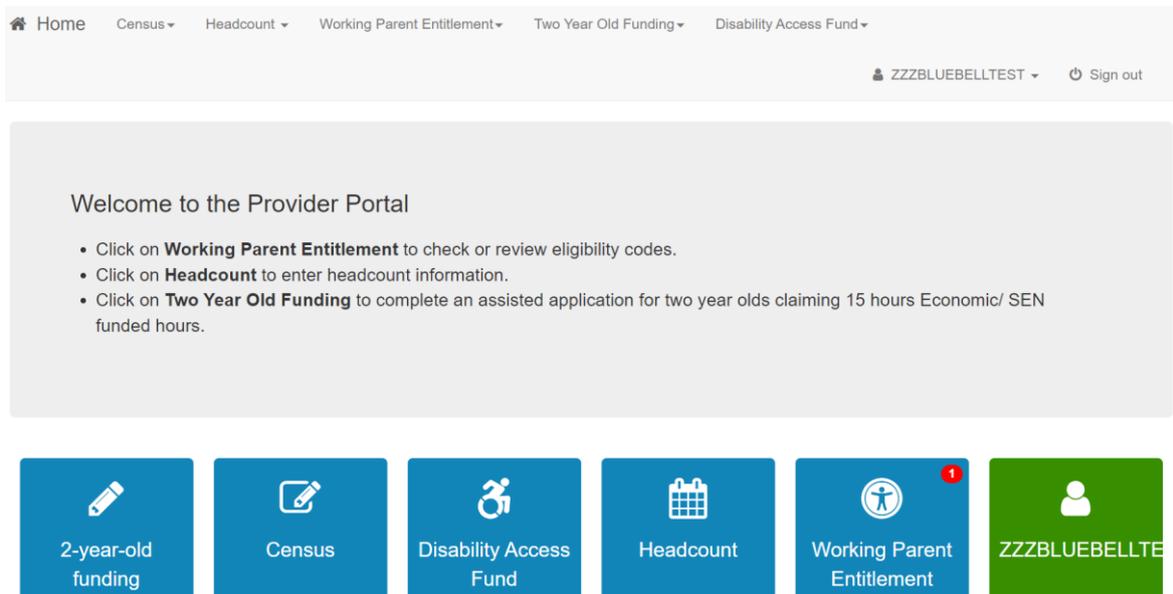


## TWO YEAR OLD FUNDING FOR PROVIDERS

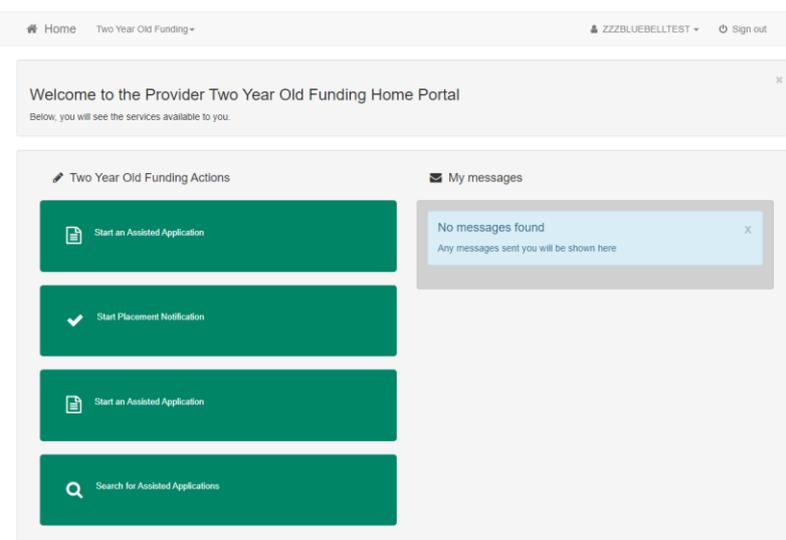
Log onto your Provider Portal.

Click the 2-year-old funding tile.



### Two Year Old Placement Notification

The **Two Year Old Start Placement Notifications** allows providers to check children’s Two Year Old Eligibility Codes before they start at your setting. Click Start Placement Notification



Complete the application reference (West Berkshire codes with 869). If the 2YO code does not start with 869 it may have been issued from another local authority. Email the details to [earlyyears@westberks.gov.uk](mailto:earlyyears@westberks.gov.uk) as soon as possible so they can verify the code with

the issuing LA. Please do this before offering a place to a child. Then complete the remaining fields and press continue.

The screenshot shows the 'West Berkshire Early Years Funding Portal' with a navigation bar containing 'Home', 'Two Year Old Funding', and user information 'ZZZBLUEBELLTEST' with a 'Sign out' link. The main heading is 'Placement Notification'. Below this is a paragraph: 'This tool notifies West Berkshire Council of funded placements for 2 year old children. You should enter the application reference number and child's details here. **This tool can only be used with codes beginning with '869'.**' A second paragraph states: 'Once processed and confirmed eligible by the LA, this child will be added to your headcount. **Please check this child is on your headcount before submitting a claim.**' The form includes fields for 'Application Reference', 'Date of Birth', 'Start of placement', 'Legal Surname', and 'Forename', each with a calendar icon. At the bottom are 'Cancel' and 'Continue' buttons.

When the Placement Notification has been completed, and this will be processed by the Early Years Team and it should appear on your next headcount task. You will see messages from the Early Years Team on the right hand side.

### Two Year Old Assisted Applications

If you would like to assist a parent make an application for two year old funding, first you need their permission and ideally complete the form together. Click the top tile 'Start an Assisted Application'

The screenshot shows the 'Welcome to the Provider Two Year Old Funding Home Portal' with a sub-header 'Below, you will see the services available to you.' The dashboard is divided into two sections: 'Two Year Old Funding Actions' and 'My messages'. The 'Actions' section contains four green buttons: 'Start an Assisted Application' (with a document icon), 'Start Placement Notification' (with a checkmark icon), 'Start an Assisted Application' (with a document icon), and 'Search for Assisted Applications' (with a magnifying glass icon). The 'My messages' section shows a light blue box with the text 'No messages found. Any messages sent you will be shown here.' and a close button.

Page 1 you will need to enter: Child's Date of Birth, Child's Postcode

### Assisted Application

This is NOT where you enter eligibility codes for 2 year olds. Please only use this application if you are reapplying with a family following an ineligible result or the family have never applied for two year old funding for the child.

To begin an assisted application, you will need the child's date of birth and current address. If completing an application based on income, you will also need the parent/guardian's NI or NASS number and date of birth.

**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.

Child's Date of Birth

Child's Postcode

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

Press Continue and complete all the details required – Forename, Surname, Gender, Ethnicity, First Language and Postcode.

Enter the parent/Guardian information – Title, Forename, Surname, Gender, Relationship to child, Parental responsibility, Address. Press continue.

Home Two Year Old Funding ZZZBLUEBELLTEST Sign out

### Claim type

Here you can apply for funded early education for 2 year olds.

**Apply based on income**  
Select this option if your application is based on income (most people will select this option)  
[Start your application here.](#)

**Other Claim**  
Select this option for other types of application (for example, special educational needs or looked after children)  
[Start your application here.](#)

[Back](#)

### Making an Economic Application (Apply based on income)

Click Start Your Application Here button to display the **Step 1 Personal Information** page. This information is required by the Department for Work and Pensions (DWP) to check whether the child is eligible for two year old funding.

Home Two Year Old Funding ZZZBLUEBELLTEST Sign out

### Enter Parent/Guardian's Information

Please enter parent/guardian details below

Forename

Surname

Date of Birth

Please enter either:

National Insurance No.   
(e.g. AB123456C)

Or

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

[Back](#)

### Child Details

Jane Test

|                         |             |
|-------------------------|-------------|
| Gender                  | Female      |
| Date of Birth           | 01-Jan-2019 |
| Parental Responsibility | Yes         |
| Relationship            | Mother      |

[Continue](#)

Enter the information required on the parent and click continue.

Read the declaration to the parent and if parent agrees, tick the 'I agree' button and click confirm.

Click the **Finish** button to return to the **Home** page. The application is displayed with the application status and reference number

You can click the **View most recent application** link to see the **Application Summary** details.

### Requesting Help

If the parent, carer or guardian has any questions regarding their application, they can request help from the local authority.

Clicking the **Request Help** button displays information on how the parent can contact the local authority.

They can attach files that they feel would help with their application. They can specify the method they would like to be contacted by. They can also give the local authority permission to complete a Funded Early Education for Two Year Old application on their behalf.

### Making a Non-Economic Application (Other Claim)

Click the **Start Non-economic Application** to display the **Non-economic Criteria Selection** page.

Home Two Year Old Funding ZZZBLUEBELLTEST Sign out

### Other Criteria Selection

Please select the relevant options below and provide additional evidence

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

- Looked After Child** This child is a looked after child
- Adoption/Child Arrangement/Special Guardianship** An adoption order, child arrangement order or special guardianship order is in place for this child.
- Special Educational Needs (SEN)** This child has an Education, Health and Care (EHC) Plan.
- Disability** This child is in receipt of Disability Living Allowance (DLA)
- Other evidence** I want to submit other documents relevant to my application

The parent/guardian has confirmed that they have parental responsibility for the child to whom this application relates and that the child lives with them. The parent/guardian 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 with West Berkshire Family Hubs who may contact them to offer additional support and services. The parent/guardian agrees the information provided will be used to check eligibility with the Department for Work and Pensions and if an unsuccessful result is found, West Berkshire Council may complete another check on the parent/guardian's behalf. The parent/guardian agrees with the Privacy Notice linked below.

The parent/guardian has been made aware of these conditions and agrees

Back Continue

Select the criterion which applies to the application.

Selecting a check box displays a text box enabling the parent to provide details to support their claim relating to the selected criteria.

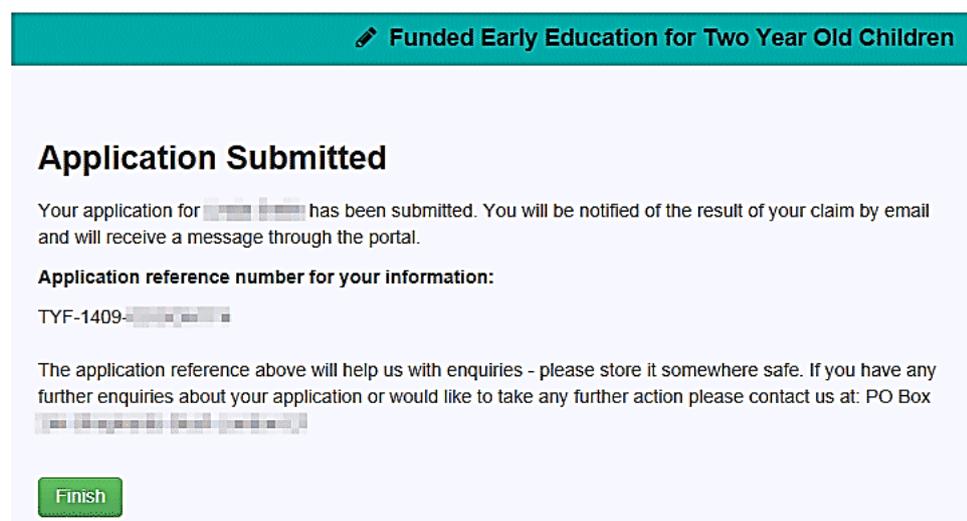
Files can be attached as additional evidence.

Select the check box to confirm that you and parent have read and agree to the contents of the application. Click continue

Complete the preferred methods of contact section

Complete the telephone number and email address of the contact

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



**Funded Early Education for Two Year Old Children**

## Application Submitted

Your application for [redacted] has been submitted. You will be notified of the result of your claim by email and will receive a message through the portal.

**Application reference number for your information:**

TYF-1409-[redacted]

The application reference above will help us with enquiries - please store it somewhere safe. If you have any further enquiries about your application or would like to take any further action please contact us at: PO Box [redacted]

**Finish**

Click the **Finish** button to return to the **Home** page. The Two Year Old Funding application is displayed with the status and reference number.

Eligibility Criteria and parent Citizen Portal link <https://info.westberks.gov.uk/freechildcare2>