Submit an adjustment – child left or reduced funded hours

This document provides step-by-step instructions on how to submit an adjustment within a previous funding period, where the number of funded hours have decreased, or a child has left after the portal has closed for the submission of actuals.

Adjustments must be created in the adjustment section of the funding period in which the change occurred. All adjustments must be submitted by the end of the term to which they relate. Adjustments submitted in a different term will not be processed.

Payments for adjustments will be made alongside the following month's actuals payment.

Important: The local authority does not fund part-weeks. Therefore, adjustments should be calculated and submitted in full weeks.

Example of calculating an adjustment:

Child has reduced from 15 hours to 10 hours per week for two weeks of the period, a decrease of 5 hours per week.

5 hours multiplied by 2 weeks = 10 'less hours' to be submitted as an adjustment.

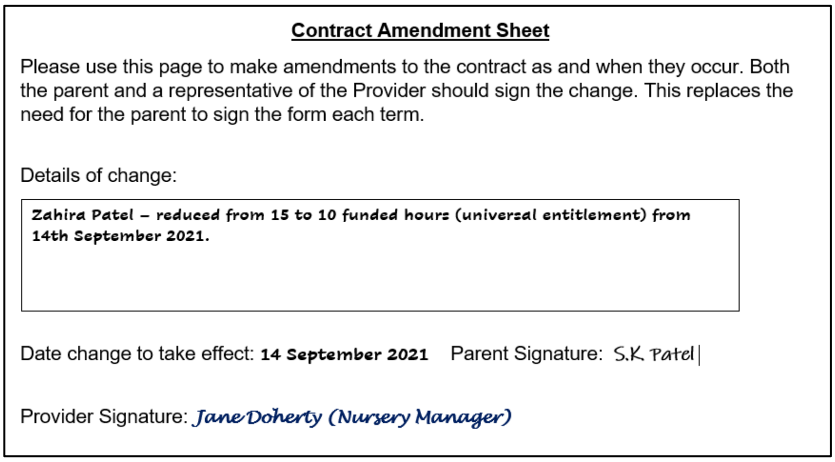
Please note, where a child has left, providers should submit the number of unused funded hours. Children leaving part way through the week are funded until the end of the week.

Multiple adjustments for the same child

Adjustment claims do not get overridden by new entries. They form a timeline of funding claims and changes for individual children. Should there be multiple adjustments for a child in the same funding period, the changes should be submitted individually and reflect the change to the funded hours claimed since the last adjustment was made.

Refer to guidance 'Adjustments basic principles - when to submit a claim' and 'View payments and previous claims' for further information.

STEP 1: REFER TO THE PARENT/CARER DECLARATION FORM



Contract Amendment Sheet

Please use this page to make amendments to the contract as and when they occur. Both the parent and a representative of the Provider should sign the change. This replaces the need for the parent to sign the form each term.

Details of change:

Zahira Patel – reduced from 15 to 10 funded hours (universal entitlement) from 14th September 2021.

Date change to take effect: 14 September 2021 Parent Signature: S.K Patel

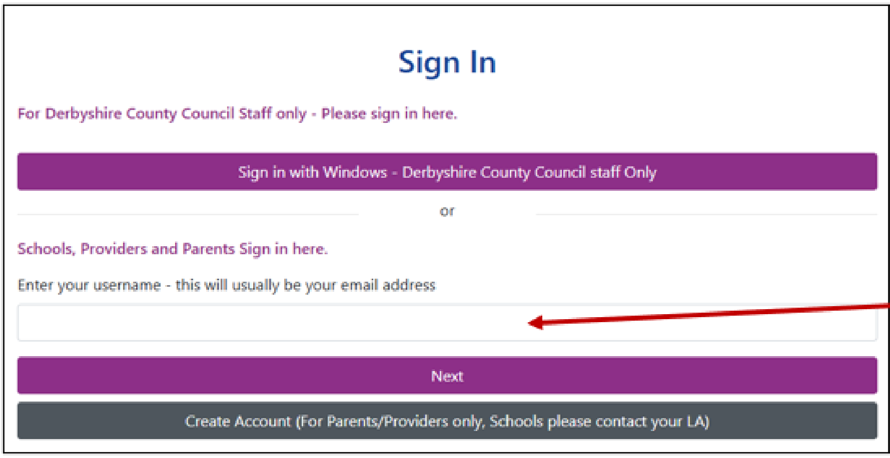
Provider Signature: Jane Doherty (Nursery Manager)

Any changes to the number of funded hours claimed must be recorded on the 'Contract Amendment Sheet' of the Parent/Carer Declaration form and signed by both parent and provider.

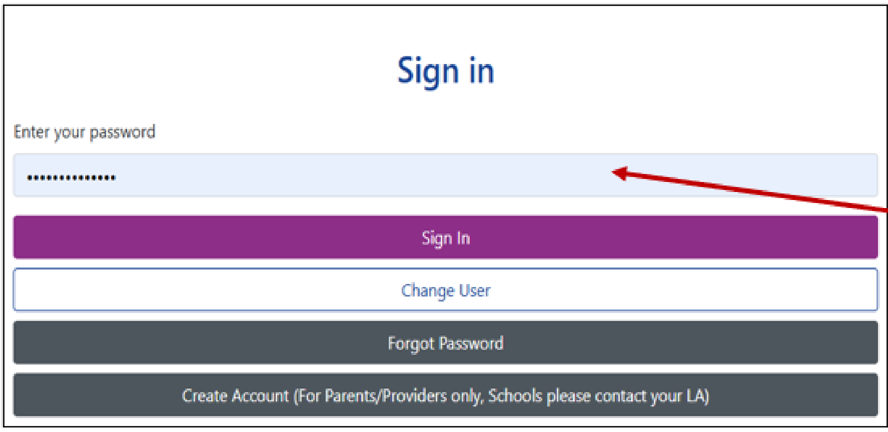
STEP 2: SIGN IN TO THE PORTAL

Link to the [Derbyshire Provider Portal]

Usernames and passwords are case sensitive.

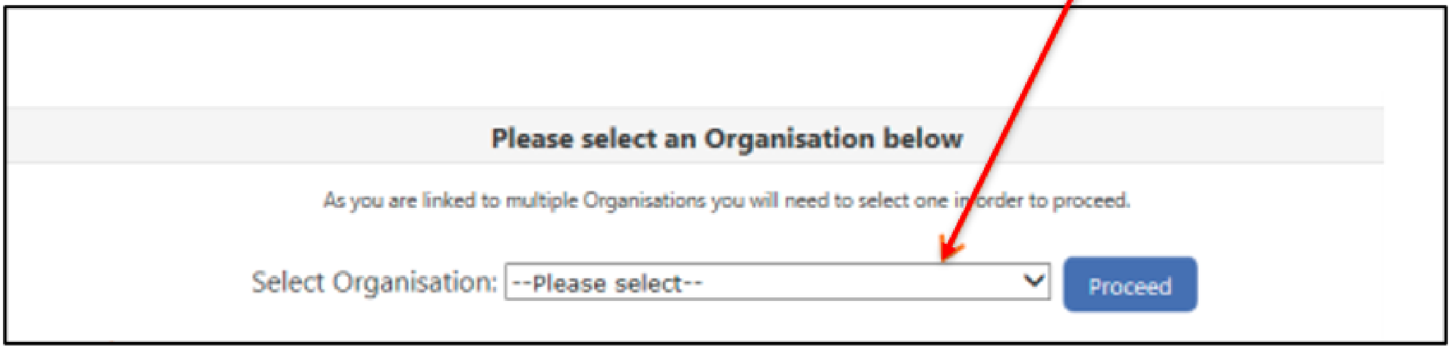


Enter your username and click **Next.**



Enter your password and click **Sign In.**

Providers with only one registered setting will be taken directly to the portal homepage. If you have multiple settings under the same login, ensure you select the relevant one from the drop-down list before proceeding.

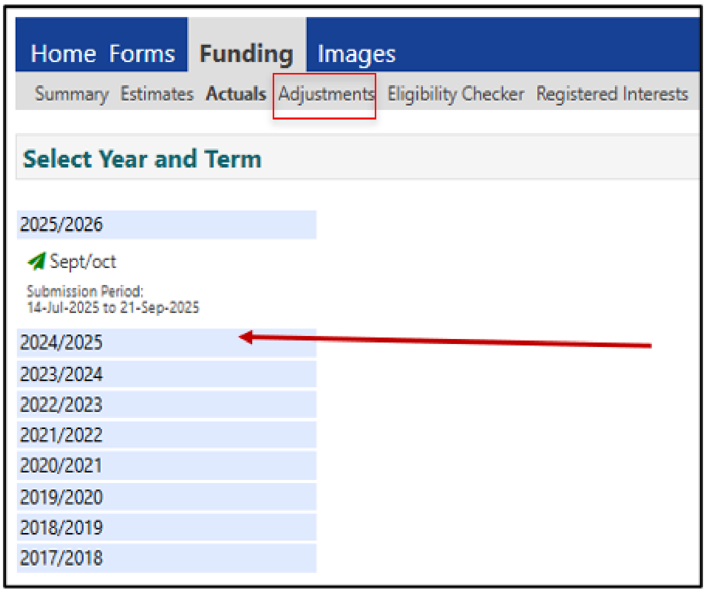


Refer to guidance 'Provider portal - signing in and out' for more detail. If you need support with your username or password please contact info.fis@derbyshire.gov.uk

STEP 3: GO TO THE ADJUSTMENTS TAB

Navigate to the **Funding** tab, and then click on the **Adjustments** tab.

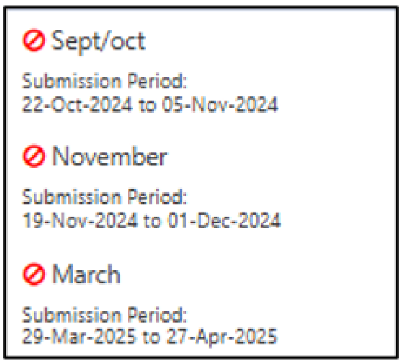
Please note where the portal states 'term' this refers to the funding periods.



Select Year and Term that you want to submit an adjustment for.

Scroll down to see more submission periods.

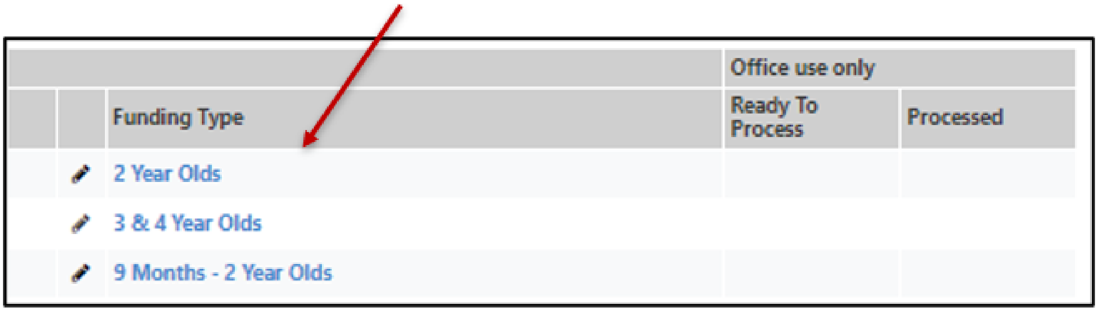
A green arrow indicates that a submission period is open for data entry.



A red circle indicates that a submission period is closed.

STEP 4: SELECT THE AGE GROUP

Under **Funding Type** select the age group you wish to submit data for. This will depend on the age of the child the adjustment is for.

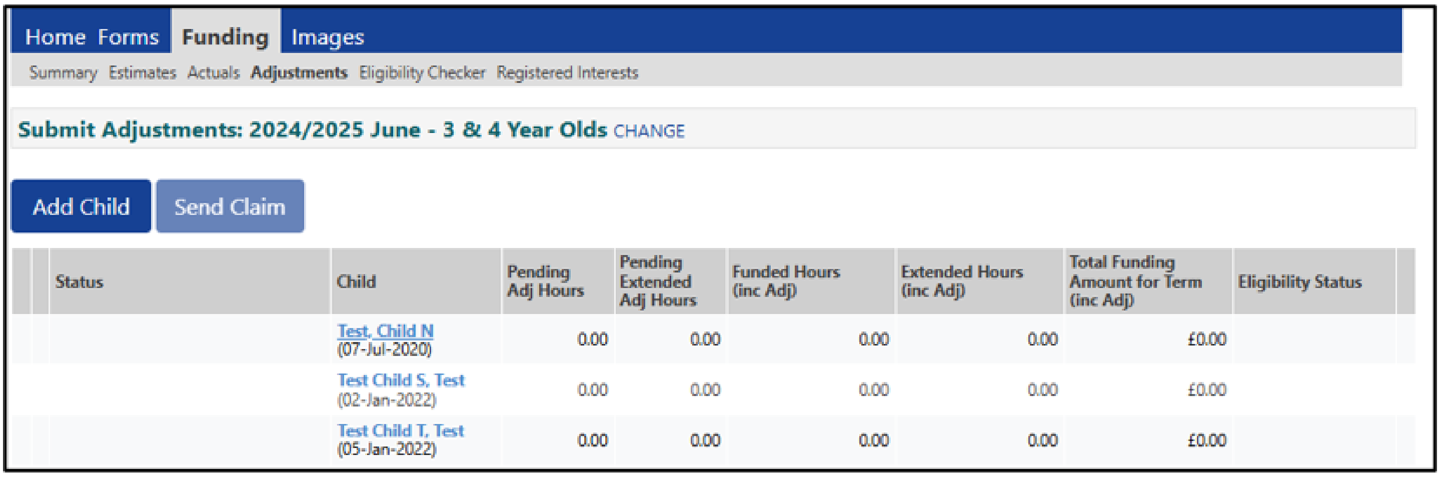


A list of children submitted during actuals will be displayed.

STEP 5: SELECT THE CHILD

Select the name of the child for whom the adjustment will be made.

To select a child, hover over the child's name and click when it is underlined.



Status	Child	Pending Adj Hours	Pending Extended Adj Hours	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
	Test, Child N (07-Jul-2020)	0.00	0.00	0.00	0.00	£0.00	
	Test Child S, Test (02-Jan-2022)	0.00	0.00	0.00	0.00	£0.00	
	Test Child T, Test (05-Jan-2022)	0.00	0.00	0.00	0.00	£0.00	

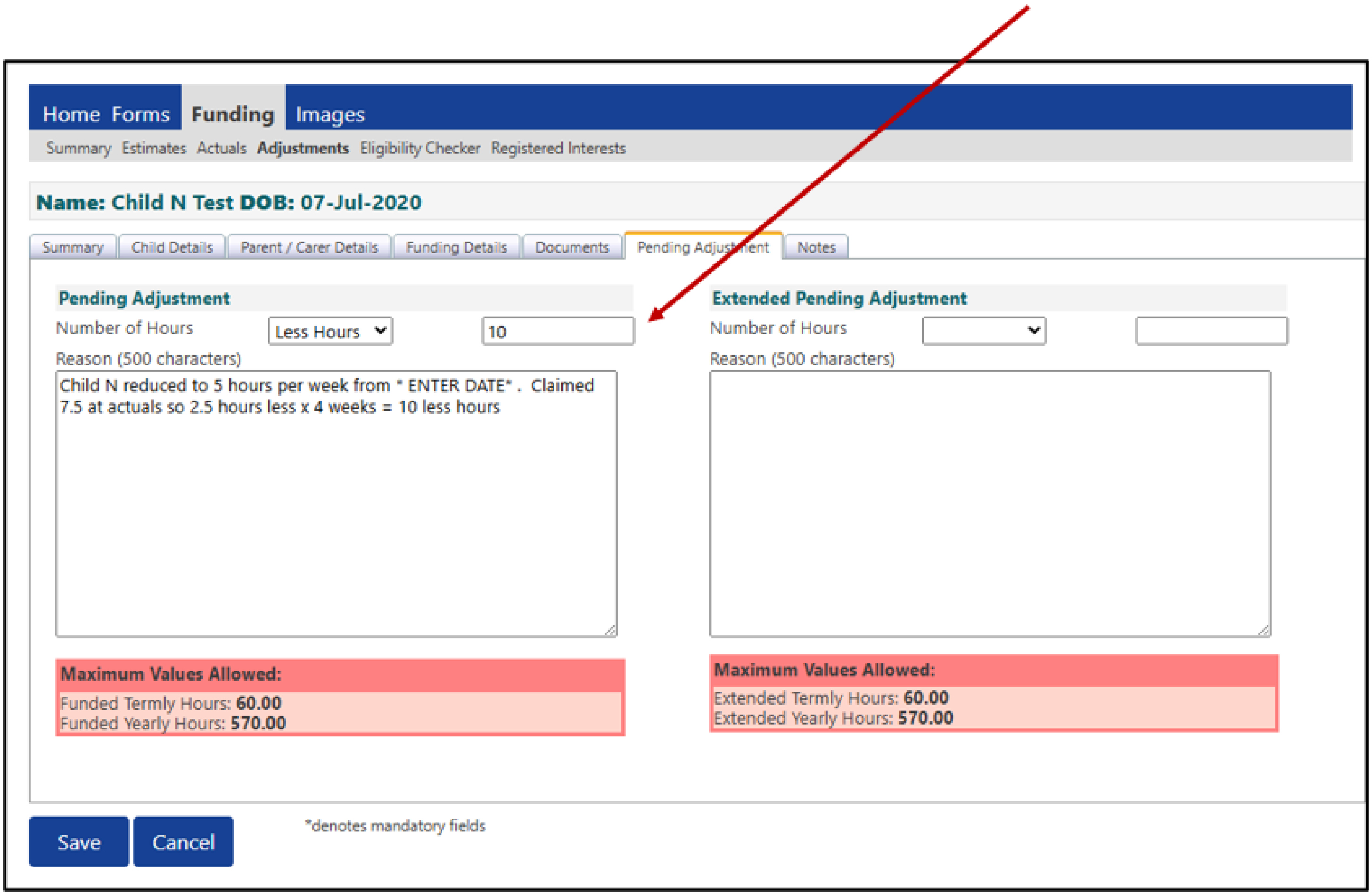
STEP 6: SELECT PENDING ADJUSTMENT

The following screen will appear.

Where relevant, options for both funded and expanded hours will be displayed. Take care to select the correct option, both funded and expanded adjustments should be sent at the same time if necessary.

Select the **Number of Hours** drop down box and choose **Less Hours.**

In the next box, put the number of hours decreased multiplied by the number of weeks the adjustment is for. For example, decrease by 2.5 funded hours multiplied by 4 weeks = 10 hours.



In the **Reason** box, give a detailed account of the change, including:

- Date of the change to hours
- Hours per week the change is for

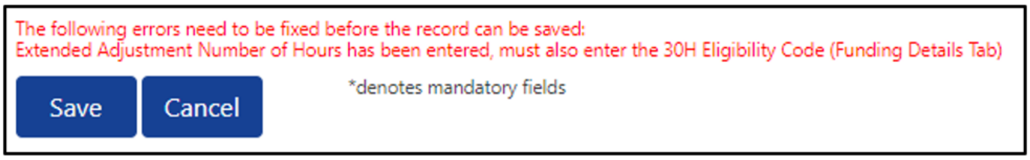
Sample Explanation

Child N reduced to 5 hours per week from * ENTER DATE* . Claimed 7.5 at actuals so 2.5 hours less x 4 weeks = 10 less hours

Without this information Financial Services will be unable to process adjustment claims and funding for the adjustment will be delayed.

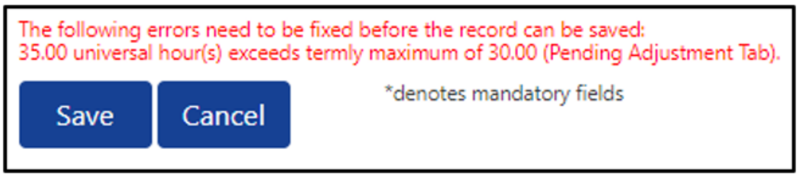
When the adjustment for both funded and expanded funding (if applicable) has been completed, click **Save.**

Important: if the adjustment exceeds the number of available hours for the funding period or for the eligibility code, the system will show an error message, and you will be informed of the problem.



Examples of common error messages.

Correct the error and click **Save.**



Once saved, the screen will revert to the list of children attending that funding period.

Repeat steps 4, 5 and 6 for any other children requiring an adjustment.

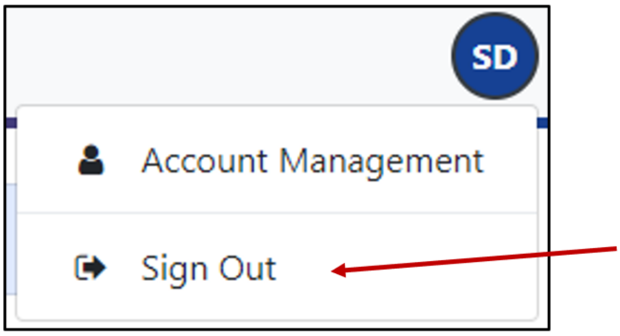
STEP 7: SEND CLAIM & SIGN OUT

Data quality is vital, the local authority will make funding payments using the information submitted on the provider portal. It is the providers responsibility to ensure data is accurate.

Once all adjustments have been submitted, click **Send Claim.** Please wait, as this may take a while to go through.

You will see a green tick, and an icon indication Submission Successful when your claim has been submitted.

This indicates a claim has been submitted to the local authority for checking before the claim is approved.



To sign out, click on the blue circle in the top right of the screen and then click **Sign Out.**

Need more support?

Can’t find what you need in our guidance materials?

Then please contact the Early Years Finance Team who will be happy to help:

CS.enquiries.**childminders**@derbyshire.gov.uk

CS.enquiries.**groupcare**@derbyshire.gov.uk

CS.enquiries.**schools**@derbyshire.gov.uk

Please include your Ofsted registration number, name, and contact details.