

## Submit an adjustment – child started after the portal closed

**This document provides step-by-step instructions on how to submit an adjustment within a funding period, where a child has started 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 in line with the portal submission dates for the relevant adjustment period outlined on the 2025-26 funding calendar. You will only be able to submit adjustments that relate to the previous funded month.

Payments for adjustments will be included with your next actuals payment.

Important: The local authority does not fund part-weeks. Therefore, adjustments should be calculated and submitted in full weeks. Children new to the setting should be added from the start of a week.

### **Example of calculating an adjustment:**

Child started 2 weeks after the start of a four-week funding period, claiming 15 funded hours per week. 15 funded hours multiplied by 2 weeks = 30 hours to be claimed as an adjustment.

### **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.



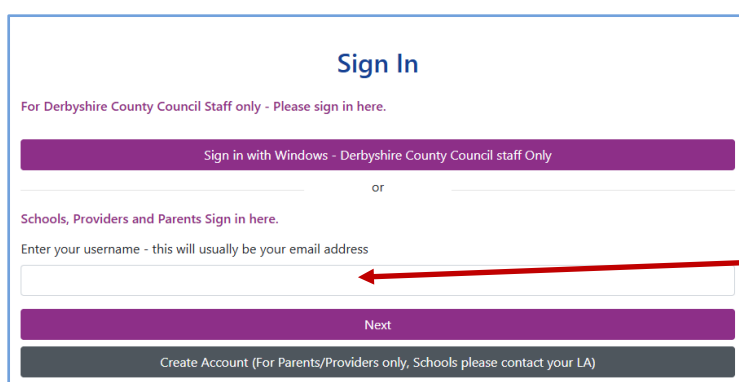
Refer to guidance 'Adjustments basic principles - when to submit a claim' and 'View payments and previous claims' for further information.

## STEP 1: REFER TO THE PARENT/CARER DECLARATION FORM

Parents/carers must complete a Parent/Carer Declaration form to claim funded hours. Eligibility codes must be checked and verified before a childcare placement is agreed. Providers should use information on the Parent/Carer Declaration form to input data on the portal.

## STEP 2: SIGN IN TO THE PORTAL

Link to the [Derbyshire Provider Portal](#)

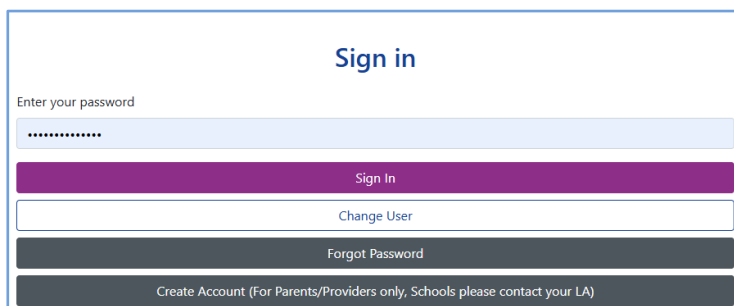


The screenshot shows the 'Sign In' page of the Derbyshire Provider Portal. At the top, it says 'Sign In' in blue. Below that, a purple bar contains the text 'Sign in with Windows - Derbyshire County Council staff Only'. Underneath, there is a text input field for a username, with a red arrow pointing to it from the text 'Enter your username and click Next.' to the right. Below the username field is a purple 'Next' button. At the bottom, there is a dark grey button that says 'Create Account (For Parents/Providers only, Schools please contact your LA)'.

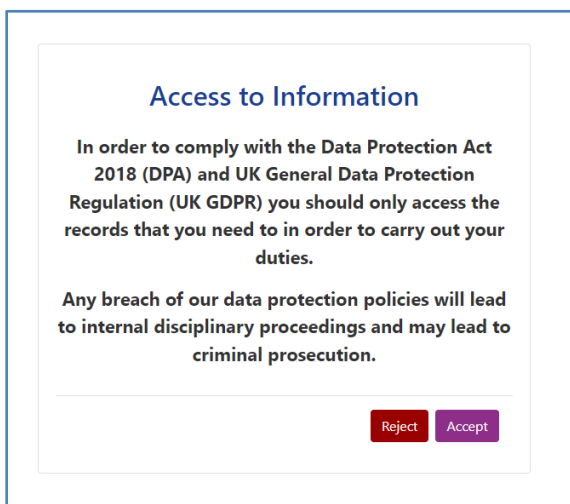
Enter your username and click **Next**.

Username and passwords are case sensitive.

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



The screenshot shows the password entry page of the Derbyshire Provider Portal. At the top, it says 'Sign in' in blue. Below that, there is a text input field for a password, with a red arrow pointing to it from the text 'Enter your password and click Sign In.' to the left. Below the password field is a purple 'Sign In' button. Underneath that is a white 'Change User' button. Below that is a dark grey 'Forgot Password' button. At the bottom, there is a dark grey button that says 'Create Account (For Parents/Providers only, Schools please contact your LA)'.



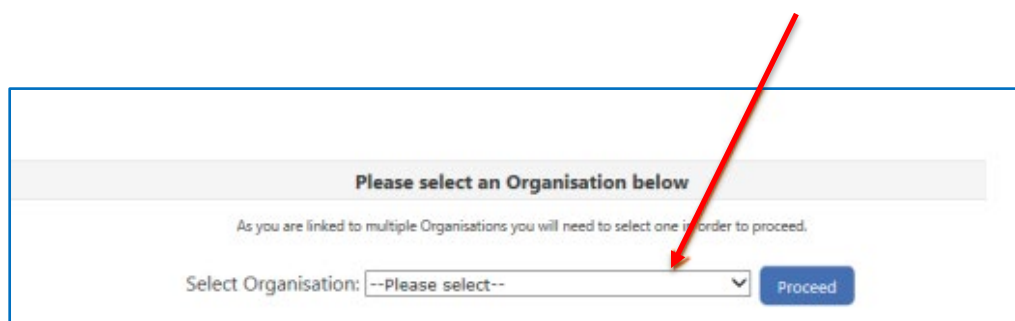
**Access to Information**

In order to comply with the Data Protection Act 2018 (DPA) and UK General Data Protection Regulation (UK GDPR) you should only access the records that you need to in order to carry out your duties.

Any breach of our data protection policies will lead to internal disciplinary proceedings and may lead to criminal prosecution.

Each time you sign into the provider portal you will be asked to comply with the Data Protection Act 2018 and UK General Data Protection Regulation. If the Reject button is clicked, you will return to the Sign In page.

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.



**Please select an Organisation below**

As you are linked to multiple Organisations you will need to select one in order to proceed.

Select Organisation:



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](mailto: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 relevant funding periods.

The screenshot shows the 'Adjustments' tab selected in the 'Funding' section. A red box highlights the 'Adjustments' tab. A red arrow points from the 'Select Year and Term' dropdown menu to the 'July' submission period, which is marked with a green arrow indicating it is open for data entry. Another red arrow points from the 'Select Year and Term' dropdown menu to the '2023/2024' submission period, which is marked with a red circle indicating it is closed. A third red arrow points from the 'Select Year and Term' dropdown menu to the '2021/2022' submission period, which is marked with a red circle indicating it is closed.

**Select Year and Term**

| Select Year and Term |
|----------------------|
| 2025/2026            |
| 2024/2025            |
| 2023/2024            |
| 2022/2023            |
| 2021/2022            |
| 2020/2021            |
| 2019/2020            |
| 2018/2019            |
| 2017/2018            |

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

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

A red circle indicates that a submission period is closed.

Scroll down to see more submission periods.

### STEP 4: SELECT THE AGE GROUP

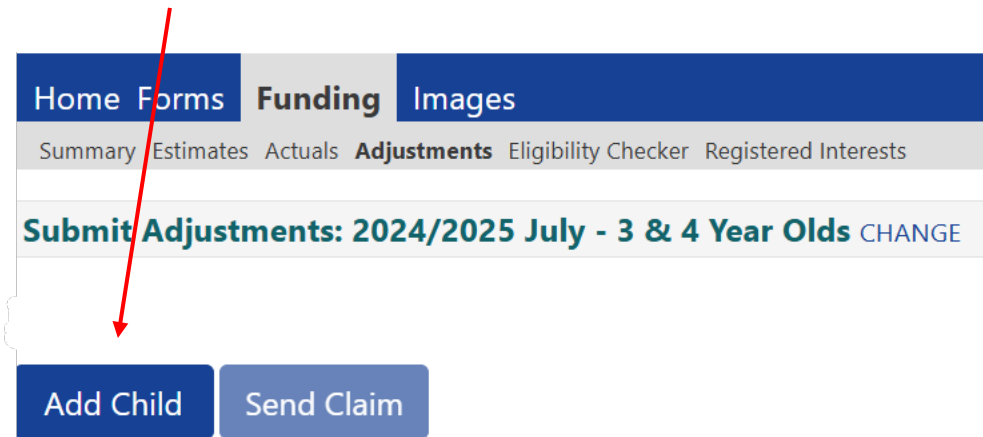
Under **Funding Type** select the age group you wish to submit data for. This will depend on the age of the child the adjustment is for.

|  |                        |  | Office use only  |           |
|--|------------------------|--|------------------|-----------|
|  | Funding Type           |  | Ready To Process | Processed |
|  | 2 Year Olds            |  |                  |           |
|  | 3 & 4 Year Olds        |  |                  |           |
|  | 9 Months - 2 Year Olds |  |                  |           |

A list of children submitted during actuals will be displayed.

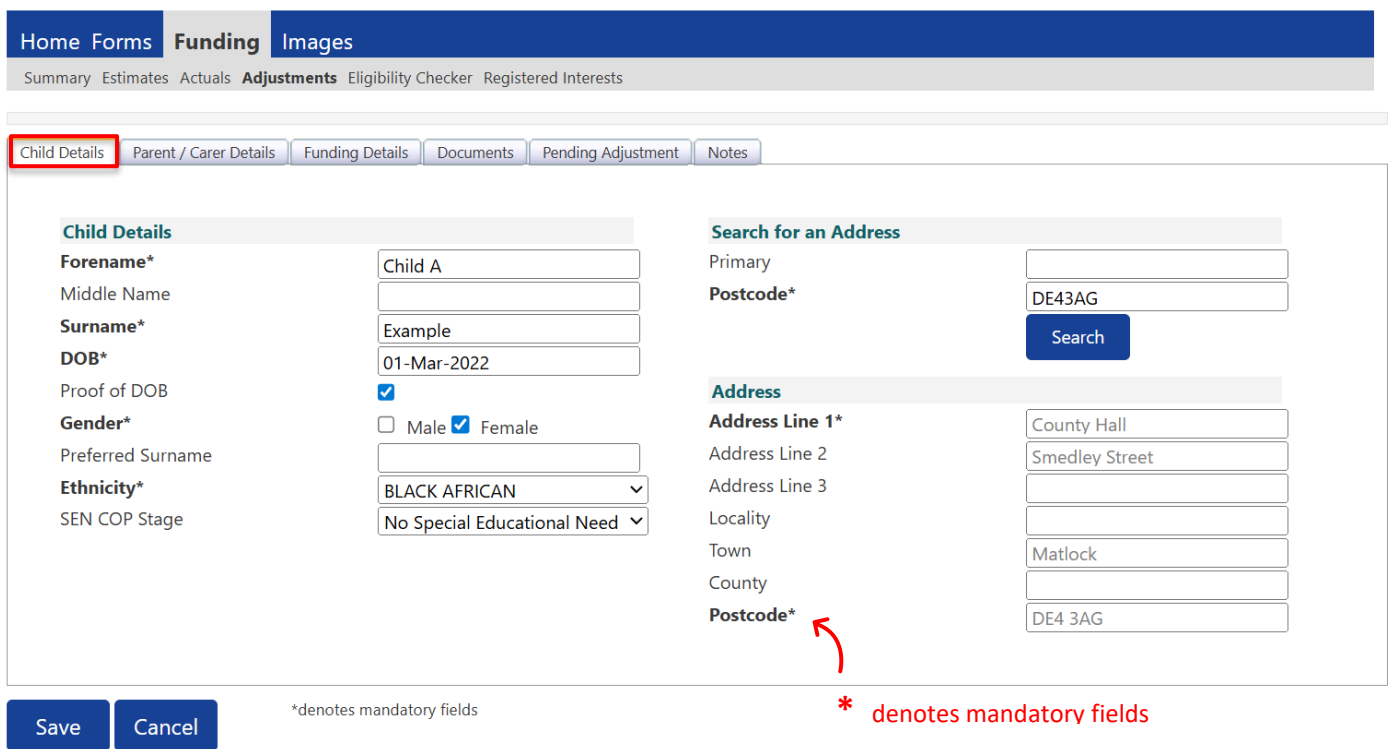
**STEP 5: ADD CHILD DETAILS**

Click on **Add Child**.



The screenshot shows the 'Adjustments' tab selected in the top navigation bar. Below the navigation bar, there is a banner for 'Submit Adjustments: 2024/2025 July - 3 & 4 Year Olds' with a 'CHANGE' link. At the bottom, there are two buttons: 'Add Child' and 'Send Claim'. A red arrow points from the top left towards the 'Add Child' button.

The **Child Details** tab will be displayed. All fields marked with an asterisk \* are mandatory.



The screenshot shows the 'Child Details' tab selected. The form is divided into two main sections: 'Child Details' and 'Search for an Address'.

**Child Details Section:**

- Forename\***: Text input with 'Child A' entered.
- Middle Name**: Text input (empty).
- Surname\***: Text input with 'Example' entered.
- DOB\***: Text input with '01-Mar-2022' entered.
- Proof of DOB**: Checkbox (checked).
- Gender\***: Radio buttons for 'Male' (unchecked) and 'Female' (checked).
- Preferred Surname**: Text input (empty).
- Ethnicity\***: Dropdown menu with 'BLACK AFRICAN' selected.
- SEN COP Stage**: Dropdown menu with 'No Special Educational Need' selected.

**Search for an Address Section:**

- Primary**: Text input (empty).
- Postcode\***: Text input with 'DE43AG' entered. A red arrow points to this field.
- Search**: Button.
- Address Section:**
  - Address Line 1\***: Text input with 'County Hall' entered.
  - Address Line 2**: Text input with 'Smedley Street' entered.
  - Address Line 3**: Text input (empty).
  - Locality**: Text input (empty).
  - Town**: Text input with 'Matlock' entered.
  - County**: Text input (empty).
  - Postcode\***: Text input with 'DE4 3AG' entered.

At the bottom, there are 'Save' and 'Cancel' buttons. A legend indicates that '\*' denotes mandatory fields.

- Enter child's name\*
- Enter child's date of birth\*, in the format as DD/MM/YYYY or use the calendar option.
- Tick that the child's date of birth has been verified by sight of official documentation, confirming that the child has reached the eligible age to receive the early years entitlement
- Tick child's gender\*
- Complete ethnicity\*  
If ethnicity is unknown select "information not yet obtained" from the drop-down list.
- It is very important that nothing is put in the 'SEN COP Stage' box.
- Use the 'Search for an Address' section to fill out the child address automatically.

- Alternatively, in address line 1\* enter house number or house name and street name. Ensure house number and street name are on the same line.
- Enter town.
- Enter postcode\*. A space must be entered in the middle of the postcode.

### Important:

Data quality is vital for a successful funding claim. Providers must have seen a copy of the child's birth certificate (or other official documentation) and ensure that the child's full legal name and correct date of birth is used in this section. Do not use abbreviations or nicknames. Incorrect or inaccurate data in this section will cause delays in funding.

Click on the **Parent/Carer Details** tab.

This tab should only be completed if the parent/carers has supplied their details and given consent to check eligibility for Early Years Pupil Premium (EYPP), Working Family Eligibility (30 hours) or early learning for 2-year-olds (visible for 2 year olds only).

Summary Child Details **Parent / Carer Details** Funding Details Documents Notes

Entering Parent/Carer details enables us to check whether the child is eligible for Early Years Pupil Premium (EYPP) funding, and whether the child is eligible for expanded hours.

Please ensure you input details for all records that have given their permission to do so, as this ensures you receive the additional funding. Please also ensure that the correct consent boxes are selected as per the usage of the details.

| Parent / Carer Details                                                                                                                                                                              |                      | Partner Details                                                                                                                                                                                     |                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Forename                                                                                                                                                                                            | <input type="text"/> | Forename                                                                                                                                                                                            | <input type="text"/> |
| Surname                                                                                                                                                                                             | <input type="text"/> | Surname                                                                                                                                                                                             | <input type="text"/> |
| DOB                                                                                                                                                                                                 | <input type="text"/> | DOB                                                                                                                                                                                                 | <input type="text"/> |
| Email                                                                                                                                                                                               | <input type="text"/> | Email                                                                                                                                                                                               | <input type="text"/> |
| Contact Number                                                                                                                                                                                      | <input type="text"/> | Contact Number                                                                                                                                                                                      | <input type="text"/> |
| <input type="checkbox"/> NI or <input type="checkbox"/> NASS Number                                                                                                                                 | <input type="text"/> | <input type="checkbox"/> NI or <input type="checkbox"/> NASS Number                                                                                                                                 | <input type="text"/> |
| Tick to give consent to Eligibility Checking for<br><input type="checkbox"/> EYPP<br><input type="checkbox"/> Working Family Eligibility<br><input type="checkbox"/> Early Learning for 2-year-olds |                      | Tick to give consent to Eligibility Checking for<br><input type="checkbox"/> EYPP<br><input type="checkbox"/> Working Family Eligibility<br><input type="checkbox"/> Early Learning for 2-year-olds |                      |

**Consent for Eligibility Checking:**

**EYPP:** The Surname, DOB and NI or NASS Number will also be required for this data to be used for an Eligibility Check.

**Working Family:** The Surname and NI Number will also be required for this data to be used for an Eligibility Check.

**Early Learning for 2-year-olds:** The Surname, DOB and NI or NASS Number will also be required for this data to be used for an Eligibility Check.

- Enter parent/carers forename and surname  
For the working family entitlement this should be the parent/carers who applied via HMRC.
- Enter parent/carers date of birth. In the format as DD/MM/YYYY or use the calendar option.
- Enter National Insurance number (NI) or National Asylum Support Service number (NASS).

- Tick the consent box for EYPP. Eligibility for EYPP funding cannot be verified if the Parent/Carer Declaration form has not been signed giving consent for checks to be undertaken.
- Tick the consent box for Working Family Eligibility if the child has a working family HMRC 11-digit code. Eligibility for Working Family Entitlement cannot be verified if the Parent/Carer Declaration form has not been signed giving consent for checks to be undertaken.
- If claiming for a 2-year-old child, tick the consent box for early learning for 2-year-olds. This will allow a check to be carried out to see if the child is eligible for Additional-Support hours.
- Eligibility for early learning for 2-year-olds cannot be verified if the Parent/Carer Declaration form has not been signed giving consent for checks to be undertaken.

Early Years Pupil Premium (EYPP) applications are checked and verified with HMRC every funding period as actuals data is processed by Financial Services. EYPP status can alter.

Data quality is vital as HMRC will not check eligibility if mandatory details are missing or inaccurate. Providers should check and ensure that EYPP eligibility consent boxes are ticked (where parental consent is given).

Eligible children can be identified via the 'child weightings' column on the actuals screen and via the funding period or individual child's summary screen.



Refer to guidance 'Child weightings explained - EYPP & DAF' for further information.

### **EYPP - Adoption, Special Guardianship or Child Arrangements Order**

For a child who has left care through adoption, special guardianship, or child arrangements order, ensure a copy of the relevant order is requested from the family.

Forward a copy along with the setting's details to the Early Years Finance Team via the relevant inbox highlighting that this is evidence for claiming the Early Years Pupil Premium (EYPP). Providers will not be required to re-submit evidence provided in previous periods.

[CS.enquiries.childminders@derbyshire.gov.uk](mailto:CS.enquiries.childminders@derbyshire.gov.uk)

[CS.enquiries.groupcare@derbyshire.gov.uk](mailto:CS.enquiries.groupcare@derbyshire.gov.uk)

[CS.enquiries.schools@derbyshire.gov.uk](mailto:CS.enquiries.schools@derbyshire.gov.uk)

### **EYPP – Children in Care**

For Derbyshire Children in Care attending your provision. The Virtual School will provide information to the Early Years Funding Team regarding Derbyshire Children in Care accessing early years education at Derbyshire settings. Funding for EYPP will be made via the Early Years Funding Portal. Therefore, when submitting the early years entitlement funded hours on to the portal, please tick the EYPP consent box on the parent/carer tab and this supplement will be processed with your monthly funding payment.

You will still need to record your **targets and interventions** within the PEP system and demonstrate to the Virtual School Officer at the next PEP meeting **how the funding has been used and the impact of this funding on the child.**

Home Forms
**Funding**
Images

Summary Estimates Actuals **Adjustments** Eligibility Checker Registered Interests

Child Details Parent / Carer Details **Funding Details** Documents Pending Adjustment Notes

**Funding Details**
Start Date\*
End Date\*
Default Term Dates
Weeks Attended in Term\*
Present during Census
Attends Two Days or More
Nominated for DAF\*
Funded Hours per Week
Hours\*
Extended Funded Hours per Week
Eligible for Extended Hours
Eligibility Code
Click to check eligibility for Working Family funding
Check Eligibility Code
Extended Hours\*
Total Funded Hours per Week
Total Funded:

**Attendance Days**
Attends Monday
Attends Tuesday
Attends Wednesday
Attends Thursday
Attends Friday
Attends Saturday
Attends Sunday
**Non-Funded Hours per Week**
Non-Funded Hours\*
**Census Information**
Funded Entitlement Weeks
Extended Entitlement Weeks
Records the Number of Weeks the Child is expected to stretch their Funded/Extended hours across the Child's eligibility year, in line with the parental declaration form.

**Maximum Values Allowed:**
Number of Weeks: 4.00
Funded Weekly Hours: 15.00
Funded Termly Hours: 60.00
Funded Yearly Hours: 570.00
Extended Weekly Hours: 15.00
Extended Termly Hours: 60.00
Extended Yearly Hours: 570.00

if this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carer

Save Cancel

\*denotes mandatory fields

**Default Term Dates** - click to automatically set term time dates of the current funded period, as indicated on the funding calendar.

**Start Date** - change the default term start date to the date the child started. For children moving settings, providers can only claim from the start of the week following the week the child left their previous provision.

**Weeks Attended in Term** - do not complete this box for adjustments.

**Present during Census** - must be ticked for all children who are due to attend during the week of headcount day (actuals). This ensures that the local authority receives the correct amount of early years entitlement funding from the Department for Education (DfE). As funding is claimed over 38 term time weeks, enter 38 in either or both Funded Entitlement Weeks and Extended Entitlement Weeks depending on which type of hours are being claimed.

**Census Information**
Funded Entitlement Weeks
Extended Entitlement Weeks
Records the Number of Weeks the Child is expected to stretch their Funded/Extended hours across the Child's eligibility year, in line with the parental declaration form.

**Attends Two Days or More** - must be ticked for all children claiming their funding over more than one day per week. This will change the number of hours in the maximum values allowed box. NB. a child attending for one day a week can only claim a maximum of 10 hours.

**Nominated for DAF** - only the nominated provider should select 'yes' in this box if the parent has confirmed that they are in receipt of Disability Living Allowance. All other providers must select 'no'.

Disability Access Funding (DAF) can only be claimed once in a calendar year. If you have selected 'Yes', please ensure you securely retain a copy of the child's Disability Living Allowance letter (DLA).

Providers must also enter the **DLA reference number on the 'Notes' tab**. If the reference number is not entered, DAF funding will be withheld until DAF eligibility can be confirmed.

**Funded Hours per Week (for 2 Year Olds and 3 & 4 Year Olds)** – do not complete this box for adjustments. These hours are added on a different tab.

**Eligibility Code** – If you wish to submit an adjustment for extended/expanded entitlement hours, then you will need to enter the HMRC 11-digit code within this box and click check eligibility. A green tick will confirm whether the code has been found and eligibility for working family hours has been obtained.

If the check returned is not valid. Check the details entered are accurate.



Refer to guidance 'Check a working family code and determine eligibility'.

**Extended/Expanded Hours** - do not complete this box for adjustments. These hours are added on a different tab.

**Non-Funded Hours** - do not complete this box for adjustments.

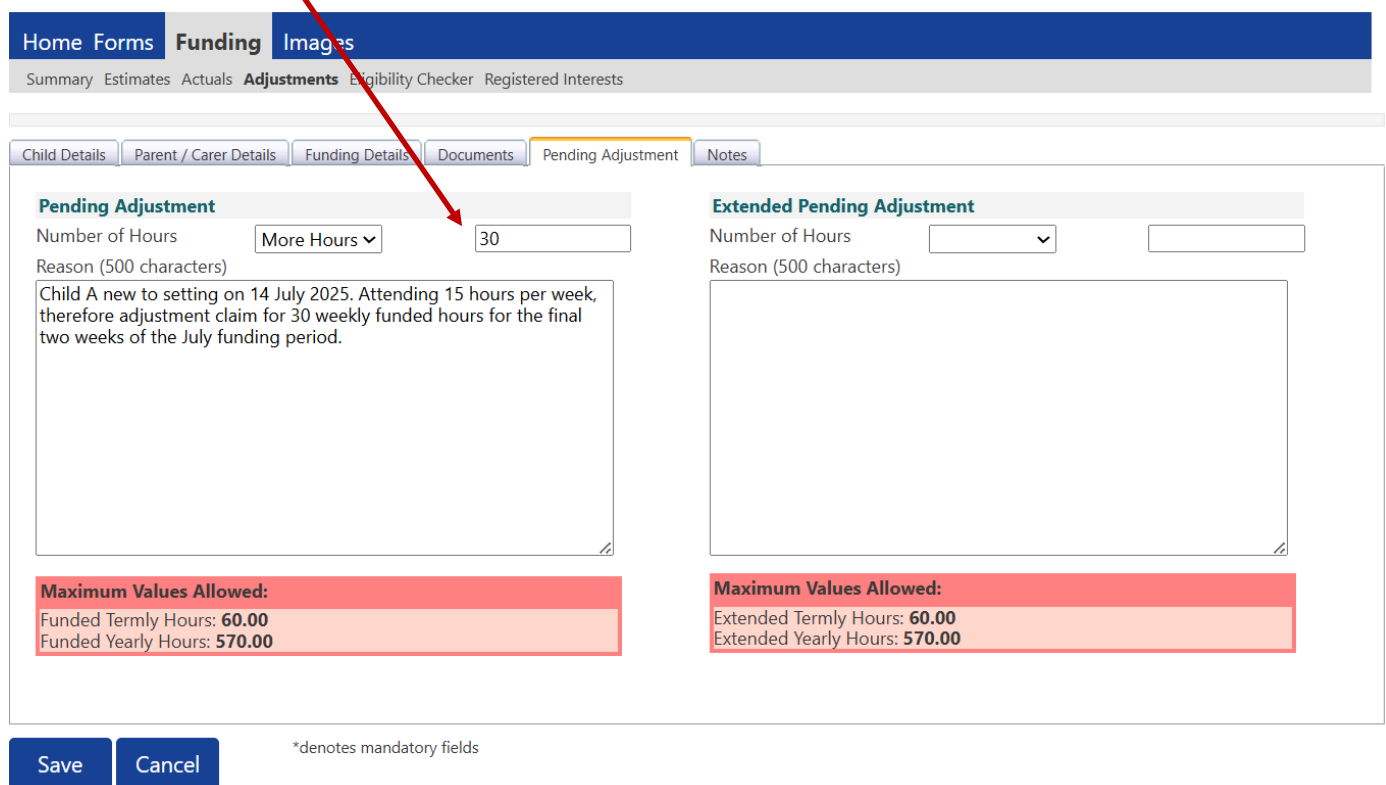
## STEP 6: SELECT PENDING ADJUSTMENT

The following screen will appear.

Depending on the funding type, options for both weekly funded and extended/expanded hours will be displayed. Take care to select the correct option, both weekly funded and extended/expanded adjustments should be sent at the same time if necessary.

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

**In the adjacent box**, put the number of funded hours attending per week multiplied by the number of weeks the adjustment is for. For example, child attends 15 funded hours per week multiplied by 2 weeks = 30 hours.



The screenshot shows a web application interface for managing funding adjustments. At the top, there is a navigation bar with tabs: Home, Forms, Funding, and Images. Below this is a sub-navigation bar with links: Summary, Estimates, Actuals, Adjustments (highlighted), Eligibility Checker, and Registered Interests. The main content area has several tabs: Child Details, Parent / Carer Details, Funding Details, Documents, Pending Adjustment (selected), and Notes. The 'Pending Adjustment' section is divided into two columns. The left column is titled 'Pending Adjustment' and contains a 'Number of Hours' dropdown menu with 'More Hours' selected, a text input field containing '30', and a text area for 'Reason (500 characters)' with the text: 'Child A new to setting on 14 July 2025. Attending 15 hours per week, therefore adjustment claim for 30 weekly funded hours for the final two weeks of the July funding period.' Below this is a red box labeled 'Maximum Values Allowed:' containing 'Funded Termly Hours: 60.00' and 'Funded Yearly Hours: 570.00'. The right column is titled 'Extended Pending Adjustment' and contains a 'Number of Hours' dropdown menu, an empty text input field, and an empty text area for 'Reason (500 characters)'. Below this is a red box labeled 'Maximum Values Allowed:' containing 'Extended Termly Hours: 60.00' and 'Extended Yearly Hours: 570.00'. At the bottom left are 'Save' and 'Cancel' buttons. At the bottom center is a note: '\*denotes mandatory fields'.

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

- date the child started
- number of funded hours per week the child is attending (state if weekly funded and/or extended/expanded hours).
- where applicable, the previous provision the child attended.
- if the child moved from an out of county setting, please also state the local authority for the previous setting.

Public

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

When the adjustment for the type of hours you wish to claim 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.

The following errors need to be fixed before the record can be saved:

Pending Extended Adjustment Number of Hours has been entered, must also enter the Eligibility Code (Funding Details Tab)



\*denotes mandatory fields

Examples of common error messages.

Correct the error and click **Save**.

The following errors need to be fixed before the record can be saved:

70.00 funded hour(s) exceeds termly maximum of 60.00 (Pending Adjustment Tab).



\*denotes mandatory fields

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

Repeat steps 4, 5 and 6 for any other new starters.

Important: where a provider adds a new child on as an adjustment, they will also need to add them again as a new child when the portal next opens for the submission of actuals. This is because the data rollover of children for the next actuals will have already been completed before adjustments are processed, therefore the child's name won't appear on the new actuals screen.

## STEP 7: SEND CLAIM & SIGN OUT

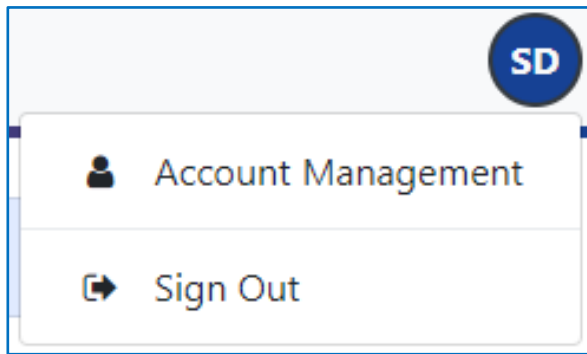
Data quality is vital, the local authority will make funding payments using the information submitted on the provider portal. It is the providers responsibility to ensure data is accurate

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 indicating 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](mailto:CS.enquiries.childminders@derbyshire.gov.uk)

[CS.enquiries.groupcare@derbyshire.gov.uk](mailto:CS.enquiries.groupcare@derbyshire.gov.uk)

[CS.enquiries.schools@derbyshire.gov.uk](mailto:CS.enquiries.schools@derbyshire.gov.uk)

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