

Coventry Schools and Early Years Portal Guidance

Two Year old Funding Assisted Applications and Placements



Welcome to the Provider Two Year Old Funding Home Portal



Below, you will see the services available to you.

Two Year Old Funding Actions



Start an Assisted Application as a provider



Start Placement Notification

My messages

You don't have any messages yet.



Messages sent to you will be displayed here.



Assisted Applications

As a provider you may want to assist parents and carers that approach you to access a two year old funded place. They may either not be able to or have found it difficult to do this by themselves through the parent portal. As long as they have the required details (**Full name, Date of birth and National Insurance number or National Asylum Seekers number**) to claim through Eligibility Route 1 and can provide additional evidence for Eligibility Route 2 (see page 5), you can assist with their application.

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Assisted Application

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.

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



dd/mm/yyyy

Child's Postcode



Cancel

Continue



Adding a new child's details



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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.

Legal Forename * Child's legal forename

Legal Surname *

Gender *
 Male
 Female

Date of birth (dd/mm/yyyy)

Ethnicity *

First Language *

Postcode *

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

* Required field

[Cancel](#)

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Applicants Details



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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 222 TEST , Coventry, CV2 0XO
 No

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Eligibility Routes

Claim type

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

Eligibility Route 1

Here you can make an application through Eligibility Route 1

A child is eligible through Eligibility Route 1 if their parent is in receipt of any of the following UK benefits;

- Income Support
- Income-based Jobseeker's Allowance (JSA) (Evidence must be provided and dated within the last 12 months of this application)
- Income-related Employment and Support Allowance (ESA)
- Support through part 6 of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit must be higher than £535.00 per annum and household income less than £16,190 per annum Award Notice TC602
- Child Tax Credit (but not Working Tax Credit) and have an annual income not over £16,190
- The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)
- Working tax credits and you have an annual income of under £16,190 before tax Universal Credit with a
- combined income of less than £15,400 a year after tax
- Pension Credit (Guarantee Element) and proof of Child Tax Credit

[Claim on Eligibility Route 1 grounds](#)

Eligibility Route 2 Claim

Here you can apply for a Two Year Old Funding Voucher through Eligibility Route 2. This route should only be used if none of the criteria in Eligibility Route 1 would apply.

Additional evidence will be required for any applications made through this route, as indicated. Documents or clear photos of documents can be uploaded through the portal which will then be verified by a portal administrator.

A child who falls into one of the following categories would also be eligible.

- Is looked after by Coventry City Council (for example by a Foster Carer). Evidence – A letter from a relevant professional with the child's name and date of birth.
- Has a current Statement of Special Educational Needs (SEN) or an Education, Health and Care Plan (EHCP). Evidence – a letter from a relevant professional with the child's name and date of birth regarding the EHCP awarded.
- Receives Disability Living Allowance for the child who you are making the application for. Evidence – award letter for DLA.
- Has left care under a Special guardianship order, Child arrangements order or Adoption order. Evidence – a letter from a relevant professional with the child's name and date of birth or Special guardianship, adoption or residence order from the court. If you're a non-EEA citizen who cannot claim benefits
- Children of a subset of failed asylum seekers (supported under section 4 of the Immigration and Asylum Act 1999 – 'the 1999 Act') -
- Children of Zambrano Carers
- Children of families with no recourse to public funds (NRPF) with a right to remain in the UK on the grounds of private and family life under Article 8 of the European Convention on Human Rights
- In receipt of support under section 17 (S17) of the Children Act 1989. These will be British-born child(ren) who are entitled to be here, yet not receiving support by virtue of the parent's immigration status which triggers the no recourse to public funds (NRPF).
- Is being supported through an Early Help Plan. Evidence - a letter from relevant person regarding the Early Help Plan with the child's name and date of birth (Local Criteria).
- Is supported through a Child Protection plan or child in need plan - a personalised letter from the lead Social Worker would be required as evidence (Local Criteria).
- Has a diagnosed syndrome, condition or disability that significantly affects the ability to access learning or has a delay of at least 6 months in 2 or more areas of development. Evidence – a letter from a relevant professional working with the family regarding the SEND criteria . (Local Criteria)

[Claim on Eligibility Route 2 grounds](#)

Please note: Any claims made through Eligibility Route 2 will require additional evidence to be uploaded with the application. Evidence will be verified by a portal administrator so will need to be as relevant and as clear as possible.



Eligibility Route 1 Applications

Enter the applicants details as directed.

Enter applicants economic Information

To validate that the applicant is eligible, enter their economic details of the applicant below:

Forename	<input type="text" value="Lxxx"/>
Surname	<input type="text" value="Axxx"/>
Date of Birth	<input type="text"/>

Please enter either:

National Insurance No. (e.g. AB123456C)	<input type="text"/>
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Or

National Asylum Seekers No. (e.g. 13 / 07 / 56789)	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
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Child Details

<input type="text" value="Gxxxx Axxxx"/>	
Gender	Male
Date of Birth	<input type="text" value="20-01-2004"/>
Parental Responsibility	Yes
Relationship	Mother

[Continue](#)



Eligibility Route 1 Declaration

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

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You will need to click 'I agree' to confirm and continue



Eligible result

Eligibility Result - funded early education for two year old children



The check for eligibility for funded early education has confirmed that Gxxxx Axxxx is eligible.

The applicant will need to keep the information on this page for future reference.

Application reference number for your information:

TYF-1602-04432874

The earliest date from which funding for early education for Gxxxx Axxxx will be available is 01/04/2016. Funding will commence from the date, on or after 01/04/2016, when an early education placement is taken up with an approved provider.

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: [011 234 3636](#) (ext. 2222)

How would the applicant prefer to receive the eligibility details?

If none of these methods are appropriate then please note down the application reference number and funding start date for the applicant.

By Email

Via Citizen Portal Account

Printed Copy

Finish

Choose the preferred method



Not Eligible result

Eligibility Result - funded early education for two year old children



The check for eligibility for funded early education has been unable to confirm automatically if your child is eligible. If the applicant feels that they are, in fact, eligible please contact us using the Help link below.

The details entered to run a check may be incorrect. Please check, update information where appropriate and re-run the check

Application reference number for your information:

TYF331-2303-R90TTEF6

First Applicant

These were the details we used to determine your eligibility. If you think you incorrectly entered your details please use the edit details button to amend them.

 TEST TEST

Date of Birth 01/01/1991

National Insurance No. ST324354D

[Edit Applicant Details](#)

You can perform check on second applicant whom have parental responsibility

[Second Applicant Details](#)

If you disagree with this result please do not hesitate to request help:

[Request Help](#)

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 244 Shepherds Bush London E1

[Finish](#)



Request Help

Request Help

Please fill out the following form detailing the nature of your help request for this assisted application.

Enter any queries or information related to your help request here:

Please attach any additional evidence relating to the above criteria

[+Add file](#)

Do you consent to the LA performing an ECS check on your behalf?

No

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Contact after requesting help



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Preferred methods of contact

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

Via Email Yes

Via Parent 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.

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Eligibility Route 2 Applications

Eligibility Route 2 Criteria Selection

Select the criteria which applies to your application and please provide the evidence 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. A letter from the linked social worker must be used as evidence
- 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). A letter from a relevant officer that declares any of the above must be used as evidence.
- Child has a Special Educational Need (SEN)** Has an Education, Health and Care plan. A letter from a relevant professional with reference to the statement or EHC plan must be used as evidence.
- Child DLA** Is in receipt of Disability Living Allowance (DLA). DLA award letter must be used as evidence.
- Universal Credit/Benefits** If the first route application highlights you are not eligible, however, you have recently been awarded Universal Credits (UC) or any other benefits listed within the criteria for funding. Evidence is required – award letter showing details of relevant benefits (claim information must be dated within the last three months)
- Children of a subject of Failed Asylum Seekers** Children of a subset of failed asylum seekers (supported under section 4 of the Immigration and Asylum Act 1999 – 'the 1999 Act'). Please submit the evidence required.
- Has a Child Protection plan** A letter from the lead Social Worker would be required as evidence.
- Coventry SEND** Proof of your total household income a year, after tax and a letter from the relevant professional will need to be submitted when applying.
- Early Help support** Proof of your total household income a year, after tax and a letter from the relevant professional will need to be submitted when applying.
- NRPF** evidence must be included which shows NO RECOURSE TO PUBLIC FUNDS – proof of income and number of children in household will be required



Eligibility Route 2 Results

Preferred methods of contact

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

Via Email No

Via Parent Portal No (only valid where the applicant has already created an account on Parent 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.

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Submitted Application

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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Application submitted

Your application for Trevor Nelson has been submitted. The applicant will be notified of the result via whichever method of contact which they selected. You will also be notified of the result of your claim by a message to your provider portal account.

Application reference number for your information:

TYF331-1708-UNAFJAF3

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 BscEarlyYears@Coventry.gov.uk

Finish



Placement Notification

Placement Notification

Here as a provider, you can place an eligible two year old with you. The parent or carer may have applied themselves through the parent portal or you may have assisted them to make the application

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 verify the child's date of birth, their address and the identification of the parent / carer at this stage. These details can then be used to complete the Parent Carer Declaration form with the parent / carer to agree how they will access their funded place.

Application Reference *

 TYf331-2113-XC098PLO

Date of Birth *

 01/01/2021 

Start of placement *

 01/04/2023 

Surname *

 Child

Forename

 Test

Cancel

Continue



Placement Application Summary

Application Summary

Below are the details given by the applicant when they made their application for Funded Early Education for Two Year Olds, please use this information to confirm that the user made this application before proceeding. If the applicant has since moved address then you will get the opportunity to amend their address on the next page.

Application's Details

Application Reference	TYF331-1707-0A2LP4F6
Eligibility Date	01/09/2017

Child's Details

Forename	James
Surname	Carter
Child's Dob	23/05/2015
Postcode	CV2 5FU

Applicant's Details

Forename	Tim
Surname	Marshall

Declaration

I am satisfied that the proposed funded placement relates to the child for whom this application was approved

Disagree And Exit

Agree And Continue



Placement Address Confirmation part 1

Address Confirmation

Child Details



Name	James Carter
Gender	Male
Date of Birth	23/05/2015
Address	2 The Drive, COVENTRY, West Midlands, CV2 5FU

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

Yes, It is correct

No, It is wrong



Placement Address Confirm part 2

Confirm Address At Placement Date

Child Details ▼	
Name	James Carter
Gender	Male
Date of Birth	23/05/2015
Address	2 The Drive, COVENTRY, West Midlands, CV2 5FU

This LA will provide funded early education placements for children outside of its boundaries - for example where the provider's premises are close to a parent's place of work.

Children's home addresses should always be confirmed before payment for funded hours can be claimed.

Is the current address expected to be that at which 'James Carter' will be resident on 09/09/2017?

Yes, It is correct

No / don't know



Placement Service Selection

Placement Service Selection

Child Details ▼

Name	Max Marshall
Gender	Male
Date of Birth	20/09/2014
Address	2 The Drive, COVENTRY, West Midlands, CV2 5FU

Please identify the service from which the placement will be funded.

Provider * Avon Day Nursery ▼

Service * _63_0004

Click in this **spot** to select and confirm the Provider name and Service where the child will take up the place.



Placement Declaration

Placement Declaration

Child Details

Name	James Carter
Gender	Male
Date of Birth	23/05/2015
Address	2 The Drive, COVENTRY, West Midlands, CV2 5FU

Placement Details

Service	Avon Day Nursery - _63_0004
Placement Date	09/09/2017

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



Local Authority Contacts

- Lee Carvell – Data Team Tel: 02476 971742 – Portal enquiries
- Lisa Thomas – Finance Team Tel: 02476 972193 – Payments and Funding calculations, DAF enquiries
- Early Years Business, Sufficiency and Funding Team – Tel: 02476 975451
- capitaonehelp@coventry.gov.uk – Login issues with the portal

