

Section 5 – Late Starters, Leavers and Funding Amendments

A - Late Starters / Leavers – whilst the Funding Actuals are open

Existing records can be amended and new children added right up until the Funding Actuals are closed in readiness to prepare your final payment. Please make sure, if you add or amend anything in your Portal that you click, the **Save** button and then **Send Claim** ensuring you receive the **Submission Successful** message



1. Late Starter –You can add a new child by following the instructions detailed in Section 4 – Headcount submission
2. Leavers - You can update the child’s ‘End Date’ and ‘Weeks Attended in Term’ by following the instructions detailed in Section 4 – Headcount submission

Funding Details

Start Date* 1/4/19

End Date* 23/6/19

Weeks Attended in Term* 8

Present during Census

Attends Two Days or More

Attendance Days

Attends Monday* Yes No

Attends Tuesday* Yes No

Attends Wednesday* Yes No

Attends Thursday* Yes No

Attends Friday* Yes No

Attends Saturday* Yes No

Attends Sunday* Yes No

Universal Funded Hours per Week

Universal Hours* 15

Non-Funded Hours per Week

Non-Funded Hours* 0

Maximum Values Allowed:
Number of Weeks: 12.00000
Universal Weekly Hours: 10

3. For any other changes, e.g. increasing / reducing hours you should send an email to the Funding Team via the Provider Portal – see below:

B - Adjustments – How to submit Funding Adjustments - Increase / Decrease of Hours

1. Log in to the Synergy FIS Provider Portal
2. Select the Funding tab from the top of the page

Adjustments Head Count Records for 2019/20 - Summer

2019/20	Funding Type	Actuals (Office use only)		
		Ready To Process	Processed	Editable
<p>Summer Submission Period: 14-May-2019 to 31-Aug-2019</p> <p>Spring Submission Period: 01-Jan-2020 to 31-Mar-2020</p> <p>Autumn Submission Period: 01-Sep-2019 to 31-Dec-2019</p>	<p>2 Year Funding</p> <p>3 And 4 Year Funding</p>			<p>✓</p>

3. Select Adjustments

4. Select the Term and Funding Type that you need to submit an adjustment for

Home Forms Funding Sufficiency

Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests

Adjustments Head Count Records for 2019/20 - Summer

2019/20

- Summer
Submission Period:
14-May-2019 to 31-Aug-2019
- Spring
Submission Period:
01-Jan-2020 to 31-Mar-2020
- Autumn
Submission Period:
01-Sep-2019 to 31-Dec-2019

2018/19

2017/18

2016/17

2015/16

	Funding Type	Ready To Process	Processed	Editable
	2 Year Funding			✓
	3 And 4 Year Funding	✓		

5. Click the Send Email Button

Home Forms Funding Sufficiency

Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests

Whilst the portal is open for submission of 'Funding Actuals' please use Actuals to advise the Funding team of any changes e.g. Later Starters or Leavers. Alternatively you can use the 'Send Email' function to advise of any increase or decrease to a child's hours. Once the portal has been closed following final payment please use this section of the portal 'Adjustments' to advise us of any Late Starters, Leavers or Funding Amendments.

View Adjustments: 2019/20 Summer - 2 Year Funding [CHANGE](#)

Please email the Authority to request changes to the adjustments.

Send E-Mail

6. Complete the email template ensuring all boxes marked with an asterisk *

- From**: Enter your email address
- Body**: Enter the Child's Name
- Enter the Child's Date of Birth
- Enter the Nature of Change - Increase or Reduction in hours
- Date of Change – when is the change starting?
- Notes – enter anything else here that you may feel the Funding Team need to know about

Send E-Mail

To:

CC:

From*:

Subject:

Body*:

Please use this email function for requests other than Leavers or Later Starters e.g. increase or decrease to hours.

Adjustment Request: 2019/20 Summer - 2 Year Funding

Child's Name:
Child's Date of Birth:
Nature of Change:
Date of Change:

*denotes mandatory fields

Send
Cancel

7. Click Send – the following message will appear if your email submission is successful



8. Log out

C - Late Starters / Leavers and Funding Adjustments – after the Funding Actuals have closed

All Adjustments must be submitted within the deadline date provided by the Funding Team for each term.

1. Log in to the Synergy FIS Provider Portal
2. Select the Funding tab from the top of the page and then select Adjustments
3. Select the Year / Term and Funding Type that you need to submit an adjustment for

Home Forms
Funding
Sufficiency

Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests

Adjustments Head Count Records for 2019/20 - Summer

		Actuals (Office use only)			
		Funding Type	Ready To Process	Processed	Editable
<div style="border: 2px solid red; padding: 5px; margin-bottom: 5px;"> <div style="background-color: #4F81BD; color: white; padding: 2px;">2019/20</div> <div style="background-color: #f2f2f2; padding: 2px;"> ✓ Summer Submission Period: 14-May-2019 to 31-Aug-2019 </div> <div style="padding: 2px;"> ✗ Spring Submission Period: 01-Jan-2020 to 31-Mar-2020 </div> <div style="padding: 2px;"> ✗ Autumn Submission Period: 01-Sep-2019 to 31-Dec-2019 </div> </div>	2 Year Funding	✓			
	3 And 4 Year Funding	✓	✓		
2018/19					

4. Late Starter –To add a late starter click Add Child

Home Forms **Funding** Sufficiency

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

Whilst the portal is open for submission of 'Funding Actuals' please use Actuals to advise the Funding team of any changes e.g. Later Starters or Leavers. Alternatively you can use the 'Send Email' function to advise of any increase or decrease to a child's hours. Once the portal has been closed following final payment please use this section of the portal 'Adjustments' to advise us of any Late Starters, Leavers or Funding Amendments.

Submit Adjustments: 2019/20 Summer - 3 And 4 Year Funding [CHANGE](#)

Add Child Send Claim

Status	Child Name	Pending Universal Adj Hours	Pending Extended Adj Hours	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
Unchanged	Brown, Bobbie (14-Jul-2015)	0.00	0.00	180.00	0.00	£766.80	
Unchanged	Brown, Charlie (19-Feb-2016)	0.00	0.00	180.00	0.00	£766.80	

5. Complete all the information in the Child Details tab

Home Forms **Funding** Sufficiency

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

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

Child Details

Forename*

Middle Name

Surname*

DOB*

Proof of DOB

Gender* Male Female

Preferred Surname

Ethnicity*

SEN COP Stage*

Address

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

Save Cancel *denotes mandatory fields

Any field with an asterisk * is mandatory and must be completed. It is important that this information is recorded accurately.

The child's name must be recorded as it appears on the Date of Birth evidence as sighted (Birth Certificate, Passport or Red Health Book).

Please ensure that the DOB check box is ticked if you have sighted DOB evidence. **If you have not seen any evidence then a funding claim should not be submitted.**

6. If necessary complete the details in the Parent / Carer details tab (for EYPP or 30 Hours) and ensure that you have ticked the appropriate permission.

7. Complete the Funding Details tab ensuring that you enter the correct funding start and end for the child as detailed in Section 4 – Headcount.

Home Forms **Funding** Sufficiency

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* Yes No

Stretching Entitlement

Universal Funded Hours per Week

Universal Hours*

Extended Funded Hours per Week

Extended Hours*

30H Eligibility Code

30 Hours Free Childcare

Eligible for 30H

Total Funded Hours per Week

Total Funded:

Attendance Days

Attends Monday* Yes No

Attends Tuesday* Yes No

Attends Wednesday* Yes No

Attends Thursday* Yes No

Attends Friday* Yes No

Attends Saturday* Yes No

Attends Sunday* Yes No

Non-Funded Hours per Week

Non-Funded Hours*

ⓘ 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

Maximum Values Allowed:

Number of Weeks: **12.00000**

Universal Weekly Hours: **10**

Universal Termly Hours: **120**

Universal Yearly Hours: **380**

Extended Weekly Hours: **10**

Extended Termly Hours: **120**

Extended Yearly Hours: **380**

8. Complete the Pending Adjustments Tab. Enter the correct number of hours and select More Hours in Universal / Extended or both (e.g. 6 weeks @ 15 hours = 90 hours). In the Reason box you should enter, 'Late Starter' and the funding start date e.g. 'Late Starter – 12/6/18'. Please use the Notes tab to record any other comments.

Home Forms **Funding** Sufficiency

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

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

Universal Pending Adjustment

Number of Hours

Reason (500 characters)

Late starter 12/6/2018

Maximum Values Allowed:

Universal Termly Hours: **180**

Universal Yearly Hours: **570**

Extended Pending Adjustment

Number of Hours

Reason (500 characters)

Maximum Values Allowed:

Extended Termly Hours: **180**

Extended Yearly Hours: **570**

*denotes mandatory fields

Save Cancel

In the notes tab you should record how the child receives their funding during each week e.g. 3 x 5 hrs, 5 x 3 hrs, M-6, T-6, and W-3. You may also record any useful information relevant to the

child's funding claim if appropriate. Please keep your notes brief and **do not** include the child's name in the notes

9. Once you are satisfied that the record has been fully completed click Save
10. Repeat this process for each new child you wish to add
11. When all Late Starters are fully input and checked select Send Claim – the following message will appear if your submission is successful



12. Leaver –To update a child's record to show they have left your setting early prior to receipt of the total funding claimed click on the child's name

Status	Child Name	Pending Universal Adj Hours	Pending Extended Adj Hours	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
Unchanged	Brown, Bobbie (14-Jul-2015)	0.00	0.00	180.00	0.00	£766.80	
Unchanged	Brown, Charlie (19-Feb-2016)	0.00	0.00	180.00	0.00	£766.80	
Unchanged	Doolittle, Eliza (20-Jan-2015)	0.00	0.00	180.00	180.00	£1533.60	24-Mar-2019 - 24-Sep-2019 Grace Period: 01-Jan-2020
Unchanged	Duke, Daisy (25-Mar-2015)	0.00	0.00	180.00	0.00	£766.80	
Unchanged	Eden, Anthony (12-Sep-2015)	0.00	0.00	180.00	0.00	£766.80	
Unchanged	Kelly, Grace	0.00	0.00	180.00	0.00	£766.80	

Complete the Pending Adjustments Tab. Enter the correct number of hours and select Less Hours in Universal / Extended or both (e.g. 6 weeks @ 15 hours = 90 hours). In the Reason box, you should type 'Left' and add the funding end date e.g. Left – 14/6/19. Please use the Notes tab to record any other comments

Home	Forms	Funding	Sufficiency			
Summary	Estimates	Actuals	Adjustments	Eligibility Checker	Registered Interests	
Name: Eliza Doolittle DOB: 20-Jan-2015						
Summary	Child Details	Parent / Carer Details	Funding Details	Documents	Pending Adjustment	Notes
Universal Pending Adjustment			Extended Pending Adjustment			
Number of Hours <input type="text" value="Less Hours"/> <input type="text" value="-90"/>			Number of Hours <input type="text" value="Less Hours"/> <input type="text" value="-90"/>			
Reason (500 characters) <input type="text" value="Left - 14/6/19"/>			Reason (500 characters) <input type="text" value="Left - 14-6-19"/>			

- Click into the Funding Details Tab and amend the Funding End date

Name: Eliza Doolittle DOB: 20-Jan-2015

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

Funding Details

Start Date* 01-Apr-2019

End Date* 14-Jun-2019

Weeks Attended in Term* 12.00000

Present during Census

Attends Two Days or More

Nominated for DAF* Yes No

Stretching Entitlement

Attendance Days

Attends Monday* Yes No

Attends Tuesday* Yes No

Attends Wednesday* Yes No

Attends Thursday* Yes No

Attends Friday* Yes No

Attends Saturday* Yes No

Attends Sunday* Yes No

Universal Funded Hours per Week

Universal Hours* 15.00

Non-Funded Hours per Week

Non-Funded Hours* 0.00

In the notes tab you should record any useful information relevant to the child's funding claim if appropriate e.g. moved to school nursery, or moved out of area

- Once you are satisfied that the record has been fully completed click Save
- Repeat this process for each Leaver you need to update
- When all Leavers are fully input and checked select Send Claim – the following message will appear if your submission is successful



- Funding Amendments to Increase / Reduce Hours –To increase or decrease a child's funded hours click on the child's name to edit:

Home Forms | **Funding** | Sufficiency

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

Whilst the portal is open for submission of 'Funding Actuals' please use Actuals to advise the Funding team of any changes e.g. Later Starters or Leavers. Alternatively you can use the 'Send Email' function to advise of any increase or decrease to a child's hours. Once the portal has been closed following final payment please use this section of the portal 'Adjustments' to advise us of any Late Starters, Leavers or Funding Amendments.

Submit Adjustments: 2019/20 Summer - 3 And 4 Year Funding [CHANGE](#)

Add Child Send Claim

Status	Child Name	Pending Universal Adj Hours	Pending Extended Adj Hours	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
Unchanged	Brown, Bobbie (14-Jul-2015)	0.00	0.00	180.00	0.00	£766.80	
Unchanged	Brown, Charlie (19-Feb-2016)	0.00	0.00	180.00	0.00	£766.80	
Unchanged	Doolittle, Eliza (20-Jan-2015)	0.00	0.00	180.00	180.00	£1533.60	24-Mar-2019 - 24-Sep-2019 Grace Period: 01-Jan-2020

- Complete the Pending Adjustments Tab with the number of funded hours you are claiming / returning for the child. For an increase in hours, select 'More Hours' from the drop down box and for a decrease in hours, select 'Less Hours'. Please see the examples below:

Example 1 - A child increasing their Universal hours from 12 to 15 funded hours from 10/6/19. This is an additional 3 hours per week for 6 weeks and would be entered as 18 hours. In the Reason box, type 'Increased hours from XX to XX' and add the date of the change e.g. 'increased hours from 12 to 15 – 10/6/19'. Please record the new funding attendance for the child e.g. 3 x 5 hrs, 5 x 3 hrs, M-6, T-6, and W-3. You may also record any useful information relevant to the child's funding claim if appropriate. Please keep your notes brief and **do not** include the child's name in the notes.

The screenshot shows the 'Funding' section for a child named Bobbie Brown, born 14-Jul-2015. The 'Adjustments' tab is active. Under 'Universal Pending Adjustment', the 'Number of Hours' is set to 18 (circled in red). The 'Reason' box contains the text 'Increased hours from 12 to 15 - 10/6/19' (also circled in red). Below the form, a red box indicates 'Maximum Values Allowed: Universal Termly Hours: 180, Universal Yearly Hours: 570'. A red arrow points from the 'Adjustments' tab to the 'Number of Hours' field.

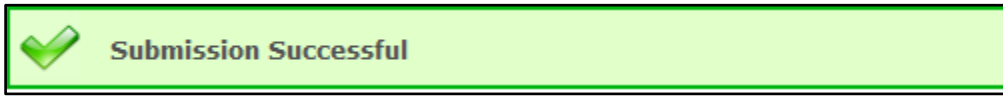
Example 2 – A child increasing both their Universal and Extended hours from 24 to 30 funded hours per week from 10/6/19. This is an additional 3 Universal hours and 3 extended hours per week for 6 weeks and would be entered as 18 hours in the Universal Pending Adjustment box and 18 hours in the Extended Pending Adjustment box. In each Reason box, you should type 'Increased hours from XX to XX' and add the date of the change e.g. 'increased hours from 12 to 15 – 10/6/19'. Please record the new funding attendance for the child e.g. 3 x 10 hrs, 5 x 6 hrs, M-8, T-8, W-8 and Th - 6. You may also record any useful information relevant to the child's funding claim if appropriate. Please keep your notes brief and **do not** include the child's name in the notes.

The screenshot shows the 'Funding' section for a child named Eliza Doolittle, born 20-Jan-2015. The 'Adjustments' tab is active. Both the 'Universal Pending Adjustment' and 'Extended Pending Adjustment' sections have their 'Number of Hours' set to 18 (circled in red). Both 'Reason' boxes contain the text 'Increased hours from 12 to 15 - 10/6/19' (circled in red). Red arrows point from the 'Adjustments' tab to both 'Number of Hours' fields. A red double-headed arrow connects the two reason boxes. Below each form, a red box indicates 'Maximum Values Allowed: Universal Termly Hours: 180, Universal Yearly Hours: 570' and 'Extended Termly Hours: 180, Extended Yearly Hours: 570'.

Example 3 – A child decreasing their funded hours from 15 to 10 from 10/6/19. This is a reduction of -5 hours per week for 6 weeks and would be entered as -30 hours
 In the Reason box, type ‘Decreased hours from XX to XX’ and add the date of the change e.g. ‘Decreased hours from 15 to 10 – 10/6/19’. Please record the new funding attendance for the child e.g. 3 x 5 hrs, 5 x 3 hrs, M-6, T-6, and W-3. You may also record any useful information relevant to the child’s funding claim if appropriate. Please keep your notes brief and **do not** include the child’s name in the notes.

Example 4 – A child decreasing both their Universal and Extended hours from 30 to 20 funded hours per week from 10/6/19. This is a reduction of -5 Universal hours and -5 extended hours per week for 6 weeks and would be entered as -30 hours in the Universal Pending Adjustment box and -30 hours in the Extended Pending Adjustment box.
 In each Reason box, type ‘Decreased hours from XX to XX’ and add the date of the change e.g. ‘Decreased hours from 15 to 10 – 10/6/19’. Please record the new funding attendance for the child e.g. 3 x 5 hrs, 5 x 3 hrs, M-6, T-6, and W-3. You may also record any useful information relevant to the child’s funding claim if appropriate. Please keep your notes brief and **do not** include the child’s name in the notes.

19. Once you are satisfied that the record has been fully completed click Save
20. Repeat this process for each Funding Amendment you need to update
21. When all Funding Amendments are fully input and checked select Send Claim – the following message will appear if your submission is successful



22. Please see the table of statuses shown in the funding adjustments to assist you as part of your checking process:

Status	Meaning
Status blank – funded hours for the term at 0.00	The record needs to be updated or deleted
Unsubmitted Claim	The record has been amended and saved but not submitted
Awaiting LA Download	The record has been amended, saved and submitted. It is now awaiting acceptance by the Funding Team
New, Unsubmitted Child	A new record has been added and saved but not submitted
New, Awaiting LA Download	A new record has been added, saved and submitted. It is now awaiting acceptance by the Funding Team
Status blank – Child has funded hours	The Funding Team has accepted the record ready for payment. The record can still be edited or deleted if required
Claim Rejected	The Funding Team has rejected the record. The reason for the rejection is displayed in the Child summary. The record should be amended and resubmitted Please see Section 11 – Summary and Home Screen for further details

D - Adjustments – How to view your submitted adjustments

Any Adjustment received before the closure of the headcount will be paid with the Final payment for that term, any Adjustments that have been submitted after the headcount has been closed are paid with the Estimate payment for the following term.

1. Log into the Synergy Provider Portal
2. Select the Funding Tab from the top of the page
3. Select Adjustments
4. Select the Year / Term and Funding Type that you wish to view

Home Forms **Funding** Sufficiency

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

Adjustments Head Count Records for 2019/20 - Summer

2019/20

✓ Summer
Submission Period:
14-May-2019 to 31-Aug-2019

✗ Spring
Submission Period:
01-Jan-2020 to 31-Mar-2020

✗ Autumn
Submission Period:
01-Sep-2019 to 31-Dec-2019

2018/19

2017/18

2016/17

2015/16

2014/15

		Funding Type	Actuals (Office use only)		
			Ready To Process	Processed	Editable
£		2 Year Funding	✓		
£		3 And 4 Year Funding	✓	✓	

The screen will show a summary and total payment amount for 'Paid' adjustments with the payment date and 'Not Paid'.

Home Forms **Funding** Sufficiency

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

Whilst the portal is open for submission of 'Funding Actuals' please use Actuals to advise the Funding team of any changes e.g. Later Starters or Leavers. Alternatively you can use the 'Send Email' function to advise of any increase or decrease to a child's hours. Once the portal has been closed following final payment please use this section of the portal 'Adjustments' to advise us of any Late Starters, Leavers or Funding Amendments.

Submit Adjustments: 2019/20 Summer - 3 And 4 Year Funding [CHANGE](#)

▶ **Not Paid** - Total: (£255.60)

Click on the small arrow to expand this section for a breakdown of each adjustment – see below

Home Forms **Funding** Sufficiency

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

Whilst the portal is open for submission of 'Funding Actuals' please use Actuals to advise the Funding team of any changes e.g. Later Starters or Leavers. Alternatively you can use the 'Send Email' function to advise of any increase or decrease to a child's hours. Once the portal has been closed following final payment please use this section of the portal 'Adjustments' to advise us of any Late Starters, Leavers or Funding Amendments.

Submit Adjustments: 2019/20 Summer - 3 And 4 Year Funding [CHANGE](#)

▼ **Not Paid** - Total: (£255.60)

Type	Date Added	Child Name	Date of Birth	No. of Hours	Override Rate per Hour	Total Child Weighting Amount	Total Amount @ Provider Rate	Amount	Reason
Child	17-Jun-2019	Doolittle Eliza	20-Jan-2015	-30.00		£0.00	(£127.80)	(£127.80)	Left - 12/7/19
Child	17-Jun-2019	Doolittle Eliza	20-Jan-2015	-30.00		£0.00	(£127.80)	(£127.80)	Left 12/7/19

Please note: Adjustments that have not yet been accepted by the Funding Team will show in the Pending Universal Adj Hours or Pending Extended Adj Hours section:

Submit Adjustments: 2019/20 Summer - 3 And 4 Year Funding [CHANGE](#)

▶ **Not Paid** - Total: (£255.60)

[Add Child](#) [Send Claim](#)

	Status	Child Name	Pending Universal Adj Hours	Pending Extended Adj Hours	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Eligibility Status
	Unchanged	Brown, Bobbie (14-Jul-2015)	0.00	0.00	180.00	0.00	£766.80	
	Edit Pending, Submitted	Brown, Charlie (19-Feb-2016)	-15.00	0.00	165.00	0.00	£702.90	
	Unchanged	Doolittle, Eliza (20-Jul-2015)	0.00	0.00	150.00	150.00	£1278.00	24-Mar-2019 - 24-Sep-2019

5. Sign Out

E – Provider Portal Report – Adjustment Summary

For full details on how to access Provider Portal Reports, please refer to Section 13

Running this report for the selected term will provide you with details of all submitted adjustments for each child, showing the start and end dates, adjustment hours, the adjustment reason and any EYPP or DAF. It also provides a financial summary showing the funding amount