

Section 14 – Do’s and Don’ts

➤ Do....

- ✓ Press the ‘Send’ button after you have added or updated any details in the portal and ensure you receive the following message:



- ✓ Delete children who are no longer claiming funding otherwise they will continue to appear on Funding Statements and remain in your portal
- ✓ Make sure you personalise the start and end date for each child (the system will automatically use the default term dates i.e. 1st April 19 to 31st August 19)
- ✓ Use the Notes tab to record any additional useful information (for example if there has been any change in details or anything that will affect the funding payment)
- ✓ Ensure the address fields are correctly completed e.g.

Line 1	15 Market Street or Flat number and building name
Line 2	Only to be used if there is additional address detail
Line 3	Only to be used if there is additional address detail
Locality	Hattersley, Broadbottom, Newton, Haughton Green etc.
Town	Ashton under Lyne, Audenshaw, Denton, Droylsden, Dukinfield, Hyde, Mossley, Stalybridge
County	Lancashire, Cheshire
Postcode	OL6 6DE (make sure you include the space)

- ✓ Make sure you tick the DOB proof box if you have verified and recorded the child’s date of birth otherwise we will assume you haven’t and then we can’t pay the funding

➤ Don’t....

- ✗ Overtyping one child with another. Each child has a unique reference number. When the record is imported into the system, it will automatically revert to the original child’s details. You should ‘Add child’ for the new child and ‘Delete’ the child no longer required
- ✗ Forget to input the child’s ethnicity – a full list can be found on our webpage <http://www.tameside.gov.uk/earlyyears/freetitlement>
- ✗ Send us the Parental Agreement – you should retain this for 7 years after the final signature date, all the details should be entered into the Provider Portal