PVI* - (Including Childminders) Claims and Payment process.

Live Register

Maintain your Live Register ready for your Estimated submission. Has a child left you last term? Then add an end date of the last date they attended last term - do not use a date in the current term. Check hours, codes, and demographic data on the Live Register.

Estimated Payment

Submission is required via the Establishment Portal - Early Years - Estimates.

You will receive: 60% payment at the start of the term for the submission you make. No submission will mean you will have to wait until the main payment which will be 100% payment of your headcount. Please adjust this submission accordingly. Remittance to be released once payment is made. Payments can also be seen in in the portal - Early Years - Payments.

2-year-old codes of parents that claim specific benefits

Has the parent given you an eligible code in format XX-XXXX-XXXX? Use the 'Age/Eligibility Checks' button to complete a funding check via the Establishment Portal Dashboard. Please be sure to use the same details that the parent used on the initial application if the parent does not have a code, then you can complete an assisted application on their behalf via your Dashboard '2-Year-old Application' button.

9-23 months,2,3- and 4-year-old -Working Parent Entitlement codes.

Use the 'Age/Eligibility Checks' button via the Establishment Portal Dashboard, paying close attention to the eligible dates for the term.

Do not offer the working parent entitlement hours without validating the code. You will then be able to add this child to your Live Register. For a 3&4-year-old that is only claiming 15 hours you do not need to complete a check

Headcount Payment

Submission is required via the Establishment Portal, and this has a deadline date. This can only be submitted once.

To submit go to 'Early Years' > 'Submissions'. Data is in a table format with children listed, the data is populated from the Live Register. Before starting the Headcount Submission wizard, please review the Dashboard and the Live Register. As stated above. Further 40% payment will be released / balance of payment as per time-lined payment date for the term. If your Estimated payment was higher than your actual payment you will be in a credit position and owe back funding to OCC. We will send you an email at the end of each term with a possible option to carry any credit over to next term if this applies. Remittance to be released when payment made- please check you have received the correct payment before the Mid-term Change deadline. You are also able to use the Early years – Payment tab to check payments from April 2024.

Mid-Term Change Payment

Already submitted your headcount and have changes to make for this term? Go to your Live Register'. Add a child or amend the claim by clicking Yes to the 'Apply Funding Changes as a Mid-Term Adjustment' and complete. Payments and credits will be paid by the time-lined date for the term. Changes CANNOT be made once the term has ended. Remittance to be released when payment is made.