# Schools / Academies Claims and Payment process.

### Live Register

Maintain your School MIS ready for your Estimated submission. Takes up to 2 working days for data to migrate to the portal. Please note only basic demographic data will be transferred – you will need to add hours and codes 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 = you will have to wait until the main payment which will be 100% payment of your headcount submission. Please adjust this submission accordingly by overtyping the values to show actual figures if your Live Register is not yet up to date. Remittance to be released once payment is made. From April 2024 you can also go to Early Years — Payment's tab within the Establishment portal to check 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. Once eligible you can

then go into the child's record and add the hours and the code.

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

For a quick check on eligibility 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 checking the code is eligible. Once checked you can edit the Live Register and add the codes and hours within the child's record. 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. Amend the claim of hours by clicking Yes to the 'Apply Funding Changes as a Mid-Term Adjustment' and complete. Any new starters will need to be added to your MIS and any leave dates will need to be added to your MIS. Payments and credits will be paid by the timelined date for the term. Changes CANNOT be made once the term has ended. Remittance to be released when payment is made.