

Funding Adjustments Tab

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Summary Estimates Actuals **Adjustments** Eligibility Checker Run Report

Submit Adjustments: 2022 to 2023 Spring - 3yr/4yr Old Funding CHANGE

► Paid as Adjustments - Total: £900.00. Paid Date: 26-Jan-2023

Add Child Send Claim

Status	Child	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
	Collywobble, Stan (01-Jun-2019)	0.00	0.00	132.00	0.00	£1497.96	
	Crabapple, Isabel (01-Feb-2019)	0.00	0.00	124.00	0.00	£561.72	
	Reeves, Vic (27-Nov-2018)	0.00	0.00	150.00	150.00	£1359.00	22-Nov-2022 - 20-Feb-2023 Grace Period: 31-Aug-2023

Add Child Send Claim

Process for adding a new child is same as for actual task – use the Add Child button.

You can also amend an existing child by clicking on the child's name in the list. You can:

- Run a 30 hours check, or
- Change the DAF status, or
- Amend their current hours by claiming additional hours or reducing their hours in the Pending Adjustment screen.

Name: Stan Collywobble DOB: 01-Jun-2019

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

Universal Pending Adjustment

Number of Hours More Hours

Reason (500 characters)

Stan has been doing one additional session per week for the second half term

Maximum Values Allowed:
Universal Termly Hours: 165.00
Universal Yearly Hours: 570.00

Extended Pending Adjustment

Number of Hours

Reason (500 characters)

Maximum Values Allowed:
Extended Termly Hours: 165.00
Extended Yearly Hours: 570.00

Save Cancel *denotes mandatory fields

Claiming additional hours for an existing child.

Select More Hours from the drop-down menu. Enter the total number of additional hours per term to be claimed.

In the case of Stan – he has already claimed 12 hrs x 11 wks = 132 hours in total.

Now he is doing an extra 3 hrs x 5 wks in the remaining half of term = total 15 hours, so you need to record the hours you want to add to the original total. When you have completed the adjustment Stan's new hours will show as 147 in the child list (p10 below).

You need to enter a comment in the Reason box or it won't allow you to save.

Note: The system won't allow extended hours claim to be made without a valid code (redirects to Parent/Carer screen).

Name: Vic Reeves DOB: 27-Nov-2018

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

Universal Pending Adjustment

Number of Hours: (circled in yellow)

Reason (500 characters): (boxed in green)

Maximum Values Allowed:
Universal Termly Hours: 165.00
Universal Yearly Hours: 570.00

Extended Pending Adjustment

Number of Hours:

Reason (500 characters):

Maximum Values Allowed:
Extended Termly Hours: 165.00
Extended Yearly Hours: 570.00

Reducing hours claimed for existing child.

Select "Less Hours" from drop-down, enter total number of hours per term to be reduced.

Start and End dates can be edited on the Funding Details tab, but not the Weeks Attended for term.

Funding Details

Start Date*

End Date*

In the case of Vic – he originally claimed 15 hrs x 10 wks = 150 hours in total.

Vic's provider wants to reduce his hours by 65 in total across the whole term so they enter this. When the adjustment has been completed, Vic's new hours will show as 85 in the adjustment child list.

Adjustments are then shown on headcount screen – send claim when completed

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Add Child Send Claim

New number of hours across the whole term showing here

Status	Child	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
Unsubmitted Claim	Collywobble, Stan (01-Jun-2019)	15.00	0.00	147.00 (circled in purple)	0.00	£1565.91	
Unsubmitted Claim	Crabapple, Isabel (01-Feb-2019)	0.00	0.00	124.00	0.00	£561.72	
Unsubmitted Claim	Reeves, Vic (27-Nov-2018)	-65.00	-65.00	85.00 (circled in purple)	85.00	£770.10	22-Nov-2022 - 20-Feb-2023 Grace Period: 31-Aug-2023

Add Child Send Claim

You need to enter a comment in the Reason box or it won't allow you to save.

Click when done.