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Where can I find the website for FEE?

The FEE website address is as follows:

http://www.lancashire.gov.uk/children-education-families/childcare-and-family-support.aspx?utm_source=Redirect&utm_medium=Shorturl&utm_campaign=Shorturl

You can also click [here](#)

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How do I contact the FEE Team?

Our contact details are:-

Email: FEE234@lancashire.gov.uk

FEE Help desk: 01772 533552

Call Centre: 0300 123 6712

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How do I access the Provider Portal?

The Provider Portal website address is as follows:

<https://fisonline.lancashire.gov.uk/EarlyYears/DataCollection/login.aspx>

You can also click [here](#)

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Where can I find the guidance notes for the Provider Portal?

Detailed guidance notes are located on our webpage:-

<http://www3.lancashire.gov.uk/corporate/web/?siteid=2979&pageid=40189&e=e>

You can also click [here](#)

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What are the term dates and maximum hours/weeks for FEE?

These are the same year on year and do not match school term dates.

Term	Term dates	Maximum hours	Maximum weeks @15 hours/week
Autumn 2016	1 September to 31 December	210	14
Spring 2017	1 January to 31 March	165	11
Summer 2017	1 April to 31 August	195	13
		570	38

The dates are also contained within the Funding Agreement which is available by clicking [here](#)

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When are the headcount dates?

These are also contained in the Funding Agreement.

Term	Headcount Day
Autumn 2016	Thursday, 15 th September 2016
Spring 2017	Thursday, 19 th January 2017
Summer 2017	Thursday, 20 th April 2017

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What date will the Provider Portal be open for submission of headcount claims?

These are also contained in the Funding Agreement.

Term	On-Line Provider Portal will be open between	
	Open 7:00am	Close 11:00pm
Autumn 2016	Thursday, 8 th September 2016	Sunday, 18 th September 2016
Spring 2017	Thursday, 12 th January 2017	Sunday, 22 nd January 2017
Summer 2017	Thursday, 13 th April 2017	Tuesday, 25 th April 2017

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What happens if I miss the headcount deadline?

You will be charged an administrative charge, which will be deducted from the Early Education Funding due to you. The administrative charges are as follows:-

Number of children on the headcount claim	First late submission	Second Late submission (on a rolling 3 term period)			Third Late submission (on a rolling 3 term period)		
	Total Charge	Late charge	Portal re-opening charge	Total charge	Late charge	Portal re-opening charge	Total charge
1 to 6	£ 10.00	£ 20.00	£ 30.00	£ 50.00	£ 40.00	£ 60.00	£ 100.00
6 to 10	£ 20.00	£ 40.00	£ 50.00	£ 90.00	£ 80.00	£100.00	£ 180.00
11 to 20	£ 40.00	£ 80.00	£100.00	£180.00	£160.00	£200.00	£ 360.00
21 to 30	£ 60.00	£120.00	£150.00	£270.00	£240.00	£300.00	£ 540.00
31 to 40	£ 80.00	£160.00	£200.00	£360.00	£320.00	£400.00	£ 720.00
41 to 50	£100.00	£200.00	£250.00	£450.00	£400.00	£500.00	£ 900.00
51 to 70	£135.00	£270.00	£350.00	£620.00	£540.00	£700.00	£1,240.00
70+	£150.00	£300.00	£400.00	£700.00	£600.00	£800.00	£1,400.00

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What happens if I make an error on a headcount or supplementary claim?

For errors including, but not restricted to, the submission of incomplete or inaccurate headcount and supplementary claims, a £25.00 administrative charge will be deducted from the Early Education Funding due to you.

We have collated a list of the common errors which can be found [here](#) which may help you avoid being charged an administrative charge.

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What are the payment dates for headcount claims?

These are also contained in the Funding Agreement.

Term	Payment Date
Autumn 2016	Friday 7 th October 2016
Spring 2017	Friday 10 th February 2017
Summer 2017	Wednesday 17 th May 2017

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When will the Provider Portal be open for submission of supplementary claims?

These are also contained in the Funding Agreement.

Term	On-line Provider Portal for Supplementary claims will be open between	
	Open 7:00am	Close 11:00pm
Autumn 2016	Monday, 17 th October 2016	Friday, 31 st December 2016
Spring 2017	Monday, 13 th February 2017	Friday, 31 st March 2017
Summer 2017	Monday, 22 nd May 2017	Thursday, 31 st August 2017

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How do I make a supplementary claim?

Detailed guidance notes are located on our webpage:

<http://www3.lancashire.gov.uk/corporate/web/?siteid=2979&pageid=40189&e=e>

You can also click [here](#)

NOTE: You can only claim for:

- Children who have started with you after the headcount week.
- Children who have increased their hours of attendance since the headcount date. In these cases you can only claim the additional hours from the date the hours of attendance increased.

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When will supplementary payments be made?

These are also contained in the Funding Agreement.

Term	Payment Dates	
	Last Claim Date 5:00pm	Payment Date
Autumn 2016	Friday, 30 th December 2016* <i>*claims received by Wednesday 30th November 2016</i>	Friday, 10 th February 2017* <i>* claims received between Thursday 1st December 2016 and Friday 31st December 2016</i>
Spring 2016	Friday, 31 st March 2017* <i>*claims received by Tuesday, 28th February 2017</i>	Wednesday, 17 th May 2017* <i>*claims received between Wednesday, 1st March 2017 and Friday, 31st March 2017</i>
Summer 2016	Thursday 31 st August 2017*	Friday, 13 th October 2017*

	<i>*claims received by Monday, 31st July 2017</i>	<i>*claims received between Tuesday, 1st August 2017 and Thursday, 31st August 2017</i>
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What is Early Years Pupil Premium (EYPP)?

The EYPP is additional funding that the government is making available for early years settings (including childminders) to improve the education they provide for disadvantaged three and four year olds.

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Which children will be eligible for EYPP?

Three and four year old children accessing Free Early Education will attract EYPP based on the following criteria:

- Children from low income families, as defined by the criteria for free school meals below:
 - Income Support
 - Income-based Jobseekers Allowance
 - Income-related Employment and Support Allowance
 - Support under Part VI of the Immigration and Asylum Act 1999
 - The guaranteed element of State Pension Credit
 - Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
 - Working Tax Credit run-on - paid for 4 weeks after they stop qualifying for Working Tax Credit
 - Universal Credit
- Children who have been looked after for 1 day or more
- Children who have been adopted from local authority care in England or Wales
- Children who have left care under a special guardianship order or child arrangement order in England or Wales

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How will I know if a child is eligible for EYPP?

You will need to talk to parents to find out if they think they may be eligible for EYPP funding (based on the criteria above). Where a parent thinks they may be eligible under the benefits criteria you will need to ask for them for their consent to share information with Lancashire County Council (LCC) in order for us to undertake an eligibility check against the national eligibility checking system. The parent information needs to be submitted as part of on-line headcount claim in order for us to be able to check eligibility.

Where a child has been adopted from local authority care or left care under a special guardianship order you will need to provide LCC with the adoption order/special guardianship order number. Alternatively the parent can send a copy of the adoption order or special guardianship to the FEE Team, along with their full name and address.

Where a child is currently looked after by LCC you are not required to do anything as the Council will automatically flag these children as eligible.

Where a child is looked after by an authority outside of Lancashire, you will need to ask the child's social worker to email fee234@lancashire.gov.uk confirmation that they are a looked after child.

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What information is needed from parents/carers in order to claim EYPP?

In order for us to undertake an eligibility check we need the parent/carer's name, date of birth and national insurance number (or national asylum seeker number).

The DfE have produced a model form and letter to help early years settings identify which children may be eligible for the EYPP. This information is available at our webpage:

<http://www.foundationyears.org.uk/2015/02/early-years-pupil-premium-guidance-for-providers/>.

We have also updated our 'model' Parental Agreement to allow you to collect the relevant information at the point of registration and gain the consent of parents for us to undertake an EYPP eligibility check. A copy of the Parental Agreement is located on our webpage:

<http://www3.lancashire.gov.uk/corporate/web/?siteid=2979&pageid=6658&e=e#anchor241751>

You can also click [here](#)

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How much extra money will I receive for each child that is eligible for EYPP?

The EYPP is an additional £0.53 per hour per child, which equates to £302.10 per year if a child takes up their full 570 hours free early education entitlement. The funding will be directly linked to the child and will therefore follow the child should the child move between settings from one term to the next (in the same way that FEE hours do).

Where a child attends more than one setting the EYPP will be proportionate to the number of hours attended at each setting.

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Are there any restrictions on how EYPP funding is spent?

EYPP funding must be used to improve the quality of early years education. The DfE have stated that there will no restrictions placed on settings in terms of how they do this, however, they are encouraging settings to use their funding to reconfigure their nursery to be teacher led and employing a teacher.

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Will I be held to account for how I spend the EYPP?

Yes. Although Ofsted are not imposing restrictions on how the funding should be used, through the regular inspection process they will hold settings to account for how it has been used to support their disadvantaged children, so you will need to be able to evidence this.

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How can get I more support on EYPP?

If you are a day nursery/preschool playgroup and have any specific questions you can talk to the Early Years Professional Development Centre on 01772 456405.

If you are a childminder or an out of school club and have any specific questions you can talk to the Quality Childcare Development Team on 01772 531153.

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How do I claim EYPP?

You claim through the normal headcount process. Please refer to the detailed guidance notes located on the webpage [here](#)

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Can I claim FEE funding for a child that has moved into Lancashire?

This is what we call a 'cross border child'. You will need to ask the parent what/if any hours have been claimed for their child by settings outside of Lancashire for the current term.

Once you submit a claim, we will undertake checks with the other Local Authority to ascertain if any FEE hours have been claimed for the child, and if so, we will only be able to fund you the residual number of hours for the term.

Where the full termly hours have already been claimed for by a setting outside of Lancashire you will not receive any funding from Lancashire County Council for that term.

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Why do I require a Parental Agreement?

You **must** have a signed Parental Agreement in place **before** you make a claim for the FEE.

The Parental Agreement is a contract between you and the parent that states the agreed conditions, hours and patterns of access to the FEE. The Parental Agreement also authorises you to claim FEE funding on the parent/carer's behalf. Without this authorisation you cannot claim FEE funding.

We have produced a 'model' Parental Agreement for settings to use if they wish to. This is located on our webpage:

<http://www3.lancashire.gov.uk/corporate/web/?siteid=2979&pageid=6658&e=e#anchor241751>

You can also click [here](#)

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What happens if I don't have a Parental Agreement in place?

If you do not have a signed Parental Agreement in place at headcount week you **cannot** make a FEE claim as you will not have authority from the parent to claim their FEE hours.

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Do I need to confirm the age of the child before agreeing a FEE place?

Yes. When agreeing to a FEE placement you **must** have sight of evidence of child's date of birth (e.g. child's birth certificate) and retain such documentation for a minimum period of five years plus the current year for audit and monitoring purposes.

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How do I claim for a child that is stretching the entitlement over the whole of the term?

This is where the child attends less hours a week over the term i.e. the setting is open for more than 38 weeks a year and you are to claim for the maximum termly allowance. When inputting the child's attendance for these children you need to 'standardise' the hours and weeks for that term as follows:-

FEE Term	Termly max. hours	Termly max. weeks	Termly max. hours
Autumn	210	14	15
Spring	165	11	15
Summer	195	13	15

For example in the Summer term you would input as follows:-

Weeks attended in term 13 amend from 22 weeks

Funded hours per week 15

Also you **must** keep evidence of the child's actual attendance for Audit purposes.

A child that attends only 1 day a week may only claim a maximum of 10 hours a week and may not exceed the academic yearly allowance of 520 hours, providing that the setting is a full year setting i.e. 52 weeks a year.

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What happens if a child attends more than one setting?

A child can attend up to a maximum of two settings.

You will need to ask the parent how many FEE hours they are claiming for their child at the other setting. You can only claim for the residual hours/weeks remaining in the term.

Where the full termly hours have already been claimed for by the other setting you will not receive any funding from Lancashire County Council for the term.

If you and the other setting both submit a headcount claim we will apportion the funding across both settings.

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How do I know if a 2 year old child is eligible for a FEE place?

The 2 year old eligibility criteria is available on our webpage by clicking [here](#).

For all 2 year old children whose eligibility has been checked we issue the parent with a letter advising of the outcome of their check.

Before you offer a FEE place to a 2 year old you **must** ask the parent for a copy of their eligibility letter and retain on file for audit and monitoring purposes. If you offer a FEE place without seeing evidence of eligibility you will not receive funding. We will only fund an FEE place from the date of the eligibility letter or the date that the Parental Agreement was signed, whichever is the latter.

If the parent has not had their eligibility checked please direct them to the council's website where they can log onto the [on-line checker](#) or they can contact the Family Information Service on 0300 123 6712.

When you claim for a 2 year old child you must ensure that you quote the eligibility reference number in the notes section of the Headcount and Supplementary claim. The eligibility reference number can be found at the top of the parent's letter.

Without this reference number we will be unable to validate your claim and this will cause a delay in you receiving your headcount payment.

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What are the Ethnicity & SEND codes?

These are detailed in the Provider Portal Guidance Notes which are on the webpage [here](#).

Please refer to the section entitled 'Supplementary Claim Guidance Notes' for the list of ethnicity and SEND codes.

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How do I become a FEE provider?

You need to apply to the FEE Team, details of how to do this can be found on our webpage as follows:

<http://www3.lancashire.gov.uk/corporate/web/?siteid=2979&pageid=45658&e=e>

You will not be able to claim for children until you have received a confirmation email from us that you are an eligible provider for FEE.

Note: We cannot accept requests to become a new provider during our busiest time each term when we are processing funding claims. These dates are as follows:

For example in 2016/17 academic year we cannot process new provider requests during:-

- **Autumn 2016** – Monday 12th September 2016 to Friday 7th October 2016
- **Spring 2017** – Monday 16th January 2017 to Friday 10th February 2017
- **Summer 2017** – Monday 17th April 2017 to Friday 12th May 2017

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I have changed my bank details – how do I notify LCC?

An authorised signatory for the setting must email fee234@lancashire.gov.uk requesting the changes.

You must quote your:-

- Full name
- Full postal address including postcode
- Ofsted registration number

Upon receipt the FEE Team will forward you a form for completion via secure email. This form must be completed and returned via secure email to fee234@lancashire.gov.uk

We **cannot** accept change of bank details over the telephone.

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Can I claim for a child that is related to me?

The definition of a relative in relation to a child as detailed in the Childcare Act 2006 means:-

Parent, step-parent, a person with parental responsibility, grandparent, aunt, uncle, brother or sister, whether of the full blood or half blood or by marriage or civil partnership.

Individual child-minders providing childcare for related children, even if they are in receipt of funding for other children, **cannot** claim FEE funding for a related child as defined above.

In a pre-school or nursery where the Ofsted registration holder is not directly providing the childcare to the related child, then the setting **can** claim FEE funding for this child. If the childcare is being directly provided by the Ofsted registration holder the setting **cannot** claim FEE funding for the related children.

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What happens if I receive an 'Inadequate' Ofsted judgment?

Where a setting receives an Ofsted judgement of 'Inadequate', the FEE funding will cease 4 weeks after the date of publication of the Ofsted report in order to enable parents to secure an alternative Service Provider for their child, if required.

Please refer to the Funding Agreement for the Provision of Free Early Education for Two, Three and Four Year Old Children, Clause 5.3.4 for more details.

You will not be able to claim FEE funding until Ofsted have re-inspected you with a judgement of 'Outstanding', 'Good' or 'Requires Improvement' and published their report to this effect.

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What is the Funding Agreement and how often do I need to sign it?

The Funding Agreement is the legal contract between the Council and the Provider setting out the terms and conditions of the Free Early Education Funding. The Funding Agreement is an annual contract that runs from 1 September to 31 August each year.

All Providers who wish to offer Free Early Education are required to accept the terms and conditions of the Funding Agreement when they become an eligible FEE Provider, **and** also at the beginning of the Autumn term each year thereafter.

There is no requirement to re-sign the Funding Agreement in every term providing that you have accepted the terms and conditions at the beginning of the academic year, or at the time you became an eligible provider if this was after the Autumn term.

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