



Early Years

Manage Yearly Caps

Managing Yearly Caps for a Single Funded Service

1. Select **Early Years | Early Years Setup | Yearly Caps**.
2. If required, enter **Search Parameters**.
3. On the **Funded Services** panel, select the check box for the required service to display the current yearly caps.
4. On the **Manage Yearly Caps** panel, click the **Add Row** button. A new row is added with the default yearly cap for each age group.
5. If required, overwrite the yearly caps with the new values. Select an **Effective From** date for the yearly caps.
6. Click the **Apply Changes** button to display the following message:
Changes will be applied to the selected Funded Service, do you wish to continue?
7. Click the **Yes** button to apply the changes to the yearly caps for the selected funded service. If apportionment is required, the **Yearly Cap Apportionment** dialog is displayed.

Define Yearly Caps

1. Search Parameters
 Provider Name: ch Service Type: [Dropdown]
 Service Name: [Text] Payment Band: [Dropdown]
 Stretched Offer(s): [Text] Clear Filters

2. Funded Services
 Select All Clear All Show Selected Only Refresh

Select	Provider Name	Provider Address	Service Name	Service Type	DCSF URN	2Yr Yearly Cap	3Yr Yearly Cap	4Yr Yearly Cap
<input type="checkbox"/>	Bromley Special School		spn_sch	Childminder		570	570	570
<input type="checkbox"/>	Broadmead Lower School	Flax Close, Stratford, B20 0PD, Stratford, B20 0PD	Broadmead	Maintained N...	57075	570	570	570
<input checked="" type="checkbox"/>	Church End Lower School	Church Walk, Morden Handcross, B20 0QD, Smeeth, B20 0JG	Church End	Full Day Care	62088	570	570	570

 Number of Funded Services selected = 1 Number of Funded Services found = 3

3. Manage Yearly Caps
 Yearly Caps for Church End Lower School - Full Day Care

2Yr Yearly Cap	3Yr Yearly Cap	4Yr Yearly Cap	Over 4Yr Yearly Cap	Effective From
570	570	570	570	01/04/2013
580	580	580	580	01/01/2014

 Add Row Apply Changes

Managing Yearly Caps for Multiple Funded Services

1. Select **Early Years | Early Years Setup | Yearly Caps**.
2. If required, enter **Search Parameters**.
3. On the **Funded Services** panel, select the check boxes for the required services or click the **Select All** button. Current yearly caps are displayed if they are the same for all selected services.
4. On the **Manage Yearly Caps** panel, click the **Add Row** button. A new row is added with the default yearly cap for each age group.
5. If required, overwrite the yearly caps with the new values. Select an **Effective From** date for the yearly caps.
6. Click the **Apply Changes** button to display the following message:
Changes will be applied to the selected Funded Services, do you wish to continue?
7. Click the **Yes** button to apply the changes to yearly caps for all the selected services. If apportionment is required, the **Yearly Cap Apportionment** dialog is displayed.

Define Yearly Caps

1. Search Parameters
 Provider Name: [Text] Service Type: Full Day Care
 Service Name: [Text] Payment Band: [Dropdown]
 Stretched Offer(s): [Text] Clear Filters

2. Funded Services
 Select All Clear All Show Selected Only Refresh

Select	Provider Name	Provider Address	Service Name	Service Type	DCSF URN	2Yr Yearly Cap	3Yr Yearly Cap	4Yr Yearly Cap
<input checked="" type="checkbox"/>	Church End Lower School	Church Walk, Morden Handcross, B20 0QD, Smeeth, B20 0JG	Church End	Full Day Care	62088	570	570	570
<input checked="" type="checkbox"/>	Lepp Frog Nursery	76a King's Road, This is a very long address indeed, 3 Feet 100, County, Lepp Frog S...	Lepp Frog N...	Full Day Care	51114	570	570	570
<input checked="" type="checkbox"/>	Little Fishers Preceptor	4 Bishop Burton, Beverley, 6 Humberdale, HU7 5BG	Little Fishers...	Full Day Care	67188	570	570	570

 Number of Funded Services selected = 7 Number of Funded Services found = 7

3. Manage Yearly Caps

2Yr Yearly Cap	3Yr Yearly Cap	4Yr Yearly Cap	Over 4Yr Yearly Cap	Effective From
570	570	570	570	01/04/2013
600	600	600	600	01/01/2014

 Add Row Apply Changes



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Apportioning Yearly Caps

Apportionment is required when a child attends more than one funded service and the yearly cap value differs between them. The **Yearly Cap Apportionment** dialog is displayed when the **Yes** button is clicked to apply changes on the **Maintain Yearly Caps** page. The dialog displays details of the children, the funded services and the **Cap Value** at each service.

1. Enter the **Resolve Value** for the yearly cap for the corresponding age group.
2. Click the **Save** button to display the **Define Yearly Caps** page with the resolved yearly cap values.
3. Click the **Apply Changes** button to display the message:
Yearly Cap changes applied successfully.

Note: If a child's **Yearly Entitlement** is manually changed on the **Funded Service | Children** panel, this is not overwritten when the **Apply Changes** button is clicked on the **Manage Yearly Caps** panel.