Reference Guide

Early Years
Setting Up Payment Options

Menu: **Focus | Early Years | Early Years Setup | Payment Setup Options**

The **Payment Setup Options** page enables you to define non-seeded payment types, the Single Funding Formula (SFF) to be used and to determine whether children can be paid additional hours to their yearly entitlement.

Adding a new Payment Type

Five seeded payment types are used in the Early Years payment routines: **Interim Payment, Actual Payment, Adjustment Payment**, **Carried Forward Adjustment** and **Manual Interim**. Additional non-seeded payment types can be added.

To add a new payment type:

1. Select **Focus | Early Years | Early Years Setup | Payment Setup Options** to display the **Payment Setup Options** page.
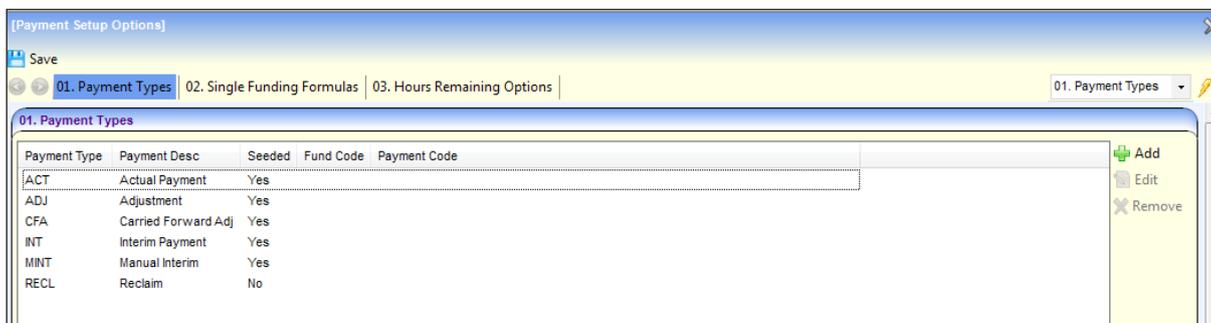
2. Click the **Add** button to display the **Payment Type** dialog.

3. Enter a **Payment Type** and **Payment Desc** (description). The **Seeded** check box is read-only and displays a cross.

4. If required, enter a **Fund Code** and a **Payment Code**.

5. Click the **Save** button.

Adding a new SFF

Single Funding Formula are set for each registered provider based on the services that they provide and the costs involved in providing free entitlement. If required, they can be set differently for individual children and are used to set the rate for Early Years Pupil Premium (EYPP). They can apply to universal hours, extended hours or both.

Single Funding Formulas (SFF) are used on the **Parameters** panel in **Early Years Setup | Payment Parameters** and on the **Children** panel in **Funded Service Details**.

To add a new SFF:

1. Select **Focus | Early Years | Early Years Setup | Payment Setup Options** to display the **Payment Setup Options** page.

2. Select the **Single Funding Formulas** panel.

3. Click the **Add** button to display the **Single Funding Formula** dialog.

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Adding a new SFF (cont.)

4. Enter a **Formula Code** and **Description**.

5. If required, select the **Pupil Premium** check box to display a tick and select a **Funding Basis**.

6. If required, select the **SFF Universal** check box to display a tick.

7. If required, select the **SFF Extended** check box to display a tick.

8. On the **Single Funding Formula Rates** panel:

   a. Click the **Add** button to add a new rate.

   b. Enter a **Start Date** and a **Funding Amount**.

   End Date is optional. You can set up several rates for this **SFF** with different start and end dates. The dates must not overlap.

9. Click the **Save** button to return to the **Payment Setup Options** page.

Selecting Hours Remaining Options

The Hours Remaining Options determine whether or not children can be funded for more than their yearly entitlement of hours. If children's hours are capped, they are not paid additional hours and the paid hours are reduced by the deficit.

To enable children to be funded for more than their yearly entitlement, on the **Hours Remaining Options** panel:

1. Select the **Allow Payments with Negative Hours Remaining** radio button to display a confirmation message.

2. Click the **Yes** button to confirm.

3. Click the **Save** button.

Alternatively, to cap children's hours (default option):

1. Select the **Cap Payments Negative Hours Remaining** radio button.

2. Click the **Save** button.

NOTE: Only new payments are affected when you change the Hours Remaining Options.

Enabling Mid Term Funding

The **Mid-Term Funding for Extended Childcare** panel enables Local Athorities to control whether or not they fund children who are found to be eligible for extended childcare in the middle of a term. If mid term funding is enabled, extended hours can be entered for such children.

NOTE: If extended hours have already been recorded for children who became eligible for funding mid-term, you cannot disable mid-term funding for that term. A future term can be selected.

To enable mid-term funding:

1. Select the **Allow Mid-Term Funding** check box to display a tick.
2. Click the **Save** button.

Alternatively, to disable mid-term funding:

1. Select the **Allow Mid-Term Funding** check box to display a cross.
2. If required, select a term from the **Mid Term Funding Unavailable From** drop-down.
3. Click the **Save** button.

Related Reference Guides:

- **EY_Setting Up Payment Parameters**
- **EY_Defining Payment Periods**
- **EY_Manage Yearly Caps**
- **EY_Carrying Over Funded Service Hours**
- **EY_Updating Funded Service Hours**
- **EY_Updating Funded Service Payment Rates**