



Early Years

Updating Funded Service Payment Rates

A funded service is a service that is registered to offer funded childcare.

Displaying Funded Service Details

Menu: **Focus | Early Years | Search for Funded Services**

To search for a currently funded or previously funded service:

1. Select **Focus | Early Years | Search for Funded Services**.
2. Enter search parameters and click the **Search** button to display matching services.
3. Highlight the required service and click the **Open In New Window** button to display the **Funded Service Details** page.

The **Payment Period** panel defaults to the first active **Period**.

4. If required, select a different **Period** from the drop-down.

If the Local Authority makes interim payments by funded service, the **Interim Hours** panel is displayed showing total interim hours per age group (split into universal and extended).

2. Interim Hours			
2 years	<input type="text" value="0"/>	3 years	<input type="text" value="0"/>
4 years	<input type="text" value="0"/>	Over 4 years	<input type="text" value="0"/>
Total Hours	<input type="text" value="0"/>	Extended 2 years	<input type="text" value="0"/>
Extended 3 years	<input type="text" value="0"/>	Extended 4 years	<input type="text" value="0"/>
Extended Over 4 years	<input type="text" value="0"/>	Extended Total Hours	<input type="text" value="0"/>

If the Local Authority makes interim payments by children, the **Children** panel displays interim universal and extended hours per child.

Age on	Surname	Forename	Start Date	Interim Weeks Period	Universal Interim Hours Week	Universal Interim Hours Period	Extended Interim Hours Week	Extended Interim Hours Period	Actual Weeks Period	Universal Pay Hours Week	Universal Pay Hours Period	Extended Pay Hours Week	Extended Pay Hours Period	Pay Total Amount	Universal Yearly Entitlement	Universal Hours Remaining	Extended Yearly Entitlement	Extended Hours Remaining	Funded Year Start Date	Memo
3			01/01/2018	15	0	0	0	0	15	0	0	0	0	0.00	570	570	570	570	01/09/2017	

Updating Hourly Rate

On the **Children** panel, **Hourly Rate** is calculated as the sum of **Hourly Base Rate** and **SFF Universal** (Single Funding Formula). The **Extended Hourly Rate** is calculated as the sum of **Hourly Base Rate** and **SFF Extended**.

NOTE: Hourly Base Rate is defined for each age group in the **Parameters** panel accessed via **Focus | Early Years | Early Years Setup | Payment Parameters**.

Age on	Surname	Forename	Interim Weeks Period	Actual Weeks Period	Hourly Base Rate	SFF Universal	Hourly Rate	SFF Extended	Extended Hourly Rate	SFF Spot	Universal Pay Hours Week	Universal Pay Hours Period	Extended Pay Hours Week	Extended Pay Hours Period	Pay Total Amount	Universal Yearly Entitlement	Universal Hours Remaining	Extended Yearly Entitlement	Extended Hours Remaining	Funded Year Start Date	Memo
3			15	15	3.00	0.00	3.00	0.00	3.00	0.00	0	0	0	0	0.00	570	570	570	570	01/09/2017	

Save Select All Deselect All

Column Names

- Date Of Birth
- Post Code
- Start Date
- End Date
- Stretched Offer
- Interim Weeks Period
- Extended Interim Hours Week
- Extended Interim Hours Period
- Actual Weeks Period
- Extended Hourly Rate
- Universal Pay Hours Week
- Universal Pay Hours Period
- Extended Pay Hours Week
- Extended Pay Hours Period
- Pay Total Amount
- Universal Yearly Entitlement
- Universal Hours Remaining
- Universal Unpaid Hours
- Extended Yearly Entitlement
- Extended Hours Remaining
- Extended Unpaid Hours
- Funded Year Start Date
- Memo
- TYOF Eligible

1. If required, select an age group from the **Display** drop-down.
2. Select the **Show Rates** check box to display payment parameter rates for the children.
3. If required, click the **Show/Hide Columns** button, select the required columns to display and click the **Save** button.
4. If required, update the **Hourly Base Rate** to automatically update the **Hourly Rate** and **Extended Hourly Rate**.
5. If required, click the button adjacent to the **SFF** to open the **Single Funding Formula Chooser**.



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Updating Hourly Rate (continued)

SFF codes are defined via **Focus | Early Years | Early Years Setup | Payment Setup Options**. One or more SFF codes can be applied to a child's hourly rate.

1. If required, enter search criteria and click the **Search** button.
2. Highlight the required formula and click the **Select** button to display it in the bottom panel.
3. If required, to remove a code from the bottom panel, highlight it and click the **Remove** button.
4. Click the **OK** button to display the selected SFF rates on the **Children** panel and calculate the new **Hourly Rate**.

Formula Code	Description	Start Date	End Date	Funding Amount	Active	SFF Universal	SFF Extended
111	EYTest1	06/11/2011		2.00	Yes	Yes	
EYPP	Early Years Pupil Premium	01/04/2015		0.53	Yes	Yes	
NIRANJ	niranj SFF	01/01/2010		20.00	Yes	Yes	

Adding Spot Payments

The total payment is calculated by multiplying the hourly rate by the child's hours and adding any SFF Spot Payments. Spot payments are one-off payments made using a spot code (*lookup table ID: 1162*).

To make spot payments:

1. Click the button adjacent to the **SFF Spot** field to display the **Spot Payments Chooser**.
2. If required, enter search criteria and click the **Search** button.
3. Highlight the required code and click the **Select** button to display it in the bottom panel.
4. If required, to remove a code from the bottom panel, highlight it and click the **Remove** button.
5. Click the **OK** button to display the selected **SFF Spot** amounts on the **Children** panel and calculate the new **Pay Total Amount**.
6. Click the **Save** button.

Spot Code	Spot Description	Active
	SFF	Yes
_LK	1162 - TABLE_ID	Yes

Age on 31/12/2015	Surname	Forename	Start Date	Interm Weeks Period	Actual Weeks Period	Hourly Base Rate	SFF Universal	Hourly Rate	SFF Spot	Universe Pay Hours Week	Universe Pay Hours Period	Pay Total Amount	Universal Yearly Entitlement	Universal Hours Remaining	Funded Year Start Date	Memx	TYOF Elig	TYOF Effective
4	Marcias		01/01/2014	11	11	3.00	0.00	3.00	2.00	10	110	332.00	570	460	01/04/2015			
4	Rhondas		01/01/2014	11	11	3.00	0.00	3.00	0.00	0	0	0.00	570	570	01/09/2015			
4	Adams		01/01/2014	11	11	3.00	0.00	3.00	0.00	0	0	0.00	570	570	01/09/2015			
										2.00	10	110	332.00					