Guide to making a 2 Year Old funding application on the Parent Portal

Once you have signed-in to the '2 Year Old Funding' area of the Parent Portal, follow the steps below to make your application.

Guidance on creating a Parent Portal account and signing-in is available if required – <u>click this link to open</u>.

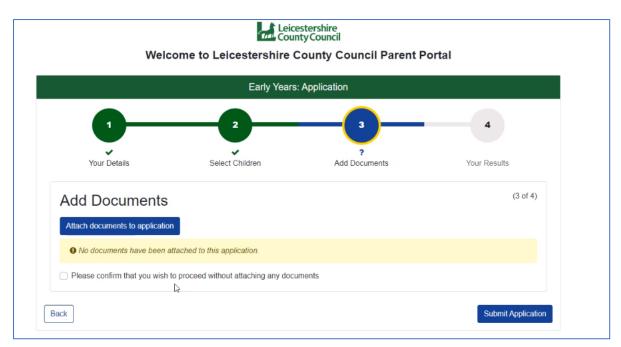
Step 1. Select either the NI or NASS Number option as appropriate, then enter the number and your date of birth. Click the 'Save' button to continue.

	Early Years	: Application	
1-	2	3	4
Your Details	Select Children	Add Documents	Your Results
Your Details	S		(1 of 4)
Please fill in your Natio	onal Insurance (NI) or National Asylum Support S	Service (NASS) number:	
NI or NASS Number *			
NI or NASS Number * NI Number: *	AA548546A		

Step 2. Select the child/children to be included in the application. Please note that only children between the specified age range are available for selection. Click the 'Next' button to continue.

		Early Years	: Application	
0-		2	3	4
Your Details	:	? Select Children	Add Documents	Your Results
Select Child	ren			(2 of 4)
Please be aware that	t only children betwe	en the age of 1 Year(s) 8	Month(s) and 2 Year(s) 11 Month(s) w	ill be displayed.
Select the child(ren) you	wish to include in th	e early years application.		
New Child				
N	lame	DOE	3	
L	ittle Test	01/0	2/2021	C

Step 3. Click the 'Attach documents to application' button to add documents in support of your application. If you are applying for a child that is Looked After, attach a letter from your Social Worker showing a minimum of 24 hours in care. If you are applying for a child with a disability, attach a letter from the DWP showing receipt of Disability Living Allowance.



Please note that you can also attach documents in this step that have previously been uploaded to the Portal. Click the 'Submit Application' button when you have attached your documents.

	Early Years: Appl	ication		
Documents Select any of your existing documents belo	w that you wish to attach to your a	oplication, or upload new de	ocuments	
Existing Documents Select any existing documents to add to yo	our application			
•	File Description	Created Date	Actions	
Select any existing documents to add to yo		Created Date 24/08/2022 10:58		· C 💼
Select any existing documents to add to yo	File Description			6
Select any existing documents to add to yo Filename Email to word guidance.docx	File Description			. 2 🔒

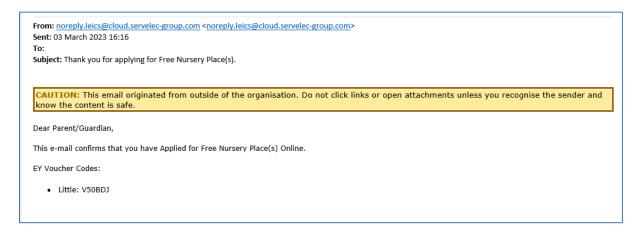
Step 4. The Portal will return your results. If a voucher code is found then it will be displayed, and you can click the 'Finish' button.

-		Early Years	s: Application	
1) —	2		
Your De	tails	Select Children	Add Documents	Your Results
Your Re	sults			(4 of 4
 Result 	t: Found			
	ails. The school / I		ou are eligible for Free Nursery Place(s end(s) will be notified as soon as this ap	
My Early Ye				
My Early Ye Name	Status	Details		

If a code is not found then you may need to go through the application process again to re-check – click the 'Restart' button if this is the case. If you have documents that show that you do meet the economic thresholds to be eligible, attach these at the 'Add Documents' step. The Early Years Team will still receive your application and let you know the outcome within 5 working days.

		2	3	4
Your Detail	ls	Select Children	Add Documents	Your Results
Your Resu	ults			(4 of 4
	Not Found			
Kesult.	Not i ound			
Unfortunately the au for a Free Nursery f information.	utomated checking f	ion has still been submitted - w	ave not been able to tell us at this time re will do a further check and may cont	, ,
Unfortunately the au for a Free Nursery f information.	utomated checking f Place. Your applicati	ion has still been submitted - w		, ,

Step 5. The Portal will email a confirmation to you including the code if one was found.



Step 6. The Early Years Funding Department at the Council will now process your application and contact you when this is done. Expect to wait up to 5 working days to be contacted.