

How to complete the *Parent/Carer Declaration*

A guide for providers and parents/carers

Providers

Before you made an actual claim on the CCC provider portal on behalf of a parent/carer you must have a signed fully completed copy of the *Parent/Carer Declaration*, and you must see an original copy of a child's identification document, such as a passport or birth certificate. The details of the identification document should be entered in Section 5 'For provider use only – document check' of the *Parent/Carer Declaration*. You are not required to retain a copy of the child's identification document.

Before sending the *Parent/Carer Declaration* to the parent/carer you must complete 'For provider use only – Setting and attendance details' on page three of the form. Please enter:

- Name of provider
- Ofsted URN

After liaising with the parent/carer and any other setting a child attends, where applicable, for the funding period (see table below) please enter:

- Number of weeks (see table below)
- Number of Universal hours for 3- and 4-year-olds or Funded 2-year-olds
- Number of Extended hours for 3- and 4-year-olds or Expanded hours for working families from 9-months-old to 2-years-old
- Total number of hours for funding period (hours x weeks)

Funding period	Non-stretched (term time)	Stretched
Autumn (1 Sep-31 Dec)	210 hours (14 weeks x max 15 hours)	182.4 hours (16 weeks x max 11.4 hours)
Spring (1 Jan-31 Mar)	165 hours (11 weeks x max 15 hours)	148.2 hours (13 weeks x max 11.4 hours)
Summer (1 Apr-31 Aug)	195 hours (13 weeks x max 15 hours)	239.4 hours (21 weeks x max 11.4 hours)
Total	570 hours = 38 weeks @ 15 hours	570 hours = 50 weeks @ 11.4 hours

Please note: If claiming non-stretched (term time) and stretched hours for a child, this must not exceed the number of hours in the stretched column above.

The parent/carer signature box is to record parent/carer permission for any changes to the hours on the parent/carer declaration following their initial signature.

Parents/Carers

The *Parent/Carer Declaration* is an important document. Before your provider can make a claim on your behalf, they must have a signed completed copy and see an original copy of your child's identification document, such as a passport or birth certificate. You must complete a *Parent/Carer Declaration* for each early years setting your child attends.

The *Information for parents/carers* gives you information about Early Years Funding (EYF), Disability Access Funding (DAF), and Early Years Pupil Premium (EYPP). This should be read prior to completing the *Parent/Carer Declaration*.

Please complete Sections 1 to 4 of the *Parent/Carer Declaration*.

1. Eligibility codes for extended entitlement, expanded entitlement and funded two-year old entitlement

If your child is eligible for extended or expanded entitlement for working families, you will need to record the code you were given by HMRC. This is an 11-digit code and starts with 50 or 11. The Parent/Carer National Insurance Number is for the parent/carer who claimed the entitlement.

If your child is eligible for funded two-year-old entitlement, you will need to record the code provided to you by the local authority where you live. In Cambridgeshire, the code starts with 'EWB'.

2. Child's details

Please enter the legal surname and forename(s) of your child, your child's date of birth and gender. If your child is known by a different surname and/or forename, you can enter this in the box provided.

The address and post code is where your child lives for the majority of the time.

Please select your child's ethnicity from the available categories.

3. Parents/Carers details

If your child is in receipt of Disability Living Allowance, please select 'Yes' and nominate a provider to receive the Disability Access Funding (DAF). If your child attends more than one early years setting where you are claiming Early Years Funding, you must choose which setting will receive the DAF.

The Early Years Pupil Premium (EYPP) parent/carer information is optional. If completed, checks will be made for EYPP eligibility both currently and in the future should your economic situation change.

Please select the appropriate box if your child is eligible for EYPP by other qualifying criteria. Please do not add parent/carers details if the child is in the care of or adopted from a Local Authority (CIC/CPIC) as an economic check will not be required for the child to be eligible for EYPP.

4. Declaration

By signing this declaration, you are giving permission for your data being used in the ways described on the *Parent/Carer Declaration* form.

You are also signing to confirm that the information provided is true and correct.

5. For provider use only – document check

This box is for your early years setting to complete. If not already provided, your child's early years setting will need to see an original copy of your child's identification document, such as a birth certificate or passport.