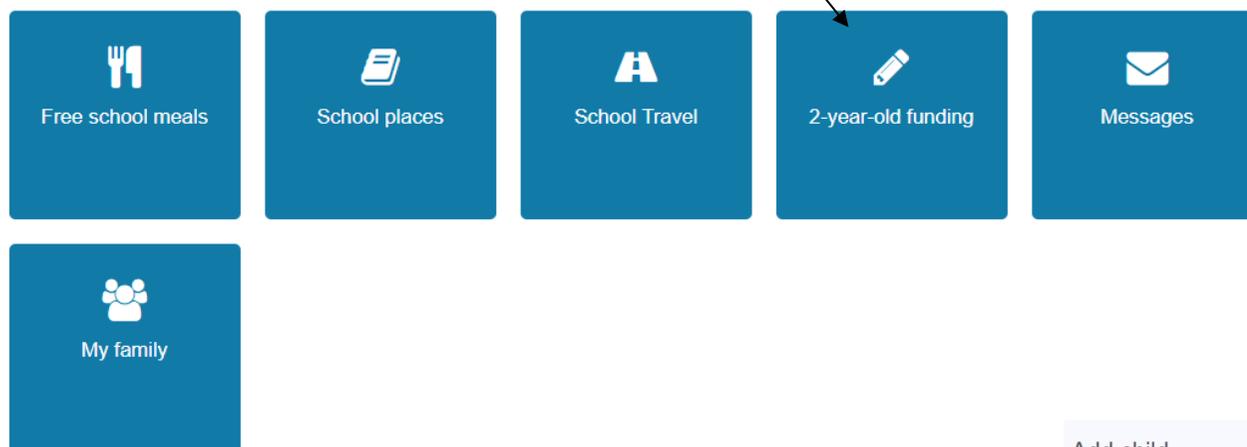


## Suffolk Citizen's Portal Two Year Old Funding Checker Guidance for Parents

This guidance assumes you have already registered and created an account for the Citizen's Portal and are able to log in. Please visit the following link for more information on the Citizen's Portal if you are not already registered: <https://www.suffolk.gov.uk/about/online-services/citizen-portal/>

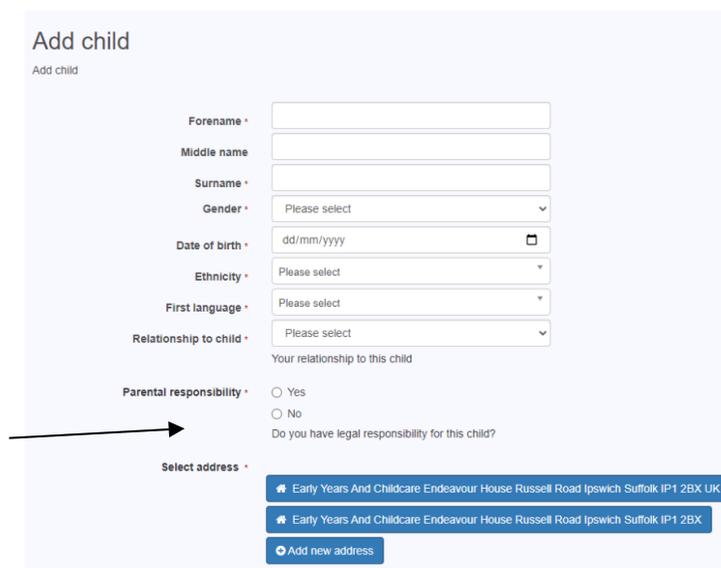
Click on the '2-year-old funding' button on the front page of your Citizen's Portal.



### Adding your child and applying

If you have used the Citizen's Portal before, your children may already appear in the Two Year Old Funding homepage. Children in the eligible age range for two year old funding will appear at the top. Children who are too old or too young will appear at the bottom, and you are not able to apply for them.

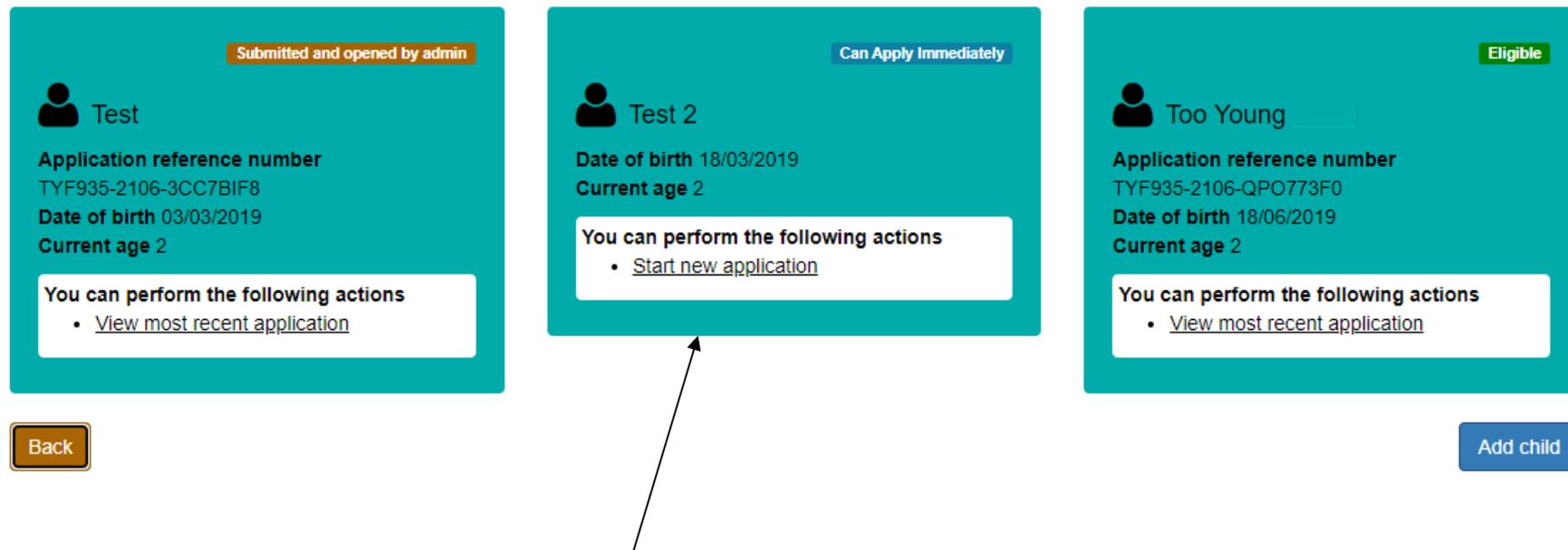
**Add child** If your child does not already appear, or this is your first time using the Citizen's Portal, you will need to add the child new. Press 'Add Child'. Fill in all the required information and press 'Continue'.



## Early Education Funding for 2 year old children

Manage your applications for Early Education Funding for 2 year olds. Click [here](#) for a full list of 2 year old funding criteria.

Children who are of an eligible age to apply for 2 year old funding:



**Submitted and opened by admin**

**Test**

**Application reference number**  
TYF935-2106-3CC7BIF8

**Date of birth** 03/03/2019

**Current age** 2

**You can perform the following actions**

- [View most recent application](#)

**Can Apply Immediately**

**Test 2**

**Date of birth** 18/03/2019

**Current age** 2

**You can perform the following actions**

- [Start new application](#)

**Eligible**

**Too Young**

**Application reference number**  
TYF935-2106-QPO773F0

**Date of birth** 18/06/2019

**Current age** 2

**You can perform the following actions**

- [View most recent application](#)

**Back**

**Add child**

Your child will now appear in the list. Click 'Start new application'. You can also view the status of previously submitted checks from this screen.

## Early Education Funding for 2 year old children

### Apply for 2-year-old funding

Manage your applications for free education and childcare for 2-year-olds.

#### Economic Claim

Apply based on economic grounds if your child is not looked after, and your child does not have special educational needs or disabilities.

Click [here](#) for a full list of 2 year old funding criteria.

Start economic application

#### All Other Claims

Apply based on non-economic grounds if your child is looked after, your child has special educational needs or disabilities, or you have received a Golden Ticket.

You will be required to upload evidence to support your claim.

Start other application

Cancel

There are two different ways to apply for Two Year Old Funding. If you believe you are eligible based on your economic and benefits circumstance, select the 'Start Economic Application' option.

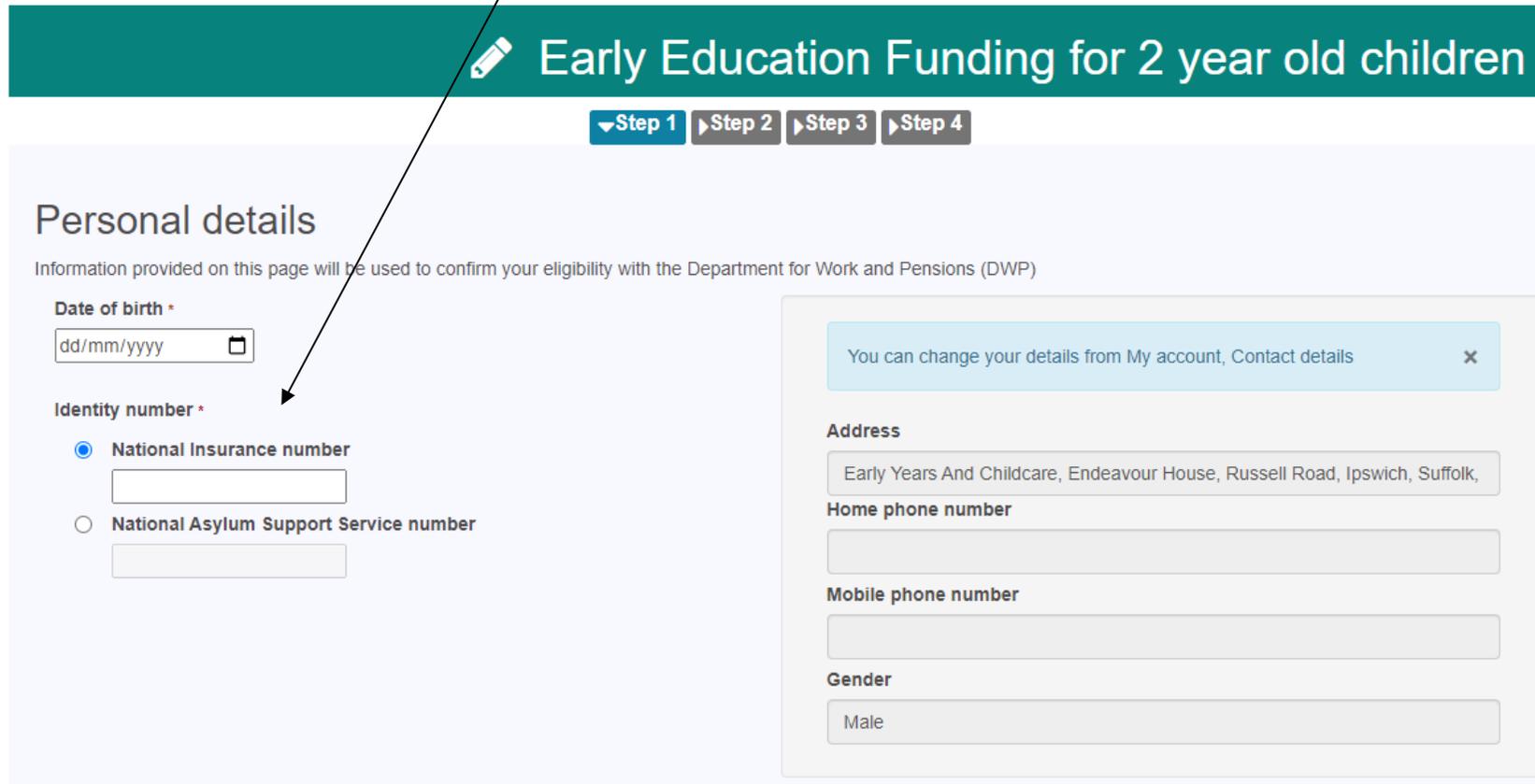
If you are eligible through non-economic means, or have received a Golden Ticket in the post, select 'Start Other Application'. The full criteria for both economic and non-economic means are listed here:

<https://www.suffolk.gov.uk/children-families-and-learning/childcare-information-and-support-for-parents-and-providers/guidance-for-parents-and-carers/funded-early-learning-for-2-year-olds>

You can find information on completing an **economic claim** on pages 4 to 6 of this document. Guidance for **all other claims** is on pages 7 to 8.

## Economic Claim

Enter your personal details, including your National Insurance number or your National Asylum Seekers number if applicable.



**Early Education Funding for 2 year old children**

▼ Step 1 ▶ Step 2 ▶ Step 3 ▶ Step 4

### Personal details

Information provided on this page will be used to confirm your eligibility with the Department for Work and Pensions (DWP)

**Date of birth \***  
dd/mm/yyyy

**Identity number \***

- National Insurance number**  
[Input field]
- National Asylum Support Service number**  
[Input field]

**Address**  
[Input field: Early Years And Childcare, Endeavour House, Russell Road, Ipswich, Suffolk,]

**Home phone number**  
[Input field]

**Mobile phone number**  
[Input field]

**Gender**  
[Input field: Male]

You can change your details from My account, Contact details

Your details may already be populated here if you have used the Citizen's Portal before.

You can review the details of the child you are applying for on this screen below your personal details.

## Early Education Funding for 2 year old children

✔ Step 1   ▾ Step 2   ▶ Step 3   ▶ Step 4

### Application summary

 Print

#### Applicant details

 Mr [Redacted]	
Gender	Male
Date of birth	18-Jun-1990
Address	Early Years And Childcare, Endeavour House, Russell Road, Ipswich, Suffolk, IP1 2BX, UK
National Insurance number	AB123456A
Do you have parental responsibility for this child?	Yes
Relationship	Father

#### Application details

Reference number	TYF935-2106-CPDVSHF5
Current status	In Progress

#### Child details

 Test 2	
Gender	Male
Date of birth	18-Mar-2019

Cancel

Continue

Review the summary of the information you have given to make sure it is correct. Any mistakes in your date of birth or National Insurance/National Asylum Support Service number may result in an incorrect result, so please make sure this is correct.

Click 'Continue'.

Read the declaration on the next page. You will need to tick 'I agree' before pressing 'Confirm'.

## Suffolk Citizen's Portal Two Year Old Funding Checker Guidance for Parents

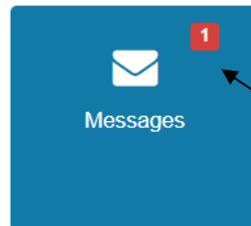
You will get an immediate result.



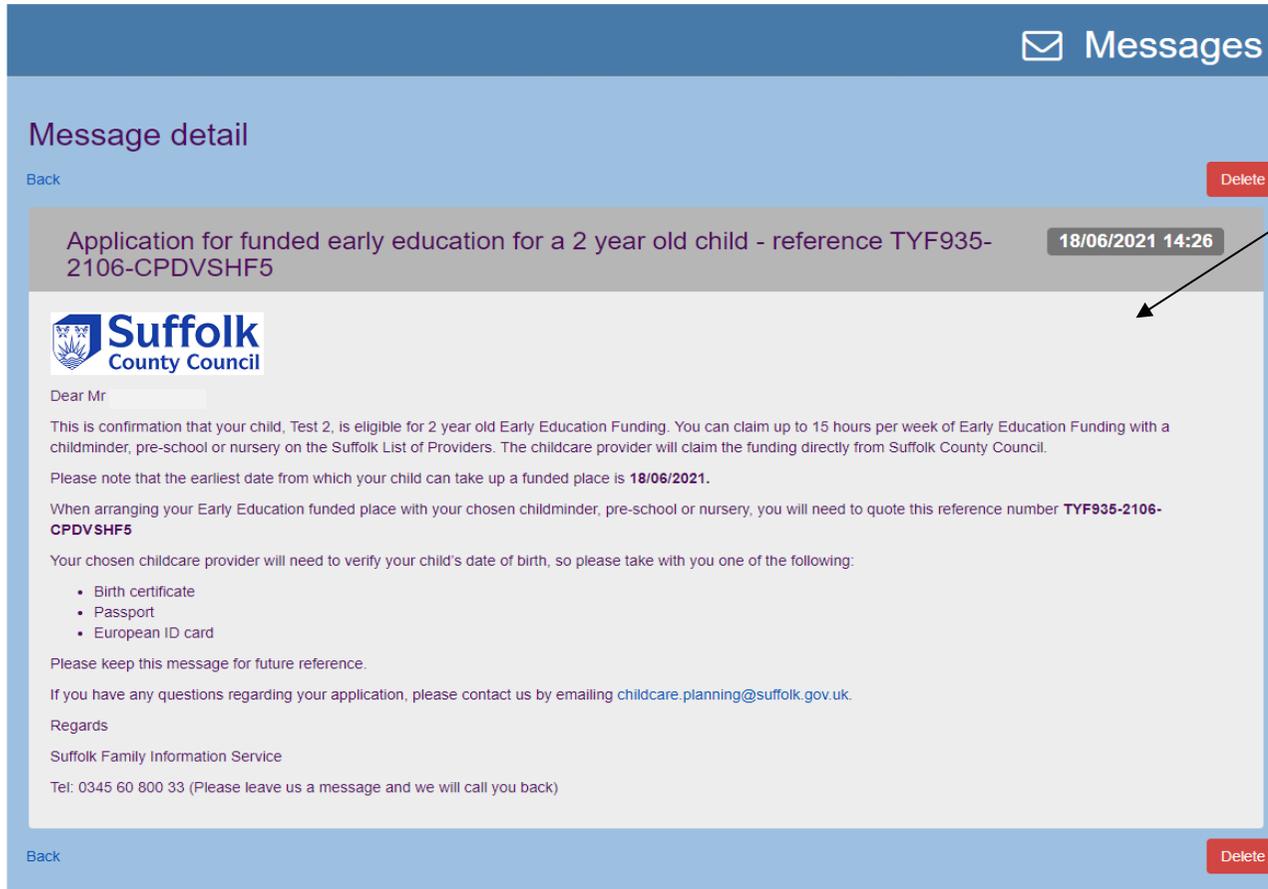
A green tick means you are eligible. This screen also includes the earliest date you can take up a funded place and your application reference number.



A red cross means you are not eligible at this time. This screen also includes options to check again with a second applicant's details, or to contact us by pressing 'request help'.



Whether you are eligible or not, you will receive a message in the Citizen's Portal with more details. This includes the earliest date your child can start at a nursery if you are eligible and the two year old funding application reference number. You can see this message by clicking on the 'Messages' button back on the home page of the Citizen's Portal.



Messages

### Message detail

Back Delete

Application for funded early education for a 2 year old child - reference TYF935-2106-CPDVSHF5 18/06/2021 14:26



Dear Mr

This is confirmation that your child, Test 2, is eligible for 2 year old Early Education Funding. You can claim up to 15 hours per week of Early Education Funding with a childminder, pre-school or nursery on the Suffolk List of Providers. The childcare provider will claim the funding directly from Suffolk County Council.

Please note that the earliest date from which your child can take up a funded place is **18/06/2021**.

When arranging your Early Education funded place with your chosen childminder, pre-school or nursery, you will need to quote this reference number **TYF935-2106-CPDVSHF5**

Your chosen childcare provider will need to verify your child's date of birth, so please take with you one of the following:

- Birth certificate
- Passport
- European ID card

Please keep this message for future reference.

If you have any questions regarding your application, please contact us by emailing [childcare.planning@suffolk.gov.uk](mailto:childcare.planning@suffolk.gov.uk).

Regards

Suffolk Family Information Service

Tel: 0345 60 800 33 (Please leave us a message and we will call you back)

Back Delete

You will need to take this message to your chosen childcare provider. You can take a screenshot, print it out, or just show it to them directly. The childcare provider will then be able to input the reference number and your child's details into their system to confirm eligibility and offer you a funded place.

## All Other Claims

 **Early Education Funding for 2 year old children**

### All Other Claims Criteria Selection

Select all that apply

**Golden ticket** Parent/carer has received a Golden Ticket advising that they are eligible for Two Year Old Funding

**Supporting details**

**Attach any relevant additional evidence**

+ Add file

Remove

Choose file

No file chosen

**High Level SEN** Child has a current Education, Health and Care (EHC) plan or a statement of special education needs (SEN)

**Disability Living Allowance (DLA)** Child is in receipt of Disability Living Allowance (DLA).

**Child in care** Adopted, Special Guardianship Order, Residence Order or Child Arrangement Order

**Child Protection/Child in Need** The child has a status of Child Protection or Child in Need due to safeguarding

**Other** Family is receiving support under the Immigration and Asylum Act or are a Zambrano Carer

I confirm that I meet the selected criteria and have added evidence to support my claim.

I agree

CancelSubmit

Click here to bring up the 'choose file' option and attach a document.

Tick the criteria you are applying under.

Upload some supporting evidence (e.g a photocopy of a document).

Type in the 'supporting details' box the evidence you have attached.

If you do not upload supporting evidence, we will contact you to request that you provide some.

Evidence can be uploaded in the following file formats: png, jpg, jpeg, pdf, doc, docx, xls, xlsx

Tick 'I agree' after reading the declaration, then submit.

## Early Education Funding for 2 year old children

### Application submitted

Your application for Test 3 has been submitted. We will review your application, and let you know the result shortly

**Application reference number**

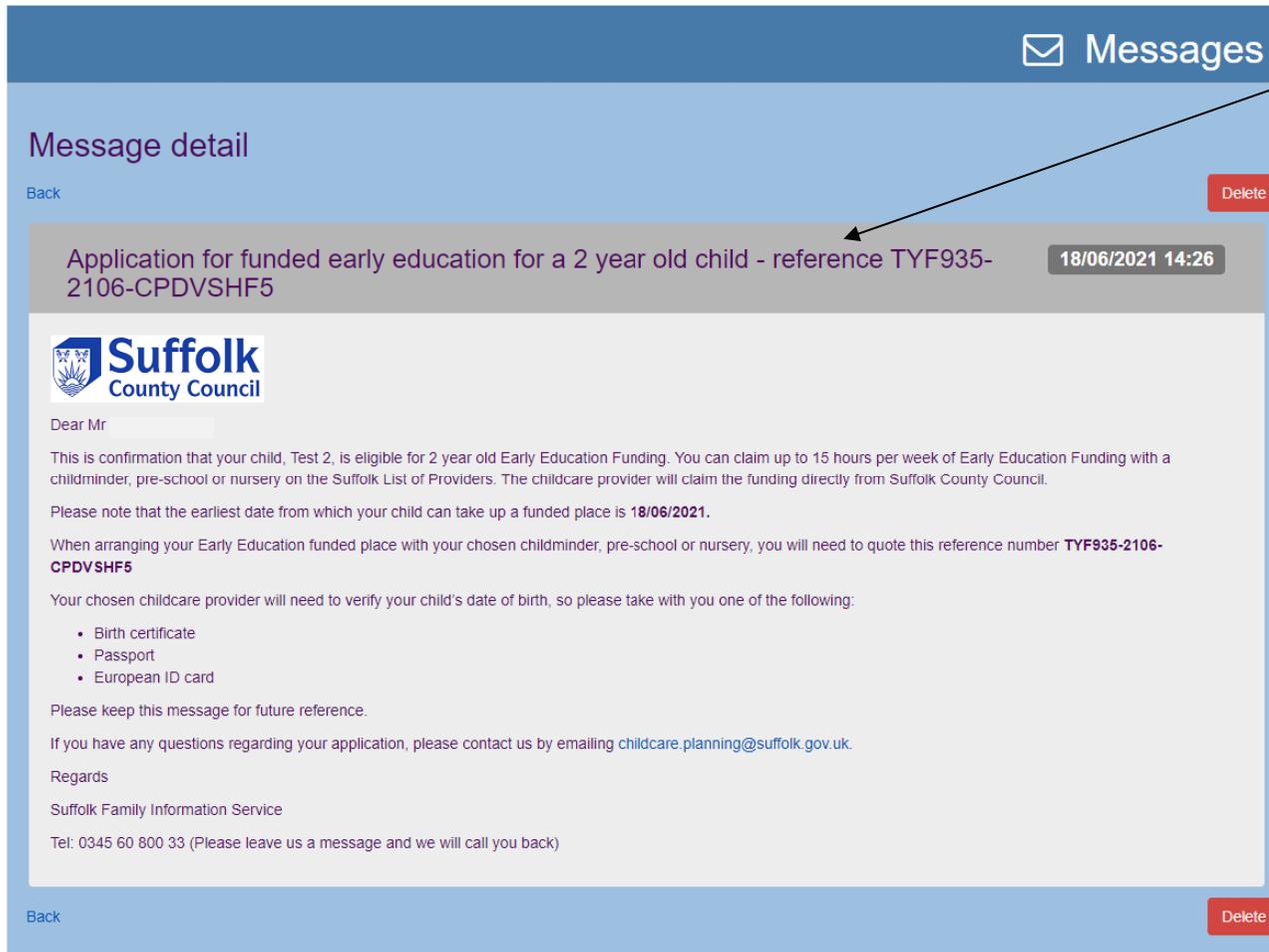
TYF935-2106-S8IC36F9

Your application reference number will help us if you need to contact us

Finish

Your application will then be submitted for review. You will receive an email message telling you to log back into the Citizen's Portal to see the result of your application once it has been reviewed. This result will be in a message on your Citizen's Portal home page, visible here:





Messages

### Message detail

Back Delete

Application for funded early education for a 2 year old child - reference TYF935-2106-CPDVSHF5 18/06/2021 14:26



Dear Mr

This is confirmation that your child, Test 2, is eligible for 2 year old Early Education Funding. You can claim up to 15 hours per week of Early Education Funding with a childminder, pre-school or nursery on the Suffolk List of Providers. The childcare provider will claim the funding directly from Suffolk County Council.

Please note that the earliest date from which your child can take up a funded place is **18/06/2021**.

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Your chosen childcare provider will need to verify your child's date of birth, so please take with you one of the following:

- Birth certificate
- Passport
- European ID card

Please keep this message for future reference.

If you have any questions regarding your application, please contact us by emailing [childcare.planning@suffolk.gov.uk](mailto:childcare.planning@suffolk.gov.uk).

Regards

Suffolk Family Information Service

Tel: 0345 60 800 33 (Please leave us a message and we will call you back)

Back Delete

If your application is successful you will need to take this message to your chosen childcare provider. You can take a screenshot, print it out, or just show it to them directly.

The childcare provider must be on the Suffolk List of Providers.

The provider will then be able to confirm your eligibility using the application reference number. They will agree with you when to start claiming funded childcare for your child.

You can find the proof of eligibility at any time in the 'messages' section of the Citizen's Portal.

If you have any more questions about using this checker, or questions about 2 year old funding, please contact us by email: [childcare.planning@suffolk.gov.uk](mailto:childcare.planning@suffolk.gov.uk) or call 0345 60 800 33.