

How to apply online for Childcare Funding for 2 Year Olds

A Step by Step Guide for Parents/Carers



OFFICIAL



How to apply online for Childcare Funding for 2 Year Olds – A Parent/Carer’s Guide

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1. Apply online

To apply for Childcare Funding for 2 Year Olds go to www.warwickshire.gov.uk/childcarecosts



Or scan the QR Code:

This will take you to the home page as follows:

The screenshot shows the Warwickshire County Council website. The header includes the council logo, a 'Subscribe for updates' button, and a search bar. The main heading is 'Help with childcare costs'. Below this is a list of pages: Page 1 (Childcare funding for two-year-olds), Page 2 (Childcare funding for three to four year-olds), Page 3 (Thirty hours of funded childcare), Page 4 (Early years pupil premium), and Page 5 (Disability Access Fund (DAF)). To the right, there are sections for 'DIRECTORIES' (HAF Easter activities), 'DO IT ONLINE' (Find childcare), 'DOCUMENTS AND DOWNLOADS' (Parent leaflet for 2 year old funding, Parent leaflet for 3 and 4 year old funding, Parent leaflets for 2, 3 and 4-year-old funding in different languages), and 'USEFUL LINKS' (Education and learning privacy notice, Customer privacy notice, Tax credits, Childcare vouchers). A video player for 'Early Years Education in Warwickshire' is also visible.

You will see a list of the government’s eligibility criteria, please note that you **must** be in receipt of one of the qualifying benefits or credits or meet at least one of the other criteria to be eligible for the funding.

Further documentation in support of your application **may** be requested at a later stage and you will be sent an email with the information required.

➔ Scroll down to the bottom of the page and click on ‘Apply online’

Please note that your application is made using the same system for School Applications and Free School Meals Applications and makes reference to both. Once you have added your child’s details and entered their correct date of birth according to the instructions, you will see the ‘Submit Childcare Funding for 2 Year Olds Application’ button

2. Sign In – Sign in or create an account

a) If you do not already have an account, click 'create account'

Warwickshire County Council

Sign In

Sign in or create an account with us.

Enter your username/email

Next

Create Account

Enter your Personal Details. Your Title, Forename and Surname must be entered and must be the same as those used to claim the qualifying government benefits or credits.

In Contact Details **please enter your email address and ensure that you provide at least one contact phone number (*mobile preferred where possible), as these will be used for processing your application and any relevant contact required.**

Click on 'Add Address' and enter your postcode followed by the 'Search' button. In Search Results select your home address from the results below and click 'Confirm Selected'. If your correct home address does not appear, please add the information using 'Enter Address Manually'.

In Account Security, choose and enter a password in 'New Password' and retype to confirm.

➔ Click on 'Create'

Create Account

Personal Details

Title *

Forename *

Middle Name

Surname *

Contact Details

Email Address *

Confirm Email *

Please confirm your email

Daytime Number

Evening Number

Mobile Number

Address

No address to display

Add Address

Account Security

New Password *

Confirm Password *

Please confirm your password

You will receive an email from no-reply@warwickshire.gov.uk which will be titled 'Online School Application account verification' and you will need to confirm your account by clicking the link in the email.

Once you have done this, sign in using the details you have set up.

b) If you already have an account, enter your username/email and click on 'Next'

Warwickshire County Council

Sign In

Sign in or create an account with us.

Enter your username/email

3. Adding a child

The system will now take you to the Parent Application Portal:



Parent Application Portal

To add new children to your application, use the 'Add Child' button below.

Within the Applicant Summary click 'Add Child'



Complete the details of the child you are applying for. The child's Forename, Surname and DOB must be entered, and Gender selected.

Child details

Childcare funding for two-year-olds

Please note further evidence will be needed for the following:

- Children who are looked after by the local authority - contact details of their social worker will be needed
- Children who have left care through special guardianship, adoption or residence order - a copy of the special guardianship order, adoption certificate or residence order will be needed

Admissions Service - address notes

Please provide the address at which your child is currently living.

Where there is split custody, the address used for allocating school places would be where the child is resident for the majority of the school week. Where care is split equally between parents, an address must be nominated by the parents for admission purposes.

Details	
* indicates a required field	
Forename*	<input type="text"/>
Middlename	<input type="text"/>
Surname*	<input type="text"/>
DOB* (DD/MM/YYYY)	<input type="text"/>
Gender*	<input type="radio"/> Male <input type="radio"/> Female
Child address same as Applicant?	<input checked="" type="checkbox"/>
Local Authority	<input type="text" value="Warwickshire"/>
Current School (Leave blank if not attending School)	<input type="text" value="- Select Current School -"/>

If your home address and that of your child is not in Warwickshire, please select the correct Local Authority. For applications for Childcare Funding for 2 Year Olds you do not need to select current school and can leave this blank.

Uploaded Documents

Documentation required for ALL School Applications:

- Upload a copy of your 2021/22 Council Tax Bill OR a copy of a utility bill (electricity/gas/water) dated within the last 6 months
- Upload any additional documents required by the school(s) you are applying for, eg: faith evidence, supplementary forms, school reports.

If you are making an application for an In-Year place and are due to move within the next 4 weeks then you must upload a copy of your signed tenancy agreement (if renting) or a copy of your exchange of contracts letter (if buying)

Proof of address documents are NOT REQUIRED for applications relating to Free School Meals, Two Year old Funding, or registration for the Warwickshire 11+ test. However, further documentation in support of such applications may be requested at a later stage.

Description *	File Name	Upload a file
No Documents Uploaded		

<< Back Next >>

You are NOT REQUIRED to upload documents, UNLESS you are applying under the following criteria:

- **Children who are looked after by the local authority** - contact details of their social worker will be needed
- **Children who have left care through special guardianship, adoption or residence order** - a copy of the special guardianship order, adoption certificate or residence order will be needed
- **Children who qualify for Disability Living Allowance** - a copy of the DLA award letter will be needed

If so, click on 'Upload a file' to attach the relevant information.

Proof of address documents are NOT REQUIRED for applications relating to Childcare Funding for 2 Year Olds.

Further documentation in support of your application may be requested at a later stage and you will be sent an email with the information required.

➔ **Scroll to the bottom of the page and click on 'Next' to proceed.**

Please check all of your child’s details are correct, in particular their Date of Birth, and provided they are all correct, click on ‘Confirm’. If any information needs to be changed or amended, click on ‘Edit Child Details section’.

4. Submitting your application

Submit your application by clicking on ‘Submit Childcare Funding for 2 Year Olds Application’

Applicant

Mrs Minnie Mouse
Saltisford Office Park,
Buildings 1 To 3,
Ansell Way,
Warwick,
CV34 4UL

[View Details](#)

[Add Child](#)

[Submit Free School Meals Application](#)

[Submit Childcare funding for 2 Year Olds Application](#)

The Applicant Details must be completed by the parent/carer claiming the qualifying benefit or the parent/carer making the application if applying under one of the other criteria. Please enter your National Insurance Number or National Asylum Support Service Number and your Date of Birth:

Applicant Details

To be completed by the parent/carer claiming the qualifying benefit.

Details

* indicates a required field

Please enter NI Number or NASS Number:-

NI Number

NASS Number:

Parent/carer DOB
(DD/MM/YYYY)*

Documents to support your application need only to be uploaded if required (see page 6) if you haven't already done so, by clicking on 'Upload a file'.

Applicant Documents

You may wish to attach relevant documentation to support your application

Description	File Name	
No Documents Uploaded		

New Documents

This section can be used to upload any documents which support your applications for FSM/EY/Admissions.

Please enter a description to clarify what the file contains.

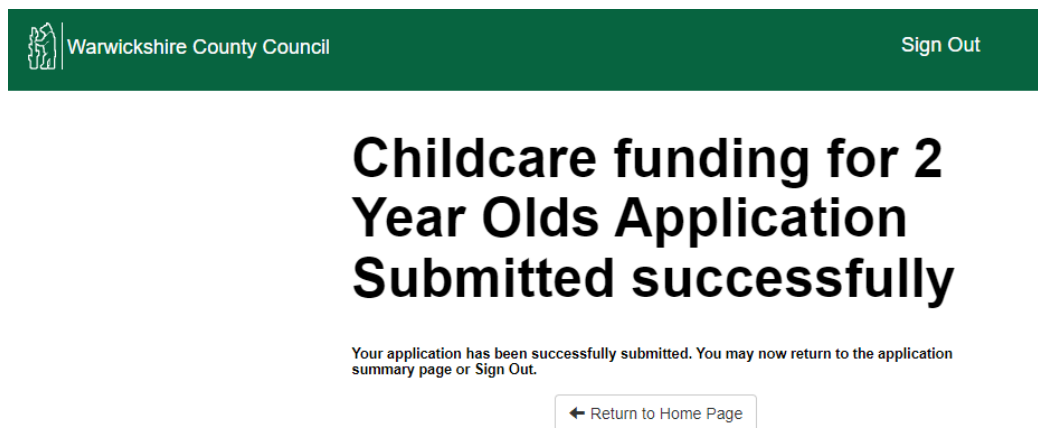
Description *	File Name	Upload a file
No Documents Uploaded		

[Cancel](#) [Submit Application](#)

➔ To ensure your application is submitted, please scroll down the page and click on 'Submit Application'

Upon submission of your Childcare Funding for 2 Year Olds Application, a check will be performed with the Eligibility Checking Service (ECS). By submitting your application you are agreeing that the information you have provided can be shared with the Local Authority and Department for Education, who will access information from other government departments to confirm your child's eligibility and enable you to claim Childcare funding for 2 Year Olds.

You should receive the following message:

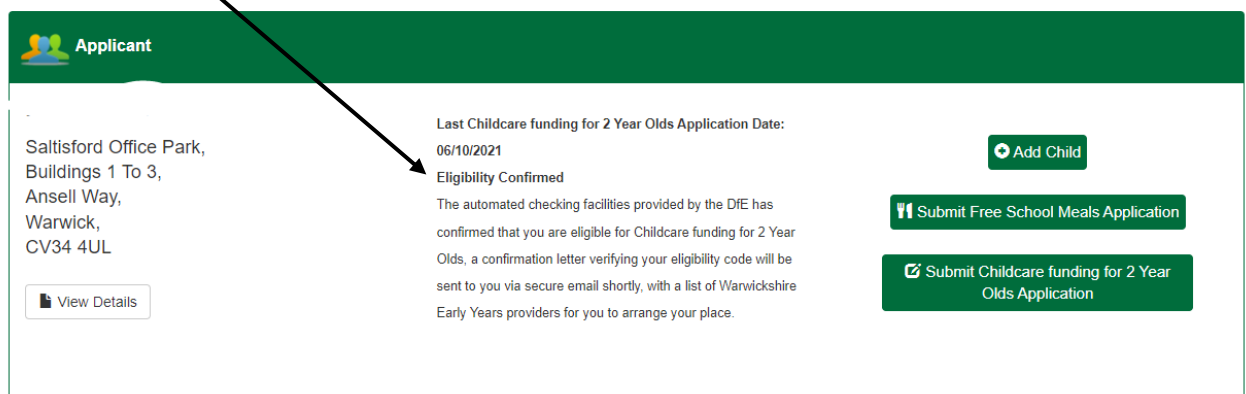


The screenshot shows a green header bar with the Warwickshire County Council logo on the left and a 'Sign Out' link on the right. The main content area has a large heading: 'Childcare funding for 2 Year Olds Application Submitted successfully'. Below this is a smaller line of text: 'Your application has been successfully submitted. You may now return to the application summary page or Sign Out.' At the bottom of the message is a button with a left-pointing arrow and the text 'Return to Home Page'.

To view the result of your application please click on 'Return to Home Page' where the outcome will be shown. You will also receive an email from 2help@warwickshire.gov.uk to confirm that you have applied for Childcare Funding for 2 Year Olds and giving further instructions.

5. Your Eligibility Result

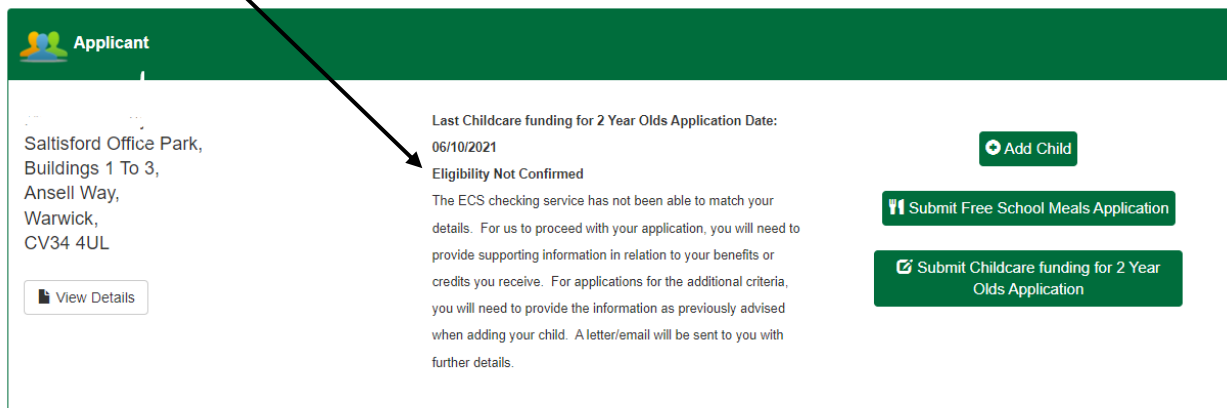
An Eligibility Confirmed result shows as follows:



The screenshot shows a page titled 'Applicant' with a green header. On the left, there is an address: 'Saltisford Office Park, Buildings 1 To 3, Ansell Way, Warwick, CV34 4UL' and a 'View Details' button. On the right, the status is 'Eligibility Confirmed' with a date of '06/10/2021'. Below this, a message states: 'The automated checking facilities provided by the DfE has confirmed that you are eligible for Childcare funding for 2 Year Olds, a confirmation letter verifying your eligibility code will be sent to you via secure email shortly, with a list of Warwickshire Early Years providers for you to arrange your place.' To the right of the status are three buttons: 'Add Child', 'Submit Free School Meals Application', and 'Submit Childcare funding for 2 Year Olds Application'. An arrow points from the text 'An Eligibility Confirmed result shows as follows:' to the 'Eligibility Confirmed' status on the page.

The confirmation email that you receive from 2help@warwickshire.gov.uk will give you a confirmation code. **In order for this code to be valid you will need to wait for an official funding confirmation letter to be emailed to you, normally within five working days.**

An **Eligibility Not Confirmed** result shows as follows:



Applicant

Saltisford Office Park,
Buildings 1 To 3,
Ansell Way,
Warwick,
CV34 4UL

[View Details](#)

Last Childcare funding for 2 Year Olds Application Date:
06/10/2021
Eligibility Not Confirmed
The ECS checking service has not been able to match your details. For us to proceed with your application, you will need to provide supporting information in relation to your benefits or credits you receive. For applications for the additional criteria, you will need to provide the information as previously advised when adding your child. A letter/email will be sent to you with further details.

[Add Child](#)

[Submit Free School Meals Application](#)

[Submit Childcare funding for 2 Year Olds Application](#)

For us to proceed with your application, you will need to provide supporting information in relation to the qualifying benefits or credits you receive. For applications for the additional criteria, you will need to provide the information as previously advised on page 6 when adding your child. An email from 2help@warwickshire.gov.uk will be sent to you, normally within five working days, with further details.

6. Further help and support

If you require further help or support to apply for Childcare Funding for 2 Year Olds, please speak to your local Childcare and Family Centre who can help you. You can find your local centre at www.warwickshire.gov.uk/childrenandfamilycentres or see contact details below:

Children and Family Centres in Warwickshire

Nuneaton and Bedworth

Children and Family Centre	Address	Telephone
St Michael's Children and Family Centre	Hazel Grove, Bedworth, Bedworth CV12 9DA	024 7649 4171
Camp Hill Children and Family Centre	Hollystitches Road, Nuneaton CV10 9QA	024 7634 4334
Riversley Park Children and Family Centre	Coton Road, Nuneaton CV11 5TY	024 7637 8600
Stockingford Children and Family Centre	St Paul's Road, Nuneaton CV10 8HW	024 7638 3708

North Warwickshire

Children and Family Centre	Address	Telephone
Atherstone Children and Family Centre	Kings Avenue, Atherstone CV9 1JZ	01827 718723

Rugby

Children and Family Centre	Address	Telephone
Boughton Leigh Children and Family Centre	Wetherell Way, Rugby, CV21 1LT	01788 570347
Long Lawford Children and Family Centre	Holbrook Road, Long Lawford, Rugby, CV23 9AL	01788 568554
Claremont Children and Family Centre	Claremont Road, Rugby, CV22 7GU	01788 579488

Stratford

Children and Family Centre	Address	Telephone
Stratford Children and Family Centre	Drayton Avenue, Stratford-upon-Avon, CV37 9PB	01789 266624
Alcester Children and Family Centre	St Faith's Road, Alcester, B49 6AG	01789 764093
Lighthorne Heath Children and Family Centre	Stratford Road, Leamington Spa, CV33 9TW	01926 691105

Warwick

Children and Family Centre	Address	Telephone
Kingsway Children and Family Centre	Kingsway School, Baker Avenue, Leamington Spa, CV31 3HB	01926 336793
Lillington Children and Family Centre	3 Mason Avenue, Lillington, Leamington Spa CV32 7QE	01926 337506
Westgate Children and Family Centre	Bowling Green Street, Warwick, CV34 4DD	01926 490629

You can also contact the Early Years Entitlements Team:

Tel: 01926 742218 or 01926 742233

Email: 2help@warwickshire.gov.uk

Or FIS (Family Information Service)

Tel: 01926 742274

Email: fis@warwickshire.gov.uk