

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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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 search bar, and a 'Subscribe for updates' button. 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' (three PDF leaflets), and 'USEFUL LINKS' (privacy notices, tax credits, and 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'

➔ Click on 'Sign In or Create Account'

Warwickshire County Council

★ My provider list o ➔ Sign In

Childcare Funding for 2 Year Olds: Application

You must be signed in as a Citizen in order to perform an Childcare Funding for 2 Year Olds application. Please sign in or sign up for a new account to continue.

Sign In or Create Account

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

Sign In

Sign in or create an account with us.

Enter your username/email

Next

Back

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 'Warwickshire County Council Application Portal 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'

Sign In

Sign in or create an account with us.

Enter your username/email

Part 1 - Your Details

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

The Your Details section 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:

Childcare Funding for 2 Year Olds: Application



Your Details

(1 of 4)

Please fill in your National Insurance (NI) or National Asylum Support Service (NASS) number:

NI or NASS Number * NI NASS

BackSave

➔ Click on 'Save'

Part 2 - Select Children

EITHER select the child(ren) you wish to include in the Childcare Funding for 2 Year Olds application:

Childcare Funding for 2 Year Olds: Application

1 2 3 4

Select Children (2 of 4)

Please be aware that only children between the age of 1 Year(s) 7 Month(s) and 3 Year(s) 2 Month(s) will be displayed. ✕

Select the child(ren) you wish to include in the childcare funding for 2 Year Olds application

[New Child](#)

	Name	DOB	
<input checked="" type="checkbox"/>	Test Test	01/01/2020	

Please select the child you wish to apply for

➔ **Click on 'Next'**

OR click on 'New Child' to add the child(ren). Complete the details of the child you are applying for. The child's Forename, Surname and DOB must be entered, and Gender selected:

Childcare Funding for 2 Year Olds: Application

Add a child to your account

To add a new child, please complete the following details

Forename *

Middle Name

Surname *

Date of Birth *

Gender *

This child's primary address is the same as the address that I have saved on my profile (if the child's address differs, uncheck the checkbox to add their address).

[Cancel](#) [Save](#)

Please check all of your child's details are correct, in particular their Date of Birth.

➔ **Click on 'Save'**

Once you have added the details of your child(ren), please select the child(ren) you wish to apply for by ticking the box on the left of the child's name

➔ **Click on 'Next'**

Part 3 – Add Documents

Childcare Funding for 2 Year Olds: Application

(3 of 4)

Attach documents to application

! If you are applying for Childcare Funding for 2 Year Olds, please attach the relevant documents if any of the following applies to your child: 1) Children who are looked after by the local authority - contact details of their social worker will be needed 2) 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 3) Children who qualify for Disability Living Allowance - a copy of the DLA award letter will be needed. If you are applying for Free School Meals, no supporting documentation is required however may be requested at a later stage.

Please confirm that you wish to proceed without attaching any documents

[Back](#)[Submit Application](#)

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 ‘Attach documents to application’ to attach the relevant information.

Otherwise, please click to tick the box to confirm that you wish to proceed without attaching any documents.

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.

➔ Click on ‘Submit Application’

You will receive an email from 2help@warwickshire.gov.uk to confirm that you have applied for Childcare Funding for 2 Year Olds.

Part 4 – Your Results

An **Eligibility Confirmed** result shows as follows:

Childcare Funding for 2 Year Olds: Application

1 Your Details ✓ 2 Select Children ✓ 3 Add Documents ✓ 4 Your Results ✓

Your Results (4 of 4)

✓ **Result: Found**

The automated checking facilities provided by the DfE have 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 within three working days with a list of Warwickshire Early Years Providers for you to arrange your place.

My Early Years Funding Application

Name	Status	Details
------	--------	---------

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 (Not Found)** result shows as follows:

Childcare Funding for 2 Year Olds: Application

1 Your Details ✓ 2 Select Children ✓ 3 Add Documents ✓ 4 Your Results ✓

Your Results (4 of 4)

✗ **Result: Not Found**

Qualifier: Manual Process

Unfortunately, the automated checking facilities provided by the DfE have not been able to tell us at this time whether or not you are eligible for Childcare Funding for 2 Year Olds. Your application has still been submitted. For us to proceed with your application you will need to provide supporting evidence in relation to the eligibility criteria. An email will be sent to you with further details within three working days.

My Childcare Funding for 2 Year Olds Application

Name	Status	Details
Test Test	✗	This child is not eligible for Childcare Funding for 2 Year Olds

Restart Finish

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 following criteria:

- **Children who are looked after by the local authority**
- **Children who have left care through special guardianship, adoption or residence order**
- **Children who qualify for Disability Living Allowance**

you will need to provide the information as previously advised on page 7 under Add Documents.

An email from 2help@warwickshire.gov.uk will be sent to you, normally within five working days, with further details.

➔ Click on 'Finish'

This will take you to Account Management which will again show your result of the outcome of your application.

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