

Please read before completing the Parent Authorisation Form (PAF)

Please note there is separate guidance available for parent/carers to complete a Parent Authorisation Form (PAF).

A new PAF must be completed for all funded children for the Spring term 2018

- All parent/carers and providers need to complete a PAF for eligible 2-year olds and all 3 and 4-year-old children claiming Early Education Funding (EEF). A new electronic PAF is now available to enable providers to email a PAF to parents/carers, giving them the option to complete and return these to their chosen childcare provider electronically. Saving the email sent by parent/carers will provide evidence of their intention to claim funding.

The purpose of the PAF is to:

- Make it clear to parents/carers that they are authorising their chosen childcare provider to claim for an agreed number of funded hours from their *universal entitlement* and/or *extended entitlement*, if eligible, from Suffolk County Council (SCC) on their behalf.
- Confirm the number of funded hours from the child's *universal* entitlement and/or *extended* entitlement that parent/carers are claiming with one or more childcare providers.
- Confirm any stretched funding offer that has been agreed between the parent/carer and provider.
- Confirm the total number of *universal* entitlement and/or *extended* entitlement hours that the child will be receiving in that term, and that the child will not be receiving more than 15 hours a week *universal* entitlement or 30 hours a week if the parent/carer qualifies for the *extended* entitlement.
- Confirm their child is eligible for two-year-old funding.
- Collect the parent/carer information to enable the provider to check if their child is eligible for Early Years Pupil Premium (EYPP).
- Confirm if the child is eligible for the Disability Access Fund (DAF).

Completing the PAF

- Parents/carers complete their relevant sections. Parent/carers date of birth and national insurance number is requested to enable the EYPP and the extended entitlement, if eligible, to be claimed for. The provider must complete their relevant sections **after** the parent/carer has completed their sections. The PAF is the provider's checklist and declaration for the funding that they claim from SCC.

1. Child's Details

Parents/carers should fill out the boxes providing the child's:

- legal forename as per the child's valid ID document provided
- legal middle name/s (if applicable) as per the child's valid ID document provided
- legal surname as per the child's valid ID document provided
- gender (or not specified if not given)
- the date of birth as per the child's valid ID document provided
- valid ethnicity code (providers should supply parents/carers with a list of valid codes)
- first language (this is not a mandatory field). There is an option of 'not obtained' on the provider portal if a parent/carer does not fill in this field on their PAF form.
- address and post code, detailing where the child lives, for the majority of the time
- 30 hours eligibility code (if applicable).

Parent/Carer details

The Parent/carers are responsible for completing all boxes in this section as requested.

2. Date of birth evidence.

- The parent/carers must select one box and provide date of birth evidence to claim EEF from any childcare provider.
- As the first choice, the provider should see the birth certificate or passport as evidence of date of birth *and* to ensure the correct spelling of the child's legal name.
- The provider is required to verify that the child's full name and date of birth (as stated on the PAF) are the same as the full name and date of birth as stated on the valid ID document provided (evidence of date of birth).
- Where a birth certificate or passport is not available, the child's red health book may be used. The provider must ensure the red book has not been written by hand, or had any details crossed out or amended.
- The provider must retain paper or digital copies of documentation to enable SCC to carry out audits and fraud investigations. These must be securely stored and deleted/destroyed when there is no longer a good reason to keep this data.
- Please refer to the data protection guidance set out in section 20 (Data Protection) of the List of Providers Suffolk Agreement (LoPSA).
- Providers only need to see a copy of the evidence of date of birth once (when the child is first registered at their provision) unless the provider becomes aware that the child has changed their name.
- Any known name changes to the original birth certificate must be accompanied by a copy of the deed poll, adoption certificate or new birth certificate as new evidence of date of birth.
- Where it is not possible to keep a copy of the birth certificate or other evidence seen, the provider must record the appropriate reference number from the original document in the space provided on the PAF. The number to record from a birth certificate has **two or three letters** followed by **six numbers** and is already pre-printed on the certificate.

3. Childcare provider and attendance details

- The provider must check that the parent/carers has completed the required boxes in this section, detailing the **number of funded *universal and extended hours* (if applicable)** accessed daily and with which provider. The total funded hours claimed for the week must be recorded. The term time only (yes or no) box must be completed.
- The funded hours must not total more than 15 *universal* per week as the maximum entitlement is 15 hours per week x 38 weeks per funded year. The funded hours must not total more than 15 *extended* per week (if eligible) x 38 weeks per funded year. (The maximum a parent/carers can claim amongst all providers for the *universal and extended* entitlement is 30 hours per week.)
- Should the parent/carers wish to attend more than three providers then another sheet must be added as there is only provision to record Provider 1, Provider 2 and Provider 3.

4. Stretched Offer.

- The responsibility lies between the provider and the parent/carers to agree how the stretched offer will be taken. This is not something that SCC would stipulate. The hours claimed in a term from SCC must be provided to that child in the way agreed with the parent/carers.
- If a stretched offer has been agreed with the parent/carers, details of the offer (signed by parent/carers and provider) must be attached to the PAF. The parent/carers must tick to agree they understand that if their child leaves the provider part way through a funding year and has been accessing a stretched offer there may be instances where either their child or the provider may lose funded hours. See stretched offer guidance on www.suffolkcpd.co.uk for further information.

5. **Eligibility**

2 -Year-Old Funding (economic and non-economic)

Where children are eligible for any of the funding sources indicated in section 5 the parent/carer and provider must complete the relevant columns.

This section must be fully completed by the parent/carer and checked by the provider. An eligibility code must be supplied, or paper evidence seen, and a copy taken by the provider, or a golden ticket must be attached to the PAF.

- **Code: ECO-** If the parent/carer meets this criterion the provider will need to check and record the reference number provided by the parent/carer using the online checker, or will need to see and keep a copy of the paperwork that shows that the family have an annual household income of £16,190 or less and are in receipt of at least one of the following benefits:
 - Income Support
 - Income-based Jobseekers Allowance
 - Income-related Employment and Support Allowance
 - Child Tax Credit and / or Working Tax Credit and earn no more than £16,190
 - The guaranteed element of State Pension Credit
 - Support under Part 6 of the Immigration and Asylum Act 1999
 - The Working Tax Credit four week run on (the payment parents/carers get when they no longer qualify for Working Tax Credit)
 - Universal Credit
- **Code: LAA** – The child is or has been a Child in Care (CiC). The provider will need to see and keep a copy of the evidence that shows the child has been looked after by their local authority for 1 day or more. If the parent/carer cannot provide any evidence to prove their eligibility, please contact the Suffolk Family Information Service via childcare.planning@suffolk.gov.uk for assistance.
- **Code: SGO** - If the child meets this criterion the provider will need to see and keep a copy of the evidence that shows the child has left care under a Child Arrangement Order, Special Guardianship Order (SGO) or Residence Order. Providers will need to see and keep a copy of the child's court order as proof of eligibility.
- **Code: AFC** – If the child meets this criterion, being adopted from care in England or Wales, the provider will need to see and keep a copy of the child's adoption certificate as proof of eligibility.
- **Code: HSD** - If the child (not the parent or a sibling) meets this criterion the provider must see and keep a copy of the evidence that shows that they have at least one of the following in place:
 - A current Statement of Special Educational Needs (SEN)
 - An Education, Health and Care Plan (EHCP) (this has replaced a Statement)
 - Disability Living Allowance (DLA)
- **Code: CP/CiN** – The provider must receive and retain a copy of the 2-year-old funding application which has been completed by an Early Years and Childcare (EYC) Quality and Access Worker (Q & AW).

Early Years Pupil Premium (EYPP) for 3 and 4-year-olds

The parent/carer details on page one of the PAF can be used to determine if their child is eligible for EYPP via the economic criteria. For more information see separate EYPP Guidance on www.suffolkcpd.co.uk on the 2, 3 & 4 Year Old Funding page.

Non-economic eligibility for Early Years Pupil Premium (EYPP)

If the child qualifies for EYPP under the non-economic criteria, the parent/carer must indicate how the child meets eligibility criteria for EYPP.

- The child is subject to an adoption, child arrangement, special guardianship or residence order. The provider will need to see and keep a copy of the evidence to support the declared arrangement. (Adoption certificate, child's court order, SGO).
- The child has been recorded by the Local Authority as a Child in Care (CiC) for 1 day or more, evidence must be provided to prove their eligibility. If this is unobtainable, please contact the Suffolk Family Information Service by email: childcare.planning@suffolk.gov.uk for assistance.

Disability Access Fund (DAF) for 3 & 4-year-olds

- The parent/carer must supply the provider with evidence that the **child** qualifies for Disability Living Allowance (DLA). This must be in the form of a letter which confirms that it is the **child** who receives this allowance. The provider cannot apply for this funding without this evidence.
- This funding can only be paid to one provider, nominated by parent/carers, who will receive this annual payment for the year. This funding is non-refundable and non-transferable. If the parent/carer chooses to move the child to an alternative provider, the funding does not 'follow' the child.
- If 'yes' has been ticked the provider must keep a copy of the child's Disability Living Allowance letter. Without this letter, the provider is not able to claim DAF.

6. Parent/Carer Declaration

- By ticking 'yes, I agree' the parent/carer is confirming that the information on the PAF is accurate and that they are aware of how the information will be used. The provider must explain to the parent/carer that they are legally responsible for the information provided, that any false information given could be deemed a criminal offence which may be investigated; and that the declaration on the PAF will form part of the providers auditing procedures.
- Once a parent/carer has signed a completed PAF any minor amendments must be initialled and dated by the parent/carer. Providers are advised to support parents/carers to complete the PAF.
- If a parent/carer requests a change to their child's pattern of attendance, starts to attend additional hours at another provider or wishes to change any of their child's details then a new PAF form must be completed.
- By completing the PAF, the parents/carers have authorised the provider to discuss with their other chosen childcare providers their child's patterns of attendance and confirm that the *universal* and *extended* hours are not being overclaimed. E.g. claiming 15 hours *universal* funding at two settings.

7. **Parent declaration for subsequent 2nd and 3rd term.**

- This section can be signed each term if there are no changes to the personal information or hours claimed on the PAF.

8. **Provider declaration**

- The provider must complete all the boxes in this section **after** the parent/carer has completed their section.
- All forms must be completed and signed before headcount day of each term unless there are any **new** children who claim funding after headcount day due to starting at the setting later in the term.

9. **Optional Summary**

- The last box on the PAF is an optional summary for the provider to complete if they would find it beneficial. This has been added to help the provider when adding information to the Provider Portal as this is the same layout as the headcount task. This will not be checked at audit.

Additional Important Information

- **All original PAF's should be retained by providers for audit purposes.** If the provider is asked to provide a copy it must be sent in using a secure method. Do not send any original documents as SCC are unable to return them.
- The provider must ensure that each new form is kept with the current terms funding paperwork as this will be required for audit.
- Parent/carer authorisation forms and proof of eligibility must be retained by providers as evidence of claims for 7 years, as these are subject to audit.
- **If a completed PAF is not available when requested by SCC, the provider will be required to pay back any funding claimed for that child.**