

## Guidance notes - Childcare provider Parent Authorisation Form (PAF)

### Please read before completing the Parent Authorisation Form (PAF)

- All parent/carers and providers need to complete a PAF for eligible 9-month – 2-year-olds and all 3- and 4-year-old children claiming Early Education Funding (EEF). An electronic PAF is 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. It is the provider's responsibility to consider how this can be done securely. Saving the email sent by parent/carers will provide evidence of their intention to claim funding.

### The purpose of the PAF

- The PAF is the authorisation provided by parents for childcare providers for the funding that they claim from Suffolk County Council.
- 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 *funded/universal entitlement* and/or *expanded/extended entitlement*, if eligible, from Suffolk County Council (SCC) on their behalf.
- Confirm the number of funded hours from the child's *funded/universal entitlement* and/or *expanded/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 ***funded/universal entitlement*** and/or ***expanded/extended entitlement*** hours that the child will be receiving in that term.
- Confirm their child is eligible for funding if under 3 years old (3- and 4-year-old children are entitled to universal hours from the term after their third birthday).
- Collect the parent/carer information to enable the provider to check if their child is eligible for Early Years Pupil Premium (EYPP).
- Collect information to see if the child is eligible for the Disability Access Fund (DAF), and if eligible for parent/carer to agree that DAF can be claimed by the childcare provider.

### 1. Child and Parent/Carer Information

- 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).
- 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). There is an option of 'refused' if a parent/carer does not wish to fill in this field on their PAF form or 'not yet obtained' if not obtained.
- First language (this is not a mandatory field).
- Address and post code, detailing where the child lives, for the majority of the time.
- Expanded/Extended hours eligibility code for children aged 9 months – 4 years old entitled to the working parent family offer (if applicable).
- Parent/carers date of birth and national insurance number is requested to enable EYPP and the expanded/extended entitlement, if eligible, to be claimed for.

**If there are any changes to be made to the child's or parent/carer's information a new PAF should be completed and signed.**

**2. Attendance details**

- The provider and parent/carer complete the required boxes in this section. The total funded hours claimed for the week must be recorded.
- The funded hours must not total more than 15 *funded/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 *expanded/extended* per week (if eligible) x 38 weeks per funded year (the maximum a parent/carer can claim amongst all providers for the *universal* and *extended* entitlement is 30 hours per week).
- Should the parent/carer wish to attend more than two providers then another provider must be added as there is only provision to record Provider 1 and Provider 2.
- On the first claim the PAF can either be signed in person with a physical signature, or if it is being completed electronically the parent can type in their full name and return it via email.
- If the parent is sure of the hours they want to claim across the next two terms, they can also add these hours and sign (or type name) and date the PAF for the future terms.
- If at any point the hours change a new PAF must be completed which reflects the amended hours to now be claimed. The old PAF must be kept because this is evidence that the hours the child attended were correct at that time.
- If the parent wants to stretch the hours claimed to cover weeks outside of the term it is the responsibility of the provider and the parent/carer to agree how the stretched offer will be taken.
- If a stretched offer has been agreed with the parent/carer, details of the stretched offer (signed by parent/carer and provider) must be attached to the PAF.
- The parent/carer 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.
- There is guidance on stretched offers and templates for a stretched offer agreement available on Suffolk Learning for providers to use if they wish.
- **If providers are using their own Stretched Offer Template, it must include the following declaration:**

I agree that the <i>Childcare Provider named above</i> may claim additional hours in a term on behalf of my child so that my child can access early education hours during holiday weeks.	Yes, I agree <input type="checkbox"/>
I agree and understand that if my child leaves this provider part way through a funding year then the payment for any additional hours that have been claimed in a previous term but not yet accessed will remain with this provider	Yes, I agree <input type="checkbox"/>
I understand that this means that my child cannot then access these additional hours elsewhere during this funding year.	Yes, I understand <input type="checkbox"/>
Name of Parent/Carer:	
Signature:	
Date:	

### 3. Eligibility

#### 2 -Year-Old Funding (disadvantaged/non-economic)

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

Evidence of eligibility must be provided to the provider, or a Golden Ticket must be attached to the PAF. If a child has moved from a provider and the golden ticket was given to the first provider, this provider should take a copy and the original returned to parents/carer so they can provide this to the new provider as proof of eligibility.

- **Code: ECO** – If the parent/carer meets this criterion the provider will need to see a Golden Ticket **within its redeemable period** or evidence produced by the online checker

**A copy of evidence for the below criteria will need to be kept with the PAF:**

- **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](mailto: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:
  - 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 a member of the Early Years and Childcare Service.

#### Early Years Pupil Premium (EYPP)

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 Suffolk Learning: [EYPP & Deprivation Supplement – Suffolk Learning](#).

#### 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](mailto:childcare.planning@suffolk.gov.uk) for assistance.

#### Disability Access Fund (DAF)

- 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.

#### **4. Parent/Carer Declaration**

- By ticking 'I agree' or 'I understand' 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 by the provider in accordance with Data Protection Law. 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.
- Please refer to the **Suffolk County Council (SCC) CYP Privacy Notice** for information on how your details will be used and shared ([www.suffolk.gov.uk/about/privacy-notice/](http://www.suffolk.gov.uk/about/privacy-notice/)).
- 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 before end of headcount week then a new PAF form must be completed.
- **No changes can be made to the PAF by the parent or provider after headcount week. Parents cannot amend funded hours for the remainder of the term.**
- Parents must tick to ensure they understand hours cannot be amended.
- Parents must tick to indicate they understand if they choose to move their child after headcount week to a different childcare provider in Suffolk, the new provider will not be able to claim **funded hours already claimed this term** until next term and the parent may be expected to pay the new provider.
- 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 *funded/universal* and *expanded/extended* hours are not being overclaimed. E.g. claiming 15 *funded/universal* hours at two settings.
- Parents should be made aware information will be shared with other SCC departments e.g. School Transport and Free School Meals where the child will be continuing into a school reception year.

#### **5. Provider declaration**

##### **Date of birth evidence.**

- The parent/carer must provide date of birth evidence to claim EEF from an approved childcare provider and have selected which evidence they will provide. The provider should see either the child's birth certificate, passport, or European ID card as evidence of date of birth *and* to ensure the correct spelling of the child's legal name.
- Any known name changes to the original birth certificate must be seen along with the deed poll, adoption certificate or new birth certificate as new evidence of date of birth.
- The provider is required to verify that the child's full name and date of birth recorded on the PAF are the same as the full name and date of birth recorded in the evidence seen.
- The provider must complete all the boxes and record the document reference number in this section **after** the parent/carer has completed their section.

- All forms must be completed and signed no later than headcount week for each term unless there are any **new** children who claim funding after headcount week due to starting at the setting later in the term.

### **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 the current term and the previous 3 terms, as these are subject to audit.
- **If a fully completed PAF is not available when requested by SCC, the provider will be required to pay back any funding claimed for that child.**
- **If the parent requests a copy of the PAF this should be provided.**