

Please read before completing the Parent Authorisation Form (PAF)

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). An electronic PAF is available to enable you to return this by email or the form can be printed and completed by hand. Please ask your childcare provider for more details.

The purpose of the PAF is to make it clear to you, as a parent/carers, that you are authorising your chosen childcare provider to claim for an agreed number of funded hours from your child's *universal* funded entitlement and/or *extended* funded entitlement, if eligible, from Suffolk County Council (SCC) on your behalf.

You are required to:

- confirm the number of funded hours from your child's *universal* entitlement and/or *extended* entitlement that you are claiming with one or more childcare providers.
- confirm any stretched funding offer that has been agreed between you and your provider.
- confirm the total number of *universal* funded entitlement and/or *extended* funded entitlement hours that your child will be receiving in that term, and that your child will not be receiving more than 15 hours a week *universal* entitlement or 30 hours a week if you qualify for the *extended* funded entitlement.
- confirm your child is eligible for two-year-old funding, if applicable.
- provide information to enable your childcare provider to check if your child is eligible for Early Years Pupil Premium (EYPP).
- confirm if your **child** is eligible for the Disability Access Fund (DAF).

Completing the PAF

Parents/carers should complete the relevant sections. A 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/carers has completed their sections. The PAF is the provider's checklist and declaration for the funding that they claim from SCC.

Section 1. Child's Details

Complete the boxes in this section by providing your child's:

- legal forename as per your child's valid ID document provided
- legal middle name/s (if applicable) as per your child's valid ID document provided
- legal surname as per your child's valid ID document provided
- gender (or tick 'not specified' if you choose not to give this)
- the date of birth as per your child's valid ID document provided
- valid ethnicity code (providers should supply you with a list of valid codes)
- first language (this is not a mandatory field)
- address and post code, detailing where your child lives for the majority of the time
- 30 hours eligibility code (if applicable)

Parent/carers details

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

Section 2. Date of birth evidence.

- You must select one box and provide date of birth evidence to claim EEF from any childcare provider.
- The provider should see either your child's birth certificate, passport or European ID card as evidence of date of birth and to ensure the correct spelling of your child's legal name.
- The provider is required to verify that your child's full name and date of birth (as stated on the PAF) are the same as their full name and date of birth as stated on the valid ID document provided (evidence of date of birth).
- The provider must retain paper or digital copies of documentation to enable SCC to carry out audits and fraud investigations.
- If there are any known name changes to your child's original birth certificate this must be accompanied by a copy of the deed poll, adoption certificate or new birth certificate as new evidence of date of birth.

Section 3. Childcare provider and attendance details.

- The provider must check that you have 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 hours must not total more than 15 *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.).
- The number of weeks box must be completed to show how many weeks a year your child is accessing their funding.
- Should you choose for your child 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.

Section 4. Stretched Offer.

- The responsibility lies between you and your childcare provider 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 your child in a way agreed between you both and details of the offer (signed by parent/carer and provider) must be attached to the PAF.
- You must tick to agree you understand that if your child leaves the provider part way through a funding year and has been accessing a stretched offer there may be instances where either your child or the provider may lose funded hours. If you want to find out more about a stretched offer speak to your provider for further information.

Section 5. Eligibility

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

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

- This must be fully completed and checked by your provider. An eligibility code must be supplied, or paper evidence seen, and a copy taken by your provider or a golden ticket attached to the PAF.
- **Code: ECO** – If you meet this criterion your provider will need to check and record the reference number provided when you used the online checker, or will need to see and keep a copy of the paperwork that shows that your family has 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 (UC)
- **Code: LAA** - If the child meets this criterion 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.
- **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 a member of the Early Years and Childcare Service.

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

Your details on page one of the PAF can be used to determine if your child is eligible for EYPP via the economic criteria. More information about the eligibility criteria for EYPP is available at:

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-3-and-4-year-olds/early-years-pupil-premium-eypp/

EYPP funding enables providers to provide additional materials and resources to support children in their care.

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

Children qualify for EYPP under the non-economic criteria if they are:

- 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. You must provide evidence to prove the child's eligibility.

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

- If your **child** qualifies for Disability Living Allowance (DLA) then your childcare provider may be able to claim DAF. You must supply your childcare provider with evidence that your **child** qualifies for Disability Living Allowance (DLA). This must be in the form of a letter which confirms that it is your **child** who receives this allowance. The provider cannot apply for this funding without this evidence.
- You must nominate one provider to receive this funding as it can only be paid to one provider. This is paid on an annual basis. DAF is non-refundable and non-transferable. If you choose to move your child to an alternative provider, the funding does not 'follow' your child.

Section 6. Parent/ Carer Declaration

- By ticking 'yes, I agree' you are confirming that the information on the PAF is accurate and that you are aware of how the information will be used by the provider in accordance with Data Protection Law. The provider must explain to you 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/).
- If you want to make a change to the pattern of your child's attendance, add additional hours at another provider or need to make changes to any of your child's details before headcount day then a new PAF form must be completed. **No changes can be made to the PAF by the parent and provider after headcount day.** Please speak to your provider for support in completing the PAF.
- By completing the PAF, you have authorised the provider to discuss with your other chosen childcare providers your 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.

Section 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.
- If you returned your original PAF electronically to your childcare provider and there are no changes to any of your personal information or hours claimed, then you are able to confirm this electronically in writing to your provider before headcount date. They will use this as your evidence to continue claiming funding for the subsequent term.

Section 8. Provider declaration

- The provider must complete all the boxes in this section **after** you have completed your section.
- All forms must be completed and signed before the headcount day of each term unless your child has not claimed in Suffolk before and starts at a provider after headcount day.

Section 9. Optional Summary

- For provider use only.