**FEL Funding Advance / Missed Payment Request Form**

If you would like to request an Advanced / Missed Payment for FEL Funding, SCC Officers require a minimum of 5 working days’ notice to allow for pupil data checks to be made prior to any approval. You will be notified by email if your request is approved or rejected with the reasons why. If your payment request is approved, you will be notified of the estimated time frame of when the payment will credit your bank account.

All Advance / Missed Payment requests **must** be made in writing by completing this form in full and returning it to: [EYFUNDINGTEAM@sheffield.gov.uk](mailto:EYFUNDINGTEAM@sheffield.gov.uk)

**Mandatory Evidence**

You must provide additional evidence to support your request before it can be considered, examples are shown below. If your request does not include the additional information required, it will be rejected and you will have to reapply for funding and risk a further delay to receiving payment.

If you require an Advanced Payment then you must complete in full Sections **A, B & E**. submitting evidence listed in Section **C**.

If you require a payment for a Missed headcount then please complete Sections **A & E** only.

**(A) Your Information**

**Trading Business Name:**

**Trading Business Address:**

**Name and Job Title:**

**Date:**

**Term and Year for the funding request:**

1. **Requesting an Advance Payment**

Please respond to each question and then complete the Funding Breakdown table below in Section **E**, providing as much information as possible to allow SCC Officers to consider your funding request.

1. Please indicate the value of funding that you wish to request for the Advance payment.
2. Reason(s) for requesting an Advance payment?
3. What will you be paying or purchasing with the Advance payment? (*staff salaries, utilities, unexpected invoice*).

**(C) Mandatory Evidence Required to Support your Request**

Please provide the mandatory evidence required for any pending payments that you plan to make e.g.:

1. Future Salaries *(provide evidence of the previous month’s salary report and bank statement that clearly shows the bank account name, business or trading name along with forthcoming expected salary costs* ***(staff initials only****)*
2. Copies of any unexpected invoice(s) to be paid (*clearly showing the payment amount and payment due date).*

**(D) Requesting a Missed Headcount Payment**

Please respond to each question and complete the Funding Breakdown table in Section **E**, providing as much information as possible to allow SCC Officers to consider your funding request.

1. Missed Headcount Year
2. Missed Headcount Term (eg Spring Actual):
3. Number of weeks in the Term:
4. Total number of FEL Hours a week per child
5. Your hourly FEL funding rate payable for each age group:
6. Missed Pupil(s) initials:
7. Missed Pupil(s) date of birth:
8. Missed Eligibility code/s:

Example

26 (3&4yo pupils) x £hourly rate x 14 weeks in the term = £#####

Or

Child A, 15 HPW x £hourly rate x 6 weeks in the term = £#####

Please complete the Funding Breakdown Table below, Section **E** before submitting the form to [eyfundingteam@sheffield.gov.uk](mailto:eyfundingteam@sheffield.gov.uk)

| **Headcount Period:**  **Weeks in the term:** | | | |
| --- | --- | --- | --- |
| **Funding Age** | **FEL Hours**  ***(e.g) 15 pupils x 15 hours x 11 weeks*** | **EYPP hours** | **DAF pupils** |
| **2 Year Old WPE Hours** |  |  |  |
| **9 Months to 2 Years WPE Hours** |  |  |  |
| **2 YO Targeted FEL Hours** |  |  |  |

**(E) Funding Breakdown Table**

|  |  |  |  |
| --- | --- | --- | --- |
| **3&4 YO Universal FEL hours** |  |  |  |
| **3&4 YO WPE hours** |  |  |  |

|  |
| --- |
| **Key**  **FEL** – Funded Early Learning  **Targeted** – 2 YO Disadvantaged Pupils  **WPE** – Working Parent Entitlement  **EYPP** – Early Years Pupil Premium  **DAF** – Disability Access Funding |

Please ensure have you taken steps to prevent a missed headcount occurring in the future by reading all the FEL Provider Supporting Documents including - T*he Providers Guide to Claiming FEL& WPE and the Provider Headcount & Payment Dates found:* [*Funded Early Learning information for providers | Sheffield City Council*](https://www.sheffield.gov.uk/schools-childcare/fel-funding-providers)*)*

**Please email this completed form to the** [**eyfundingteam@sheffield.gov.uk**](mailto:eyfundingteam@sheffield.gov.uk)