

SECTION 1 – Registration

The link to make an application for Two Year Old funding will take you to the home page

Select the [register](#) link

Home

Don't have an account? Please [register](#)

Email Address

Password

Login

[Forgotten your password?](#)

Security Details

Security Details About you Contact Details

Email Address *

Confirm Email *

Password *

Confirm Password *

Secret Question *

Secret Answer *







Email Address

Answer to your question in case you forget your password

Passwords must be a minimum of 8 characters, not longer than 15 characters and must contain a minimum of 2 number(s). Remember that your password is case sensitive.

Next


About you

Security Details	About you	Contact Details
Title *  Please select 		
Forename * 		
Surname * 		
Gender *  Please select a gender 		
<input type="button" value="Previous"/> <input type="button" value="Next"/>		

Contact Details














Enter your Postcode and press

When you find your address press

Security Details	About you	Contact Details
To find your home address please enter your postcode and then click Find Address. If you do not know your postcode, look it up here . If your address is not listed, press the 'Enter Address Manually' and type the correct address in the boxes provided		
Postcode *  MK41 6AS		
<input type="button" value="Find Address"/> <input type="button" value="Enter Address Manually"/>		
<div style="border: 1px dashed gray; padding: 5px;"><p>25, Milton Road, Clapham, Bedford, MK41 6AS</p><p>44, Milton Road, Clapham, Bedford, MK41 6AS</p><p>66, Milton Road, Clapham, Bedford, MK41 6AS</p><p>85, Milton Road, Clapham, Bedford, MK41 6AS</p><p>101, Milton Road, Clapham, Bedford, MK41 6AS</p></div>		
<input type="button" value="Select"/>		

If you cannot find your address you can add your address manually -

After telling us where you live provide us with at least one telephone number

House Number	 66
House Name	
Building Name	
Street Name	 Milton Road
District / Village	 Clapham
Town	 Bedford
County	
Postcode *	 MK41 6AS
Country	 Please select
<input type="button" value="Find Address"/>	
Please supply a telephone number where you can be contacted during	
Home Phone	 01234 838080 
Mobile Number	
Work Phone	

Finally press

Nearly done...

We've sent you an email containing a link. You'll need to click the link to confirm your email address as your new username.

You will then get an email similar to the one below:

Thank you for registering with the Citizen Portal.

To activate your account we need you to confirm your email address is valid. To do this, click on the link below this will take you to a page where you can enter your password and login.

https://vm2008x64r2/CitizenPortal/Account.Mvc/CompleteRegistration/1116_c24f5101-36c5-4450-853c-3141565009aa


Please note: if you are unable to click on this link, carefully copy and paste the text into your Internet browser.

Kind Regards, Portal Administrator

Click on the link or copy and paste it into your Internet Browser

Thank you for registering

Thank you for confirming your email address. Your registration is now complete. When you sign in, use your email address as your username.

 Home


Press the Home button

Don't have an account? Please [register](#)

Email Address



Password



[Forgotten your password?](#)

Enter your Email address and Password and press

SECTION 2 – Home Page

The screenshot shows the home page of the Citizens Portal. At the top left, there is a 'Home' link with a house icon. At the top right, there are links for 'My Account' and 'Sign Out'. A callout box labeled 'Return to Home' points to the 'Home' link. Another callout box labeled 'Change your details' points to the 'My Account' link. A third callout box labeled 'Log out' points to the 'Sign Out' link. The main content area features a welcome message: 'Welcome to the Citizens Portal. If you have a two year old or a child coming up for two you could be eligible for support with nursery funding. To see messages about your applications select the Messages button. To tell us more about your family press the My family button.' Below this are three blue buttons: 'Funded Early Education for Two Year Olds' (with a pencil icon), 'Messages' (with an envelope icon), and 'My Family' (with a group of people icon). Callout boxes label these buttons: 'Make an Application' for the first, 'Read your messages' for the second, and 'Tell us about your family' for the third.

SECTION 3 – Adding your Child and Applications



The screenshot shows the 'Funded Early Education for Two Year Old Children' page. The title is 'Funded Early Education for Two Year Old Children' with a pencil icon. Below the title is a grey box with the text: 'Welcome to the 2 Year Old Funding homepage. Manage all of your tasks from this central location.' Below this is another grey box with the text: 'Children whose age is covered by the funded early education for two year old children arrangements' and 'No eligible children found for 2 Year Old Funding'. At the bottom left is an orange 'Back' button, and at the bottom right is a grey 'Add Child' button.

If you have used this website before you may be presented with details of your children; if they are eligible for TYOF you will be able to select and apply. However it is more likely that this is the first time you have used this site and we have no details about your children – so press

Add Child

Add Child

Add a child

Forename Your child's legal

Surname

Gender Female Gender

Date of Birth Date of Birth

Ethnicity

First Language Ethnicity, First Language and Relationship – type in the first characters to find the code you need

Relationship to Child

Your relationship to this child (i.e. you are the Father of)

Parental Responsibility Yes
 No
If you have legal responsibility for this child, select Yes

Select Address

66 Milton Road Clapham Bedford MK41 6AS Select if your child has the same address

Click to add new address

Proceed if your child is the right age

Funded Early Education for Two Year Old Children

Welcome To Two Year Old Funding

Here you can apply to receive funding for your two year old.

Economic Claim

Here you can make an application for the applicant based on economic grounds.

Most applicants will want this option.

For example, if you are in receipt of: * Income Support

* Child or Working Tax Credits (up to annual income of £16,190)

* Income Based Job Seekers Allowance (JSA)

Non-economic Claim

Here you can apply for Two Year Old Funding through non-economic grounds. You should choose this option if any of the following apply:

- You have received a postcard with a unique reference number on (URN)
- Your child is in receipt of Disability Living Allowance (DLA)
- The child has SEN children
- The child is on the Child Protection Register
- The child is looked after
- The child is adopted, has a residence or special guardianship order
- Failed Economic check

Start your application

Economic Claim

You may make a claim for Two Year Old Funding (TYOF) due to **Economic** (e.g. Benefits or Low Income) or **Non Economic** Grounds (e.g. received a postcard with a unique reference number on/SEN/Disability, Child in Care, Adoption). Follow these steps to apply under Economic grounds:

Selecting [Claim on economic grounds](#) will show you the Carer details. Enter the DOB and you can choose to populate either the National Insurance number or the National Asylum Seekers number. And select [Continue](#)

Step 1 Personal Information **Step 2** Summary **Step 3** Give Consent **Step 4** Results

Personal Details

Please provide the following information. This is required by DWP to check whether you are eligible for Two Year Old Funding.

Date Of Birth *

Please enter either:

National Insurance No. (e.g. AB123456C)

Or

National Asylum Seekers No. (e.g. 13 / 07 / 56789)
 / /

If your details are not correct, please navigate to the Contact Details section using the My Account link in the navigation bar

Address

Home Phone

Mobile Number

Gender

 **Daisy User**

Gender: Female
Date of Birth: 13-Mar-2012

[Back](#) [Continue](#)

Review the Summary


Funded Early Education for Two Year Old Children

Step 1 Personal Information **Step 2** Summary **Step 3** Give Consent **Step 4** Results

Application Summary

[Print this page](#)

Applicant Details

 Mr Bill User	
Gender	Male
Date Of Birth	12-Dec-1998
Address	66, Milton Road, Clapham, Bedford, MK41 6AS
Home Phone	01234 838080
National Insurance No	AB123456C

You must read carefully and select I agree to the Legal Declaration before selecting [Confirm](#)

- Step 1 Personal Information
- Step 2 Summary
- Step 3 Give Consent
- Step 4 Results

Applicant Declaration

I confirm that I am responsible for the child I am submitting this application for and that they live with me. All information I have provided as part of this application is correct to the best of my knowledge. I agree that my information can be shared locally for the benefit of my family.

I agree

Back

Confirm

You will get an email message and if your application is successful confirmation of your application, similar to the message below.

Once the result is returned you can choose your delivery method.

Funded Early Education for Two Year Old Children

- Step 1 Personal Information
- Step 2 Summary
- Step 3 Give Consent
- Step 4 Results

Eligibility Result - funded early education for two year old children

The check for eligibility for funded early education has confirmed that Daisy User is eligible. You will need to provide evidence to confirm the information you have given to your provider at the time that you apply for a funded early education placement. The details of evidence that you need to show your provider as proof of eligibility have been sent to your email address and your Citizen Portal Messages inbox.

Application reference number for your information:

TYF-1503-Y8D5HOF7

Funding for early education for Daisy User is available immediately. Funding will commence from the date, on or after 10/03/2015, when an early education placement is taken up with an approved provider.

The application reference above will help us with enquiries - please store it somewhere safe. If you have any further enquiries about your application or would like to take any further action please contact us at: PO Box 244 Shepherds Bush London E1

Finish

Select [Finish](#) to return to the Home Page

Non –Economic Claim

Selecting [Claim on non-economic grounds](#) will show you the options available for the Non-Economic claim.

Non-economic Criteria Selection

Select all of the criteria which apply

Please note that the maximum a

Tick to select the category you wish to apply under

DWP Eligible Please select if you have received a PostCard with a unique reference number (URN).

Please provide details to support your claim relating to the above criteria:

Please attach any additional evidence relating to the above criteria:

Add file

Upload supporting evidence

Tell us why to wish to apply, including your DWP number if you have one

Child has a disability Is in receipt of Disability Living Allowance (DLA) or Personal Independence Payment (PIP).

Child has a Special Educational Need (SEN) Has a Special Educational Needs or an Education, Health and Care plan.

Child on Child Protection Register Please select this option if your child is on the Child Protection Register.

Looked After Child A "looked after child" is a child who is being provided with accommodation by a local authority in the exercise of their social services function.

Adoption, Residence Order or Special Guardianship Children who have left care but are not able to return home (through adoption orders, residence orders or special guardianship).

Failed Economic Check Please select this option if you have failed the automatic eligibility check but think that you are eligible

I confirm that I am responsible for the child I am submitting this application for and that they live with me. All information I have provided as part of this application is correct to the best of my knowledge and I understand that any false or incorrect information could lead to funding being withdrawn.

I agree that Reading Borough Council may check any of the information provided on this form and it may be used in planning of early years, childcare, education or healthcare provision.

I also give permission for my information to be shared with my local Children's centre or the Early Years Co-ordinator's in health in regards to the 2 year old funding.

The information you have completed on this form will only be used for your application. Please check the box below to confirm that you agree that the information you have provided will be stored confidentially by Reading Borough Council and will only be used by other council departments for the purpose of eligibility checking and assisting parents/carers with their application for funding.

Finally tick I agree

Cancel

Submit

Application Submitted

Your application for Duke User has been submitted. You will be notified of the result of your claim by email and will receive a message through the portal.

Application reference number for your information:

TYF-1503-NEVXXAF6

The application reference above will help us with enquiries - please store it somewhere safe. If you have any further enquiries about your application or would like to take any further action please contact us at: PO Box 244 Shepherds Bush London E1

Finish

You will receive an email message to log back in and see the results of your application once it has been considered.

Eligible



Daisy User

Application Reference Number

TYF-1503-Y8D5HOF7

Date Of Birth: 13-Mar-2012

Current Age: 2

You can perform the following actions

- [View most recent application](#)

SECTION 5 – What happens next

Once you are successful print off your voucher and take it to your preferred Nursery who check if they can offer your child a place

Print Voucher

View

Dear Mr Bill User

This is confirmation that your child, Daisy, qualifies for funding for early education. You can claim up to 15 hours per week of free nursery education with an approved provider. The provider will claim the funding directly from this Authority after the child's attendance.

Please note that the earliest date from which your child can take up a funded place is **10/03/2015**.

When arranging a funded place with an approved nursery provider, you will need to quote this reference number TYF-1503-Y8D5HOF7. It would be helpful if you could show the provider your child's birth certificate and proof of residence at the address you provided at this time.

Please retain this message for future reference and quote reference number TYF-1503-Y8D5HOF7 in all correspondence.

If you have any questions regarding your application, please contact us on 01011 123456 or email contact@thisauthority.com

Regards

TYOF Team, This LA

[Visit our website](#)

Print

SECTION 6 – Changing your details / Viewing Messages

Change Details

Home My Account Sign Out

My Account

My Account

- Personal Details
- Contact Details
- Change Email Address
- Change Password
- Change Secret Question
- Change of Circumstances

Personal Details

Title

Forename

Surname

Gender

You can change your details, and find out how to tell us about other changes in your circumstances here.

View Messages

To View your messages – from the home page



Subject	Received
Application for funded early education for a 2 year old child - reference TYF-1503-Y8D5HOF7	10-Mar-2015 17:08

Click the subject to open the message

Back Delete

Application for funded early education for a 2 year old child - reference TYF-1503-Y8D5HOF7 10/03/2015 17:08

Dear Mr Bill User

This is confirmation that your child, Daisy, qualifies for funding for early education. You can claim up to 15 hours per week of free nursery education with an approved provider.

-End of document-