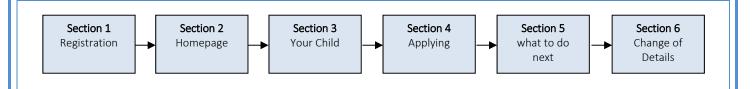


#### **REFERENCE GUIDE:**

# one Two Year Old Funding

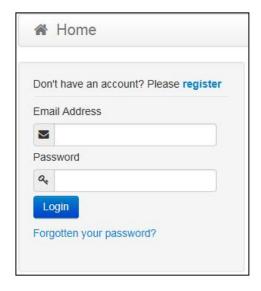




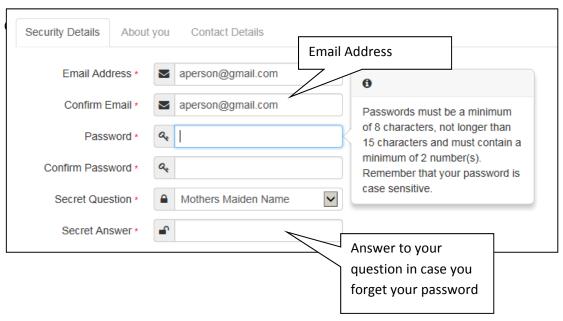
# **SECTION 1 – Registration**

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

Select the register link

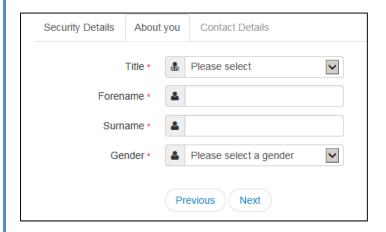


### **Security Details**



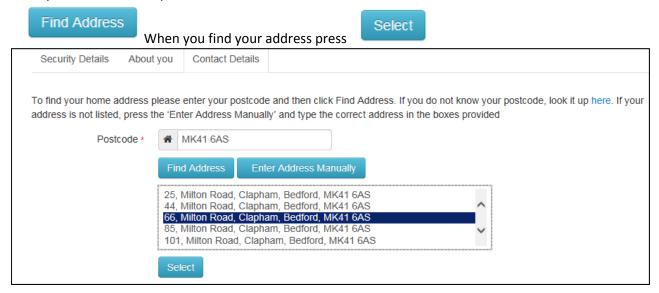
Next

### **About you**



#### **Contact Details**

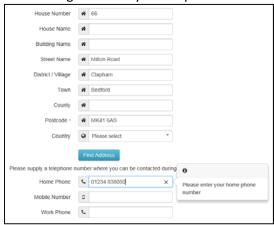
Enter your Postcode and press



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

**Enter Address Manually** 

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



Finally press

**Submit Registration** 

### 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

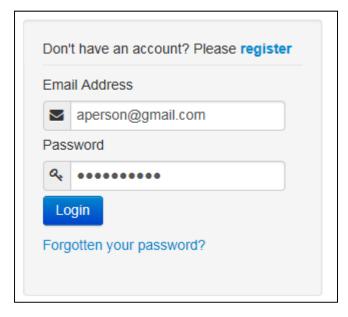
### Click on the link or copy and paste it into your Internet Browser

### 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.

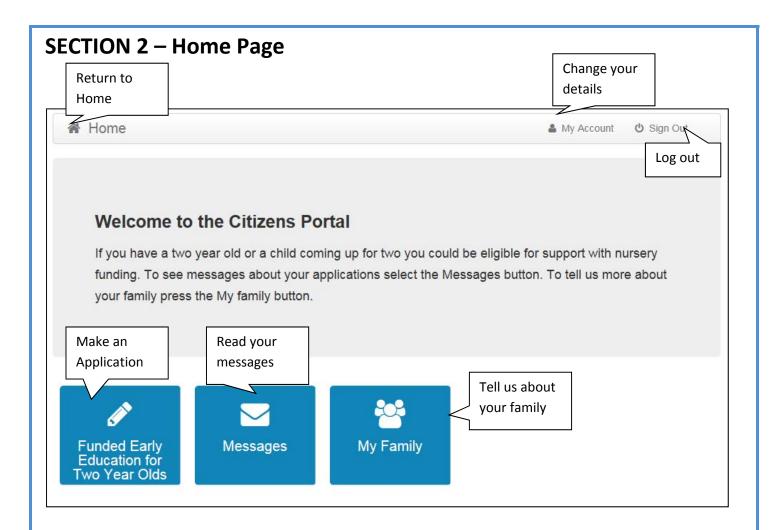
Press the Home button





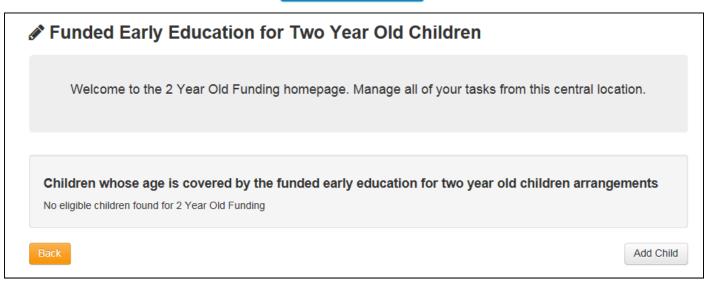
Enter your Email address and Password and press





# **SECTION 3 – Adding your Child and Applications**





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 Your child's legal Daisy Forename User Surname Gender Gender Female Date of Birth # 10-March-2015 Date of Birth WBRI - White British Ethnicity Ethnicity, First Language and First Language English Relationship - type in the first characters to find the ■ Father Relationship to Child code you need Your relationship to this child (i.e. you are the Father of Parental Responsibility Yes If you have legal responsibility for this child, select Yes Select if your child Select Address has the same ★ 66 Milton Road Clapham Bedford MK41 6AS address Click to add new address Proceed if your child is the right age Funded Early Education for Two Year C Welcome To Two Year Old Funding Here you can apply to receive funding for your two year old. Economic Claim Non-economic Claim Here you can make an application for the applicant based on economic grounds. Here you can apply for Two Year Old Funding through non-economic grounds. You Most applicants will want this option. should choose this option if any of the following apply For example, if you are in receipt of: \* Income Support You have recived a postcard with a unique reference number on (URN) \* Child or WorkingTax Credits (up to annual income of £16,190) · Your child is in reciept of Disability Living Allowance (DLA) \* Income Based Job Seekers Allowance (JSA) · The child has SEN children The child is on the Child Protection Register Start Economic Application · The child is looked after · The child is adopted, has a residence or special guardianship order · Failed Economic check Non-economic Application

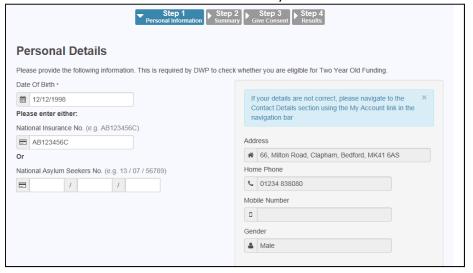
### **Economic Claim**

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:

Start your application

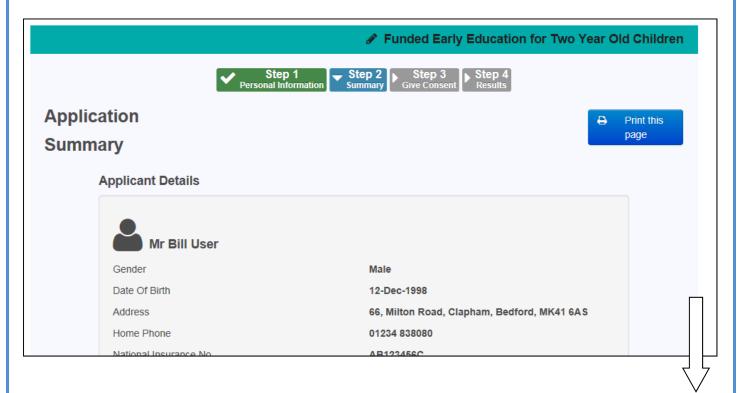
Selecting will show you the Carer details. Enter the DOB and you can choose to populate either the

National Insurance number or the National Asylum Seekers number. And select

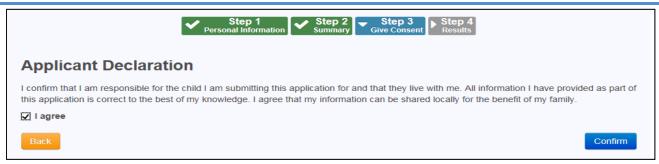




#### **Review the Summary**

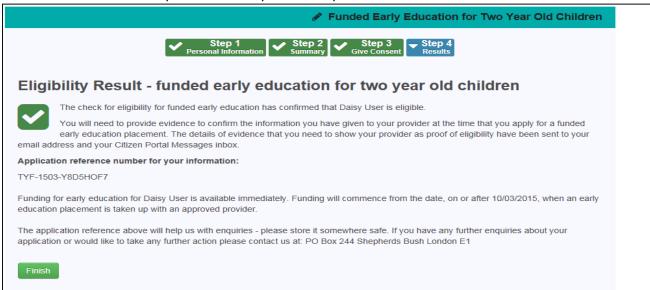


You must read carefully and select vo the Legal Declaration before selecting



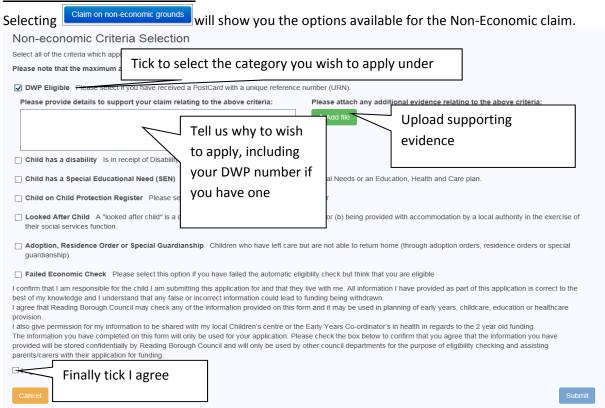
You will get an email message and if your application is successful confirmation of your application, similar to the message below.

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



Select Finish to return to the Home Page

### Non - Economic Claim



### **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.

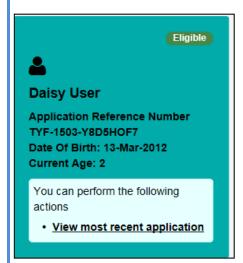
Application reference number for your information:

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.



# **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



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

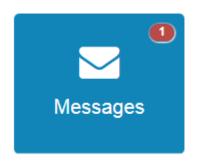
# **Change Details**



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

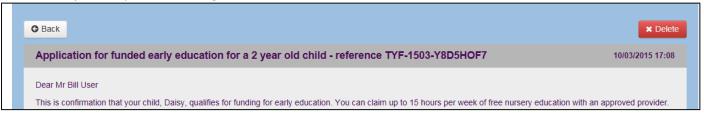
## **View Messages**

To View your messages – from the home page





Click the subject to open the message



-End of document-

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