

Submission of Estimates:

You must submit Estimates on a termly basis. This is used to calculate your advance payment for the beginning of that funding period.

Home Forms Courses **Funding** Sufficiency

Summary **Estimates** Actuals Adjustments Eligibility Checker

Select Year and Term

2020

Summer
Submission Period:
23-Mar-2020 to 29-Apr-2020

Autumn
Submission Period:
17-Aug-2020 to 16-Sep-2020

Within the Funding tab select Estimates and then select the relevant term. You will be able to see which term is currently open for submissions as it will have a green icon next to the term - it will also show the relevant submission dates for that term.

Any previous term's Estimates will have a red icon next to the term to denote the term is closed but still show the relevant submission dates for that term. However, you can view the estimated hours you submitted in the previous term

Once you have selected your term you then select the age group required. This will take you to the following screen.

Home Forms Courses **Funding** Sufficiency Staff Images

Summary **Estimates** Actuals Adjustments Eligibility Checker

Estimates Head Count Records for 2020 - Autumn

2020

Summer
Submission Period:
23-Mar-2020 to 29-Apr-2020

Autumn
Submission Period:
17-Aug-2020 to 16-Sep-2020

Funding Type
2 Year Old
3-4 Year Olds

You need to input the total number of estimated hours **per term** of all your children in the relevant age group and 'Send Claim'.

Submit Estimate: 2020 Autumn - 2 Year Old [CHANGE](#)

Estimate Number of Funded Hours for this Term
Please enter a number, then 'Send Claim'

Send Claim

You will need to repeat the process for the other age groups, if applicable.

If you select 'Change' this will take you back a step to allow you to change the term and age group for the setting.



Submission Successful

Submit Estimate: 2020 Autumn - 2 Year Old [CHANGE](#)

Estimate Number of Funded Hours for this Term
Please enter a number, then 'Send Claim'

Send Claim

You will see a message in a green box to verify that you have submitted your claim successfully.

Important Note for the Provider on Resubmissions:

While the portal remains open for Estimate submissions, you can send estimates in as many times as you like. For example, if you have submitted 100 hours and you then need to add another 10 hours, to make 110 hours, you can repeat the submission process as detailed in this section. Your new submission would then be 110 hours and not just the additional 10 hours. The Funding team will only approve the latest submission.