

Early Years Education Funding (EYEF) 2007/08

Guidelines, Conditions and Requirements for EYEF in Devon

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1. Introduction to Early Years Education Funding

All providers of Early Years Education who are registered with the Local Authority (LA) to receive EYEF will have received from the DfES Sure Start Unit: A Code of Practice on the Provision of Free Nursery Education Places for Three and Four-Year-Olds: (Feb 2006).

References to paragraphs referred to in this document are those given in the above document.

Paragraph 11.11 of the Code of Practice, states that LAs may set other local conditions providing these are reasonable. Therefore this document is to supplement the DfES Code of Practice and should be read in conjunction with the Code of Practice. It outlines the requirements that Devon LA has of Providers registered to receive EYEF. In addition it gives some in-depth explanation of certain aspects of Devon's EYEF scheme.

Questionnaires are sent to providers on a regular basis for feedback and comments. Local Conditions are reviewed, discussed and agreed with Early Years & Childcare partners including, Trio Childcare, Barnardos, Independent Sector and Montessori Group.

If you have any queries with regard to the EYEF in Devon, please contact:

Early Years Helpdesk

Kingfisher House, Western Way, Exeter, Devon, EX1 2DE.

Email: eyef@devon.gov.uk

Telephone: 01392 385530

Fax: 01392 385444

<http://www.devon.gov.uk/ccleaflets.htm>

Summary of Changes – Now and for Future Planning

NATIONAL:

By 2010 – Increase from 12.5 hours to 15 hours per week

How this will be achieved is not yet clear. There are a number of LA's that will be piloting the proposed increases from April 2007 but Devon is not one of them.

By 2010 – Flexibility

Again, this is not yet clear but it is thought that some flexibility will be needed to assist parents/carers balance family and work commitments. This is also being offered by the pilots.

Longer Term Vision

To increase the entitlement to 20 hours per week.

To increase the minimum entitlement from 33 to 38 weeks per year.

As and when we receive additional information for future changes we will advise providers in our half-termly mail shot.

LOCAL:

Priorities for settings in Devon 2007/08:-

2007/08 – 38 Week Entitlement

Providers should be aware that there is likely to be an expectation from parents for 38 week provision. Devon County Council has a duty to ensure this entitlement is available for children who attend settings in Devon and will be completing a sufficiency audit during the year

2007/08 – Term Dates when planning 33-38 weeks

We would expect providers to offer the Early Years entitlement during the academic terms set by Devon County Council and as per our Calendar. However, if you are unable to offer the 33-38 weeks during these dates, we will consider some flexibility of sessions being offered during school holidays.

2007/08 – Choice of sharing sessions with PVI and LA maintained settings

From September 2007, it has been agreed that sessions can be shared between an LA maintained nursery and an EYEF PVI setting. This will give parents greater choice in the type of provision they access when planning their childcare needs. Further details on page 10.

By 2010 - Proposal to remove lunch hour between 2 sessions claimed in one day.

If the lunch period is specifically planned and structured to support the child's overall learning and development, this maybe considered as part of the child's entitlement (paragraph 10.3). This will be considered further in Devon when dealing with the full issue of flexibility.

2. Registering as a Provider

To register as an Early Years Education Funding Provider you must:

- be Ofsted Registered
- be offering sessions a minimum of 2.5 hours long
- be open for a minimum of 33 weeks
- allow your details to be listed in the Childcare Directory
- sign the EYEF – Registration Form

Once registered, providers will need to re-register every year as terms and conditions are reviewed annually.

The Annual Registration document will be printed using the details currently held on our database. Please amend any details that have changed especially contact details for EYEF correspondence.

On the Annual Registration you will complete the number of weeks and days you are open per term for a minimum of 33 weeks and maximum of 38 week per financial year (Apr – Mar). Where possible these should be within the school term dates. Please refer to Calendar 2007//08 at the back of this booklet.

If you wish to register as a provider, please contact the EYEF Helpdesk and request a Registration Pack.

Copies of all the forms are included in an appendix at the end of the book.

3. Eligibility and Entitlement for 3 & 4 year olds

Children aged 3 & 4 years old are entitled to a FREE EYEF place from the term after their 3rd birthday (Paragraph 7.1), as follows:

Children who are 3 years old -		EYEF starts -	
On or after	And on or before	Term	
1 st January	31 st March	Summer	After Easter holidays
1 st April	31 st August	Autumn	After Summer holidays
1 st September	31 st December	Spring	After Christmas holidays

EYEF is available for all children for 6 terms before a child becomes statutory school age which is the term after the child's 5th Birthday. It is possible that your child will be offered a school place before they are statutory school age and this forms part of the child's Early Years Education.

Eligible children are entitled to a BASIC ENTITLEMENT. As per paragraph 5.4 the Basic Entitlement is:

- sessions of 2.5 hours long minimum
- a minimum of 1 and maximum of 5 sessions per week
- 2 sessions can be accessed in 1 day if the provider offers a 1 hour lunch break
- sessions can be split with more than 1 registered provider
- minimum of 33 weeks and maximum of 38 weeks of funding per year (See attached calendar)

No charges can be made for the BASIC ENTITLEMENT and all children have a right to be able to access their Early Years Education at a registered EYEF provider. As per paragraph 6.1 parents cannot be charged directly or indirectly. Therefore providers should make their charges clear for any wrap-around childcare or additional services that are accessed. However, parents cannot be expected to access additional chargeable services as a condition of being offered an EYEF space.

If there are any reports of parents being refused EYEF sessions or are pressurised into accessing additional services, Providers will be investigated and if necessary, de-registered.

Parents can be charged for additional services that exceed the BASIC ENTITLEMENT if they are required such as:

- breakfast and lunch clubs
- any wrap-around childcare (sessions exceeding 2.5 hours)
- any childcare offered during school holidays (sessions exceeding the funded weeks)
- snacks supplied by the provider
- additional services provided

Any additional services should be charged for clearly over and above the child's entitlement and is a private arrangement/agreement between provider and parent.

You cannot charge parents retainers for holiday periods or a fee for not completing a parent rota duty, if they purely access EYEF sessions.

4. Types of Provision

The Early Years Education entitlement for eligible 3 and 4 year olds can be accessed at the following types of provision:

- Voluntary/Committee run Pre-Schools and Playgroups
- Private Providers/Day Nurseries offering sessional or full-day care
- Independent Sector
- Montessori Schools
- Accredited Childminders that belong to an approved network
- Governor managed settings

The above providers have to operate within the conditions set for EYEF but are responsible for their own management. The funding for providers is claimed via the EYEF Team. Parents have to claim the number of sessions required with the provider at Headcount Week each term and claims are paid direct to the setting.

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The Early Years Education entitlement can also be accessed at the following Devon County Council maintained provision, (including Voluntary Aided and Voluntary Controlled Church Schools):

- Nursery Schools
- Maintained Nursery Classes and Units
- Foundation Stage Units

The funding of 3 & 4 year olds in these settings is managed by the Schools Finance Team with funds being paid directly into the schools budget.

Parents will not sign or declare the sessions attended as they would for EYEF but the school will submit a claim for all children in attendance at Headcount Week **OR** who have been enrolled.

A list of Maintained Nurseries is attached (page 7).

Transition or settling-in sessions in schools will not affect a child's entitlement to 5 funded Early Years Education sessions in the PVI sector. Please claim as per child's attendance at Headcount week. Excessive attendance by a pre-school aged child at a school (without a nursery) will be investigated by the County Council's admissions team.

Parents who choose to defer entry to school until their child reaches statutory school age will continue to be funded at an EYEF provider. For further details regarding admissions, please go to:

http://www.devon.gov.uk/index/learning/schools/admissions_transfers/admissions-primary.htm

Nursery Classes, Foundation Stage Units and Schools in Devon

EXETER

Chestnut Avenue Centre
Clyst Heath Nursery and Community Primary School
Countess Weir Combined School
Exwick Heights Primary School
Ladysmith Infant School and Nursery Unit (Community)
Montgomery Primary School (Community)
St Nicholas Catholic Primary School (VA)
St Sidwell's Church of England Primary School & Nursery Unit (VA)
Stoke Hill Infants School (Community)
The Topsham School Foundation Stage Unit
Walter Daw Primary School and Nursery Unit (Community)
Westexe Children's Centre
Whipton Barton Infant School and Nursery Unit (Community)
Willowbrook Primary School and Nursery Unit (Community)

Sept 07

EAST DEVON

Brixington Community Primary School, Exmouth
Honiton Primary and Nursery Unit (Community)
Littleton Primary and Nursery Unit (Community), Honiton
Littleham Church of England Primary & Nursery Unit (VC), Exmouth
Marpool Primary and Nursery Unit (Community), Exmouth
St Peters Church of England Primary School (VA), Budleigh Salterton

MID DEVON

Bampton Primary, Near Tiverton
Heathcoat Primary and Nursery Unit (Community), Tiverton
Tidcombe School and Nursery Unit (Community), Tiverton
Two Moors Primary School & Nursery Unit (Community), Tiverton
Wilcombe Primary & Nursery Unit (Community), Tiverton

Sept 07

WEST DEVON

Okehampton Primary and Primary Unit (Community)
Tavistock Community Primary and Nursery Unit

SOUTH DEVON

Bradley Barton Primary & Nursery Unit (Community), Newton Abbot
Dartington Church of England Primary School & Nursery Unit (VC)
Dartmouth Primary School and Nursery (Community)
Decoy Primary and Nursery Unit (Community), Newton Abbot
Highweek Community Primary and Nursery Unit, Newton Abbot
Inverteign Community Nursery & Primary School, Teignmouth
Milber Community Infants School and Nursery Unit, Newton Abbot
Our Lady & St Patrick's, Teignmouth
St Catherine's C of E Primary School (VA), Heathfield
St Michael's C of E Primary School (VC), Kingsteignton
Wolborough (VA), Newton Abbot

NORTH DEVON

Appledore Community Primary and Nursery Unit
Ashleigh C of E (VC) Primary School, Barnstaple
Beaford Community Primary
Bluecoat Church of England Infants and Nursery Unit (VC), Torrington
East-the-water Community Primary and Nursery Unit, Bideford
Forches Cross Community Primary and Nursery School, Barnstaple
Holsworthy Church of England Primary and Nursery Unit (VC)
Fremington Community Primary and Nursery School
Horwood and Newton Tracey Community School and Nursery Unit
Ilfracombe Infants and Nursery School (Community)
Langtree Community School
Newport, Barnstaple
Orchard Vale Community School and Nursery Unit, Barnstaple
Pynes Infants and Nursery Unit (Community), Bideford
St George's Church of England Infants and Nursery (VA), Northam
West and East Putford School and Nursery Unit (Community)
Yeo Valley Primary (Community), Barnstaple

NEW Sept 07 – Split Funding between Maintained and PVI Settings

We are pleased to advise that from September 2007, Autumn Term, any child who wishes to attend fewer than the full entitlement at a LA maintained nursery may now use the balance of funded sessions at a PVI setting.

We hope this will enable parents to use a range of integrated educational childcare provision whilst balancing other work/life commitments.

Parents should still declare on the Headcount Claim the Nursery they attend and the number of sessions. If the claim exceeds 5 the LA nursery attendance is priority and the PVI sessions will need to be reduced. Any additional sessions attended at the PVI setting can be charged for.

5. Registering a Child

Devon County Council requires a Children's Information Form (CIF) to be completed for all children who attend your setting in order to process Early Years Education Funding.

The CIF must be completed by the parent/carer and we recommend that this is done when the child joins your setting as part of your admissions process. We acknowledge that some parents may be reluctant to complete these forms for young babies and therefore ask that for these children, they are completed before the children are 3 years old.

The CIF is in triplicate, the top copy to EYEF Team, middle copy for provider and bottom copy for parent. Please ensure that parents retain the bottom copy as it includes important information on the back regarding their responsibility for ensuring that their child attends sessions claimed.

When the parent/guardian returns the CIF they need to produce a copy of Birth Certificate or alternative Date of Birth evidence. The original document also needs to be seen so that you can sign to confirm you have had sight of it. **Please do not send original Birth Certificates or other Date of Birth Evidence – only copies.**

Please return completed CIF's to the EYEF Team with date of birth evidence on a regular basis. When received, the details will be input into the system and when children become eligible for EYEF they will automatically appear on your Headcount Claim.

You do not need to keep copies of Date of Birth evidence but please retain your CIF copies for a period of 3 years following the current year. This is in line with Registers for which you have to retain for the same period.

The CIF will need to be completed once at each provider to collect the child's personal details. It will only be completed again if any of the child's personal details change such as moves house or changes name.

When you need additional CIF's, please order them through the Helpdesk.

6. Claiming at Headcount for complete weeks

Providers must submit a Headcount Claim for each Term that they are registered for EYEF. The pre-printed Headcount Claim Form is sent to providers at the beginning of each term, listing the names of children who are eligible for EYEF based on the Children's Information Forms (CIF) previously submitted.

Providers must confirm the number of complete weeks that they will be open for the term which should agree to what is declared on the Annual Registration Form. Funding will be calculated using the total weeks per term figure.

For providers open for part weeks during a term, please see Guidance on page 13.

Claims for EYEF must be based on the sessions attended by the child during Headcount Week including authorised absences (See Audit).

Each parent will need to sign the Headcount Claim to confirm the number of sessions required per week for your setting. They will also declare if their child is attending another provider and for how many sessions per week. They should also declare any sessions being used at a school or with a provider in neighbouring counties. Please ensure their claims do not exceed 5 sessions per week - maximum entitlement.

The Headcount Weeks for 2007/2008 are as follows and are marked on the calendar:

Summer Term	Week commencing 14 th May 2007
Autumn Term	Week commencing 17 th September 2007
Spring Term	Week commencing 14 th January 2008

Providers must be open during Headcount week. Any closures during Headcount week must be reported to the EYEF Helpdesk to see if an alternative arrangement can be made.

Payments will be made for the following amounts from April 2007 depending on number of sessions per week and length of term based on £8.50 per session:

Sessions per week/Value	11 Week Term	12 Week Term	13 Week Term	14 week Term
1	£93.50	£102.00	£110.50	£119.00
2	£187.00	£204.00	£221.00	£238.00
3	£280.50	£306.00	£331.50	£357.00
4	£374.00	£408.00	£442.00	£476.00
5	£467.50	£510.00	£552.50	£595.00

In **some** cases DCC may offset EYEF payments against debts owing to DCC regarding underpaid postage, audit and audit verification.

Headcount Checklist

Check before Headcount Week

- 1) Please check that all the children you are expecting to claim EYEF this term are on the Headcount Claim.
- 2) If there are any children that have joined recently, add them to the bottom of the list and ensure that the CIF and copy of Birth Certificate or other date of birth evidence is returned with the completed Headcount Claims Form.
- 3) If the CIF and copy of Birth Certificate has already been sent, please enclose a note explaining this. We have to run the Headcount Form in advance to arrange the mail shot and it is possible they have passed in the post.
- 4) For children who are no longer at your setting, please complete LEFT in the 'Signature Column'. Note: Children who have been registered with you in the past will not be removed from the list until they become ineligible to funding when they reach statutory school age or they have not claimed in the previous term.
- 5) If you do not see the parent/carer, please send the Supplementary Form home for the parent/carer to sign and return. These must be attached to the Headcount Form to be returned together.
- 6) Enter the start and end dates at the top of the form for each half term. This period must be equal to the number of weeks/days declared on your Annual Registration. Any change in term dates must be put in writing as this will effect your payment calculation.
- 7) Any additional days will be claimed on the Part Week Claim after Half Term.

Remember – A part week at the beginning and end of term of 2 and 3 days will count as a complete week.

Example - If your term starts on a Wednesday you will calculate the number of complete weeks to the last Tuesday of term. Any additional days open after the Tuesday will be claimed on the Part Week Claim that will be sent after half-term.

Headcount Week

- 1) Ask all parents to complete all columns based on attendance this week.
- 2) Make sure that they enter either 1,2,3,4 or 5 in the number of sessions per week column.
- 3) If the child is attending another setting they must indicate this in the correct column and state how many sessions they are claiming at the other setting. **Children may only access 5 sessions in total between all providers.**
- 4) If the parent is not happy disclosing information on this form, please provide a 'Supplementary Form' for the parent to complete.
- 5) Add on any new children that join you this week.

Please note that:

- 1) If a parent signature or supplementary form has not been completed the funding for that child will not be processed.
- 2) If the CIF or Date of Birth evidence is not received by the EYEF Team for any new child, the funding for that child will not be processed.

On the reverse of the headcount form there is a check list. Make sure that the EYEF contact details are correct, if not please enter the correct details, name, address and contact telephone number.

Indicate how many CIFs and DOB evidence you are including.

Indicate how many supplementary forms you are including.

Indicate how many sessions are being claimed for the term. To do this you need to multiply the total number of sessions per week by the number of complete weeks this term.

Remember at this point you must only calculate by the number of full weeks (blocks of 5 days) per term as this is how the balancing (2nd) payment will be calculated.

There will be an opportunity later in the term to claim for any part weeks on the new Part-Week claim form. You will receive this claim form with the mail shot that arrives after half term informing you of your 2nd payment.

To estimate expected income, multiply total sessions for the term by £8.50. The balancing payment you receive will be less your 1st half term payment.

Returning claim forms to EYEF Team

The return date for headcount claims is always the Friday after headcount week. This is indicated clearly in the letter you receive with your headcount form.

Attach all relevant forms, e.g. headcount form, supplementary forms, CIFs and DOB evidence. Do not send forms in individually.

If you are unable to meet the deadline you must let the Helpdesk know.

Make sure that when posting the claim the correct postage is applied as failure to do so could result in the forms not being delivered within the time limit, causing a delay or even non payment.

Remember – We have over 400 providers in Devon who claim EYEF which for some, accounts for the majority of their income. We are clear on when payments will be made and will not risk delays due to late paperwork being received from a few providers.

7. Claiming for part weeks at end of term

If you are offering complete weeks each term to a total of 38 weeks this will not apply.

If you are a provider who is open in line with a local school you may be offering part-weeks to achieve your 38 weeks of opening. The headcount claim will be paid based on your complete weeks but another claim will have to be completed for the part week you are open.

The Part Week claim will be printed and sent out to you after half-term with your 2nd half term payment. It will list all the children that have claimed EYEF for the current term. The provider will complete what days are open as additional part weeks and declare how many sessions each child will be attending in that period.

The claim must be based on what the child claimed at Headcount and has been attending on a regular basis.

E.g. Child attends Monday and Friday at Headcount week which is claimed and paid. Child does an additional session on a Wednesday which cannot be claimed or charged for. If the part week at end of term is Monday to Wednesday, the provider can only claim for 1 session for the Monday.

Any NEW child attending during the Part Week will be claimed on the New Joiner form. See Guidance for Claiming after Headcount page 15.

The Part Week Claim should be returned with the Self-Audit and payment will be generated with the Forecast payment in the following term.

A copy of the Part Week Claim form is in the appendix at the end of the book.

8. Conflicts / Over claiming / Cross Border Checks

A conflict occurs when a parent is claiming more than the maximum of 5 sessions in a week. As Headcount Claims are input, the computer system generates a warning that a child has over claimed with another EYEF provider. These conflicts are dealt with in a number of ways. We:

- View both Headcount Claims to check that input of sessions is correct
- Try to contact the parent to establish which claim is accurate
- Contact the provider and advise of conflict
- Contact provider to confirm adjustment

DCC operate checks on the administration systems and databases it uses to ensure no child is funded with EYEF and at an LA provider for more than the maximum number of sessions.

The DCC EYEF Team, work closely with bordering LA's to ensure that children sharing sessions with 2 providers in different counties do not over-claim. If an over-claim is identified both providers are reduced until the parent confirms where they want funding to be claimed.

At all times, we endeavour to contact providers and advise them of any adjustments made to their funding. However, due to the volume of claims being processed, the number of conflicts that arise and problems sometimes in making contact with the setting, notification of a reduced claim due to a conflict may not be issued until the 2nd half payment has been made. This will be seen on the Self Audit Verification where children are listed for the number of sessions that have been processed and paid.

DCC has consulted and agreed with neighbouring LAs that each will fund EYEF Providers within their authority for eligible pupils. This means that a Devon child attending provision in Dorset will be funded by Dorset County Council and visa versa. Due to different LAs attaching differing amounts on the value of the EYEF all LAs have agreed not to transfer EYEF between authorities.

9. Claiming after Headcount

This is new additional funding available for all providers.

During the Spring Term, a questionnaire was sent to providers regarding a number of funding issues. From those returned it became evident that the majority of providers felt they were penalised by having to take children free of charge after Headcount Week and that although they could retain funding for those that left, they would normally have more children joining rather than leaving.

It has therefore been agreed that funding will be available for New Joiners but refunds will have to be paid back for leavers.

From the Summer Term 2006, Devon County Council has funded children that join a provider after the headcount if:

- The child has not claimed elsewhere in the County
- The child has moved into Devon from another County/Country
- The child has joined by the end of the week following half-term.

However, we will not fund:

- Children who have been registered at a Devon LA maintained school setting
- Children who join after the first week following half term
- Children who have claimed EYEF at another provider (See transfers of funding)

A "New Joiner Form" will be sent on coloured paper with your Headcount Claim at the beginning of every term.

Children who are new at Headcount week are added to the Headcount Claim and are processed in the normal way. Children who join after Headcount Week are claimed on the New Joiner Claim if they qualify as above. These children will still have to meet the date of birth eligibility criteria as stated on page 5.

Please note that currently we cannot fund children who want to increase their sessions claimed at either the existing provider or at a different provider. Furthermore, we cannot fund a child who is claiming at another setting but starts at a second provider.

If a child claims 2 sessions at the first provider and then transfers to another provider but wants 3 sessions, the 2 sessions will be transferred in the normal way but the 3rd session will have to be given free of charge and cannot be claimed.

No child entitled to EYEF by date of birth eligibility can be refused if you have a space available within your current staffing levels.

It is not a condition of funding that you keep empty spaces.

New Joiner Checksheet

Additional funding can be claimed for any new children that join after Headcount week and by the first week following half-term. If a child joins you in the first week following half-term, their sessions claimed must be based on their sessions attended in this first week of attendance.

- 1) For new children that join, please ask the parent to complete the New Joiner Claim. (As with all children the CIF will also need to be completed and copy of the date of birth evidence required).
- 2) Please check that the data entered is correct and complete.
- 3) The provider must then confirm the total number of weeks in column (b) that the child will be attending NOT including any half-term weeks that are not funded. The provider will calculate the number of sessions claimed in Column (C) by multiplying Columns (a) and (b) together. In column (d) confirm any sessions attended in a part week. This could be a part week when the child joined or a part week at the end of term. If the two part weeks together make a complete week include that week in column (b).

This form should be completed, signed and returned to the EYEF Team by the second Friday after half-term with all relevant CIF's etc.

Payments for New Joiners will be made with the Forecast payment at the beginning of the following term.

A copy of the New Joiners Form and New Joiners Claim Forms are in the appendix at the end of the book

10. Transfer of Funding – Children Joining/Leaving

Joining a Provider

If an eligible child joins your setting after the Headcount Week that child is still entitled to FREE Education sessions. The Parent CANNOT be charged for the child's Basic Entitlement.

If the child moves from a Private, Voluntary, or Independent setting or Accredited Childminder where they made a claim for EYEF at the Headcount Week, the balance of EYEF sessions that have not been used can be transferred.

There are some instances when funding cannot be transferred as follows:

- If a child moves into Devon from another County
- If a child moves from an LA Maintained Provider

Leaving a Provider

If an eligible child leaves your setting after the Headcount Week the funding for the full-term as declared will still be paid and as a provider you should not amend this claim. If the child moves to another Private, Voluntary or Independent provider the funding must be transferred.

There are some instances where the funding will not be transferred but will be refunded to Devon County Council as follows:

- If the child leaves Devon
- If the child moves to an LA Maintained Provider
- If the child does not attend any other provision

If funding is paid for a child that leaves, and is not to be transferred to another EYEF provider in Devon the remaining funding must be refunded to Devon County Council (depending on leaving date). This will need to be declared on the Self Audit form. Please refer to page 37 regarding leavers.

How to Transfer

If you are a provider who has a child join you, find out from the parent:

- If they have claimed EYEF
- Where they have claimed EYEF
- For how many sessions
- For how many weeks

We suggest that the new provider contacts original provider to check:

- the above information
- establish when their term started
- how many sessions were claimed
- how many sessions were attended per week
- and for how many weeks

Using the following table you can calculate the funding which should be transferred by multiplying the number of weeks remaining for the term x the number of sessions per week x £8.50. The new provider should then invoice the original provider so that a payment can be made.

Funding cannot be delayed by the first provider to cover any notice period that the parent has agreed to. Funding cannot be used to cover any fees that have not been paid by the parent. Funding must follow the child immediately.

Transfer communications must start within the current term so that providers can make the correct declarations and refunds on the Self Audit. Transfers ideally should be completed within the term also, although it is acknowledged that as some providers are managed by voluntary committees that this may not be possible. However, it must be complete by the half-term of the following term.

It may also be necessary to transfer funding to a previous provider if the child has attended sessions elsewhere before Headcount Week.

Table for Transferring Funding

No. weeks remaining	No. sessions per week				
	1	2	3	4	5
1	£8.50	£17.00	£25.50	£34.00	£42.50
2	£17.00	£34.00	£51.00	£68.00	£85.00
3	£25.50	£51.00	£76.50	£102.00	£127.50
4	£34.00	£68.00	£102.00	£136.00	£170.00
5	£42.50	£85.00	£127.50	£170.00	£212.50
6	£51.00	£102.00	£153.00	£204.00	£255.00
7	£59.50	£119.00	£178.50	£238.00	£297.50
8	£68.00	£136.00	£204.00	£272.00	£340.00
9	£76.50	£153.00	£229.50	£306.00	£382.50
10	£85.00	£170.00	£255.00	£340.00	£425.00
11	£93.50	£187.00	£280.50	£374.00	£467.50
12	£102.00	£204.00	£306.00	£408.00	£510.00
13	£110.50	£221.00	£331.50	£442.00	£552.50
14	£119.00	£238.00	£357.00	£476.00	£595.00

Transferring between 11 week and 14 week providers

If a child claims at an 11 week provider and moves within the term to a 14 week provider, the balance of funding will be transferred as normal. However, any additional weeks that are available as a result of that new provider being open longer must be provided free of charge as the child is entitled to that extra period.

If a child claims at a 14 week provider and moves to an 11 week provider, the number of weeks required by the 11 week provider will be transferred and the 14 week provider will retain any excess funding.

We hope that 14 week providers are not penalised with this system and that over the year it will be seen to “even out”. We expect that this will be a short-term requirement, as those who do not currently open for over 33 weeks begin to extend opening in order that parents/children can access their full entitlement.

11. Provider Charges

As a registered provider of Early Years Education Funding you must have a clear "Charging Policy" available for parents when their children join your setting. It should clearly state the dates for when EYEF sessions are offered (term time only) and the times of the sessions (currently between 9am and 4pm but this will be reviewed in line with flexibility). It should clearly set charges for any additional services, and inform parents how frequently they will be charged and when they will be expected to pay. Any invoices should clearly state the period being charged.

The Early Years Education is available for all 3 & 4 year olds (as per the dates of eligibility on page 7) and no parent should be financially penalised when accessing EYEF. Therefore, no parent should be charged in advance for EYEF. However, we acknowledge that full-time providers may arrange that funding is deducted over a longer period so that parents are not paying less during term time and more during holiday period. This is acceptable if in agreement with parents but providers will have to make the necessary amendments to invoices for any parent who is not happy with this arrangement. At all times, the full value of funding must be deducted during that term.

If you make charges for any notice period that the child has not attended these will be payable by the parent. You cannot retain EYEF to reduce fees that are unpaid.

12. Early Years Education Funding Payments

The value of a single EYEF session, as from Summer Term 2007 is **£8.50**.

Funding will be paid for the number of sessions claimed at Headcount Week (maximum of 5) multiplied by the number of weeks per term as declared by the provider on the Annual Registration (total of 38 weeks maximum over the financial year).

Therefore the maximum amount of funding available for each child per year is:

$$5 \times 38 \times \text{£}8.50 = \text{£}1615.00$$

Providers will receive Early Years Education Funding in 2 instalments:

First Payment

Each Term the EYEF Team will generate a First Half Term payment which will be calculated at 50% of the total funding paid to the provider in the previous term. This payment will be processed during the first week of the term by BACS and should be in provider's bank accounts by the end of the second week of term. On some occasions if headcount week and therefore processing of claims is later an initial payment of 70% will be paid.

If numbers are changing significantly, please advise the EYEF Team when returning your self audit at the end of the previous term. We are able to increase or decrease providers First Payment if appropriate. Advise us in writing how many children will be attending and for how many sessions and we will calculate a 50% payment based on your forecast information.

A First Payment will not be made if you have not returned you're Self-Audit for the previous term or your Annual Registration Form.

Headcount Payment

Your Headcount Payment will be generated in the first week after the Half Term and should therefore be in your bank account by the end of the second week. The Headcount payment is calculated from the Headcount Claim Form submitted, less the First Payment made at the beginning of Term.

A Headcount Payment will not be generated if the Headcount Claim is not received by the set deadline, unless you advise the Helpdesk of a delay.

DCC may offset EYEF payments against debts owing to DCC in respect of underpaid postage, audit and audit verification.

Early Years Education Funding is currently for EDUCATION and therefore can only be offered during academic school terms. The EYEF Team supply a calendar each year for you to plan your term dates.

Providers who open or close throughout the term will receive a pro-rata payment. Providers who are newly opened should be so at Headcount Week.

13. Audits of EYEF

Self Audit Verification

In 2003/2004 a number of audits of EYEF providers were completed by DCC Auditors. Following these a number of providers had to refund significant amounts of funding, due to their not handling EYEF correctly. For some, where funds due to be repaid were not readily available, this caused financial difficulties.

The main area of concern was that a child or number of children had over-claimed the sessions required, compared to their regular attendance. For some providers this had happened over several terms and was not just a one-off. The other area of concern related to sporadic attendance.

Due to these findings a Termly Self Audit was introduced so that providers can check that regular attendance is achieved each term.

Providers should check that parents claim for the number of sessions that are attended during Headcount week. Parents should also be made more aware of their responsibilities for ensuring their child's attendance. If at the end of Term, the Audit Attendance Criteria is not achieved funding has to be returned to Devon County Council. The provider can charge the parent the amount returned.

Throughout the term, providers should check their registers on a regular basis to ensure correct attendance is being achieved for all children claiming EYEF sessions.

We recommend that providers keep absence notes signed by parents as evidence of authorised absences (i.e. Sickness).

If there is sporadic attendance, providers should discuss this with the parent/guardian. It may be that the original choice of sessions is no longer suitable and that a change may achieve better attendance. Parents should also be reminded that poor attendance can result in charges being made if the correct level of attendance is not achieved.

Devon County Council Audits

The EYEF budget now exceeds £12 million and therefore represents a large budget that has to be audited internally and externally.

Each year Devon County Council complete a number of EYEF Audits with providers to ensure funding is claimed and administered correctly and in line with the National Code of Practice and Local Guidance.

The EYEF Team are also audited to check that accurate records are kept on file for processing of funding and payments.

The Audit section will contact you direct to arrange a mutually convenient time to visit. Confirmation of the Audit will be sent in writing with a list of the documents and records that will need to be inspected during the Audit visit. Please ensure that all paperwork is readily available on the Audit date as they will not be able to re-visit.

EARLY YEARS EDUCATION FUNDING - SELF AUDIT CHECKSHEET

Follow the steps below to help you through the Self Audit process:

- 1) Check that all children that you claimed for are on the Audit sheet.
- 2) Check that all children on the Audit were in attendance during Headcount week including 'Authorised Absences'. Headcount week will be confirmed on the Headcount Claim and letter sent at the beginning of each term.
 - i) If no, you will need to refund for those that did not attend.
 - ii) If yes proceed with the rest of the checks.
- 3) Check for any children that have left during the term and mark on the self audit verification as;
 - i) TFR – this will advise us that the child has moved to another provider during the term. (Funding not used at your setting should have been transferred to new Provider)
 - ii) LEFT – This will advise us that the child has either left the County, moved to a place within an LA setting or is no longer accessing Early Years funding. Please see (6) for further instructions.
- 4) Follow the guidance below to indicate if a child has achieved the correct attendance.

1 – 5 sessions per week for 11 weeks – 7 full weeks attendance required

1 – 5 sessions per week for 12 weeks – 8 full weeks attendance required

1 – 5 sessions per week for 13 weeks – 9 full weeks attendance required

1 – 5 sessions per week for 14 weeks – 10 full weeks attendance required.

If you were open for part weeks this needs to be rounded up (e.g. 11.3 wks – 8 wks attendance, 12.2 wks – 9 wks attendance)

Please indicate the number of weeks attendance required under the column headed Audit Target.

- 5) If a child has failed to attend for the required number of sessions claimed, the difference has to be declared and refunded to DCC. For example if a child has claimed 5 sessions per week for 11 wks but has only attended 4 of those sessions for 7 weeks then you will refund 1 x 11 sessions to DCC indicating – 1 in the Difference Column. Check each session individually to make sure the required number of weeks has been attended. Another example – if a child should have attended 3 sessions per week for 12 weeks but only attends 1 session for the required 8 weeks you will refund 2 x 12 sessions and indicate – 2 in the Difference Column.
- 6) If a child has left during the term and has not transferred to another private, voluntary or independent sector setting (PVI) within the County the remaining funding must be returned. Please indicate on the self-audit form by writing LEFT in the actual attendance column. In the difference column write the number of sessions not attended and then calculate them by the sessional rate of £8.50. Enter the total you are returning in the Cost column.
- 7) New Joiners – If a child has joined you after headcount they will be expected to attend all the sessions the parent/guardian has signed for with the exception of authorised absence or holiday. These children will not be pre-printed on the self-audit form so you will need to add them to the bottom of the list. You will need to indicate the number of sessions per week, the weeks they are due to attend in the term and their actual attendance. To indicate the difference, use the same formula as children attending the full term. For instance if the child has joined you for 5 sessions per week for 6 weeks and only achieves 4 sessions per week you will need to pay back 1 session x 6 weeks.

Please see chart on page 24 to guide you in completing the Self-Audit Form.

- 8) If the child has not attended the minimum weeks required for any of the sessions claimed, all funding will need to be refunded to DCC.
- 9) Return funding by cheque payable to Devon County Council with the Self Audit. If a child does not complete the audit target and you have to return the funding to Devon County Council you may charge the parent for those sessions.

You cannot refuse to take an EYEF eligible child if you have space and you cannot insist that they take additional services to secure a place. All eligible 3 & 4 year olds are entitled to a FREE Education of 5 2 ½ hour sessions for 38 weeks a financial year. If you are not offering 38 weeks you are obliged under the rules set in the Code of Practice to make it clear to parents that their child will not be able access their full entitlement.

Transfers

If a child transfers **to you from** another setting and has claimed a shorter term at the other provider you are obliged to take that child free of charge for the remaining weeks you are operating EYEF. The previous provider will transfer all remaining funding claimed for the child to your setting but you are obliged to take the child free of charge for the remainder of the term. If you have a child that transfers into your setting with Funding, add their name to the bottom of your self audit and insert TFR in the as a reference.

If you claim for a longer term and a child transfers to another setting that is offering a shorter term, you transfer the funding required by the new provider. You retain the balance of the funding and just mark the child as TFR.

Authorised Absences

- Sickness of child/parent/sibling (Absent notes from parents will be needed)
- Annual Leave (2 weeks max in any EYEF Financial Year – Apr-Mar)
- Bereavement
- Medical appointments
- Moving House
- Closure of setting due to unavoidable circumstances (e.g. burst pipes, severe weather conditions, health & safety)

If a child is attending regular appointments for health or development (e.g. Speech & Language), or is on school induction sessions for part of the term, where possible you should try to offer an alternative session (unless you are staffing the induction session) so that the child continues to receive their full entitlement of EYEF. If this is not possible it will be classed as Authorised absence. If however, it is known at the Headcount week that induction sessions or appointments will continue for the whole term, you should not claim for this session for the child.

Unauthorised Absences

- Parents Training
- Transport Problems
- Unexplained absence

If for any reason you have to close a session because of Bank Holidays, Polling days, School Baker Days, Staff Training etc. it will be classed as unauthorised and you must try to offer an alternative EYEF session elsewhere for those children if you have space.

Examples of Self Audit Verification

Self-Audit Verification – Declaration – (EXAMPLE) – 11 weeks

Pupil Name	Session per week	Weeks per term	Audit Target	Actual Attendance	Difference	Cost(£)
Irene Wright	5	11	7	5	0	0
James Overton	4	11	7	3	-1	93.50
Marie Stone	3	11	7	1	-2	187.00
Chris Blackler	2	11		LEFT	-10	85.00

Note: Funding is £8.50 per session

Example:

James Overton, only 3 sessions achieved the audit target of 7 weeks. Therefore 1 session x 11 weeks has to be reimbursed at the cost of £8.50 per session. Total to pay back is 93.50.

Marie Stone, only 1 session achieved the audit target of 7 weeks. Therefore 2 sessions x 11 weeks have to be reimbursed at the cost of £8.50 per session. Total to pay back is £187.00.

Chris Blackler, who is doing 2 sessions per week left at the end of the 6th week and did not transfer to another setting. The funding for the remaining 5 weeks needs to be returned. Therefore: 5 weeks x 2 sessions x £8.50 per session. Total to pay back is £85.00.

Self-Audit Verification – Declaration – (EXAMPLE) – 13 weeks

Pupil Name	Session per week	Weeks per term	Audit Target	Actual Attendance	Difference	Cost(£)
Irene Wright	5	13	9	2	-3	331.50
Marie Stone	2	13	9	1	-1	110.50
Marion Born	3	7	New joiner	1	-2	119.00
Chris Blackler	1	6	New joiner	0	-1	51.00

Example:

Irene Wright, only 2 sessions achieved the audit target of 9 weeks. Therefore 3 sessions x 13 weeks has to be reimbursed at the cost of £8.50 per session. Total to pay back is £331.50.

Marie Stone, only 1 session achieved the audit target of 9 weeks. Therefore 1 session x 13 weeks has to be reimbursed at the cost of £8.50 per session. Total to pay back is £110.50.

Marion Born, a new joiner who is accessing 3 sessions per week for 7 weeks. She attended only 1 session per week for the 7 weeks. Therefore 2 sessions x 7 (remember she is a late joiner so was funded for 7 weeks) x £8.50. Total to pay back is £119.00.

Chris Blackler, a new joiner who is accessing 1 session per week for 6 weeks. He attended 1 session per week for only 5 weeks. Therefore 1 session x 6 (remember he joined late so was funded for 6 weeks) x £8.50. Total to pay back is £51.00.

14. Refunding EYEF for Leavers

This condition was introduced from April 2006 and applies to all providers so please read.

Further to the Self Audit Guidance, when any child leaves prior to the deadline of the first Friday after half-term, and who does not access sessions anywhere else in Devon, any remaining funding will need to be returned along with the self audit form.

A refund will need to be made for any children that leave:

- And do not transfer to another EYEF provider,
- And join a LA Maintained School Setting
- And do not attend any other provision
- By the end of the week after half-term

You will not refund EYEF for any children that leave after the first week following half-term. For these children you will retain the funding for the remainder of the term.

The way in which you declare any refund is explained in the Self Audit Checksheet on Pages 22.

15. Support Visits

Group settings

In August 2007 and this will continue to March 2010, Trio Childcare Connections started a contract with the Early Years and Childcare Service to provide support services to all EYEF group registered providers. Each year they will visit your setting.

Voluntary Sector

A minimum of two visits per year should be made to your setting. One of the visits per year should be made by appointment. This visit will take place while your setting is in session in order to work with the setting in relation to some of the Ofsted inspection requirements.

One of the visits per year should be made to the Voluntary Management Committee and a baseline 'financial health check' will be completed.

Private and independent sector

A minimum of two visits per year should be made to your setting. One of the visits per year should be made by appointment. This visit will take place while your setting is in session in order to work with the setting in relation to some of the Ofsted inspection requirements.

One of the visits per year should be made to the manager of the setting and the completion of a baseline 'financial health check' will be offered.

Accredited Network Childminders

In August 2007, and this will continue to March 2010, Trio Childcare Connections started a contract with the Early Years and Childcare Service to provide support services to EYEF accredited Network Childminders (level 3) in East, Mid and North Devon, Exeter and Torridge.

In addition Trio Childcare Connections will be providing a support service to all EYEF accredited Network Childminders (Level 3) who are in the South Hams, Teignbridge and West Devon. Childminders in this area are being supported by Barnardos under a contract to the Early Years and Childcare Service which also started in September 2007 and will continue to March 2010. However, Barnardos have appointed Trio to support their accredited Network Childminders (Level 3).

A Network Co-ordinator will provide advice on good record keeping in relation to attendance, finance and Early Years Education Funding.

16. Children with Special Educational Needs

If you have a child with Special Educational Needs you will claim for the number of sessions required for that child in the normal way.

In order to ensure maximum opportunities for Educational Inclusion, some alternative Early Years Action Plus Funding may be available (Previously known as Extended Funding). Currently, any enquiries should be made to your Pre-School Advisory Teacher (PSAT) or Area Senco.

However, from September you will need to contact your Early Years Locality Team. The Team Leaders for each area are below and will be able to assist/advise:

Sheena Wright
Becky Trafford
Jo Rosvall

Exeter & East
South & West
North & Mid

Other Inclusion Issues

Traveller Children – Will now claim as a joiner if they arrive after Headcount and a refund returned to DCC if they leave.

Asylum Seekers – Will again claim after Headcount as a joiner. Remember all children are entitled to EYEF.

Nursery Plus Children – A space must be kept if requested for these children and their absences marked as authorised.

Other Requirements

As per the Code of Practice all providers must have regard for Paragraphs 4.1-4.9.

17. Non-Compliance

Non Compliance with the Criteria and Conditions for Registration and Removal from Devon's Directory of Providers

1. In the event that the provider does not comply with any of the criteria and conditions for registration in the Directory, the Local Authority may decide to withhold further funding from the provider, and may seek to recover funding already paid to the provider either in whole, or in part. The provider will be informed of such decisions in writing. The provider will be asked to take steps to rectify the non compliance within a specified timescale. In the event that the provider fails to rectify the breach within the timescale, the Local Authority may remove the provider from the Directory, subject to the provider having an opportunity to make written representations to the Local Authority before the decision is made, and subject to the right to appeal against the decision. The provider will be informed of such decisions in writing.
2. In the case of what the Local Authority consider to be a serious breach of the criteria and conditions for registration on to the Directory, the Local Authority will withhold funding and may seek recovery of funding already paid to the provider either in whole, or in part. The Local Authority may remove the provider from the Directory, subject to the provider having an opportunity to make written representations to the Local Authority about the decision, and subject to the right to appeal. The provider will be informed of such decisions in writing.
3. In the event that the provider is removed from the Directory, the Local Authority will advise all parents that are claiming funding, in writing, of the removal.
4. The provider must inform the Registration and Support Administrator of the Early Years & Childcare Service, at the Local Authority, of matters that impact upon the provider's registration with OFSTED, as they arise. The provider must thereafter keep the aforementioned Manager informed about developments and changes in this regard.
5. The provider consents to the Local Authority and OFSTED discussing matters relating to the providers registration with OFSTED as necessary.
6. Should a provider not have a valid certificate of registration with OFSTED at any time and for whatever reason, the Local Authority will withhold further funds from the provider, and may seek to recover funds already paid to the provider either in whole, or in part. The Local Authority will remove the provider from the Directory, subject to the provider having an opportunity to make written representations to the Local Authority about the decision. The provider will be informed of such decisions in writing. The provider may apply to be returned to the Directory once in receipt of a valid certificate of registration from OFSTED, unless this is due to an inadequate 2.

7. If a provider has a problem of any kind with their OFSTED registration, the Local Authority may decide to withhold further funding from the provider, until such time as it receives formal notification from OFSTED that the matter has been resolved.
The Local Authority will require the provider to supply a copy of its OFSTED registration certificate in such instances.
8. If the provider does not implement any recommendations made by Devon County Council Early Years and Childcare Service within a stipulated timescale, the Local Authority will send the provider an “amber” warning letter. This letter will set out the recommendations for improvements yet to be implemented, and set a final timescale for implementation. Should the provider fail to act upon the amber letter, in full, within the timescale set, the Local Authority will send the provider a “red” letter that informs the provider of the Local Authority’s decision to remove the provider from the Directory, subject to the right to appeal.
- 8a. These procedures are separate to and not reliant upon OFSTED processes. They may take place at any point during OFSTED processes.
- 8b. If following assessment by the Early Years Advisers and Early Years and Childcare staff, or at any time subsequently, the Local Authority concludes that the provider is not able to deliver a satisfactory level of provision, the Local Authority may decide to remove the provider from the Directory, subject to the provider being given an opportunity to make written representations about this matter to the Local Authority before the final decision is made, and subject to the right of appeal. The provider will be notified of such a decision in writing.
9. In cases where educational provision is judged to be Inadequate by an OFSTED Inspector, the following applies:
 - 9a. **Inadequate 1**
Any provider given an Inadequate 1 outcome by OFSTED must inform the Registration and Support Administrator, Kingfisher House, Western Way, Exeter, EX1 2DE immediately. A referral will be made to the Early Years Advisers and the District Co-ordinators. They will visit the provider as necessary, and will assess the provision and make recommendations for improvement, if considered appropriate. The provider must implement any recommendations to ensure improvement within 3 months. Providers must co-operate fully with the Early Years Advisers and Early Years and Childcare Staff. If the inspection outcome relates to a childminder, it will be referred to DCMA.
 - 9b. **Inadequate 2**
Any provider given an Inadequate 2 outcome by OFSTED must inform the Registration and Support Administrator, Kingfisher House, Western Way, Exeter, EX1 2DE immediately. Providers receiving an Inadequate 2 will be removed from the directory and the funding will cease immediately. The Local Authority may also seek recovery of funding already paid to the provider either in whole, or in part. If the provider decides to appeal against their OFSTED inspection outcome, and the appeal is successful, the provider will be re-admitted to the directory.

The provider consents to the Local Authority and OFSTED sharing information about these matters as considered necessary.

10. If a provider is removed from the Directory because provision is inadequate they will not be permitted to apply to be registered again for a period of 12 months, from the date on which they were removed from the Directory.
After the 12 month period the provider may apply for inclusion on to Devon's Directory of Providers.
11. Fraudulent claims or inappropriate use of Nursery Education Funding will result in the Local Authority withholding further funding, and may result in the Local Authority seeking to recover funding already paid to the provider, either in whole, or in part. The Local Authority may also decide to remove the provider from the Directory, subject to the provider being given an opportunity to make written representations prior to the final decision being made, and subject to the right of appeal. The provider will be informed of Local Authority decisions in writing.
12. Fraudulent claims, inappropriate use or failure to comply with conditions set for any other funding awarded, e.g. sustainability, from the Local Authority, may result in the Local Authority withholding further funding in respect of Nursery Education, and may result in the Local Authority seeking to recover Nursery Education Funding already paid to the provider, in whole, or in part. The Local Authority may remove the provider from the Directory, subject to the provider being given an opportunity to make written representations to the Local Authority, prior to the final decision being made, and subject to the right of appeal. The provider will be informed of Local Authority decisions in writing.

18. Enquiries/Contacts/Appeals

EYEF Enquiries

EYEF Helpdesk
EYEF fax
Email

01392 385530
01392 385444
eyef@devon.gov.uk

EYEF Team

Chris Blackler – Clerical Assistant/EYEF Helpdesk – chris.blackler@devon.gov.uk
Irene Wright – Senior Administrator – irene.wright@devon.gov.uk
Marie Stone – EYEF Manager and Finance Officer – marie.stone@devon.gov.uk

Other useful contacts:

DISC discinfo@devon.gov.uk 0800 056 36 66
Workforce Development Helpline - Training courses and staff audits 01392 385398

Appeals

As per paragraphs 11.12-11.14, the EYEF Team have in place an Appeals Procedure for Providers and Parents. If this is required, please request the documentation from the Helpdesk.