

Online Provider Portal help guide

How to complete the Free Entitlement (FE) Provider Declaration signature form

About this guide

This is a step-by-step guide for how to complete the FE Provider Declaration signature form using the Online Provider Portal. The form will take approximately 15 minutes to complete.

Contents

About this guide	1
Before you start	1
Have these things ready.....	1
Things to know	1
If you require assistance signing in to the portal.....	1
How to find and open the form	2
Completing the form.....	3
Submitting your form to us.....	3
Changing a submitted form, or checking you've submitted a form	4

Before you start

This form is used to instruct us that your provision wishes to continue offering FE funded places in accordance with updated scheme terms and conditions. Before completing the form you must read and understand the latest West Sussex County Council [Free Entitlement \(FE\) for 2, 3 and 4 year olds Provider Declaration](#).

Have these things ready

- Your normal opening hours, and the hours when FE is available if different
- Whether you claim [standard, self-stretched, or stretched funding](#) at Actuals
- The number of weeks that your provision is open per year
- The number of weeks that your provision provides funded places per year

Things to know

- You cannot save your progress to continue at a later time
- The form is only visible in your portal account when declarations are open
- Do not complete this form if you are not yet signed up to provide funded places, [contact us](#) instead

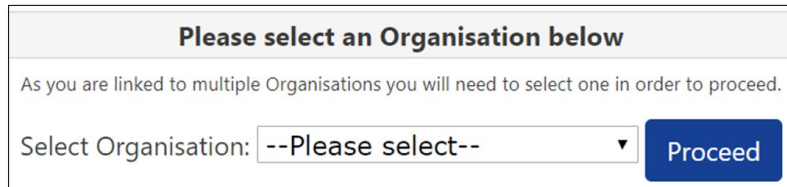
If you require assistance signing in to the portal

- Find help [online](#)

How to find and open the form

1. [Sign in](#) to the portal

If your account has access to more than one provider, choose the appropriate one from the list at the top of the screen (either day nursery, pre-school or childminder) then press the **Proceed** button

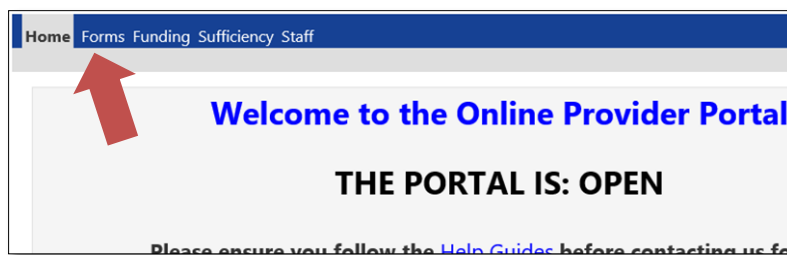


Please select an Organisation below

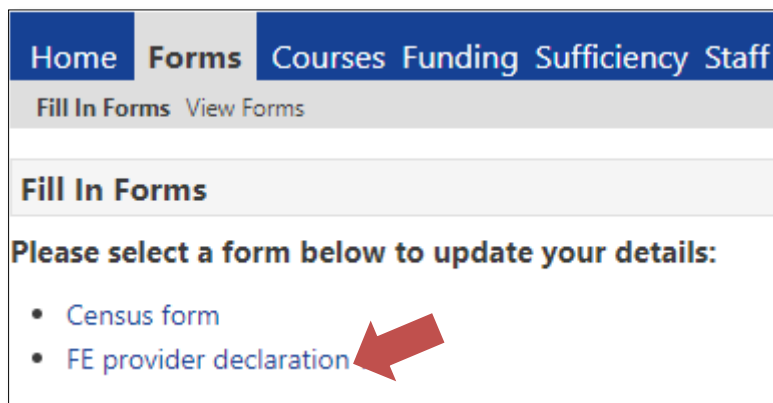
As you are linked to multiple Organisations you will need to select one in order to proceed.

Select Organisation: **Proceed**

2. Choose **Forms** in the top menu



3. Choose **FE provider declaration**



Completing the form

- The form opens in a separate window and consists of several pages.
 - Read the form in full, following the instructions within to answer the questions correctly
 - Some answers will be pre-populated with data from your last form, check it carefully
 - All pages must be completed in full
 - Move between pages using the **Next Page** or **Previous Page** buttons (arrowed)

Declaration

As a setting we confirm we offer: (tick all that apply)

2 year old FE

3 and 4 year old FE (Universal)

Extended FE (30 hours)

By completing my full name and position below, I confirm I have read, agree to and comply with the conditions set out in the FE Provider Declaration document 1 April 2021 - 31 March 2022.

We cannot authorise any form without this electronic signature.

Full Name Position

Please complete the Flexibility Form on the next page

Failure to return this form by the due date will stop your headcount payment

Previous Page Next Page Select page: Title >>

Submit Form

Submitting your form to us

- When you have completed the form press the **Submit Form** button

Number of weeks FE is available 38.0

Number of weeks setting is open 51.0

Previous Page Select page: Title >>

Submit Form

- Agree to the prompt

familyinfoservice.westsussex.gov.uk says

Are you sure you want to submit this form? Clicking OK will close this message and submit the form to the LA. Clicking Cancel will close this message and leave the form open.

OK Cancel

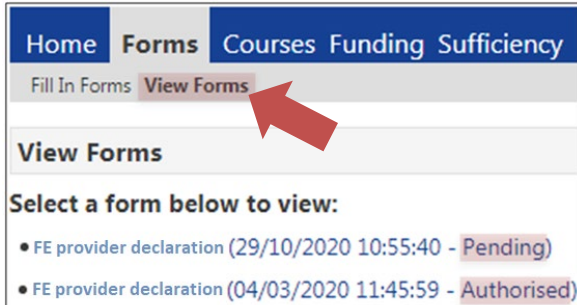
- A green banner confirms that your form has been submitted

You have successfully submitted the form.

Changing a submitted form, or checking you've submitted a form

You can check if you've submitted a form, and edit it if we've not yet authorised it

Go to **View Forms** in the **Forms** sub menu and look for your last submitted FE declaration form, noting the date that the forms were submitted



If the form shows as:

- **Pending** - we've yet to process your form, you can edit it by clicking it but remember to submit it otherwise we won't see your changes
- **Authorised** - we've accepted the form, you cannot edit it – submit a new form instead
- **Rejected** - we've rejected the form, you cannot edit it – submit a new form instead

If no form shows, we don't have it – submit a new form

END