

All PVI Providers

Management Information

3rd Floor Invicta House,
Maidstone, Kent
ME14 1XX

Fax: (01622) 694449

Email: EYFE@kent.gov.uk

Ask for:

Direct Dial:

Our ref: EYHC/Adjustment/Term3&4 2012

Date: 31 January 2012

Dear Colleague

Adjustment Claims - Free Entitlement Period 04/01/12 – 30/03/12 (Spring)

Please find enclosed the following documents which will enable you to claim an Adjustment Payment for Term 3 (Spring 2012) for the Early Years Free Entitlement. Please note that the forms can be photocopied prior to completion if you have multiple adjustments.

- √ Adjustment Claim form for Joiners
- √ Adjustment Claim form for children who wish to Increase/Decrease hours

Children can transfer their free entitlement from one setting to another or increase/decrease their weekly free hours from the start of Term 4, week commencing 20 February 2012. Please remember when completing any adjustment form that a child's free entitlement cannot exceed 15 hours per week, collectively, between a maximum of 2 settings that the child attends. The amount of free entitlement claimed for a child cannot be changed again, after the week commencing 20 February 2012, until the start of the Term 5, 16 April 2012. Likewise any child transferring settings after the week commencing 20 February 2012 will not be able to transfer their free entitlement to the new setting until the start of Term 5 in April.

Children who have left your setting

Where a child has left your setting before the start of Term 4, 20 February 2012, you must complete a Decrease form showing the child's new hours as zero. As the child has left we do not expect you to obtain a parent/carer's signature for these forms but would ask that you mark the form "child has left" in the signature space.

Deadline dates for Returning Forms to Management Information

Adjustment forms must be returned to Management Information at the above address, prior to 5pm on Tuesday 28 February 2012. Any claims received after this date will not be accepted, even if they are valid.

The only exception to this deadline is for children wishing to join your setting who have not previously claimed any free entitlement either in Kent or with any other Local Authority. These children can access their free entitlement from when they start at your setting (payments can only be made in complete weeks). Joiner's forms for these children can be sent to us at any time during Terms 3&4 (Spring 2012).

Payment Date

Adjustments made to a child's claim during Terms 3&4 (Spring 2012) will be paid on or before 30 March 2012.

Copies of the adjustment forms can also be downloaded from the Kent Trust Website,

<http://www.kenttrustweb.org.uk/Finance-Assessment/earlyyears.cfm>

Should you download copies please ensure that your setting name and URN are entered on the forms.

If you require any further clarification please do not hesitate to contact your Management Information representative who will be happy to help.

Yours sincerely

A handwritten signature in cursive script that reads "Emma Swan".

Emma Swan

Management Information