

## 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

Home

Don't have an account? Please [register](#)

Email Address

Password

[Login](#)

[Forgotten your password?](#)

### Security Details

Complete the Security Details

Security Details | About you | Contact Details

Email Address \*

Confirm Email \*

Password \*

Confirm Password \*

Secret Question \*

Secret Answer \*

Answer to your question in case you forget your password

[Next](#)

Please enter a new password

- It must be a minimum of 10 characters but not more than 128 characters long
- It must contain a minimum of 2 numbers
- It must contain a minimum of 1 lower case character
- It must contain a minimum of 1 upper case character
- It must contain minimum 1 special characters
- It must not be same as the username
- It must not be same as the previous 10 passwords
- It must not numerically increment from previous password

## About you

Security Details | **About you** | Contact Details

Title \*

Forename \*

Surname \*

Gender \*

## Contact Details

Enter your Postcode and press

When you find your address click

Security Details | About you | **Contact Details**

To find your home address please enter your postcode and then click Find Address. If you do not know your postcode, look it up [here](#). If your address is not listed, press the 'Enter Address Manually' and type the correct address in the boxes provided

Postcode \*

25, Milton Road, Clapham, Bedford, MK41 6AS

44, Milton Road, Clapham, Bedford, MK41 6AS

**66, Milton Road, Clapham, Bedford, MK41 6AS**

85, Milton Road, Clapham, Bedford, MK41 6AS

101, Milton Road, Clapham, Bedford, MK41 6AS

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

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

House Number

House Name

Building Name

Street Name

District / Village

Town

County

Postcode \*

Country

Please supply a telephone number where you can be contacted during

Home Phone

Mobile Number

Work Phone

Please enter your home phone 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

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](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.

 **Home**

Press the Home button

Don't have an account? Please [register](#)

Email Address



Password



**Login**

[Forgotten your password?](#)

**Login**

Enter your Email address and Password and click

## SECTION 2 – Home Page

The screenshot shows the Citizen Portal home page. At the top left is the Oxfordshire County Council logo. A callout box labeled "Return to Home" points to a home icon. At the top right, the text "Citizen Portal" is displayed, with a callout box labeled "Change your details" pointing to a user profile icon. Below this are links for "My Account" and "Sign Out", with a callout box labeled "Log out" pointing to the "Sign Out" link. The main content area features a large heading: "Welcome to Oxfordshire County Council's Citizen Portal". Below the heading, there are three paragraphs of text: "Use this site to check whether you are eligible for free early education for your two-year-old.", "If you would like to talk to someone before you complete an application, please contact the [Family Information Service](#) at Oxfordshire County Council.", and "To see if your 2 year old is eligible for the free 15 hours, start by clicking the Funded Early Education for Two Year Olds button and add your child's details." At the bottom, there are three blue buttons: "Funded Early Education for Two Year Olds" (with a pencil icon and a callout box "Make an Application"), "Messages" (with an envelope icon and a callout box "Read your messages"), and "My Family" (with a family icon and a callout box "Tell us about your family").

## SECTION 3 – Adding your Child and Applications



The screenshot shows the "Funded Early Education for Two Year Old Children" page. At the top left is a pencil icon followed by the heading "Funded Early Education for Two Year Old Children". Below this is a grey box with the text: "Welcome to the 2 Year Old Funding homepage. Manage all of your tasks from this central location." Below that is another grey box with the heading "Children whose age is covered by the funded early education for two year old children arrangements" and the text "No eligible children found for 2 Year Old Funding". At the bottom left is an orange "Back" button, and at the bottom right is a grey "Add Child" button.

If you have used this website before you maybe 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 click

Add Child

### Add Child

Add a child

Forename  Your child's legal

Surname  Your child's legal

Gender  Gender

Date of Birth  Date of Birth

Ethnicity  Ethnicity, First Language and Relationship – type in the first characters to find the code you need

First Language  Ethnicity, First Language and Relationship – type in the first characters to find the code you need

Relationship to Child  Ethnicity, First Language and Relationship – type in the first characters to find the code you need

Your relationship to this child (i.e. you are the Father of)

Parental Responsibility  Yes  
 No  
If you have legal responsibility for this child, select Yes

### Select Address

Select of your child has the same address

## Citizen Portal

Home My Account Sign Out English/Cymraeg

### Education for Two Year Old Children

### Welcome To Two Year Old Funding

Here you can apply to receive funding for your two year old.

#### Economic Claim

Here you can make an application based on economic grounds. Most applicants will want this option. This option covers children who live with families who claim:

- Income Support
- Income Based Jobseekers' Allowance
- Income related Employment and Support Allowance
- Support under Part VI of the of the Immigration & Asylum Act 1999
- The Guaranteed element of State Pension Credit
- Universal Credit
- Child Tax Credit, and/or Working Tax Credit provided your annual household income does not exceed more than £16,190 as assessed by HMRC

#### Non-economic Claim

Here you can make an application based on non-economic grounds. A child can get free early education based on non-economic criteria if any of the following apply:

- They are looked after by a local council
- They have a current Statement of Special Education Needs (SEN) or and Education, Health and Care (EHC) plan
- They get Disability Living Allowance (DLA)
- They've left care under a Special Guardianship Order (SGO), Child Arrangements Order or Adoption Order

Supporting documents will be required and should be attached to the application.

Proceed if your child is the right age

Start your application

# Economic Claim

You may make a claim for Two Year Old Funding (TYOF) due to **Economic** (e.g. Benefits) or **Non-Economic** Grounds. (e.g. Disability, Child in Care, Adoption). Follow these steps to apply under Economic grounds.

Selecting [Claim on economic grounds](#) will show you the Carer details to populate the DOB, you can choose to populate either the National Insurance number or the National Asylum Seekers number. And click [Continue](#)

**Step 1** Personal Information **Step 2** Summary **Step 3** Give Consent **Step 4** Results

### Personal Details

Please provide the following information. This is required by DWP to check whether you are eligible for Two Year Old Funding.

Date Of Birth \*

Please enter either:

National Insurance No. (e.g. AB123456C)

Or

National Asylum Seekers No. (e.g. 13 / 07 / 56789)  
 /  /

Address

Home Phone

Mobile Number

Gender

If your details are not correct, please navigate to the Contact Details section using the My Account link in the navigation bar

**Daisy User**

Gender: Female  
Date of Birth: 13-Mar-2012

[Back](#) [Continue](#)

## Review the Summary

**Funded Early Education for Two Year Old Children**

**Step 1** Personal Information **Step 2** Summary **Step 3** Give Consent **Step 4** Results

### Application Summary

[Print this page](#)

#### Applicant Details

<b>Mr Bill User</b>	
Gender	Male
Date Of Birth	12-Dec-1998
Address	66, Milton Road, Clapham, Bedford, MK41 6AS
Home Phone	01234 838080
National Insurance No.	AB123456C

You must read carefully and state you agree  I agree to the Legal Declaration before clicking

Step 1 Personal Information ✓ Step 2 Summary ✓ Step 3 Give Consent Step 4 Results ▶

## Applicant Declaration

I confirm that I am responsible for the child I am submitting this application for and that they live with me. All information I have provided as part of this application is correct to the best of my knowledge. I agree that my information can be shared locally for the benefit of my family.

I agree

You will get an email message and if your application is successful  you will get confirmation of your application,  
Once the result is returned you can choose your delivery method.

Funded Early Education for Two Year Old Children

Step 1 Personal Information ✓ Step 2 Summary ✓ Step 3 Give Consent ✓ Step 4 Results ▶

## Eligibility Result - funded early education for two year old children

The check for eligibility for funded early education has confirmed that Daisy User is eligible.

You will need to provide evidence to confirm the information you have given to your provider at the time that you apply for a funded early education placement. The details of evidence that you need to show your provider as proof of eligibility have been sent to your email address and your Citizen Portal Messages inbox.


**Application reference number for your information:**

TYF-1503-Y8D5HOF7


Funding for early education for Daisy User is available immediately. Funding will commence from the date, on or after 10/03/2015, when an early education placement is taken up with an approved provider.

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

Click  to return to the Home Page

If the result is  'unable to confirm' then you will see the below screen:

### Eligibility Result - funded early education for two year old children

 According to this check, your child is not eligible.

The details entered to run a check may be incorrect. Please check, update information where appropriate and re-run the check

Application reference number for your information:

TYF-1908-4OZMAVF4

Below are the details you used to determine if your child is eligible or not. If you have entered your National insurance number and/or your date of birth incorrectly, please click on the 'Edit Details' button to amend them.

 Ms Penelope Pitstop

Date Of Birth 01/01/1985

National Insurance No. AB123457B

[Edit Details](#)

If your application has come back with 'ineligible', you can perform a check using the details of another applicant who has parental responsibility. You will need their name, National Insurance Number and date of birth.

[Second Applicant Details](#)

You will be prompted to check the NI number, DOB and Surname of the first applicant.

Then you have the further option of performing a check on a second applicant

The application reference above will help us with enquiries - please store it somewhere safe.

After checking your data, if you still think your child is eligible then please click the 'Help Request' button

[Request Help](#)

Lastly you can click on the 'Request Help' button.

[Finish](#)

By clicking on 'Request Help' the following screen comes up.

You can state why you believe the funding criteria is met and attach any documentary proof. This comes through to the Early Education Funding Team for them to check the application manually. Follow the instructions on the screen

 Funded Early Education for Two Year Old Children

### Request Help

- Type a message in the box below to contact us about the Two-Year-Old funding application.
- Explain why you think your child is eligible. If you have received a postcard, quote the code or tell us which benefit you are receiving.
- Attach files as evidence. E.g. screenshots or scans of documents detailing benefits you are receiving.
- Or else type "request manual eligibility check" in the text box below.
- Now click Submit

We will receive the help request and either approve, reject or request further information via the Portal. If we ask for further information we will allow you 2 weeks to respond. If we don't hear from you within this time, we will close your application.

You can reapply if financial circumstances change.

Please outline why you think your child is eligible.

Browse to the location of any files you would like to attach

[+ Add file](#)

Upload supporting evidence

Do you give us permission to run an eligibility check for you? (we recommend you select 'yes').

Tell us Why

No

[Cancel](#)

[Submit](#)



## Non –Economic Claim

Selecting Claim on non-economic grounds will show you the options available for the Non-Economic claim.

### Non-economic Criteria Selection

Select all of the criteria which applies to your application and please provide the details required for that criteria.

Please note that the maximum amount of evidence you can attach cannot exceed a total of 20MB

- Looked After Child** A "looked after child" is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority. Tick to select the category you wish to apply under
- Adoption, Residence Order or Special Guardianship** Children who have left care but are not able to return home (through adoption orders, residence orders or special guardianship).

Please provide details to support your claim relating to the above criteria:

Please attach any additional evidence relating to the above criteria:

Tell us Why

+ Add file

Upload supporting evidence

- Child has a Special Educational Need (SEN)** Has a current statement of Special Educational Needs or an Education, Health and Care plan.
- Child has a disability** Is in receipt of Disability Living Allowance (DLA).

I confirm that I am responsible for the child I am submitting this application for and that they live with me. All information I have provided as part of this application is correct to the best of my knowledge. I agree that my information can be shared locally for the benefit of my family.

**I agree** Finally tick I agree

Cancel

Submit

### 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

This comes through to the Early Education Funding Team for them to check the application manually. **You will receive an email message to log back in and see the results of your application once it has been considered.**

Eligible



Daisy User

Application Reference Number

TYF-1503-Y8D5HOF7

Date Of Birth: 13-Mar-2012

Current Age: 2

You can perform the following actions

- [View most recent application](#)

## SECTION 5 – What happens next

If you are successful, print off your eligible voucher and take it to your preferred childcare provider who can offer your child a place.

Your Application Reference Number/Code is valid until your child is old enough to receive the three-year-old funding.

This is the only Two-Year-Old Funding Application Reference Number/Code you will need. If you move your child to another childcare provider, give it to them.

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](mailto:contact@thisauthority.com)

Regards

TYOF Team, This LA

[Visit our website](#)

Print

Print Voucher

## SECTION 6 – Changing your details / Viewing Messages

### Change Details

[Home](#) [My Account](#) [Sign Out](#)

[My Account](#)

#### My Account

- Personal Details**
- Contact Details
- Change Email Address
- Change Password
- Change Secret Question
- Change of Circumstances

#### Personal Details

Title

Forename

Surname

Gender

[Save](#)

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

### View Messages

To View your messages – from the home page.



Subject	Received
<input type="checkbox"/> Application for funded early education for a 2 year old child - reference TYF-1503-Y8D5HOF7	10-Mar-2015 17:08

Click the subject to open the message

[Back](#) [Delete](#)

**Application for funded early education for a 2 year old child - reference TYF-1503-Y8D5HOF7** 10/03/2015 17:08

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.

*End of document.*