REFERENCE GUIDE:
Two Year Old Funding

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

Security Details

Email Address

Answer to your question in case you forget your password

Next
About you

Contact Details

Enter your Postcode and press

Find Address

When you find your address press

Select

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: MK41 6AS

Find Address

Enter Address Manually

25, Milton Road, Clapham, Bedford, MK41 6AS
44, Milton Road, Clapham, Bedford, MK41 6AS
68, Milton Road, Clapham, Bedford, MK41 6AS
101, Milton Road, Clapham, Bedford, MK41 6AS

Select

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

Enter Address Manually

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

Submit Registration
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://vm2008ct042/citizenportal/Account-Mvc/CompleteRegistration 1116_c245101-36c5-4450-853c-3141565009ba

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.

Press the Home button

Don’t have an account? Please register

Email Address
aperson@gmail.com

Password

Login

Forgotten your password?

Enter your Email address and Password and press Login
SECTION 2 – Home Page

Welcome to Oxfordshire County Council's Citizen Portal

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.

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.

SECTION 3 – Adding your Child and Applications

Funded Early Education for Two Year Old Children

Welcome to the 2 Year Old Funding homepage. Manage all of your tasks from this central location.

Children whose age is covered by the funded early education for two year old children arrangements

No eligible children found for 2 Year Old Funding

Back Add Child
If you have used this website before you may 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 press

**Add Child**

- **Your child’s legal name**
- **Gender**
- **Date of Birth**
- **Ethnicity, First Language and Relationship** – type in the first characters to find the code you need
- **Select of your child has the same address**

**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 select

**Start Economic Application**

**Start your application**

**Funded Early 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 apply for Two Year Old Funding through economic grounds. Most applicants will want this option.

**Non-economic Claim**

Here you can apply for Two Year Old Funding through non-economic grounds. Applicants for looked after or SEN children

**Proceed if your child is the right age**

Start Economic Application

Start your application
Review the Summary

You must read carefully and select [ ] agree to the Legal Declaration before selecting.
You will get an email message and if your application is successful confirmation of your application, Once the result is returned you can choose your delivery method.

Select **Finish** to return to the Home Page

**Non –Economic Claim**
Selecting **Claim on non-economic grounds** will show you the options available for the Non-Economic claim.
You will receive an email message to log back in and see the results of your application once it has been considered.

**SECTION 5 – What happens next**

Once you are successful print off your voucher take it to your preferred Nursery who can offer your child a place.
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

Regards

TYOF Team, This LA

Visit our website

SECTION 6 – Changing your details / Viewing Messages

Change Details

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

View Messages
To View your messages – from the home page

Click the subject to open the message

End of document