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

Complete the Security Details
About you

Contact Details

Enter your Postcode and press

Find Address  Select

When you find your address click

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
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.


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

Forgot your password?

Enter your Email address and Password and click

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 Olds

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 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**

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

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

**Start your application**

**Citizen Portal**

**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 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 £16,180 as assessed by HMRC

**Non-economic Claim**

Here you can make an application based on non-economic ground. 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 an Education, Health and Care (EHC) plan
- They get Disability Living Allowance (DLA)
- They're in 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.
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.

Review the Summary
You must read carefully and state you agree ☑️ I agree to the Legal Declaration before clicking Confirm.

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

Back Confirm

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.

Click Finish to return to the Home Page.
If the result is ‘unable to confirm’ then you will see the below screen:

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.

Lastly you can click on the ‘Request Help’ button.

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

Upload supporting evidence
Non –Economic Claim

Selecting Non-Economic Claim will show you the options available for the Non-Economic claim.

Non-economic Criteria Selection

Select all of the criteria which apply 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.

☑ 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.

Upload supporting evidence

Tell us Why

☐ 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

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.
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

Regards

TYOF Team, This LA

Visit our website

Print Voucher
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.

Click the subject to open the message

*End of document.*