2 Year Old Late Claim forms

2 Year Old Late Claim forms can be completed and sent in for eligible children. Please request a 2 Year Old Late Claim form by calling Services for Young Children HQ on 01962 847070.

Request Forms for children eligible in Spring 2013

We are now processing the Request Forms for children eligible to start in the Spring 2013 term. Please forward any completed Request Forms for children with a date of birth of up to and including 31 December 2010.

2 Year Old Request forms for Children in Care:

Please be advised that a request for the 2 Year Old Offer for a Child in Care needs to be submitted by the family’s Social Worker. The reason behind this is because they are in a position to accurately confirm the legal status of the child. If the child is new to care and does not have a named social worker, a request form from the social work team will suffice.

ESA and Child Tax Credit at the higher rate

Using the current criteria, Employment Support Allowance (ESA) is not part of the 2 Year Old Offer. Therefore, we cannot allow this at present.

It is likely that if a family are receiving ESA, they may be entitled to Child Tax Credit at the higher rate than the family element. The family can check this by contacting the Tax Credits helpline.

2 Year Old Providers

Please ensure that you have seen the letter of acceptance on the 2 Year Old Offer before starting a child your setting.

About the updates newsletter

The roll out of the 2 Year Old Offer in Hampshire is now well underway and here are a few more updates that we would like to share with you. Please read through this newsletter to make sure you have the most up-to-date information. We will also try to answer some common queries.

Please share this information with colleagues.

We are continually improving the processes for the 2 Year Old Offer, so please look out for newsletters detailing any important changes. We will also add any changes and Frequently Asked Questions (FAQs) to our webpages.

Let us know if you have any questions!
What if a parent wants a provider not on the approved provider list?
When a child is accepted to receive the 2 Year Old Offer, the parent will be sent an acceptance letter that includes a list of approved providers that can accept this child. These providers meet set criteria which demonstrate good quality provision.

If a parent would like their child to attend a particular setting that is not on the approved providers list, the parent or referrer, need to contact the 2 Year Old Offer Project Workers to discuss further.

If a setting would like to join the 2 Year Old Offer, they need to contact their area Childcare Development Co-ordinator to discuss how to make an application.

What if a parent wants a provider not in Hampshire?
If a Parent/ Family lives on the border of a different County, they may wish their child to attend a setting outside of the Hampshire boundaries. As with Hampshire Providers, Out of County Providers would need to meet set criteria to demonstrate good quality provision. This would need to be approved by the Childcare Development Co-ordinator.

If a parent would like their child to attend a particular setting that is not on the approved providers list, the parent or referrer, need to contact the 2 Year Old Offer Project Workers to discuss further.

If a setting would like to join the 2 Year Old Offer, they need to contact their area Childcare Development Co-ordinator to discuss how to make an application.

Remember:
The 2 Year Old Offer is currently not universally available. However, from September 2013 it will become a statutory entitlement. Providers need to consider their business and market place and ensure that they are ready to accept children receiving the 2 Year Old Offer.

Can a child attend two settings for the 2 Year Old Offer?
It is expected that the 2 Year Old Offer will only be taken at one approved provider. However, if there are exceptional circumstances and a split placement across two settings is required, please contact the 2 Year Old Offer Project Worker in the first instance to discuss.

Message from a parent receiving the 2 Year Old Offer:
“Thought I’d update you on H, he is doing really well and is out of nappies in the day, only an odd accident and is now having dry nappies when he wakes up in the morning; that’s been for at least a week. His speech seems to have come on even more and he seems a lot less frustrated. Was lots of good news to tell you. Thank you for your help… Couldn’t have done it without your help, many thanks”.

Keep up-to-date, visit: www.hants.gov.uk/childcare
**What to do if a child’s attendance is poor?**

Children’s attendance at a setting can sometimes be poor or irregular. This could be for a number of reasons. In the first instance, please discuss directly with the family. Please keep in mind that irregular attendance is often a sign that a family require extra support. If this does not resolve the issue of attendance please contact the 2 Year Old Offer Project Workers to discuss further:

**Lesley Worrell** (Fareham, Gosport, Havant, East Hampshire, Rushmoor and Hart)
Tel: 023 9225 9906
Lesley.Worrell@hants.gov.uk

**Lyn Young** (New Forest, Test Valley, Eastleigh, Winchester and Basingstoke and Deane)
Tel: 02380 293768
Lyn.Young@hants.gov.uk

**What to do if a child stops attending without you being told.**

If a child fails to attend a setting without prior notice, it is good practice for the setting to contact the Parent/Carer on that day to ask why they have not attended. If you cannot contact the parent on the same day, you should keep trying for the next couple of days.

If you are unable to contact the Parent/Carer after a couple of days, you should contact the named emergency contact person on the child’s file to check that the family and the child are ok.

If you have other concerns around the child’s immediate welfare, you should contact the Social Care Professional Line to gain advice.

If you do not have immediate concern for the child’s welfare and you have permission to share, you will be able to discuss this with any other professionals involved with the family, such as the Health Visitor or Children’s Centre.

You can also contact your 2 Year Old Offer Project Worker to ask if the child/family have moved within Hampshire.

If you have explored all of these avenues and can still not locate the child/family, you should contact the Social Care Professional Line to gain advice.

If in doubt, please contact your Services for Young Children local office for further advice.

**2 Year Old Offer Project Worker Role**

- Co-ordinate support for eligible families who choose not to attend a setting.
- Support during placement breakdown, for example; poor attendance / family disengagement
- Point of contact for Children in Care accessing the offer
- Transition support and liaison if a child moves in or out of area. This could be in and out of a different County or within Hampshire
- Promotion of the 2 Year Old Offer
- Handle specific 2 Year Old Offer queries
- Signposting
Please ensure the following questions on the Request Form are answered:

1. Will this family be able to make contact with providers to find an early years placement? Yes / No

2. Referrers are asked to support and check parents/carers have arranged a placement. Will you be able to follow-up with this family that they have taken the steps required? Yes / No

3. If yes, we will notify our CFIT outreach worker to provide support. Do you think this parent/carer will require additional support to make contact with locally approved providers? Yes / No

This will ensure that the CFIT outreach worker is able to support the family to find a setting for the child to attend.

**Childcare and Family Information Team (CFIT)** is a free, confidential and impartial service for parents and carers.

CFIT provide information and guidance on childcare and early years education.

**The Hampshire Family Information Directory (FID)** is for parents, carers and practitioners looking for childcare in Hampshire.

By using the FID you can search for childcare such as childminders, pre-schools, and nurseries.

http://www.fid.hants.gov.uk/

Please be aware that approved childcare providers are being added to the database regularly so the results from searches will change.

**Benefits or Tax Credits Award notification / letter**

Please remember to put a reference number and date seen on the 2 Year Old Offer Request Form.

The reference number can be the Parent/ Carer’s National Insurance number.

This has been amended on the updated Request Form. We only need referrers to evidence this paperwork.

Please do not send copies of the Benefits or Tax Credits letters with the Request Form.

**You can access information on the 2 Year Old Offer on the following websites:**

Information for parents is here: http://www3.hants.gov.uk/childrens-services/childcare/parents/cis/eye/2-year-old-offer-2.htm

Information for professionals is here: http://www3.hants.gov.uk/childrens-services/childcare/providers/eye-eyssf/2yo-offer.htm

**Useful Contacts**

SfYC Information & Support Team:
Tel: 01962 847070 or childcare@hants.gov.uk

CFIT Helpline:
Tel: 0845 603 5620

2 Year Old Offer Project Workers:
Lesley Worrell (Fareham, Gosport, Havant, East Hampshire, Rushmoor & Hart) Tel: 023 9225 9906 Lesley.Worrell@hants.gov.uk

Lyn Young (New Forest, Test Valley, Eastleigh, Winchester and Basingstoke & Deane) Tel: 02380 293768 Lyn.Young@hants.gov.uk

For information and regular updates visit: www.hants.gov.uk/childcare