

Two Year old Funding – an application guide for parents and guardians

If you think your two year old might be eligible for 15 hours free childcare, you can apply via the Citizen Portal. The Citizen portal is also used to apply for school places and check 30 hour codes for 3 & 4 year olds.

You may have a Citizen Portal account if you have previously applied for a school place for another child. If you don't already have an account, you can create one by going to the link below, clicking 'register' and following the instructions. You should get an email confirmation to register your account; you need to click on the link in this email.

https://ems.westberks.gov.uk/citizenportal_live/

Once you have logged into your citizen portal account, you will see the screen below. Click on 'Funding for 2 year olds' (highlighted in yellow).

Home My Account Sign Out English/Cymraeg

Welcome to the Citizens Portal

Below, you will see which services are available to you.

- Click on School Places to make a school admission application
- Click on 30 hour entitlement to send your code to a provider
- Click on Funding for 2 year olds to apply for 15 hours free childcare/education
- Click on My Family to alter details of any of your children
- Click on My Account to edit any personal details (top right of page)

30 Hour Entitlement School Places Funding for 2 year olds Messages My Family

You will see the screen below. Click 'Add Child' (in the bottom right corner).

Free Early Education for Two Year Old Children

Welcome to the 2 Year Old Funding homepage. You can manage your applications here.

Children who can apply for Free Entitlement

No eligible children found for 2 Year Old Funding

Children who are too old or too young to be eligible

Too Old

Bernie Test

Date Of Birth: 09-Jul-2015
Current Age: 3

Back

Add Child

You should then see a screen like the one below, where you can enter your child's details.

The screenshot shows a form titled "Add Child" with the subtitle "Add a child". The form contains several input fields and dropdown menus:

- Legal Forename: Text input field.
- Middle Name: Text input field.
- Legal Surname: Text input field.
- Gender: Dropdown menu with the text "Please select a gender".
- Date of Birth: Date picker field.
- Ethnicity: Dropdown menu with the text "Please select".
- First Language: Dropdown menu with the text "Please select".
- Relationship to Child: Dropdown menu with the text "Please select".

Below these fields, there is a section for "Parental Responsibility" with two radio buttons: "Yes" and "No". A note below the radio buttons reads: "Your relationship to this child (i.e. you are the Father of this child). If you have legal responsibility for this child, select Yes".

At the bottom of the form, there is a "Select Address" section with a blue button showing a house icon and the address "West Street House West Street Newbury RG14 1BZ UK", and another blue button with a plus icon and the text "Click to add new address".

At the very bottom of the form, there are two buttons: "Cancel" (orange) and "Continue" (blue).

Once you have added your child, and clicked continue, you should see them appear on the screen as below. It should say 'Can Apply Immediately', which means they are the right age. Click 'Start New Application' in the blue box.

Free Early Education for Two Year Old Children

Welcome to the 2 Year Old Funding homepage. You can manage your applications here.

Children who can apply for Free Entitlement

The card is teal with a white header bar that says "Can Apply Immediately". Below the header, there is a person icon, the name "Barney Test", and the text "Date Of Birth: 12-Jul-2016" and "Current Age: 2". At the bottom, there is a white box with the text "You can perform the following actions" and a blue button with the text "Start new application".

On the next screen you will select which type of application you wish to make. Most people will select 'apply based on income'

The screenshot shows a web interface for 'Free Early Education for Two Year Old Children'. At the top, there is a navigation bar with 'Home', 'My Account', 'Sign Out', and a language dropdown 'English/Cymraeg'. Below this is a teal banner with the title 'Free Early Education for Two Year Old Children'. The main content area is titled 'Welcome to Two Year Old Funding' and includes the subtitle 'Here you can apply for Funded Early Education for Two Year Olds'. There are two main application options: 'Apply based on Income' and 'Other applications'. The 'Apply based on Income' option includes the text 'Select this option if your application is based on your income. (Most people will select this option)' and a blue button labeled 'Start your application here'. The 'Other applications' option includes the text 'Select this option for other applications e.g. Special Educational Needs, Looked After Children' and a blue button labeled 'Start your application here'. At the bottom left, there is an orange button labeled 'Cancel'.

You can come back to an application at any time – your child will show as 'in progress' on the Two Year Old funding homepage.

Applying Based on Income

If you are applying based on income, you will get the following screen. You should enter your details as a parent/guardian. This is so that an eligibility check can be carried out by the Department for Work and Pensions. Your address should automatically appear.

Free Early Education for Two Year Old Children

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

Parent / Guardian Details

Please provide the following information. This is required for the Department for Work and Pensions 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 Support Service No. (e.g. 13 / 07 / 56789)

/ /

Address

Home Phone

Mobile Number

Gender

Barney Test

Gender	Male
Date of Birth	12-Jul-2016

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

Once you have entered your details, an application summary will be generated.

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

Application Summary

[Print this page](#)

Parent/Guardian Details

Miss Parent Test	
Gender	Female
Date Of Birth	12-Oct-1994
Address	West Street House, West Street, Newbury, RG14 1BZ, UK
National Insurance No.	AB123456C
Parental Responsibility	Yes
Relationship	Mother

Application Information

Reference Number	885 <input type="text"/>
Current Status	In Progress

Child Details

Barney Test	
Gender	Male
Date of Birth	12-Jul-2016

[Cancel](#) [Continue](#)

To proceed, you must then read and agree with the parent declaration

Other types of application (not income)

If you are making another type of application (not based on your income), you should upload any supporting documents that we need to see – for example, a special guardianship order.

Home My Account Sign Out English/Cymraeg

Free Early Education for Two Year Old Children

Welcome to Two Year Old Funding

Here you can apply for Funded Early Education for Two Year Olds

Apply based on Income

Select this option if your application is based on your income. (Most people will select this option)

[Start your application here](#)

Other applications

Select this option for other applications e.g. Special Educational Needs, Looked After Children

[Start your application here](#)

[Cancel](#)

When you click 'Start your application here' (on the screen above), you will see the options below.

West Berkshire COUNCIL Citizen Portal

Home My Account Sign Out English/Cymraeg

Free Early Education for Two Year Old Children

Other applications

Please select the relevant options below and provide any applicable evidence.

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

- Looked After Child** This child is a looked after child
- Adoption/Child Arrangement/Special Guardianship** An adoption order, child arrangement order or special guardianship order is in place for this child.
- Special Educational Needs (SEN)** This child has an Education, Health and Care (EHC) Plan.
- Disability** This child is in receipt of Disability Living Allowance (DLA)
- Other evidence** I want to submit other documents relevant to my application

I confirm I have parental responsibility for the child to whom this application relates and that the child lives with me. All information provided relating to this application is correct to the best of my knowledge and this information can be shared with West Berkshire Family Hubs who may contact me to offer additional support and services. I agree the information provided will be used to check eligibility with the Department for Work and Pensions and if an unsuccessful result is found, West Berkshire Council may complete another check on my behalf. I agree with the Privacy Notice linked below.

I agree

[Cancel](#) [Submit](#)

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When you click on one of the options it should open up a box to write a message and an 'add file' button to upload any documents as evidence. You must enter a message here, even if this is 'N/A'. You must agree and select 'I agree' to the declaration before continuing.

The screenshot shows the 'Citizen Portal' for West Berkshire Council. The page title is 'Free Early Education for Two Year Old Children'. Under the heading 'Other applications', there are several options with checkboxes:

- Looked After Child** This child is a looked after child
- Adoption/Child Arrangement/Special Guardianship** An adoption order, child arrangement order or special guardianship order is in place for this child.
You MUST enter a message here before adding evidence and submitting this form.
Please attach any additional evidence relating to the above criteria:
- Special Educational Needs (SEN)** This child has an Education, Health and Care (EHC) Plan.
- Disability** This child is in receipt of Disability Living Allowance (DLA)
- Other evidence** I want to submit other documents relevant to my application

A confirmation statement follows: "I confirm I have parental responsibility for the child to whom this application relates and that the child lives with me. All information provided relating to this application is correct to the best of my knowledge and this information can be shared with West Berkshire Family Hubs who may contact me to offer additional support and services. I agree the information provided will be used to check eligibility with the Department for Work and Pensions and if an unsuccessful result is found, West Berkshire Council may complete another check on my behalf. I agree with the Privacy Notice linked below."

At the bottom, there is an **I agree** checkbox, a button, and a button.

Once you click 'submit', you will receive an application reference number and your application will be sent to West Berkshire Council to review. When your application had been assessed, you will be contacted via your citizen portal messages.