

## Early Education Funding PVI & Childminder Payments Terms 2024-2025 Academic Year Onwards

### Option 1- Monthly Payments September to August

Term	Interim Payment Dates	Interim Payment Period	Interim Payment Amount	Balancing Payment Date	Balancing Payment Period
Autumn	07 September 07 October 07 November	September October November	25% of provider estimate 25% of provider estimate 25% of provider estimate	07 December	December
Spring	07 January 07 February	January February	35% of provider estimate 35% of provider estimate	07 March	March
Summer	07 April 07 May 07 June 07 July	April May June July	20% of provider estimate 20% of provider estimate 20% of provider estimate 20% of provider estimate	07 August	August

### Option 2 – One Interim and One Final Balance Payment Each Term

Term	Interim Payment Dates	Interim Payment Period	Interim Payment Amount	Balancing Payment Date	Balancing Payment Period
Autumn	07 September	September to November	75% of provider estimate	07 December	December
Spring	07 January	January to February	70% of provider estimate	07 March	March
Summer	07 April	April to July	80% of provider estimate	07 August	August

### Important Points to Note:

The following will apply to both payment options detailed above:

- All PVI providers and childminders will be asked to submit an estimate of hours each term, via the Provider Portal.
- The interim payments will be calculated using the providers estimated hours and based on the percentages detailed above.
- If a provider does not submit an estimate of hours, the interim will be calculated using the previous term's actual headcount hours.
- If a provider does not submit an estimate and has not claimed in the previous term, it will not be possible for the County Council to calculate interim payments and the provider will have to wait until final balances are paid.

- Interims will be paid to all providers on the 7<sup>th</sup> of the month.
- Final balances will be paid to all providers on the 7<sup>th</sup> of the month, in the last month of the term.
- The Early Education Funding Team will process payments 7-8 working days before the contractual payment dates to ensure payments can be actioned through the Council's Accounts Payables Team and cleared in providers bank accounts by the contractual deadlines. This does mean payments may be received a couple of days early, however this cannot be guaranteed or helped.
- Supplementary claims will be processed in date order received and included in either the final balance payments, or weekly payment runs thereafter.
- Currently, the County Council releases payments as soon as the interims and final balances have been processed, so often providers are receiving their payments 2-3 weeks ahead of the contractual deadline. From September 2024 payments will be processed in line with the agreed contractual deadlines as detailed above (i.e. on the 7<sup>th</sup> of each month).
- All providers will still need to submit their actual headcount claims and supplementary claims as normal.