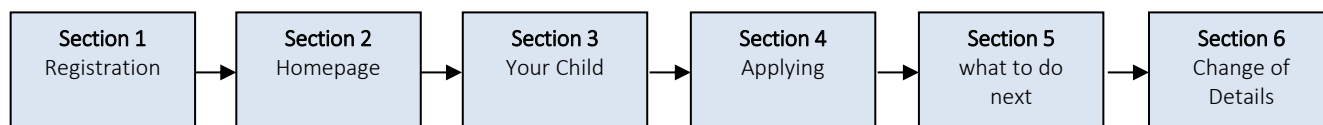


# Two Year Old Funding



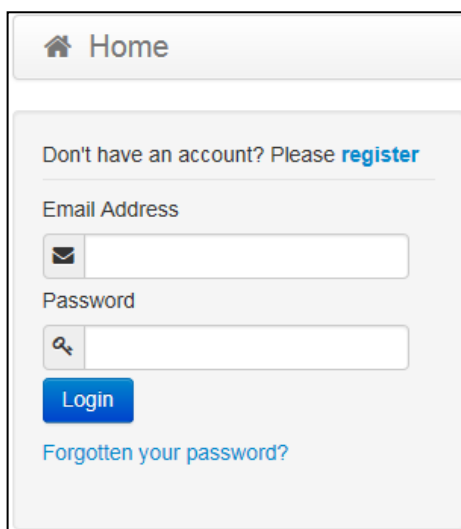
## SECTION 1 – Registration

Please note if you already have account you can skip to section 2

[Slough Citizen Portal](#)

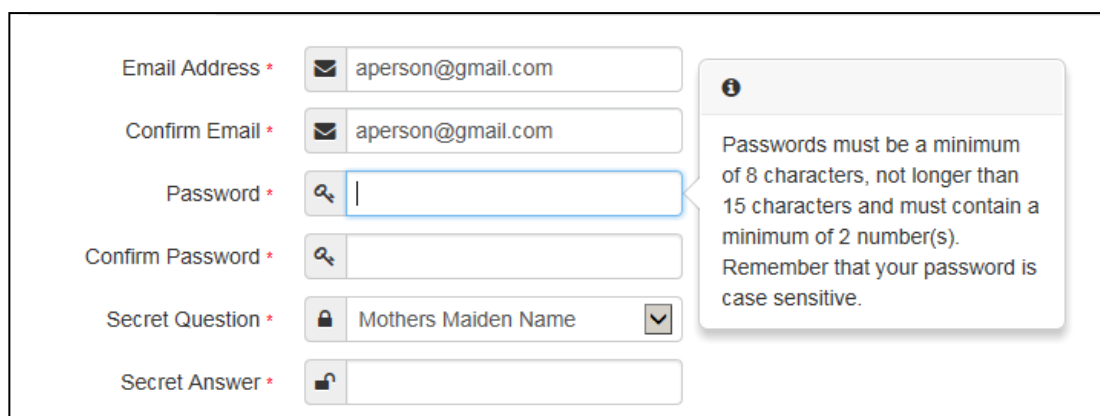
The link to make an application for Two Year Old funding will take you to the home page

Select the **register** link



### Security Details

Complete the Security Details



question in case you forget your password

## About you

Title *	<input type="text" value="Please select"/>
Forename *	<input type="text"/>
Surname *	<input type="text"/>
Gender *	<input type="text" value="Please select a gender"/>

## 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 \*

**Find Address**

**Enter Address Manually**

25, Milton Road, Clapham, Bedford, MK41 6AS  
 44, Milton Road, Clapham, Bedford, MK41 6AS  
**66, Milton Road, Clapham, Bedford, MK41 6AS**  
 85, Milton Road, Clapham, Bedford, MK41 6AS  
 101, Milton Road, Clapham, Bedford, MK41 6AS

**Select**

**Enter Address Manually**

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

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

House Number	<input type="text" value="66"/>
House Name	<input type="text"/>
Building Name	<input type="text"/>
Street Name	<input type="text" value="Milton Road"/>
District / Village	<input type="text" value="Clapham"/>
Town	<input type="text" value="Bedford"/>
County	<input type="text"/>
Postcode *	<input type="text" value="MK41 6AS"/>
Country	<input type="text" value="United Kingdom"/>
<b>Find Address</b>	
Please supply a telephone number where you can be contacted during normal office hours, if necessary.	
Home Phone	<input type="text"/>
Mobile Number	<input type="text" value="07845487541"/>
Work Phone	<input type="text"/>
<b>Submit Registration</b>	

\* Required field

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 receive 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://vm2008x64r2/CitizenPortal/Account.Mvc/CompleteRegistration/1116\\_c24f5101-36c5-4450-853c-3141565009aa](https://vm2008x64r2/CitizenPortal/Account.Mvc/CompleteRegistration/1116_c24f5101-36c5-4450-853c-3141565009aa)

*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.

 Home

Press the Home button

Don't have an account? Please [register](#)

Email Address



Password



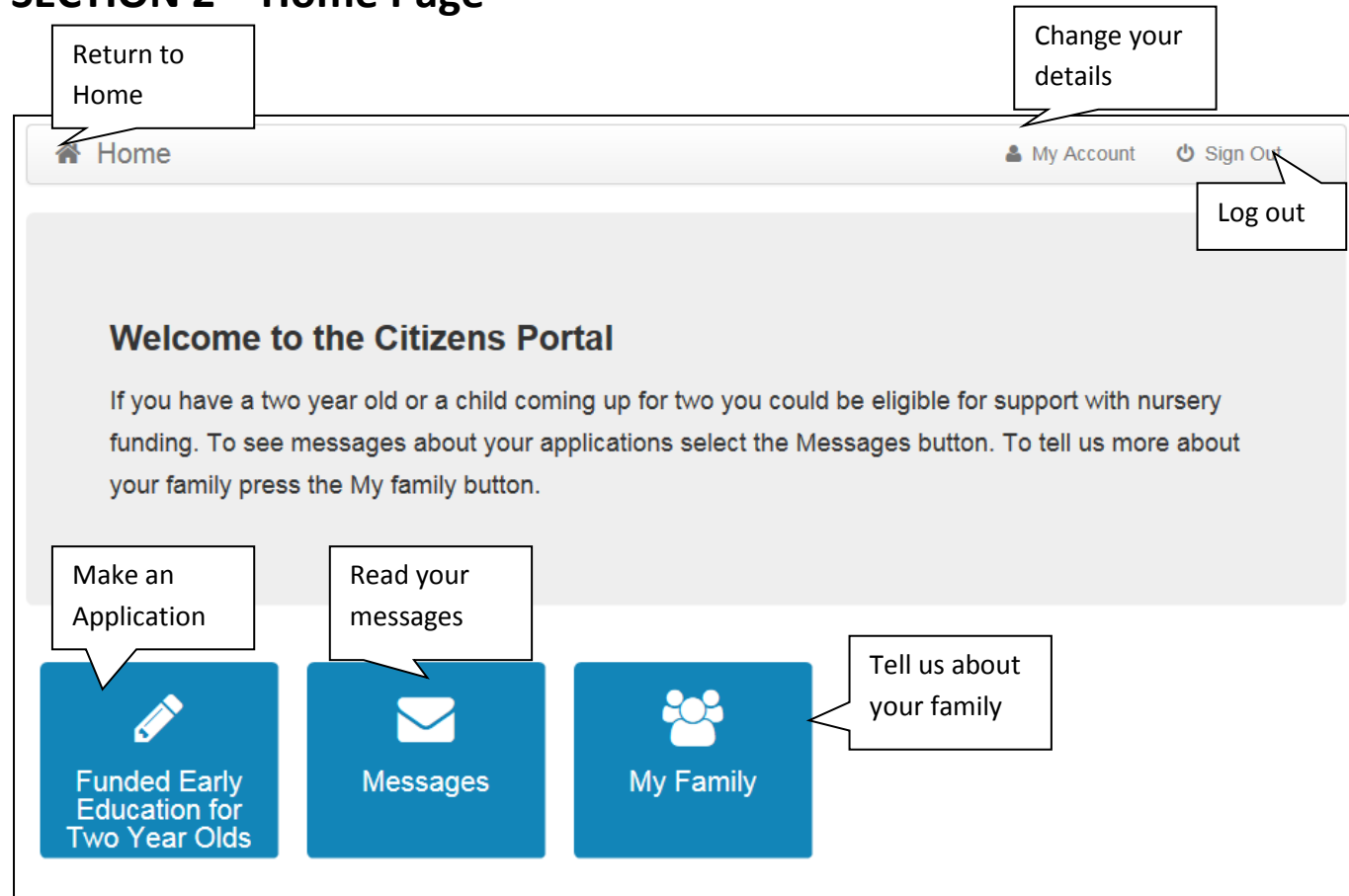
Login

[Forgotten your password?](#)

Login

Enter your Email address and Password and press

## SECTION 2 – Home Page



Return to Home

Change your details

Home

My Account

Sign Out

Log out

### Welcome to the Citizens Portal

If you have a two year old or a child coming up for two you could be eligible for support with nursery funding. To see messages about your applications select the Messages button. To tell us more about your family press the My family button.

Make an Application

Read your messages

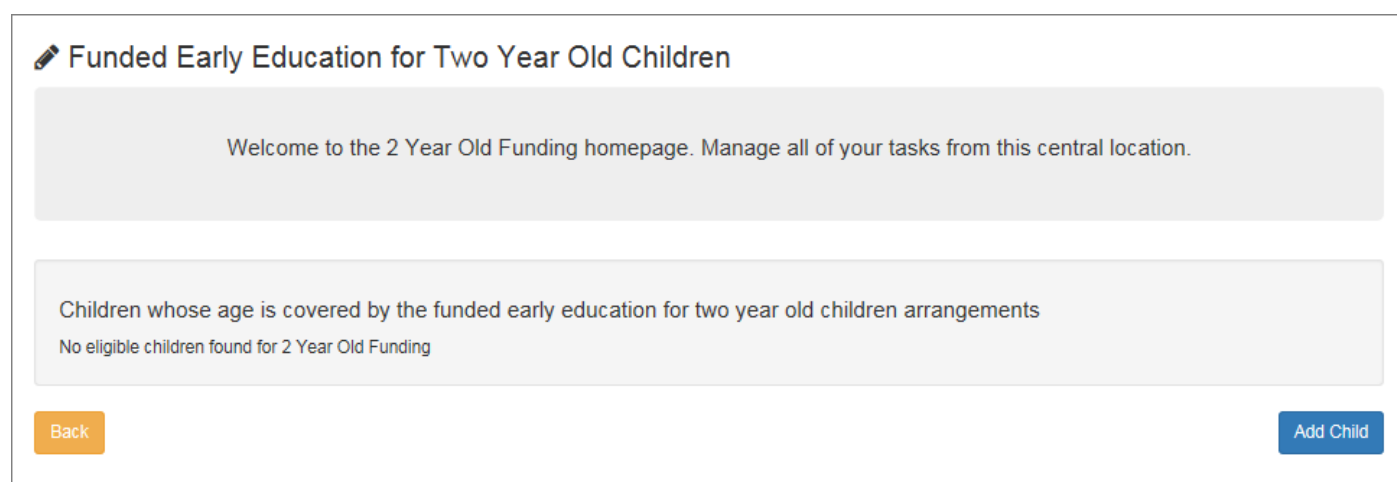
Tell us about your family


Funded Early Education for Two Year Olds

Messages

My Family

## 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 maybe be presented with details of your children, if they are eligible for TYOF you will be able to select and apply. If you have not already added your child's details, you can add these by selecting the tab - [Add Child](#) and enter the details of the Child

### Add Child

Add a child

Forename  **Your child's legal**

Surname  **Your child's legal**

Gender  Female  Male **Gender**

Date of Birth  **Date of Birth**

Ethnicity

First Language

Relationship to Child

Your relationship to this child (i.e. you are the Father of)

Parental Responsibility  Yes  No

If you have legal responsibility for this child, select Yes

### Select Address

**Select of your child has the same address**

Press [Continue](#)

Select your child from the list

## 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

Can Apply Immediately

Whindy Pickles

Date Of Birth: 31-Dec-2013

Current Age: 2

Proceed if your child is the right age

You can perform the following actions

- [Start new application](#)

Start your application

You have two different ways to apply for Two Year Old Funding, Either Benefits Based (Economic), or Non-Benefits Based (Non-Economic), both these options are explained below.

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.

[Start Economic Application](#)

**Non-economic Claim**

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

[Start Non-economic Application](#)

[Cancel](#)

## 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 [Continue](#)

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

### Personal Details

Please provide the following information. This is required by DWP 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 Seekers No. (e.g. 13 / 07 / 56789)

/  /

If your details are not correct, please navigate to the Contact Details section using the My Account link in the navigation bar

Address

Home Phone

Mobile Number

Gender

**Daisy User**

Gender: **Female**

Date of Birth: **13-Mar-2012**

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

## Review the Summary

✎ Funded Early Education for Two Year Old Children

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

## Application Summary

[Print this page](#)

### Applicant Details

**Mr Bill User**

Gender: **Male**

Date Of Birth: **12-Dec-1998**

Address: **66, Milton Road, Clapham, Bedford, MK41 6AS**

Home Phone: **01234 838080**

National Insurance No: **AB123456C**



You must read carefully and select  I agree to the Legal Declaration before selecting


✓ **Step 1**  
Personal Information    ✓ **Step 2**  
Summary    ▾ **Step 3**  
Give Consent    ▶ **Step 4**  
Results

## 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

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.

 **Funded Early Education for Two Year Old Children**

✓ **Step 1**  
Personal Information    ✓ **Step 2**  
Summary    ✓ **Step 3**  
Give Consent    ▾ **Step 4**  
Results

## Eligibility Result - funded early education for two year old children

The check for eligibility for funded early education has confirmed that Daisy User is eligible.

You will need to provide evidence to confirm the information you have given to your provider at the time that you apply for a funded early education placement. The details of evidence that you need to show your provider as proof of eligibility have been sent to your email address and your Citizen Portal Messages inbox.

**Application reference number for your information:**  
TYF-1503-Y8D5HOF7

Funding for early education for Daisy User is available immediately. Funding will commence from the date, on or after 10/03/2015, when an early education placement is taken up with an approved provider.

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

Select  to return to the Home Page



## Non –Economic Claim

Selecting Claim on non-economic grounds will show you the options available for the claim.

### Non-economic Criteria Selection

Select all of the criteria which applies 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 in the exercise of their social services function.

**Adoption, Residence orders, residence orders or special guardianship.** (through adoption orders, residence orders or special guardianship).

**Tick to select the category you wish to apply under**

Please provide details to support your claim relating to the above criteria:

**Tell us why**

Please attach any additional evidence relating to the above criteria:

+ Add file

**Upload supporting evidence**

**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**

**And Submit**

Cancel Submit

### 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

You will receive an email message to log back in and see the results of your application once it has been considered.

Eligible

**Daisy User**

**Application Reference Number**  
TYF-1503-Y8D5HOF7

**Date Of Birth:** 13-Mar-2012

**Current Age:** 2

You can perform the following actions

- [View most recent application](#)

## 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

Print Voucher

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](mailto:contact@thisauthority.com)

Regards

TYOF Team, This LA



[Visit our website](#)

Print

## SECTION 6 – Changing your details / Viewing Messages

### Change Details

 Home


 My Account  Sign Out


 My Account


### My Account


- Personal Details
- [Contact Details](#)
- [Change Email Address](#)
- [Change Password](#)
- [Change Secret Question](#)
- [Change of Circumstances](#)

### Personal Details

Title  Mr

Forename  Bill

Surname  User

Gender  Male




[Save](#)

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



Subject 	Received 
 <a href="#">Application for funded early education for a 2 year old child - reference TYF-1503-Y8D5HOF7</a>	10-Mar-2015 17:08

Click the subject to open the message

 Back
✕ Delete

**[Application for funded early education for a 2 year old child - reference TYF-1503-Y8D5HOF7](#)** 10/03/2015 17:08

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.

*End of document*