

# FACT SHEET – LATE ADJUSTMENTS

## What is a Late Adjustment?

The late adjustment is the final time within a period that changes can be made to your existing headcount / adjustment claims. After the adjustment task deadline has passed on the Provider Portal, you will be able to add late adjustments via the Microsoft Forms link that the FEEE Team will email out to all providers. We will only process legitimate late adjustment claims that occur after the adjustment task deadline. **Please be aware that we do not backdate funding to previous periods or to hours that should have been claimed on the most recent headcount / adjustment task.** Late adjustments usually arise when a child starts, leaves, or changes their hours at your setting, after the adjustment task has closed.

## Frequently Asked Questions:

### What is the difference between late adjustments and the adjustment task?

Late adjustments are for any changes that happen after the adjustment task deadline. The adjustment task will be paid by the end of the current period and the FEEE Team aim to pay for late adjustments in the next period.

### If I have a new child starting at my setting after the adjustment task has closed, do I need to submit a late adjustment?

In order to be paid for the new child from their start date, you will need to submit a late adjustment. The FEEE Team aim to make payment at some point in the next period. Please note, we do not backdate funding, therefore any changes that should have been claimed for on the previous headcount / adjustment tasks will be disregarded and you will only be paid for hours the children attended after the adjustment task deadline passed.

Please also be aware that if you have a new starter that needs adding to the late adjustment and they have a Working Parent Entitlement eligibility code, that the parent / carer received the code prior to the start of current period as per the FEEE rules – please refer to [The Working Parent Entitlement Code factsheet](#) for more information on what can be accepted.

### I don't have any changes to my headcount / adjustment task, am I still required to make a late adjustment?

No, you should only make a late adjustment if you have changes to make after the adjustment task deadline has passed on the Provider Portal.

### When can I complete late adjustments?

Late adjustments can be completed after the adjustment task deadline has passed on the Provider Portal.

## **When do late adjustment claims start from?**

The claims can start from the day following the adjustment task deadline up until the end of that current period - please refer to the [FEEE Calendar](#).

## **How do I send the late adjustment back?**

The late adjustments can be submitted via the Microsoft Forms link that the FEEE Team will email to all providers after the most recent adjustment task deadline has passed.

## **Can I claim for a whole period on the late adjustment?**

No. You can only claim from the day after the adjustment task deadline until the end of that period, and not before. We do not backdate any claims prior to the adjustment task deadline – if these dates are submitted on the late adjustment, they will be disregarded, and we will only calculate hours based on after the adjustment task deadline has passed.

## **Are late adjustments backdated?**

No – We can only fund hours attended after the adjustment task deadline date.

## **What is the late adjustment deadline?**

### Late adjustment deadline dates

Autumn period 31<sup>st</sup> December

Spring period 31<sup>st</sup> March

Summer period 31<sup>st</sup> August (this will sometimes vary depending on when the autumn period begins – please refer to the [FEEE Calendar](#).)

## **Do you require any kind of evidence for late adjustment claims?**

We will require a copy of the child's PSOU form uploading via their Anycomms+ if they have left another provider to claim at your setting or is claiming at 2 or more providers.

New 2-year funded children whose parents are in receipt of some additional forms of government support (the Disadvantaged funding) – If the parent / carer applied for 2-year-old funding through another local authority we will need a copy of the official confirmation email / letter of eligibility via Anycomms+. This should contain the child's name, the date of eligibility and the 2-year-old code.

## **What happens if I fill in my late adjustment in incorrectly?**

We will process the data from what is inputted, however if any details are missing it will delay the claim being processed as we will request further information.

## **How will I know if my late adjustment has been accepted or rejected?**

Once the claim has been actioned you will receive an email from the FEEE Team informing you that it has been processed.

## **Why has my late adjustment been queried or rejected?**

If we have a query or the claim has been rejected, you will receive an email to inform you of the reasons why.

## **Why haven't I been paid for my late adjustment?**

The FEEE Team aim to pay late adjustments on ad-hoc basis at some point in the next period, so it may be the claim has just not been processed yet. If the claim is rejected, you will receive an email to inform you.

## **When will I receive payment for my late adjustment claim?**

Late adjustments are processed on an ad-hoc basis and the FEEE Team aim to pay them at some point in the next period. When the FEEE team have processed the claim, you will receive an email confirming the payment to be made and when it will reach your bank account.

## **Where can I find a breakdown of my late adjustment payments?**

You will be able to find out what has been paid in the 'Adjustments' tab in the Provider Portal of the current period. For example, a late spring adjustment will appear in the current summer period, as this will be when it is processed by the FEEE Team.



**Leicestershire County Council, Early Years Inclusion and Childcare Service**

**County Hall, Glenfield, Leicestershire, LE3 8RF**

**For more FEEE information for Providers, please visit our [FEEE Guidance and Policies page](#)**