

## Early Years Portal – Family Centre – 2 Year Old Applications

Family centre users now have the ability to verify DLA (Disability Living Allowance) or SEN/EHC (Statement of Educational Need or Education, Health or Care plan) applications in the portal.

This should only be done where the appropriate evidence has been seen by the family centre verifying this information. This process will replace the need to send evidence in via HertsFX.

Please choose “Two Year Old Funding Applications” from the main menu.

**Children Centre Options**

- [Two Year Old Funding Applications](#)
- [Centre Service Request Forms](#)
- [Registration Forms](#)

Search for “Pending” applications at your family centres. Where DLA or SEN/EHC has been chosen you can click on the child’s name as highlighted below:

### Search Applications

**Application Search**  
Enter any criteria to search for two year old funding applications

Status:

Reference:

Child Name:

Child NHS Number:

Child Date of Birth range:  To

Children Centre Code:

Submitted date range: \*   To \*

**Two Year Old Funding Applications**  
Displaying 1...1 of 1 records

Reference	Status	Child Name	Child NHS Number	Child DOB	Child Postcode	Centre Code	FNP	DLA	SEN/EHC	CAF	Add Circs	Date Submitted	Add Circs Approved	Earliest Start Date
██████	Pending	██████████		██████	██████	D7	No	Yes	No	No	NONE	02/12/2016	DLA	

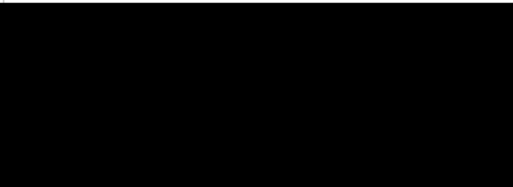
This will open the application screen and show you all the details relating to this.

From here you would choose the “Process claim” button. You will only see this option where DLA or SEN/EHC had been chosen on the application.

From this screen you can add a note if you want to as well.

Application Progress	
Status:	Pending
Date Submitted:	02/12/2016 17:49:50
Resubmitted Date:	
Earliest Start Date:	
ECS Eligibility Check:	NOT ELIGIBLE


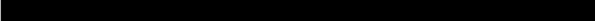
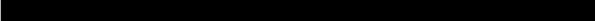
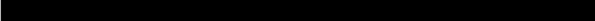
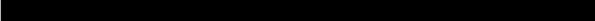
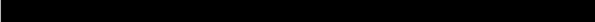

  

Parent Details	Claim Details
NOT ELIGIBLE	VERIFICATION NEEDED
	Family Nurse Partnership: No
	Disability Living Allowance: Yes
	SEN/EHC: No
	CAF: No
	Additional Circumstances: (None)

Additional Parent Details	Email Outcome Details
Name:	Shows the most recent eligible email sent
Date of Birth:	Eligible:
NI Number:	

Child Details	
Name:	
Gender:	
Date of Birth:	
NHS Number:	
Ethnicity:	
Address:	
Children Centre:	

Processing Notes	
No records to display <a href="#">Add Note &gt;&gt;</a>	
Created By	Created Date dd/mm/yyyy hh:mm:ss
Note	
<input type="button" value="Process Claim &gt;&gt;"/>	

Once the process screen loads, there are only three options you have the ability to choose:

- DLA – where you have seen evidence of the child being in receipt of DLA
- SEN/EHC – where you have seen evidence of the child’s EHC plan (or statement of special educational need)
- (None) – where the evidence provided does not meet the above you would choose this.

You are required to add a note and then choose the “Save” option.

If you choose “None” the ECS eligibility result will be used and they will receive their result.

In this example we have chosen DLA.

**Process Claims**

Search Main Menu

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**Claim Details**

Family Nurse Partnership:	No
Disability Living Allowance:	Yes
SEN/EHC:	No
CAF:	No
Additional Circumstances:	(None)

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**Verification of Claims**

Confirm Claim: \*

- FNP
- DLA
- SEN/EHC
- CAF
- Adopted
- Child Arrangement Order
- Looked After (i.e. in foster care)
- Social care
- Special Guardianship Order
- Staying in refuge
- (None)

Add Note: \*

ECS Eligibility Check: NOT ELIGIBLE

<< Application Summary Save

After the save process, the status has now changed to “Eligible” and the “Earliest Start Date” has been created automatically along with showing that this application was “Approved” under DLA.

The applicant and the family centre notification list will receive confirmation of this via email.

As this application is now eligible the process claim option will no longer appear.

Last processed 13/06/2017 12:46:02 centre user

Email sent to applicant.

Email sent to children centre.

Application Progress	
Status:	Eligible
Date Submitted:	02/12/2016 17:49:50
Resubmitted Date:	
Earliest Start Date:	13/06/2017
ECS Eligibility Check:	NOT ELIGIBLE

Parent Details	NOT ELIGIBLE
[REDACTED]	

Claim Details	APPROVED
Family Nurse Partnership:	No
Disability Living Allowance:	Yes
SEN/EHC:	No
CAF:	No
Additional Circumstances:	(None)
Confirmed Claim:	DLA

Additional Parent Details
Name:
Date of Birth:
NI Number:

Email Outcome Details
<b>Shows the most recent eligible email sent</b>
Eligible: 13/06/2017 12:46:03

Child Details	
Name:	[REDACTED]
Gender:	[REDACTED]
Date of Birth:	[REDACTED]
NHS Number:	[REDACTED]
Ethnicity:	[REDACTED]
Address:	[REDACTED]
Children Centre:	[REDACTED]

Processing Notes		
		<a href="#">Add Note &gt;&gt;</a>
Created By	Created Date dd/mm/yyyy hh:mm:ss	Note
centre user	13/06/2017 12:46:02	Seen evidence of child's DLA paperwork

<< Search