

Online Provider Portal help guide

How to complete the Early Years Funded Entitlement (EYFE) Provider Declaration signature form

About this guide

This is a step-by-step guide for how to complete the EYFE Provider Declaration signature form using the Online Provider Portal. The form will take approximately 15 minutes to complete.

Before you start

This form is used to instruct us that your provision wishes to continue offering EYFE funded places in accordance with updated scheme terms and conditions. Before completing the form you must read and understand the latest West Sussex County Council [Early Years Funded Entitlement \(EYFE\) Provider Declaration](#).

Have these things ready

- Your normal opening hours, and the hours when EYFE is available if different
- Whether you claim standard, self-stretched, or stretched funding at actuals. See the 'different ways to claim and deliver EYFE' section of this [web page](#) for more information
- The number of weeks that your provision is open per year
- The number of weeks that your provision provides funded places per year

Things to know

- You cannot save your progress to continue at a later time
- The form is only visible in your portal account when declarations are open
- Do not complete this form if you are not yet signed up to provide funded places, [contact us](#) instead

If you require assistance signing in to the portal

- Find help [online](#)

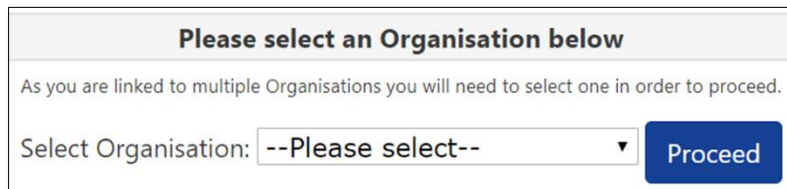
Note on internet browsers

It is recommended you use an up to date internet browser. If you experience technical difficulties, try updating or use an alternative browser, such as Google Chrome, Microsoft Edge, Mozilla Firefox etc.

How to find and open the form

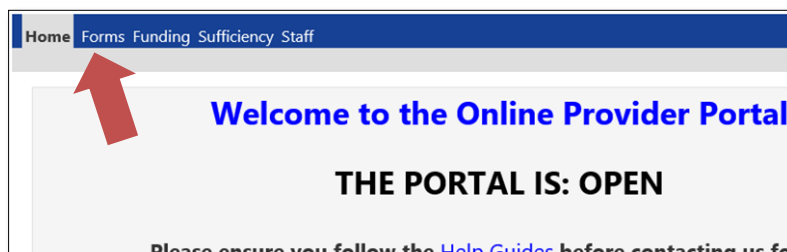
1. [Sign in](#) to the portal

If your account has access to more than one provider, choose the appropriate one from the list at the top of the screen (either day nursery, pre-school or childminder) then press the **Proceed** button

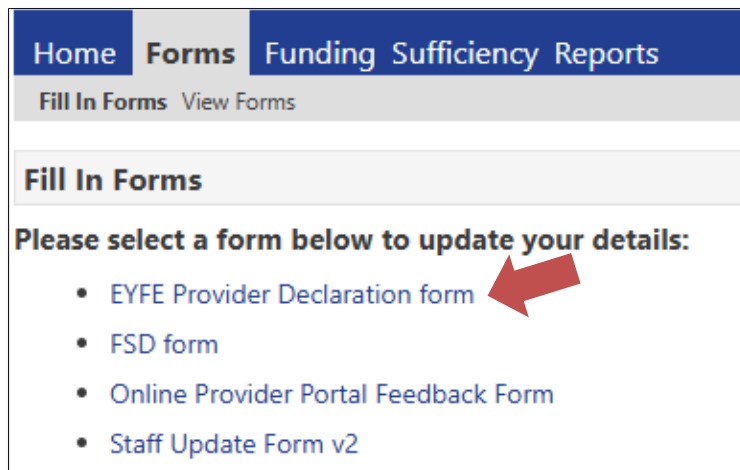


A screenshot of a web form titled "Please select an Organisation below". Below the title, it says "As you are linked to multiple Organisations you will need to select one in order to proceed." There is a dropdown menu labeled "Select Organisation:" with "--Please select--" and a blue "Proceed" button.

2. Choose **Forms** in the top menu



3. Choose **EYFE Provider Declaration form**



Completing the form

- The form opens in a separate window and consists of several pages.
 - Read the form in full, following the instructions within to answer the questions correctly
 - Some answers will be pre-populated with data from your last form, check it carefully
 - All pages must be completed in full
 - Move between pages using the **Next Page** or **Previous Page** buttons (arrowed)

Declaration

Q1: From April 2025, we wish to continue offering: (tick all that apply)

- 9 month old EYFE (Working families)
- 2 year old EYFE (Working families and LA issued entitlement)
- 3 and 4 year old EYFE (Universal)
- 3 and 4 year old extended EYFE (Working families)

What happens next?

You will receive confirmation by email that your forms has been submitted. If there are no issues, you will receive an automated email confirming approval once processed by the FIS.

If you receive an automated email stating your form has been declined, the Family Information Service will contact you by email shortly after to give further information.

Previous Page Select page: Title >> Submit Form

Submitting your form to us

- When you have completed the form press the **Submit Form** button

If you receive an automated email stating your form has been declined, the Family Information Service will contact you by email shortly after to give further information.

Previous Page Select page: Title >> Submit Form


- Agree to the prompt

familyinfoservice.westsussex.gov.uk says

Are you sure you want to submit this form? Clicking OK will close this message and submit the form to the LA. Clicking Cancel will close this message and leave the form open.

OK Cancel

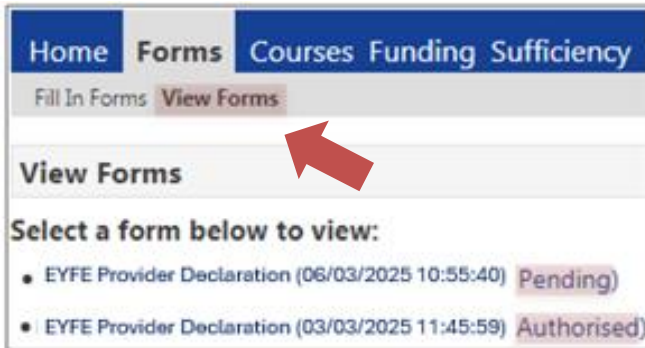
- A green banner confirms that your form has been submitted

 You have successfully submitted the form.

Changing a submitted form, or checking you've submitted a form

You can check if you've submitted a form, and edit it if we've not yet authorised it

Go to **View Forms** in the **Forms** sub menu and look for your last submitted FE declaration form, noting the date that the forms were submitted



If the form shows as:

- **Pending** - we've yet to process your form, you can edit it by clicking it but remember to submit it otherwise we won't see your changes
- **Authorised** - we've accepted the form, you cannot edit it – submit a new form instead
- **Rejected** - we've rejected the form, you cannot edit it – submit a new form instead

If no form shows, we don't have it – submit a new form

END