

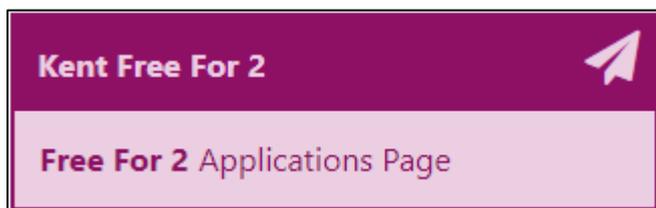
FREE Early Education FOR 2 Year Olds (known in Kent as the FF2 Scheme).

Childcare can make life better for you and your children.

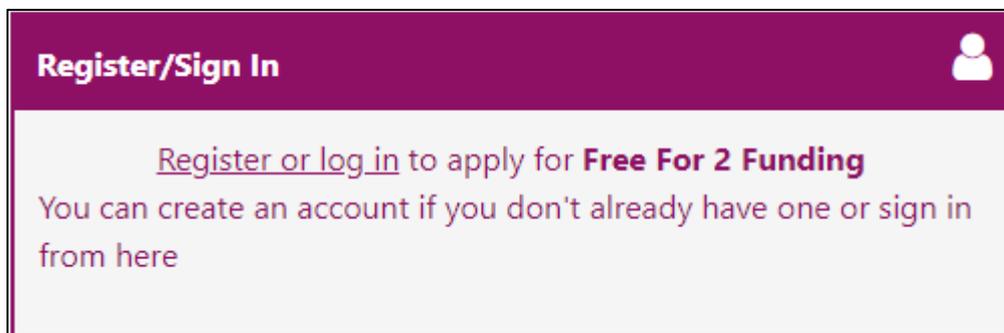
Instructions on completing a Free For 2 Application.

Please note you must have an email address to apply for FF2 funding online. If you do not have an email address, please call 03000 421612.

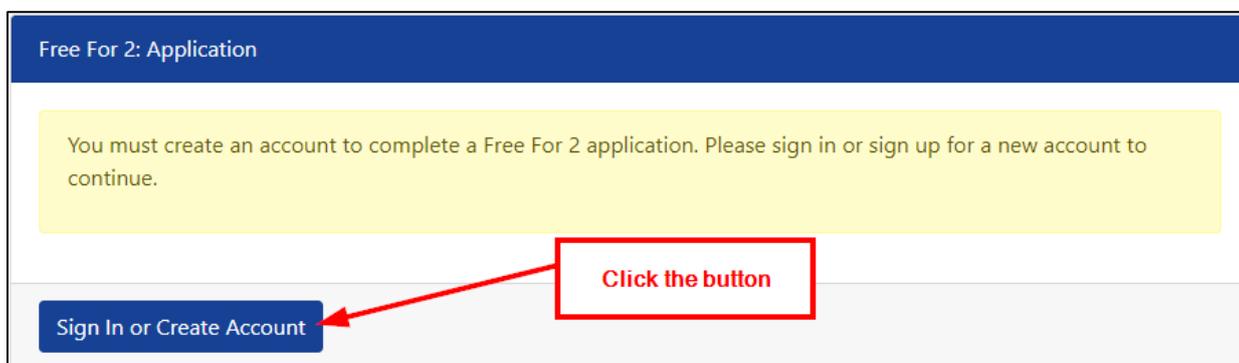
Click the 'Kent Free For 2' box. To return to this page at any time, click the 'House' icon  in the top left corner of your screen.



Click the 'Register/Sign In' box.

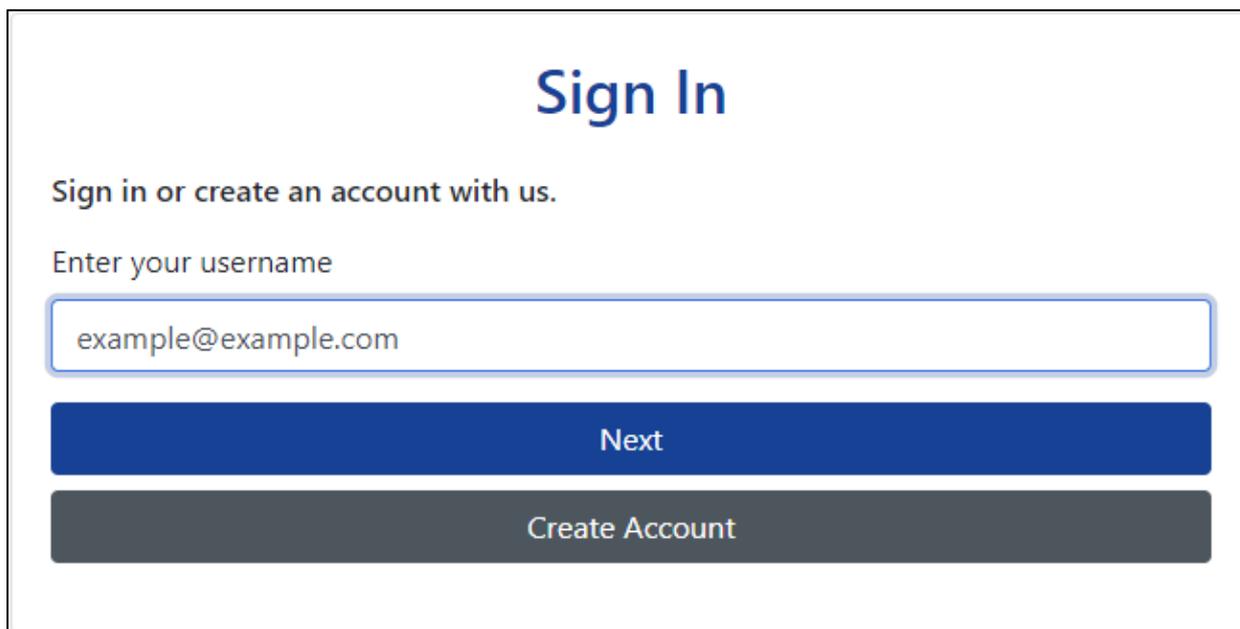


Click the 'Sign in or Create Account' button.



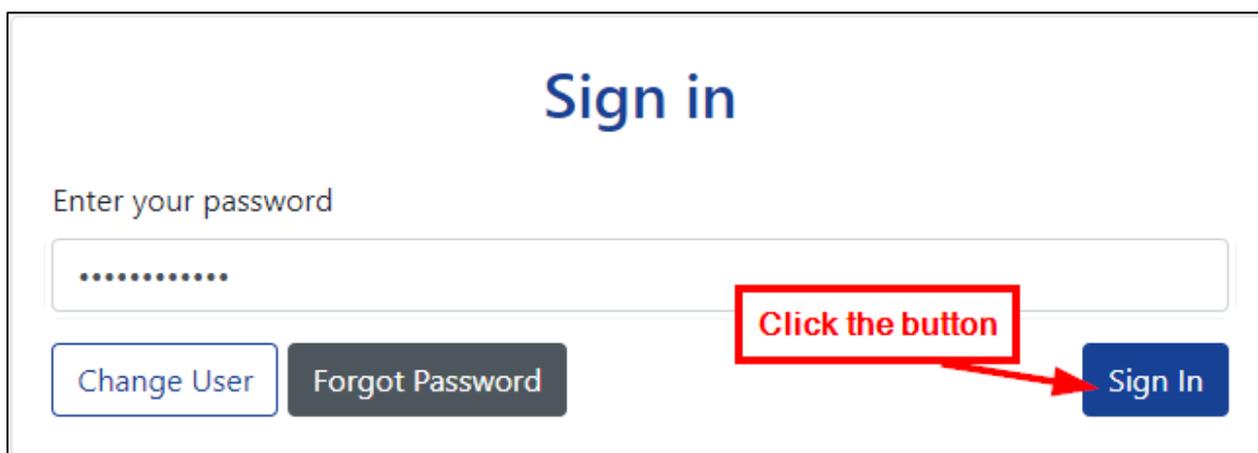
Existing Accounts.

If you have created an account on a previous occasion, for example if you have applied for Free For 2 Funding using this online service before, or you have applied for a school place for older children using the KCC online admissions form before, then enter your username in the box (this will be the email address that you used to register previously) then click 'Next'.



The screenshot shows a 'Sign In' form. At the top, it says 'Sign in or create an account with us.' Below this is a text input field labeled 'Enter your username' containing the text 'example@example.com'. There are two buttons below the input field: a blue 'Next' button and a grey 'Create Account' button.

Enter your password and click the 'Sign In' button.



The screenshot shows a 'Sign in' form. It has a text input field labeled 'Enter your password' with a masked password '.....'. Below the input field are three buttons: 'Change User', 'Forgot Password', and 'Sign In'. A red box highlights the 'Sign In' button with the text 'Click the button' and a red arrow pointing to it.

If you have signed in successfully, please go to **page 6**.

If you have forgotten your password, please go to **page 3**.

If you need to create an account, please go to **page 4**.

Forgotten Password.

If you have forgotten your password, click the 'Forgot Password' button.



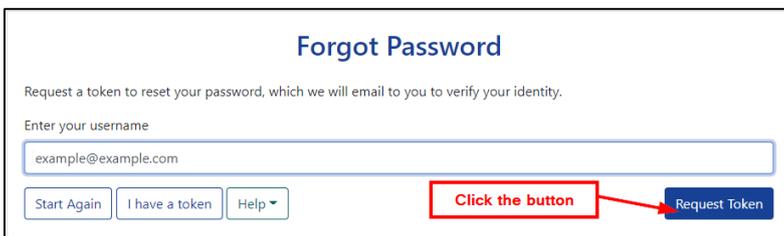
Sign in

Enter your password

Change User Forgot Password Sign In

Click the button

Check that your username is correct (this will be the email address that you used when you registered) then click the 'Request Token' button.



Forgot Password

Request a token to reset your password, which we will email to you to verify your identity.

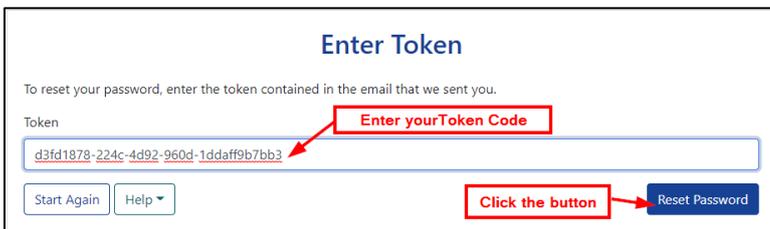
Enter your username

example@example.com

Start Again I have a token Help Request Token

Click the button

A code will be sent to your email address. Enter the code in the 'Token' box and click the 'Reset Password' button.



Enter Token

To reset your password, enter the token contained in the email that we sent you.

Token

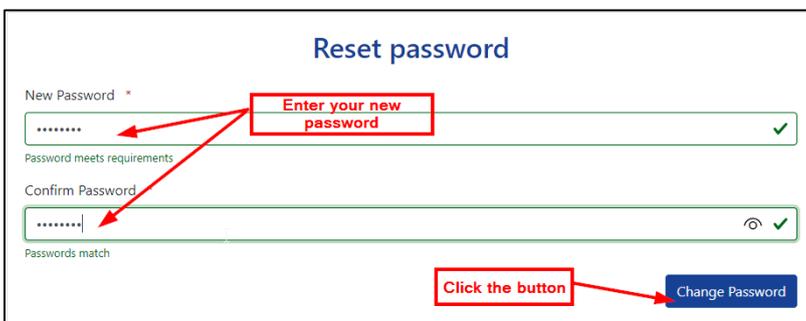
d3fd1878-224c-4d92-960d-1ddaff9b7bb3

Start Again Help Reset Password

Click the button

Enter yourToken Code

Enter your new password then click the 'Change Password' button. You will then be signed into the system to complete your application.



Reset password

New Password *

Password meets requirements

Confirm Password

Passwords match

Change Password

Click the button

Enter your new password

When you have signed in successfully, please go to **page 6**.

If you need to create an account, please go to **page 4**.

Create New Account.

If you do not already have an account, click 'Create Account'.

Sign In

Sign in or create an account with us.

Enter your username

Enter your details into the appropriate fields. All fields marked with * must be completed.

Please enter a daytime telephone number, so that we can contact you if there are any problems with your application.

To add your address, click the 'Add Address' button, then enter your postcode in the Postcode box and click the 'Search' button.

A Search Results box will be displayed. Click the double arrows to display a list of addresses.

Search Results

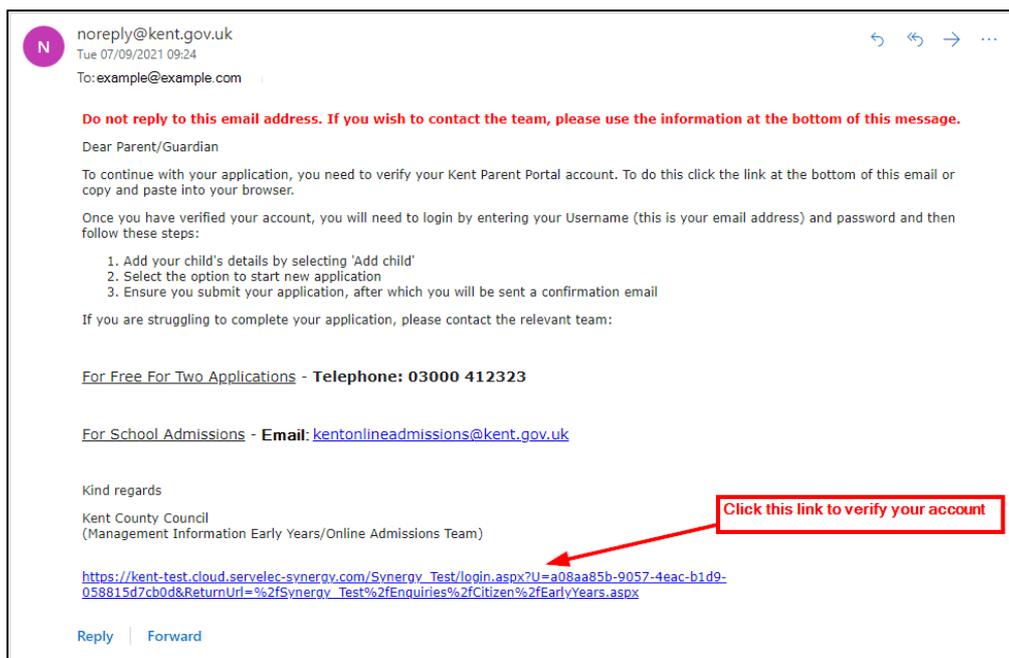
Please select an address from the results below. *

Select your address from the list and click the 'Confirm Selected' button.

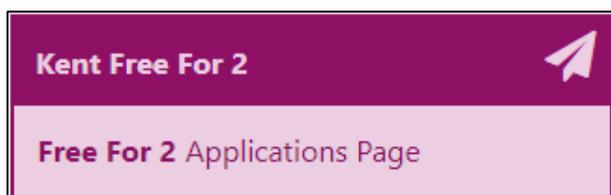
If your address is not listed, click the 'Enter Address Manually' button and enter your address in the appropriate fields.

Create and confirm your password, then click the 'Create' button.

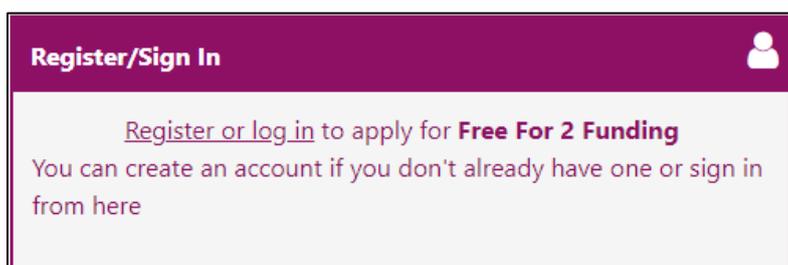
You will receive an email asking you to verify your account. Click the link at the bottom of the email, which will take you back to the FF2 Application where you can log in with your email address and the password that you have just created. If you do not get a validation email, or if you cannot log in, please contact Kent County Council on 03000 412323.



Now sign in with the email address and password that you have just created and start your application by clicking the 'Kent Free For 2' box.



Then click the 'Register/Sign In' box.



Enter Application Details.

Select NI or NASS, as appropriate, then enter the required details.

National Insurance Number:

Free For 2: Application

1 2 3 4

Your Details Select Children Add Documents Your Results

Your Details (1 of 4)

Please fill in your National Insurance (NI) or National Asylum Support Service (NASS) number:

NI or NASS Number * NI NASS

NI Number: *

DOB *

[Back](#) [Save](#)

or

NASS Number:

Free For 2: Application

1 2 3 4

Your Details Select Children Add Documents Your Results

Your Details (1 of 4)

Please fill in your National Insurance (NI) or National Asylum Support Service (NASS) number:

NI or NASS Number * NI NASS

NASS Number * ✓

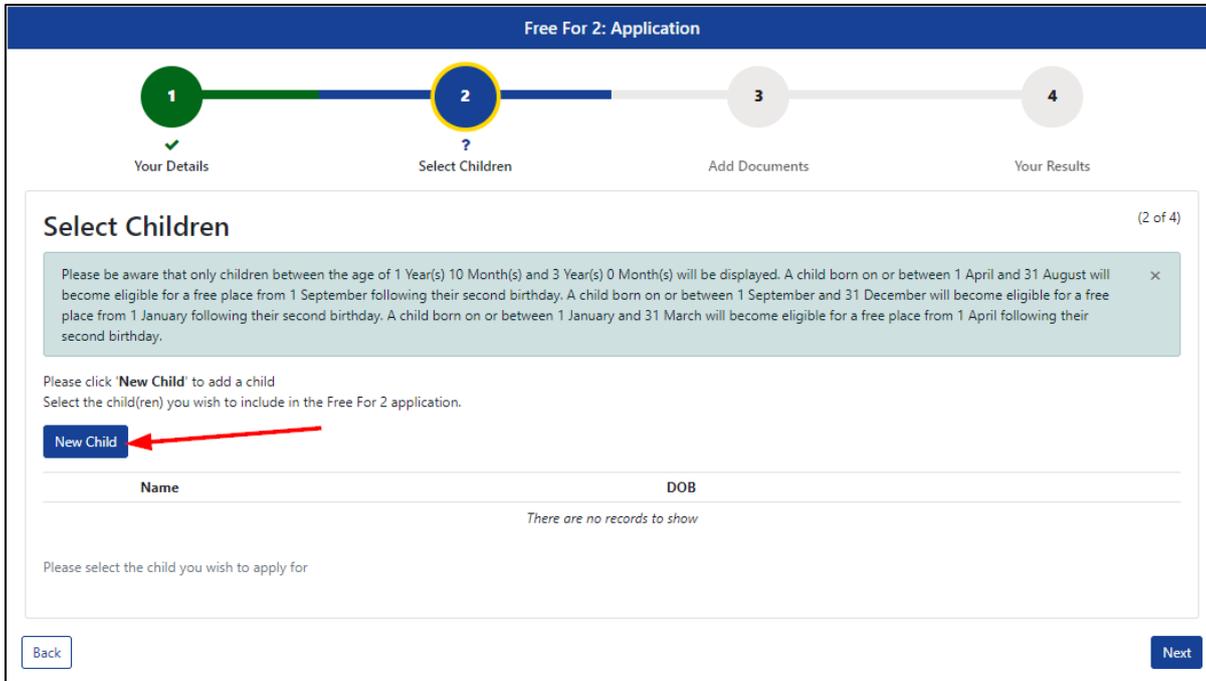
DOB *

[Back](#) [Save](#)

Click the 'Save' button.



If this is your first application, click the 'New Child' button. 



Free For 2: Application

1 ✓ Your Details 2 ? Select Children 3 Add Documents 4 Your Results

Select Children (2 of 4)

Please be aware that only children between the age of 1 Year(s) 10 Month(s) and 3 Year(s) 0 Month(s) will be displayed. A child born on or between 1 April and 31 August will become eligible for a free place from 1 September following their second birthday. A child born on or between 1 September and 31 December will become eligible for a free place from 1 January following their second birthday. A child born on or between 1 January and 31 March will become eligible for a free place from 1 April following their second birthday.

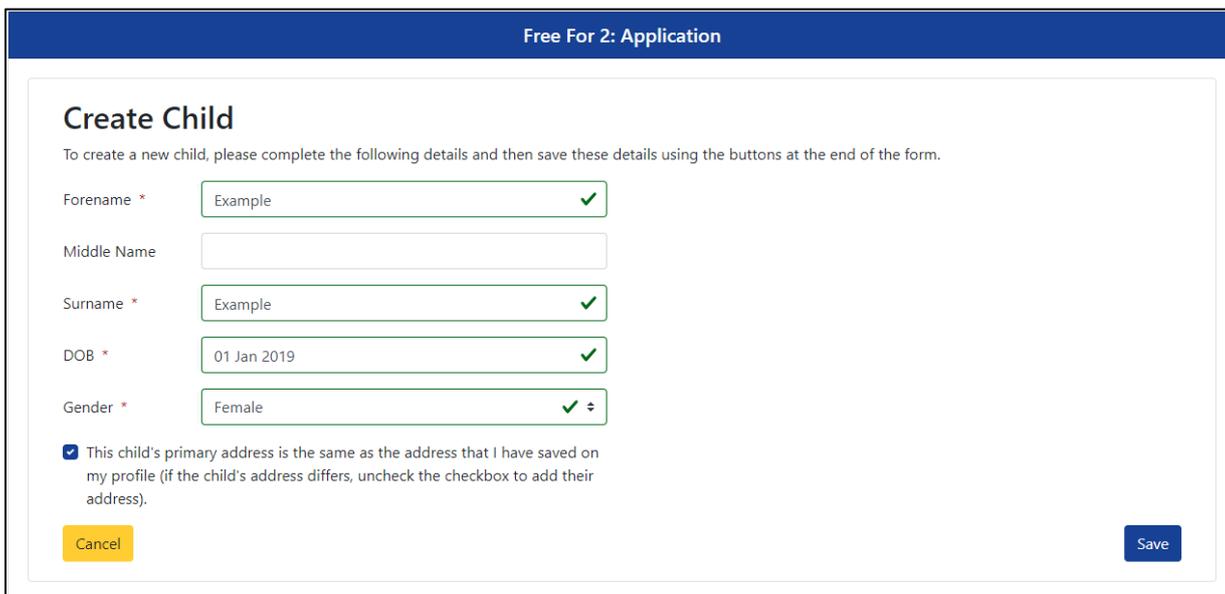
Please click 'New Child' to add a child
Select the child(ren) you wish to include in the Free For 2 application.

New Child

Name	DOB
There are no records to show	

Please select the child you wish to apply for

Enter the details of the child or children you are applying for.



Free For 2: Application

Create Child

To create a new child, please complete the following details and then save these details using the buttons at the end of the form.

Forename * ✓

Middle Name

Surname * ✓

DOB * ✓

Gender * ✓ ▾

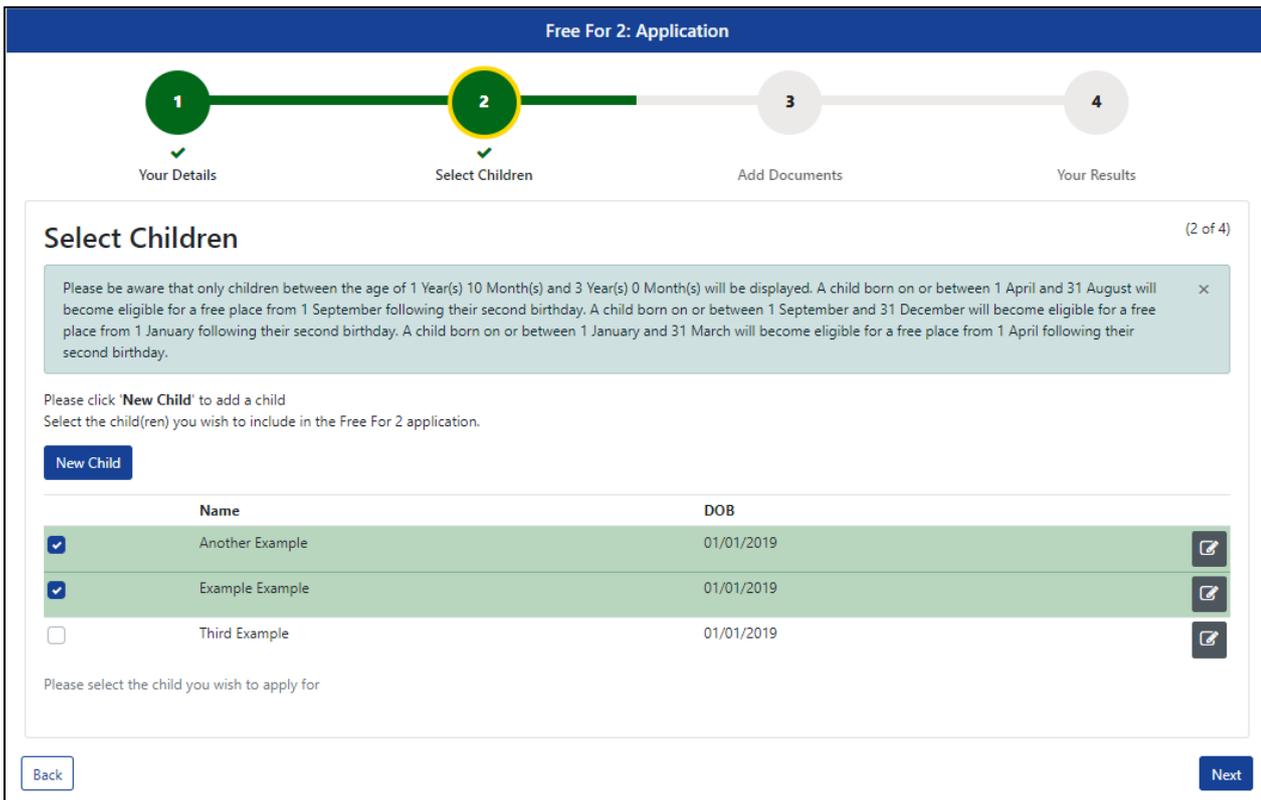
This child's primary address is the same as the address that I have saved on my profile (if the child's address differs, uncheck the checkbox to add their address).

Click the 'Save' button. 

Use the 'New Child' button again to add more children to your application, if required. Please ensure details of all the children you are applying for are entered before moving onto the next step.

Tick the box/es for the child or children you are applying for.

Please note, if you have entered the details for a child who's date of birth is not eligible for FF2 Funding, they will not appear in the list. To view and/or amend their details, please go to Account Management and then select 'My Children' from the menu (see **page 14** for Account Management information).



The screenshot shows a progress bar with four steps: 1. Your Details (checked), 2. Select Children (highlighted in yellow), 3. Add Documents, and 4. Your Results. Below the progress bar is a 'Select Children' section with a warning message about eligibility. It includes a 'New Child' button and a table of children with checkboxes and edit icons.

	Name	DOB	
<input checked="" type="checkbox"/>	Another Example	01/01/2019	
<input checked="" type="checkbox"/>	Example Example	01/01/2019	
<input type="checkbox"/>	Third Example	01/01/2019	

Click the 'Next' button.



If you are applying under any of the following criteria, you must upload supporting documents, as follows:

- DLA – A copy of your **child's** most recent DLA Notice.
- Universal Credit – A copy of your latest statement, plus two previous statements if you have them.

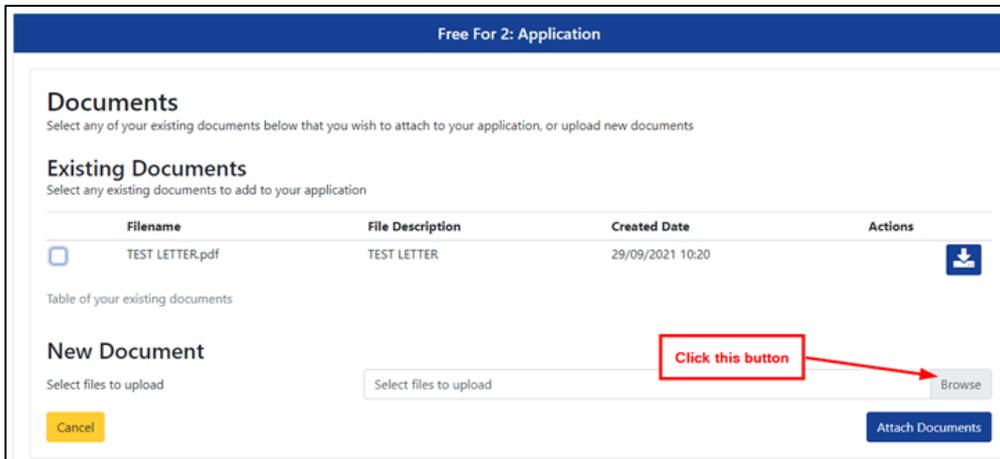
Click the 'Attach Child's DLA Notice or Universal Credits Statements to Application' button.



If you are not applying under the above criteria, you do not have to attach any documents.

Click 'Browse' to search for your first document.

Browse



Free For 2: Application

Documents

Select any of your existing documents below that you wish to attach to your application, or upload new documents

Existing Documents

Select any existing documents to add to your application

Filename	File Description	Created Date	Actions
<input type="checkbox"/> TEST LETTER.pdf	TEST LETTER	29/09/2021 10:20	

Table of your existing documents

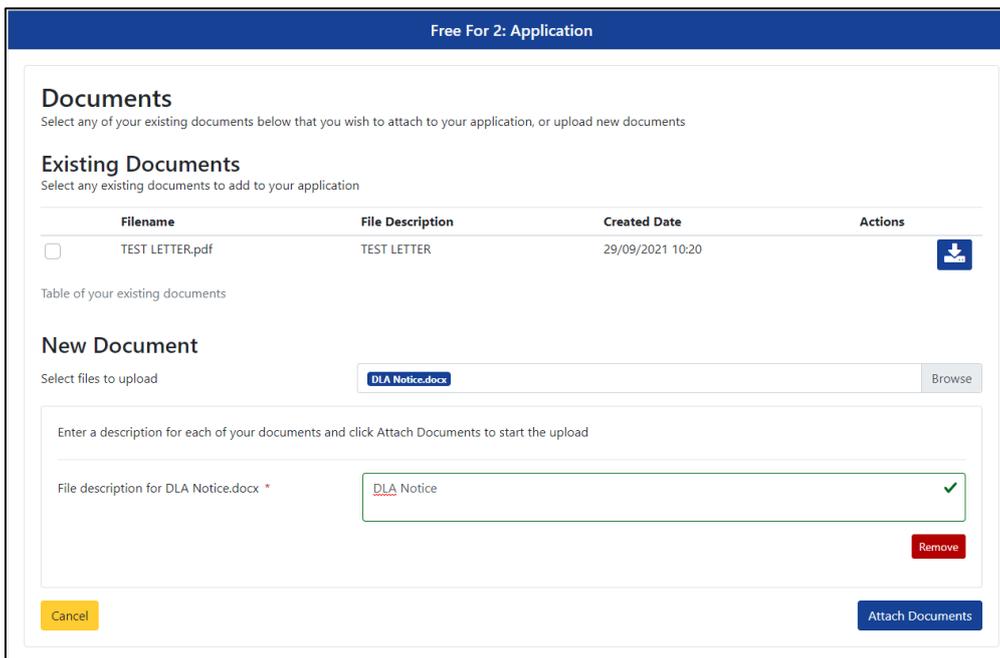
New Document

Select files to upload

Select files to upload Click this button Browse

Cancel Attach Documents

Enter a description for your document in the appropriate field.



Free For 2: Application

Documents

Select any of your existing documents below that you wish to attach to your application, or upload new documents

Existing Documents

Select any existing documents to add to your application

Filename	File Description	Created Date	Actions
<input type="checkbox"/> TEST LETTER.pdf	TEST LETTER	29/09/2021 10:20	

Table of your existing documents

New Document

Select files to upload

DLA Notice.docx Browse

Enter a description for each of your documents and click Attach Documents to start the upload

File description for DLA Notice.docx * Remove

Cancel Attach Documents

If you have more documents to upload click 'Browse' again, Browse then enter a description for your second document.

Continue to click 'Browse' and add a description for each document until you have uploaded all of the documents required to support your application.

Once you have uploaded all of your documents click the 'Attach Documents' button.

Attach Documents

Free For 2: Application

Documents

Select any of your existing documents below that you wish to attach to this application, or upload new documents

Existing Documents

These existing documents can be added to this application by clicking the box next to each document you would like to include and then clicking the Attach Documents button

Filename	File Description	Created Date	Actions
There are no records to show			

Table of your existing documents, use the box below to search for and attach new documents

New Document

Select files to upload UC Statement 3.docx Browse

Enter a description for each of your documents and click Attach Documents to start the upload

File description for UC Statement 1.docx *	<input type="text" value="UC Statement Feb 2022"/>	<input checked="" type="checkbox"/>	Remove
File description for UC Statement 2.docx *	<input type="text" value="UC Statement Jan 2022"/>	<input checked="" type="checkbox"/>	Remove
File description for UC Statement 3.docx *	<input type="text" value="UC Statement Dec 2021"/>	<input checked="" type="checkbox"/>	Remove

Cancel Attach Documents

Tick the box to confirm your attachments are correct.

Free For 2: Application

1 Your Details ✓ 2 Select Children ✓ 3 Add Documents ? 4 Your Results

Add Documents

Attach Child's DLA Notice or Universal Credits Statements to Application (3 of 4)

Filename	File Description	Created Date	Actions
UC Statement 1.docx	UC Statement Feb 2022	28/01/2022 15:21	Download Delete
UC Statement 2.docx	UC Statement Jan 2022	28/01/2022 15:21	Download Delete
UC Statement 3.docx	UC Statement Dec 2021	28/01/2022 15:21	Download Delete

Table of your selected documents for this application

Please confirm the attached documents are correct

Back Submit Application

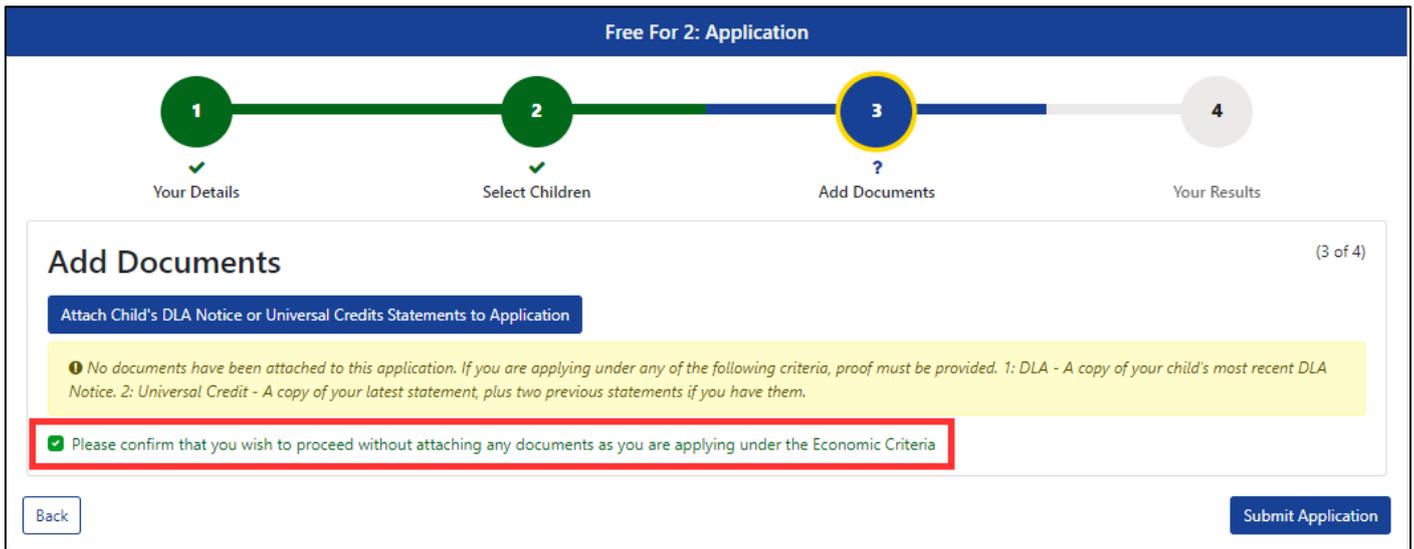
Click the 'Submit Application' button.

Submit Application

If you need to attach further documents at a later date, please follow the instructions on **page 13**.

If you are not applying under DLA or Universal Credit criteria, tick the box to confirm that you wish to proceed without attaching any documents, then click the 'Submit Application' button.

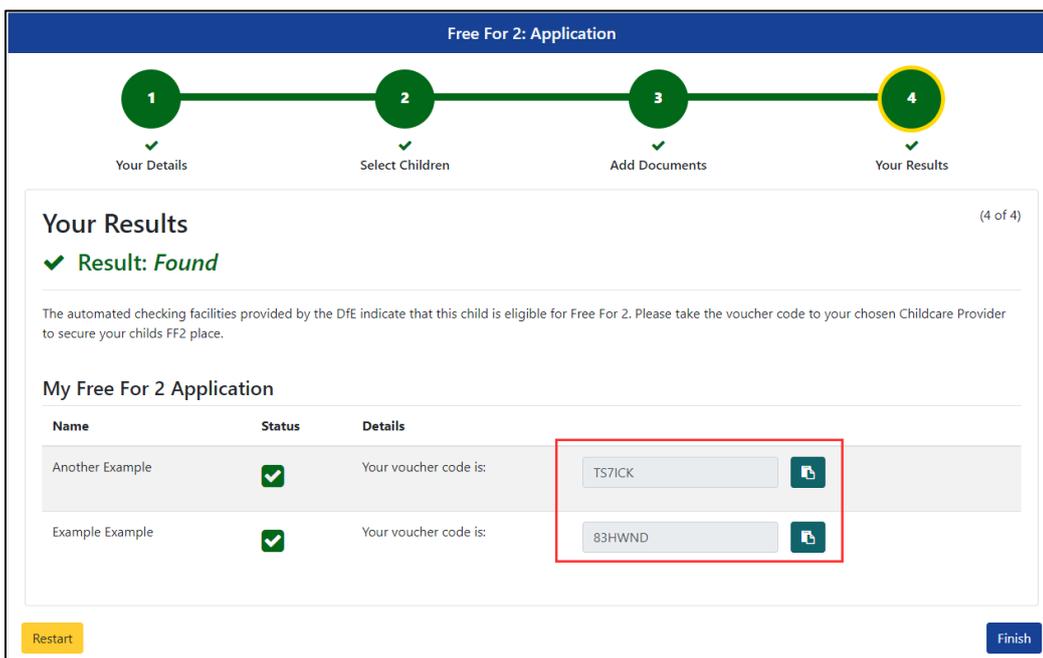
Submit Application



The screenshot shows the 'Free For 2: Application' progress bar with four steps: 1. Your Details (green), 2. Select Children (green), 3. Add Documents (blue with a question mark), and 4. Your Results (grey). Below the progress bar is the 'Add Documents' section (3 of 4). It contains a blue button 'Attach Child's DLA Notice or Universal Credits Statements to Application', a yellow warning box stating 'No documents have been attached to this application. If you are applying under any of the following criteria, proof must be provided. 1: DLA - A copy of your child's most recent DLA Notice. 2: Universal Credit - A copy of your latest statement, plus two previous statements if you have them.', and a red-bordered box with a checked checkbox and the text 'Please confirm that you wish to proceed without attaching any documents as you are applying under the Economic Criteria'. At the bottom are 'Back' and 'Submit Application' buttons.

Once you have submitted your application, your results will be displayed. An email will also be sent to you with your results.

If your application for FF2 funding is successful, a voucher code will be issued. Take this code to your early years provider (playgroup, childminder, nursery etc.) when you register your child or children with them.



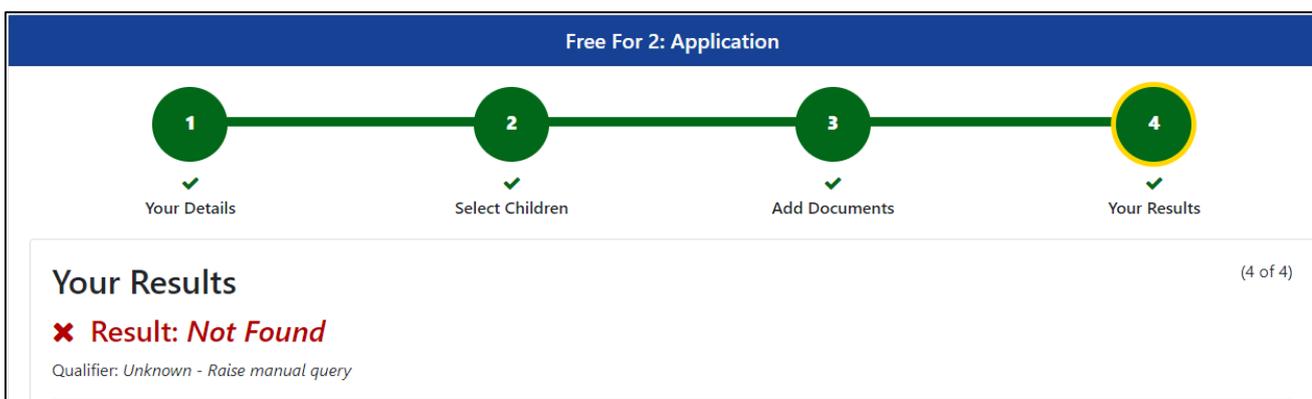
The screenshot shows the 'Free For 2: Application' progress bar with four steps: 1. Your Details (green), 2. Select Children (green), 3. Add Documents (green), and 4. Your Results (blue with a checkmark). Below the progress bar is the 'Your Results' section (4 of 4). It displays 'Result: Found' with a green checkmark. A message states: 'The automated checking facilities provided by the DfE indicate that this child is eligible for Free For 2. Please take the voucher code to your chosen Childcare Provider to secure your child's FF2 place.' Below this is a table titled 'My Free For 2 Application' with columns 'Name', 'Status', and 'Details'. The table has two rows: 'Another Example' and 'Example Example', both with a green checkmark in the 'Status' column. The 'Details' column for both rows shows 'Your voucher code is:' followed by a text input field containing the voucher code and a copy icon. The first row's code is 'TS7ICK' and the second row's code is '83HWND'. A red box highlights the voucher code input fields. At the bottom are 'Restart' and 'Finish' buttons.

Name	Status	Details
Another Example	✓	Your voucher code is: TS7ICK
Example Example	✓	Your voucher code is: 83HWND

You can copy the code by clicking the 'copy code' icon . This can then be pasted into a text, email or other message format.

Click the 'Finish' button. 

If your application returns a "Not Found" result, this does not necessarily mean you are not eligible for FF2 funding.

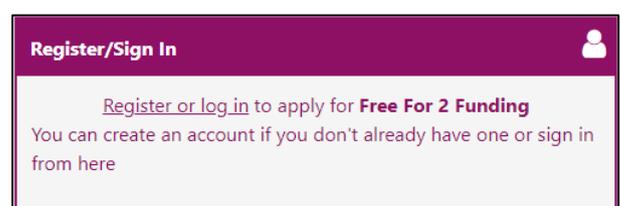
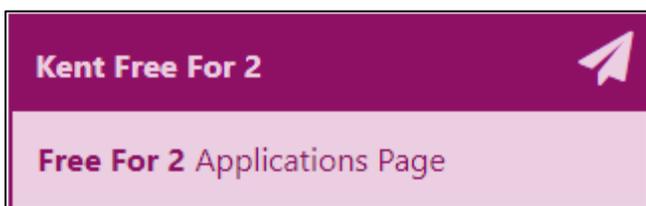


To return to the start of your application, click the 'Restart' button  and make sure that you have entered all the correct information and that your child is within the required date of birth range for FF2 funding. Make any amendments if needed and resubmit your application.

All "Not Found" results will be investigated by Kent County Council's Management Information Team, who will send you an email advising you of what to do next.

Subsequent Applications.

If you need to apply for another child, click the the 'House' icon  in the top left corner of your screen, then click the 'Kent Free For 2' box. Then click the 'Register/Sign In' box and repeat the steps from **page 6** onwards to apply.



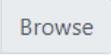
Uploading Additional Documents.

If you need to attach more documents at a later date, for example, if you are making an application for another child at a later date or because you now have more up-to-date documents to attach, complete the first steps of your application, as shown on pages 6-8 above, until you reach the 'Add Documents' screen.

To attach more documents, click the 'Attach Child's DLA Notice or Universal Credits Statements to Application' button.

Attach Child's DLA Notice or Universal Credits Statements to Application

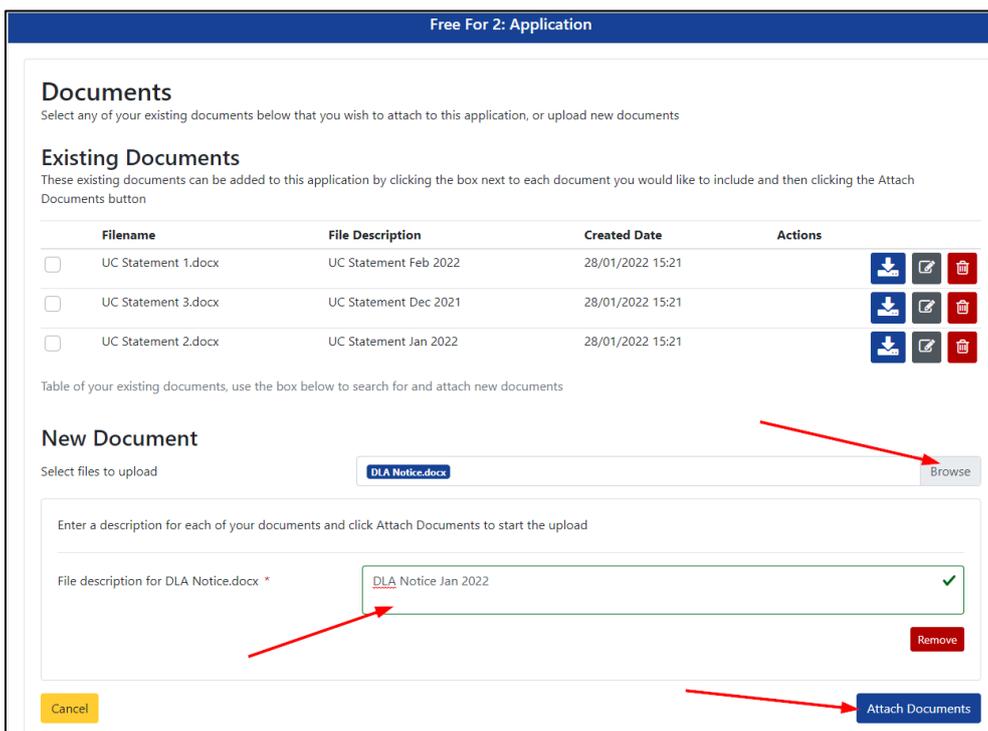
A list of the documents that you have already uploaded will be displayed. Please note, these cannot be deleted if they have already been submitted with a previous application.

To add more documents, click the 'Browse' button  to search for the document, then enter a description for the document in the appropriate field.

If you have more documents to upload, click 'Browse' again, then enter a description for your second document.

Continue to click 'Browse' and add a description for each document until you have uploaded all of the documents required to support your application.

Once you have uploaded all of your documents, click the 'Attach Documents' button. 



Free For 2: Application

Documents

Select any of your existing documents below that you wish to attach to this application, or upload new documents

Existing Documents

These existing documents can be added to this application by clicking the box next to each document you would like to include and then clicking the Attach Documents button

Filename	File Description	Created Date	Actions
<input type="checkbox"/> UC Statement 1.docx	UC Statement Feb 2022	28/01/2022 15:21	  
<input type="checkbox"/> UC Statement 3.docx	UC Statement Dec 2021	28/01/2022 15:21	  
<input type="checkbox"/> UC Statement 2.docx	UC Statement Jan 2022	28/01/2022 15:21	  

Table of your existing documents, use the box below to search for and attach new documents

New Document

Select files to upload 

Enter a description for each of your documents and click Attach Documents to start the upload

File description for DLA Notice.docx * 



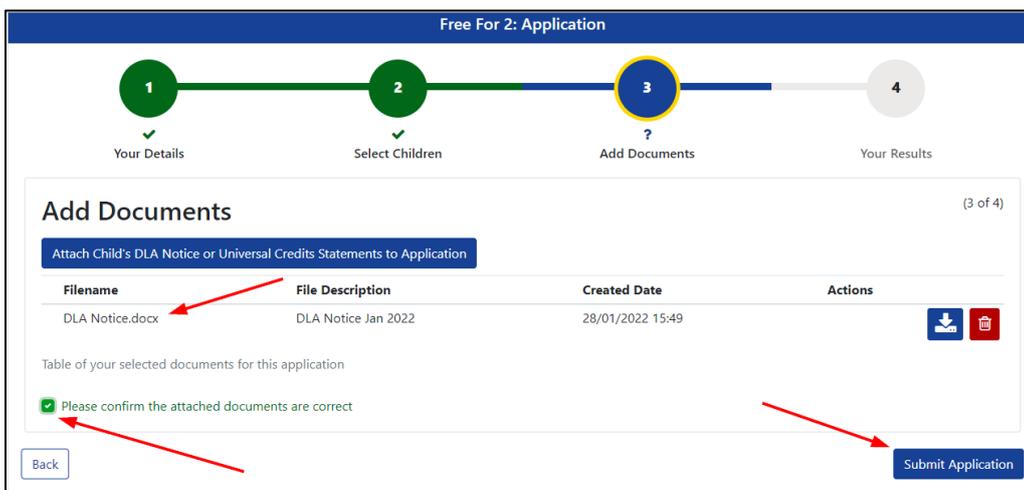
 

The screen will now show the new documents that you have uploaded. Tick the box to confirm that the attached documents are correct.

If they are not correct, you can click the 'Attach Child's DLA Notice or Universal Credits Statements to Application' button again to upload the correct ones.

Once you are happy that you have uploaded the correct documents, click the 'Submit Application' button.

Submit Application



Free For 2: Application

1 ✓ Your Details 2 ✓ Select Children 3 ? Add Documents 4 Your Results

Add Documents (3 of 4)

Attach Child's DLA Notice or Universal Credits Statements to Application

Filename	File Description	Created Date	Actions
DLA Notice.docx	DLA Notice Jan 2022	28/01/2022 15:49	 

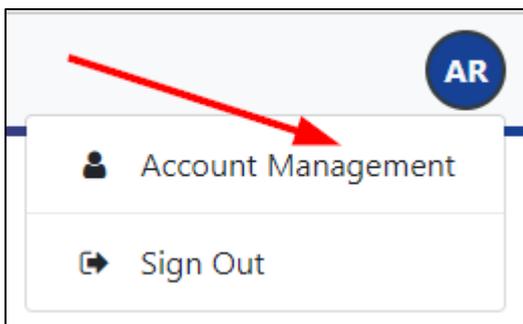
Table of your selected documents for this application

Please confirm the attached documents are correct

Back Submit Application

Account Management.

To update any of your personal details, such as Name, Address, Contact Details etc. click your initials in the top right hand corner of the screen and click 'Account Management'.



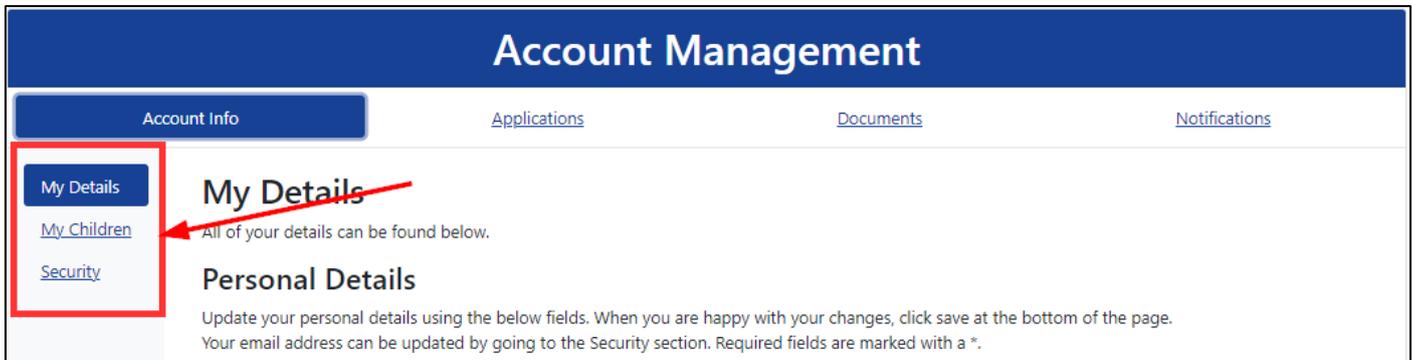
AR

 Account Management

 Sign Out

You will be taken to the Account Management screen, where you can use the links at the left hand side of the screen to update your information as follows:

- Select 'My Details' to update your address and other personal details.
- Select 'My Children' to update your child or children's information.
- Select 'Security' to change your password or update your email address.



Account Management

Account Info Applications Documents Notifications

My Details
My Children
Security

My Details

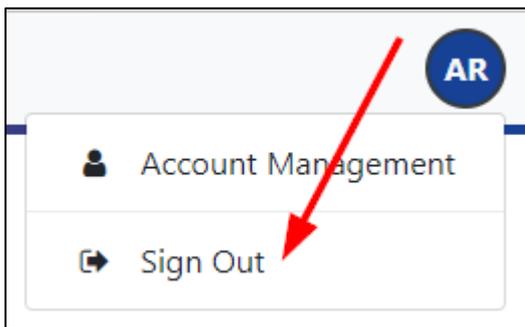
All of your details can be found below.

Personal Details

Update your personal details using the below fields. When you are happy with your changes, click save at the bottom of the page. Your email address can be updated by going to the Security section. Required fields are marked with a *.

Signing Out.

To sign out of the application form, click your initials in the top right hand corner and click 'Sign Out'.



AR

Account Management

Sign Out