Free for 2 (FF2) Team – Management Information
Information for Parents and Carers
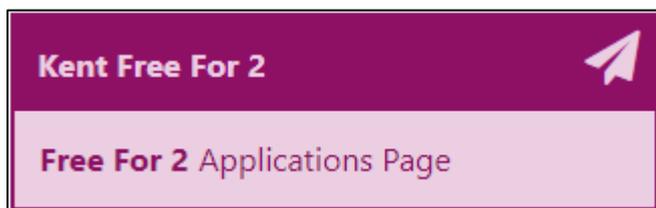February 2022

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

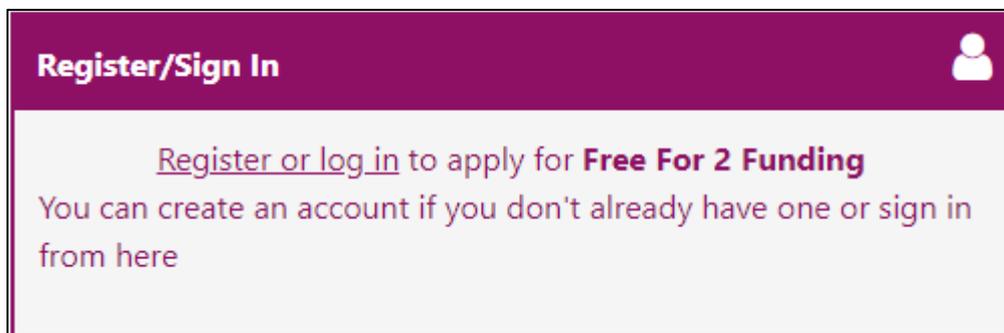**Childcare can make life better for you and your children.**

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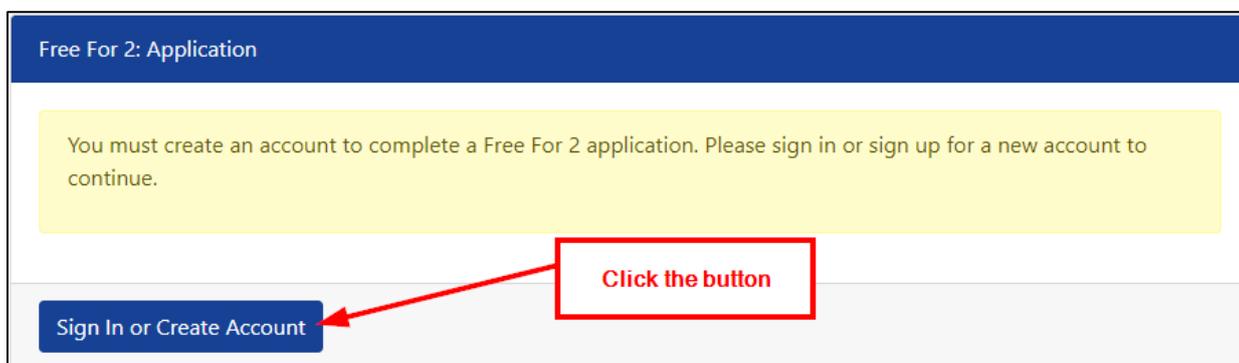
Click the 'Kent Free For 2' box. To return to this page at any time, click the 'House' icon in the top left corner of your screen.

Kent Free For 2

Free For 2 Applications Page

Click the 'Register/Sign In' box.

Register/Sign In

Register or log in to apply for **Free For 2 Funding**
You can create an account if you don't already have one or sign in from here

Click the 'Sign in or Create Account' button.

Free For 2: Application

You must create an account to complete a Free For 2 application. Please sign in or sign up for a new account to continue.

Click the button

Sign In or Create Account

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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'.
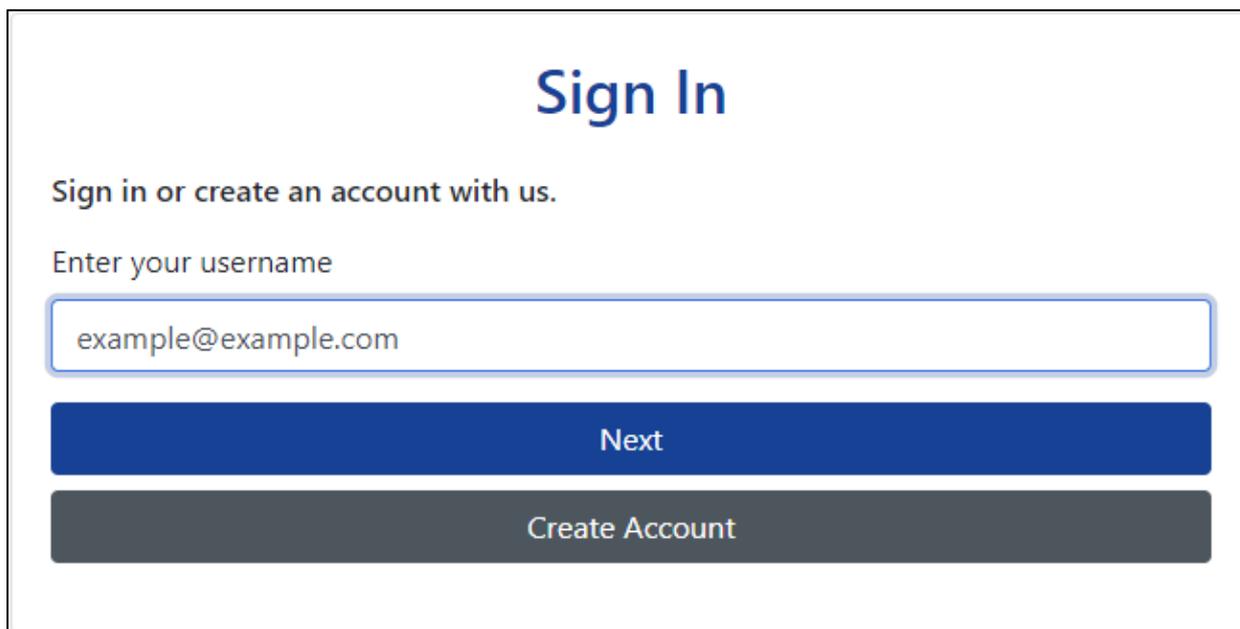
Sign In

Sign in or create an account with us.

Enter your username

example@example.com

Next

Create Account

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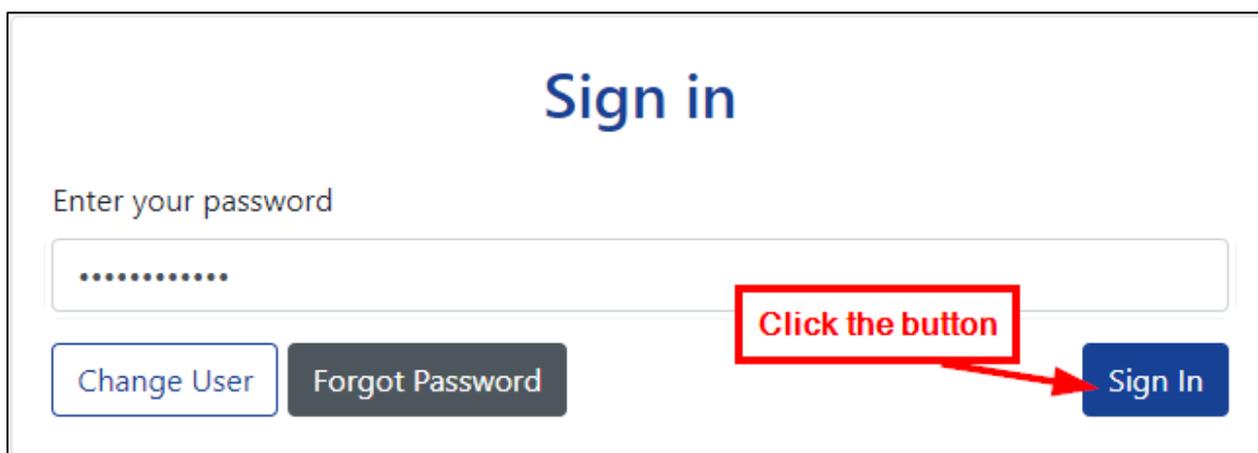
Sign in

Enter your password

••••••••••••

Change User   Forgot Password

Click the button

Sign In

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.

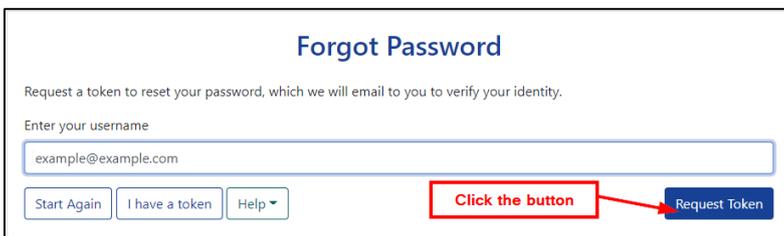If you have forgotten your password, click the 'Forgot Password' button.

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

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

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

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

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

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Create New Account.

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

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, **Add Address (*Please provide your Address)** then enter your postcode in the Postcode box and click the 'Search' button. **Search**

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

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

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

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

You will receive an email asking you to verify your account. Click the link <u>at the bottom of the email</u>, 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.
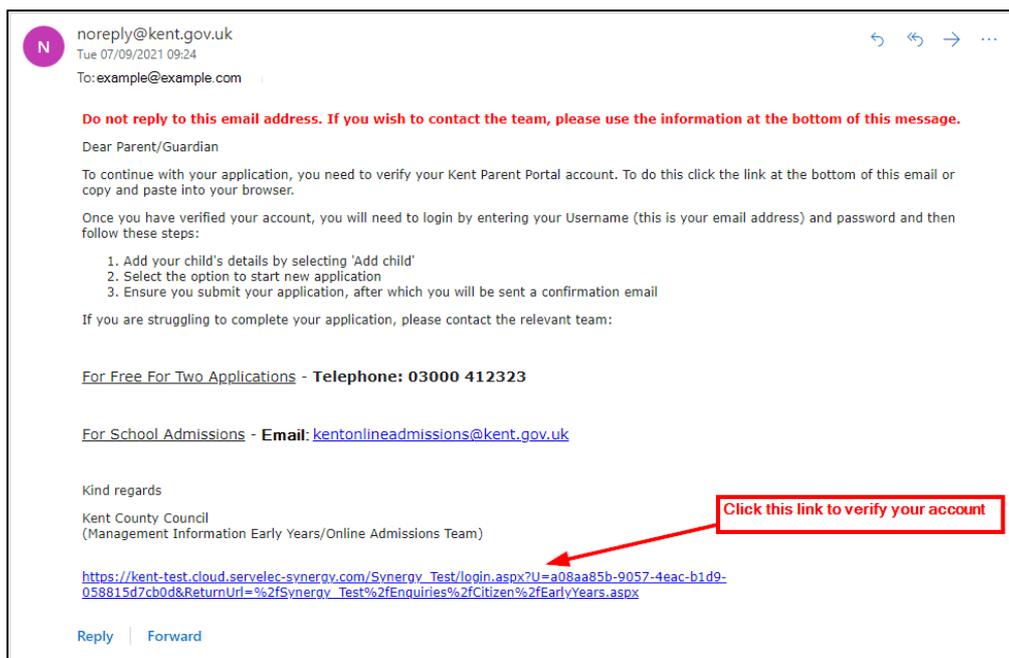
Now sign in with the email address and password that you have just created and start your application by clicking the 'Kent Free For 2' box.

Then click the 'Register/Sign In' box.

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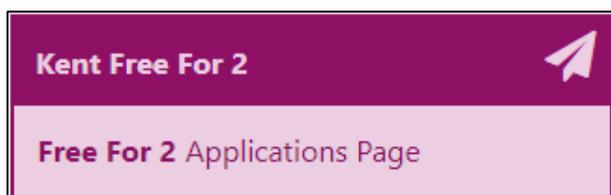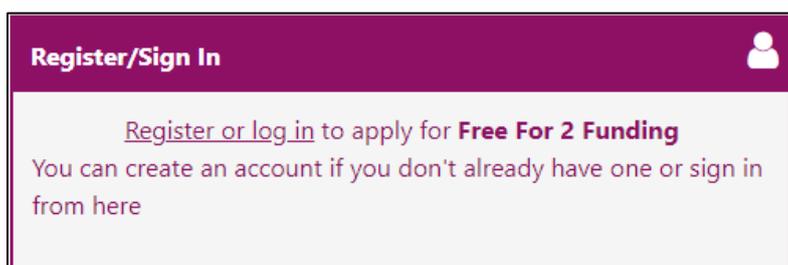
Enter Application Details.

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

National Insurance Number:

or

NASS Number:

Click the 'Save' button.

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

Enter the details of the child or children you are applying for.
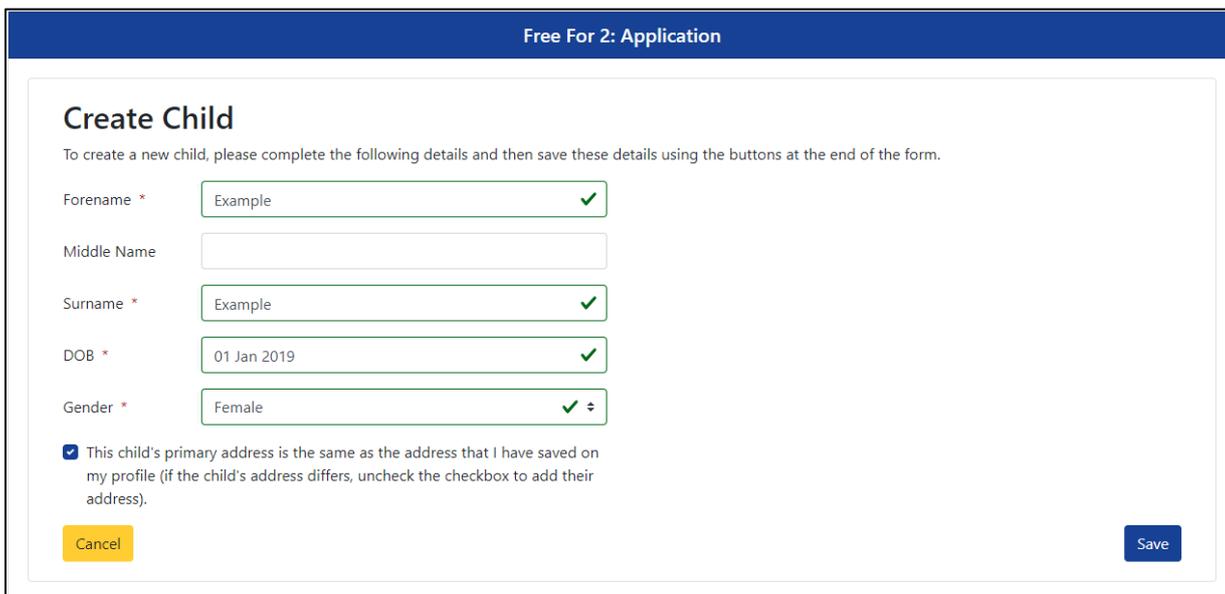
Click the 'Save' button. [Save]

Use the 'New Child' button again to add more children to your application, if required. Please ensure details of <u>all the children you are applying for are entered</u> 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).

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 **<u>child's</u>** 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

Enter a description for your document in the appropriate field.

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

Continue to click 'Browse' tend 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

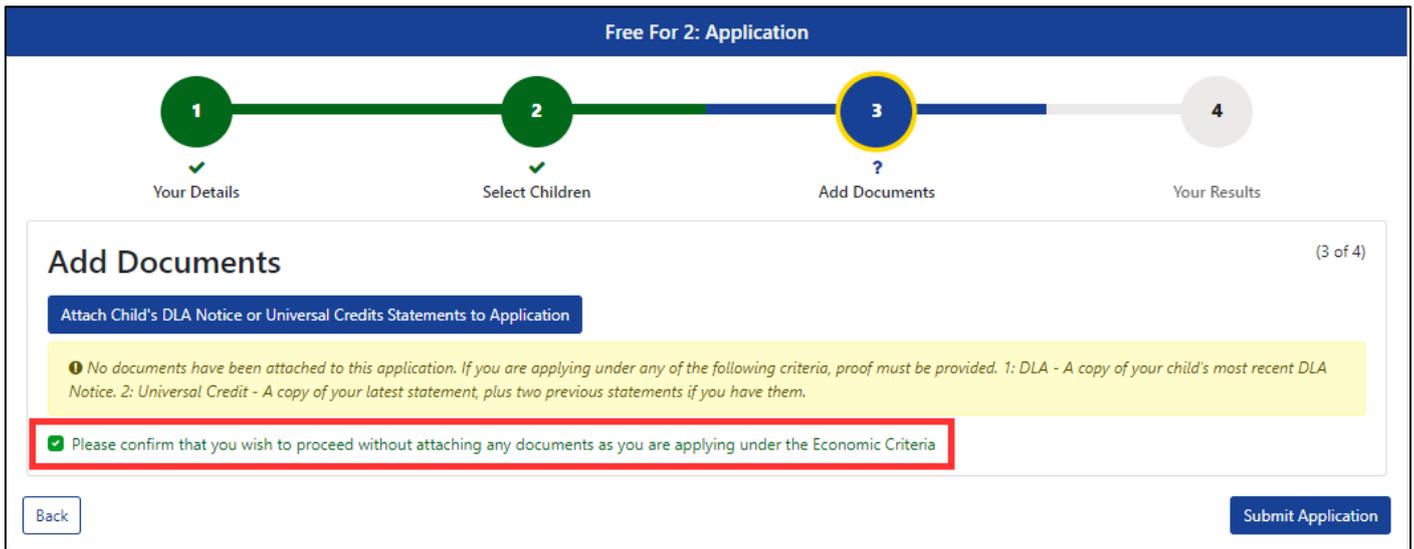Tick the box to confirm your attachments are correct.

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**.

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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**
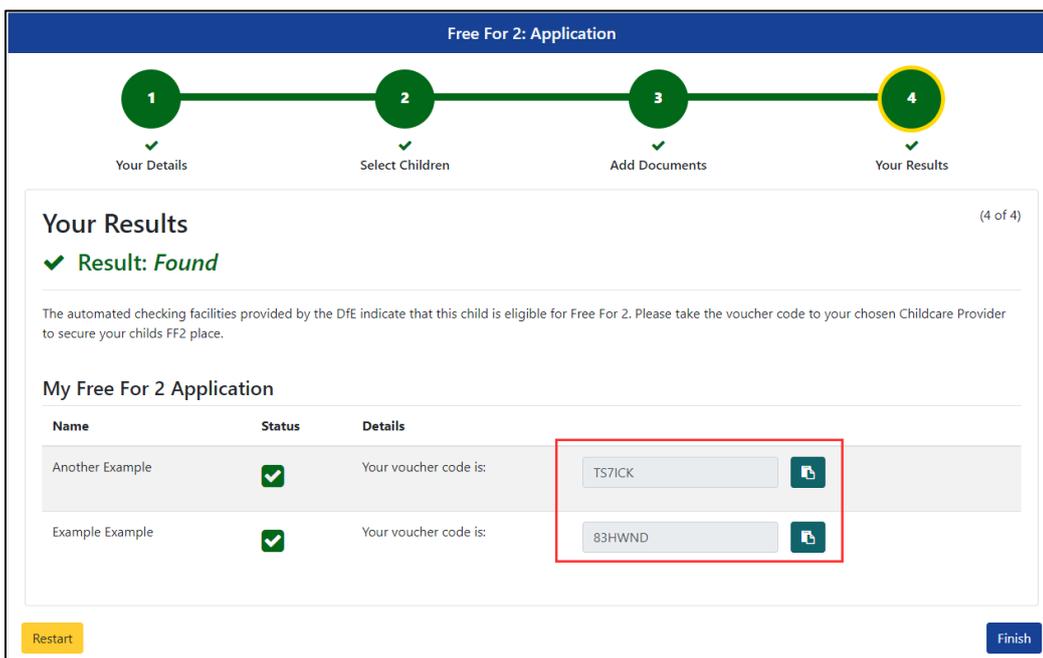

Once you have submitted your application, your results will be displayed. An email will also be sent to you with your results.

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.


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

Click the 'Finish' button. [Finish]

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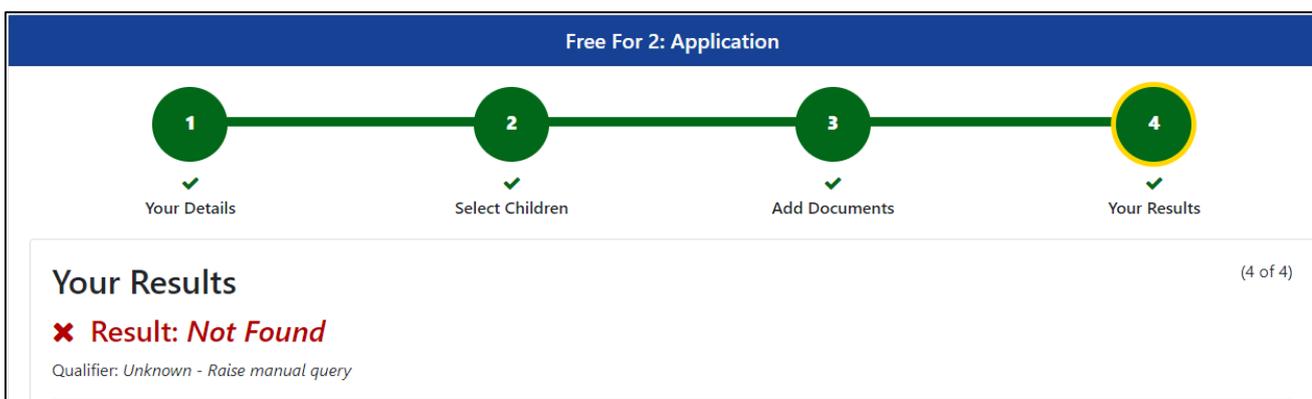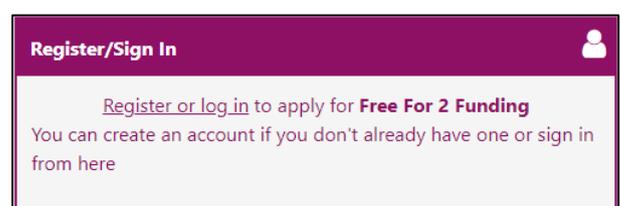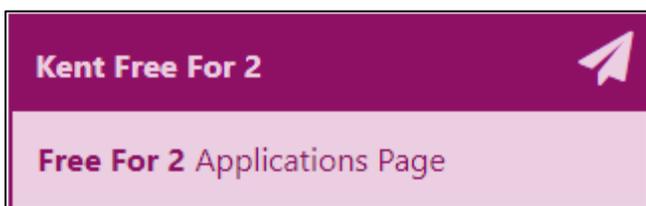

To return to the start of your application, click the 'Restart' button [Restart] and make sure that you have entered all the correct information and that your child is within the required date of birth range for FF2 funding. Make any amendments if needed and resubmit your application.

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 [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.

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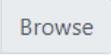## February 2022

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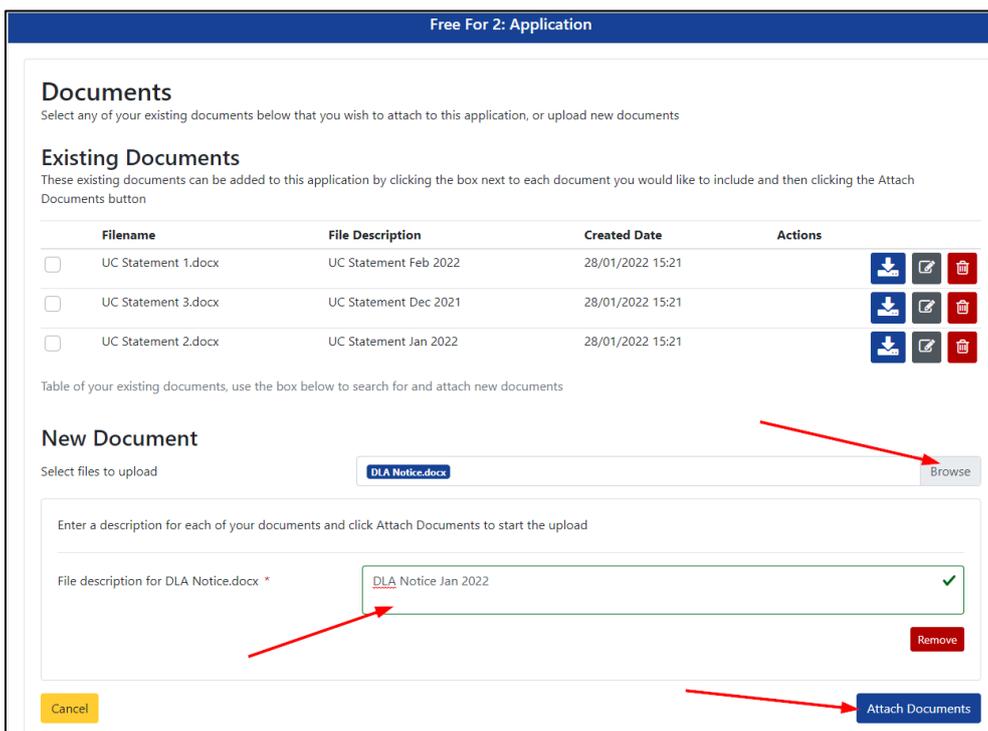
A list of the documents that you have already uploaded will be displayed. Please note, these cannot be deleted if they have already been submitted with a previous application.

To add more documents, click the 'Browse' button **Browse** 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. **Attach Documents**
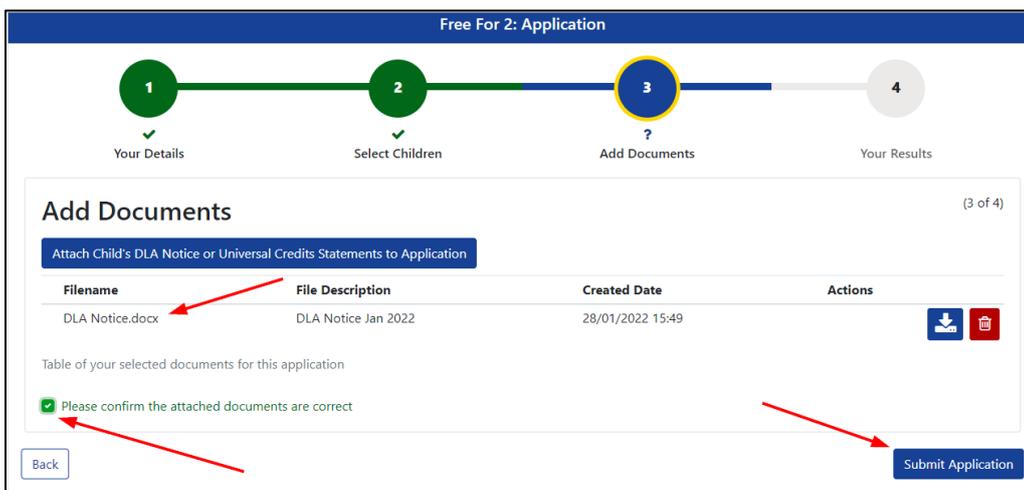
The screen will now show the new documents that you have uploaded. Tick the box to confirm that the attached documents are correct.

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.

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'.
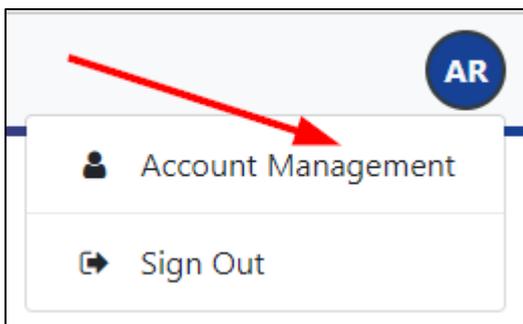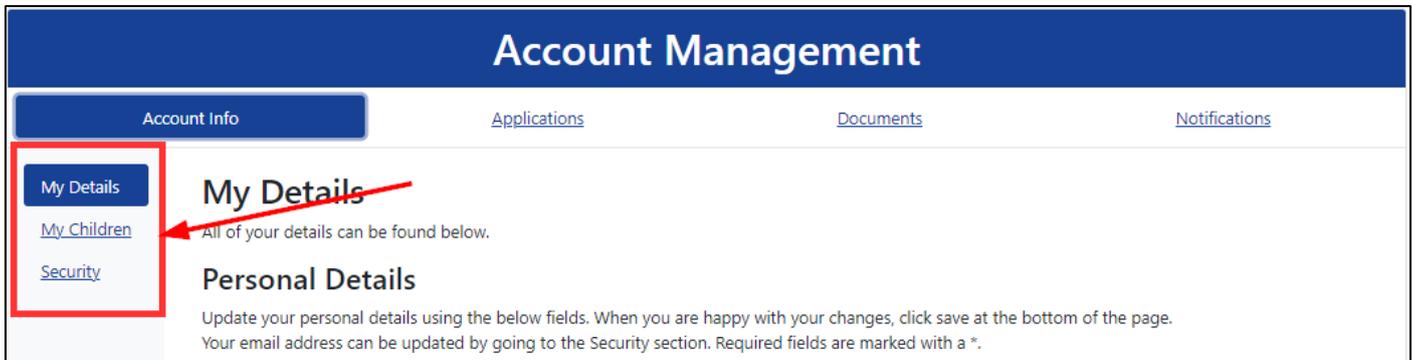

You will be taken to the Account Management screen, where you can use the links at the left hand side of the screen to update your information as follows:

- 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.

Signing Out.

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