

## Procedure for Completing the Pending Adjustment Tab:

Complete the Pending Adjustments Tab with the number of funded hours you are claiming / returning for the child. For an increase in hours you will select More Hours from the drop down box and for a decrease in hours you will select Less Hours.

Please see the examples below:

**Example 1** - A child increasing their Universal hours from 12 to 15 funded hours from 09/11/20. This is an additional 3 hours per week for 6 weeks and would be entered as 18 hours.

The screenshot shows a web application interface for managing child funding. At the top, there are navigation tabs: Home, Forms, Courses, Funding, Sufficiency, Staff, and Images. Below these are sub-tabs: Summary, Estimates, Actuals, Adjustments, and Eligibility Checker. The main content area is titled 'Name: Trisha Yates DOB: 31-Mar-2017'. There are several sub-tabs: Summary, Child Details, Parent / Carer Details, Funding Details, Pending Adjustment (which is active), and Notes. The 'Pending Adjustment' tab is divided into two sections: 'Universal Pending Adjustment' and 'Extended Pending Adjustment'. The 'Universal Pending Adjustment' section has a 'Number of Hours' field with a dropdown menu set to 'More Hours' and a text input field containing '18'. Below this is a 'Reason (500 characters)' text area containing the text 'Increased hours from 12 to 15 from 09.11.2020'. A red box highlights the 'Number of Hours' dropdown and the 'Reason' text area. Below the text area is a red box with the text 'Maximum Values Allowed: Universal Termly Hours: 210, Universal Yearly Hours: 570'. The 'Extended Pending Adjustment' section is empty, with a 'Number of Hours' field and a 'Reason (500 characters)' text area. A red box highlights the 'Maximum Values Allowed' text for the extended section: 'Maximum Values Allowed: Extended Termly Hours: 210, Extended Yearly Hours: 570'.

In the Reason box you should type 'Increased hours from XX to XX' and add the date of the change e.g. Increased hours from 12 to 15 – 09/11/20. You may also record any useful information relevant to the child's funding claim if appropriate.

**Example 2** - A child increasing both their Universal and Extended hours from 24 to 30 funded hours per week from 09/11/20. This is an additional 3 Universal hours and 3 Extended hours per week for 6 weeks and would be entered as 18 hours in the Universal Pending Adjustment box and 18 hours in the Extended Pending Adjustment box.

Name: Trisha Yates DOB: 31-Mar-2017

Summary Child Details Parent / Carer Details Funding Details **Pending Adjustment** Notes

**Universal Pending Adjustment**

Number of Hours

Reason (500 characters)

Increased hours from 12 to 15 from 09.11.2020

**Maximum Values Allowed:**

Universal Termly Hours: **210**  
 Universal Yearly Hours: **570**

**Extended Pending Adjustment**

Number of Hours

Reason (500 characters)

Increased hours from 12 to 15 from 09.11.2020

**Maximum Values Allowed:**

Extended Termly Hours: **210**  
 Extended Yearly Hours: **570**

In each Reason box you should type 'Increased hours from XX to XX' and add the date of the change e.g. Increased hours from 12 to 15 – 09/11/20. You may also record any useful information relevant to the child's funding claim if appropriate.

**Example 3** - A child decreasing their funded hours from 15 to 12 from 09/11/20. This is a reduction of -3 hours per week for 6 weeks and would be entered as -18 hours.

In the Reason box you should type 'Decreased hours from XX to XX' and add the date of the change e.g. Decreased hours from 15 to 12 – 09/11/20. You may also record any useful information relevant to the child's funding claim if appropriate.

Name: Trisha Yates DOB: 31-Mar-2017

Summary Child Details Parent / Carer Details Funding Details **Pending Adjustment** Notes

**Universal Pending Adjustment**

Number of Hours

Reason (500 characters)

Decreased hours from 15 to 12 from 09.11.2020

**Extended Pending Adjustment**

Number of Hours

Reason (500 characters)

**Example 4** - A child decreasing both their Universal and Extended hours from 30 to 24 funded hours per week from 09/11/20. This is a reduction of -3 Universal hours and -3 Extended hours per week for 6 weeks and would be entered as -18 hours in the Universal Pending Adjustment box and -18 hours in the Extended Pending Adjustment box.

Home Forms Courses <b>Funding</b> Sufficiency Staff Images	
Summary Estimates Actuals <b>Adjustments</b> Eligibility Checker	
<b>Name: Trisha Yates DOB: 31-Mar-2017</b>	
Summary Child Details Parent / Carer Details Funding Details <b>Pending Adjustment</b> Notes	
<p><b>Universal Pending Adjustment</b></p> <p>Number of Hours <input type="text" value="Less Hours"/> <input type="text" value="18"/></p> <p>Reason (500 characters)</p> <p>Decreased hours from 15 to 12 from 09.11.2020</p> <p><b>Maximum Values Allowed:</b>            Universal Termly Hours: <b>210</b>            Universal Yearly Hours: <b>570</b></p>	<p><b>Extended Pending Adjustment</b></p> <p>Number of Hours <input type="text" value="Less Hours"/> <input type="text" value="18"/></p> <p>Reason (500 characters)</p> <p>Decreased hours from 15 to 12 from 09.11.2020</p> <p><b>Maximum Values Allowed:</b>            Extended Termly Hours: <b>210</b>            Extended Yearly Hours: <b>570</b></p>

In each Reason box you should type 'Decreased hours from XX to XX' and add the date of the change e.g. Decreased hours from 15 to 10 – 09/11/20. You may also record any useful information relevant to the child's funding claim if appropriate.