



Guidance

How to submit a funding claim

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Contents

1. Introduction
2. When you need to make a claim
3. Where you submit a claim
4. Completing a claim
5. Advanced Learner Loans Bursary (ALLB) funding claims
6. Relevant to all funding claims
7. When you need to sign a claim
8. Audit
9. Reconciliation statements
10. Exceptional learning support (ELS)
11. Deadlines for funding claims

1. Introduction

This document informs colleges and training providers for which funding streams they are required to submit a funding claim and how to make a claim for the 2018 to 2019 funding year.

Alongside this guidance you should read the:

- [adult education budget funding and performance management rules 2018 to 2019](#)
- [Advanced Learner Loans funding and performance management rules 2018 to 2019](#)
- [advice: funding regulations for post-16 provision 2018 to 2019](#)

Colleges and independent learning providers must submit a funding claim for:

- adult education budget (AEB): grant-funded (non-procured)
- advanced learner loans bursary (ALLB): grant-funded
- learner support contract: paid-on-profile (procured)
- community learning contract: paid-on-profile
- 16 to 19 funding

2. When you need to make a claim

You must submit:

- mid-year forecast funding claims by 12 February 2019 (you do not have to submit mid-year forecast claim for 16 to 19 funding)
- year-end forecast funding claims by 12 June 2019
- final claims and statement of funding claim by 29 October 2019

3. Where you submit a claim

You must complete and submit your funding claim in the data collections area on [Submit Learner Data](#).

The funding claim form is available after the close of the relevant Individualised Learner Records (ILR) and earnings adjustment statement (EAS) submission period.

4. Completing a claim

4.1 Adult education budget (AEB) (non-procured) funding claims

Your AEB funding claim will show relevant sections for you from the following:

- other learning – programme funding
- other learning – learning support
- 19 to 24 traineeships – programme funding
- 19 to 24 traineeships – learning support
- 19 to 24 traineeships – learner support
- learner support – 19+ hardship
- learner support – 20+ childcare
- learner support – residential access funding
- learner support – administration expenditure
- community learning – programme funding

As set out in paragraph 243 of [adult education budget funding and performance management rules 2018 to 2019](#), you must not claim more than 5% of your total learner support claim as administration expenditure.

5. Advanced Learner Loans Bursary (ALLB) funding claims

Your ALLB funding claim will show relevant sections for you to complete from the following:

- bursary funding
- hardship
- childcare
- residential access fund
- area costs
- excess claims
- administration expenditure

As set out in paragraph 81 of Advanced Learner Loans funding and performance management rules 2018 to 2019 you can claim up to 5% of your loans bursary expenditure for learner support activities (hardship, childcare and residential access fund) on administration expenditure.

5.1 Learner Support funding claims

Your learner support funding claim will show relevant sections for you from the following:

- 19+ hardship
- 20+ childcare
- residential access fund
- administration expenditure

As set out in paragraph 243 of [adult education budget funding and performance management rules 2018 to 2019](#), you must not claim more than 5% of your total learner support claim as administration expenditure.

5.2 Community learning funding claims

If you have a community learning allocation, you must complete and submit your funding claim using figures from your own records.

5.3 16 to 19 funding claims

If you have a 16 to 19 funding allocation you must submit:

- year-end forecast funding claim
- final funding claim

Your 16 to 19 funding claim will show relevant sections for you to complete from the following:

- 14 to 16 direct funded students (row A)
- 6 to 19 high needs students (including high needs students) (row B)
- 19 to 24 students with an education health and care (EHC) plan (row C)
- 19+ continuing students (excluding EHC plan) (row D)

6. Relevant to all funding claims

You will have 4 working days after the relevant data (ILR and EAS) submission close date to submit your funding claim.

We will populate the actual delivery-to-date figures using the validated ILR and EAS data you have submitted where applicable.

You will not be able to amend this data.

For any non-ILR activity, i.e. learner support and community learning, you will be able to enter your actual figures from your own records.

The forecast you provide in your mid-year and year-end funding claims must be realistic and based on actual and or expected demand. In your forecast, you should account for any potential errors identified through the funding rules monitoring (FRM) reports, as we may recover funding from you at the end of the year as specified in these reports. For more information, please refer to the [funding rules monitoring guidance](#).

You must get our permission in advance to use the 'exceptional adjustment' boxes on your final funding claim. You must request this permission by 17 October 2019.

You do not need to provide any supporting evidence with your funding claim form.

We will publish a [user guide](#) document giving further information on how to submit your funding claim.

7. When you need to sign a claim

Final funding claims must be signed in the [Manage your education and skills](#)

[funding](#) portal by 28 October 2019. You do not need to sign mid-year and year-end forecasts.

7.1 Who needs to sign

An authorised person in your organisation must sign final funding claims.

This can be the principal or another senior post holder who has the delegated authority.

7.2 What happens if you do not sign

If you do not submit and sign a final funding claim, we will record a 'no return'.

You will have to pay back all of the funding you have received from us for delivery in the funding year 2018 to 2019.

Reconciliation statements will be delayed and this may affect your ability to submit your final accounts to us.

8. Audit

We will appoint audit firms to complete checks that funding claims are accurate.

If we choose to audit your claim, we will inform you in the summer of 2019.

You need to share your ILR/EAS data with the auditors in advance.

If your auditor tells you that you must make an adjustment to your funding claim as a result of an audit, you must amend your ILR data or make the agreed adjustment using the EAS.

9. Reconciliation statements

For mid-year funding claims, we will not issue any statements.

We issue an 'indicative reconciliation statement' through the [Manage your education and skills funding](#) after your submitted year-end forecast funding claim.

This will give you an indication of the funding you may need to pay back to us.

A final reconciliation statement is issued through [Manage your education and skills funding](#) portal after you submit your final funding claim and statement of funding returned.

This will confirm the amount of funding you may need to pay back to us. This will include any errors identified through the funding rules monitoring (FRM) reports. For more information on these reports and the FRM process, please refer to the [funding rules monitoring guidance](#). We will write to you confirming any recoveries we are making from the FRM process.

If you have to pay amounts back to us, we will schedule those repayments from December 2019.

If you have an issue with your reconciliation value, you must tell us by 31 December 2019.

We will not consider any requests after this date.

10. Exceptional learning support (ELS)

If you need to claim for learning support costs over £19,000 then you will need to go through the ELS process at the beginning of the learner's programme. The [exceptional learning support cost: 2018 to 2019 form](#) is available on GOV.UK.

For further information about ELS please refer to relevant section of the [funding and performance management rules 2018 to 2019](#).

11. Deadlines for funding claims

Funding claim	Deadline to provide individualised learner records (ILR)	Claim form available on Submit Learner Data	Deadline to submit funding claim	Deadline to sign funding claim
Mid-year forecast funding claim	6 February 2019	7 February 2019	12 February 2019	N/A
Year-end forecast funding claim	6 June 2019	7 June 2019	12 June 2019 (5pm)	N/A
Final claim	17 October 2019	21 October 2019	29 October 2019 (5pm)	30 October 2019 (5pm)

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