

Checklist for completing the forecast headcount task in the portal

- New starters added and hours entered
- End dates entered and hours removed for leavers
- Start dates and weeks have been changed for late starters
- Stretched funding selected where appropriate (not for stretched invoicing)
- 30 hour codes are all verified and valid for the term
- Placement notification done for all new two year olds
- Funded hours entered for all children
- Submitted by deadline
- No PAFs to be submitted