



Department
for Education

Teachers' pension employer contribution grant supplementary fund

Online claim form guidance

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Summary

This guidance should help you to use the online form to determine whether you are eligible to claim supplementary funding and find out how much you can expect to receive.

Who is this publication for?

This guidance is for mainstream schools and academies who have been given an allocation for the teachers' pension employer contribution grant.

The supplementary fund process for specialist providers and centrally employed teachers is taking place in spring 2020. Please refer to the [guidance](#) for more information.

Accessing the online form

DfE Sign-in

In order to access the form you will need to have a DfE Sign-in account. If your organisation already has a DfE Sign-in approver, they will be able to create you an account.

If your organisation does not have a DfE Sign-in approver, please see the instructions on how to create a DfE Sign-in account and set up an approver. For more information about the roles and responsibilities of an approver:

- [how to create a DfE Sign-in account](#)
- [how to set up the first approver at an organisation](#)
- [manage your users as an approver](#)

If you experience any technical issues when creating a DfE Sign-in account or getting access to the form then please contact the [DfE Sign-in Support Team](#), selecting the service 'Online Collections Service'.

For any queries relating to the supplementary fund itself, you should use the contact link available on the online form.

Once you have a DfE Sign-in account, you will need the Online Collections service, and the relevant role, Teachers' pension employer contribution grant (TPECG) supplementary fund claim form, added to your account

If you sign-in via the link provided in the [published guidance](#), then you should be taken directly to the form if you are only registered with a single organisation. If you are registered with more than one organisation, then you will be asked to choose an organisation before being taken to the form.

If you enter through DfE Sign-in indirectly, you can access the form via the 'services' tab

It can take up to 10 working days for us to grant initial approver access so you must register with DfE Sign-in in enough time to be able to submit a claim by the closing date of 17 January 2020. Your organisation may already have an approver set-up and they can provide access to others in the organisation without you needing to re-register.

Your details and overall budget

Once you are logged into DfE Sign-in, chose the supplementary fund from the list of services available, and select your organisation; you will see this information:

1. Your organisation's name, URN and postal and email addresses. If you believe these are incorrect you should contact us by using the link on the form.
2. Your overall budget and pension grant allocation. The budget has been calculated in accordance with the [published guidance](#) depending on whether you are a local authority maintained school or an academy. The dropdown box details the values we have used, and you should be able to confirm those with information received from ESFA or your local authority.
3. The academies budget for the purposes of the supplementary fund is made up of the 2019 to 2020 academic year general annual grant calculated by ESFA pro-rated to seven twelfths, plus rates for the 2019 to 2020 financial year, also pro-rated to seven twelfths, plus the [teacher's pay grant allocation covering September 2019 to March 2020](#).
4. The local authority maintained schools budget follows the same approach for rates and teachers' pay grant. The school budget share is as notified to you by your local authority for the 2019 to 2020 financial year after local authority de-delegation and education functions. The sixth form funding and places funding where they apply are from the most recently published data. These have been all added together and pro-rated to seven twelfths.

National non-domestic rates (NNDR)

To be consistent we have used, in all cases, the NNDR estimates provided by local authorities for the 2019 to 2020 financial year. Where these differ from actuals, the impact on any supplementary funding will be marginal because the budget threshold has been set low at 0.05%.

Entering your pay bill data

So that we calculate any supplementary funding accurately it is important that you enter the correct data for your teachers' pension costs.

Your monthly teachers' pension costs

In the input box on the form you should give us your monthly costs which we will use to calculate the increase in contributions to compare against your budget and pensions grant allocation:

- the amount should only relate to the pension contributions for teachers and not supporting or other non-teaching staff on different pension schemes
- the amount should only be that from your November 2019 pay bill
- the amount should exclude contributions relating to any back pay paid in November as this would skew the pro-rated total
- we will multiply the amount you enter by 7 to make it comparable to the pensions grant and to your pro-rated overall budget

Next steps

If the outcome shows you are eligible for any supplementary funding, we will pay that to local authorities at the end of March 2020 for onward transmission to their maintained schools, and we will pay direct to academies in early April 2020.

We will send a message to the registered email address (the one displayed on the first screen) to confirm that we have received your data. You also have the option to download a PDF file which shows the outcome and calculation as, once you leave the form, that information cannot be retrieved. Other than that, you need take no further action unless you have a query. If you do need to get in touch with us, please use the link available on the form.

Submitting your data

Once you're happy that you've entered the correct teachers' pensions costs as described above you need to tick the check box in the declaration section to confirm that:

- the data you've entered is accurate and complies with the guidelines above
- you have the authority to submit it on behalf of your organisation
- you understand that it may be adjusted if it is found to be inaccurate

Once you've ticked the box, you'll be able to click on the submit button which will take you to the outcome screen.

A note for multi academy trusts (MATs)

The information to calculate the supplementary funding is required at the academy level and so academies who are part of a MAT will need to have their information submitted separately.

If MATs are intending to submit data for all their academies rather than delegate that responsibility to the individual academies then, once the form is closed, you will need to re-authenticate in DfE Sign-in and follow the process through again for each academy.

We acknowledge that this may take some time for larger MATs, but it has not been possible to allow the submission of multiple academies' data together.

The outcome

Once you've submitted your data we will calculate if you are eligible for any supplementary funding and, if so, we will tell you how much this will be.

Reference

The first thing you will see is confirmation that the data has been submitted along with a reference number. It would be helpful if you could quote this number if you need to contact us about the form.

The calculation

We have provided you with the calculation we have carried out to determine the amount of any supplementary funding which might be due.

The result of the calculation will be zero if your pensions grant exceeds your actual increase in costs, or the difference between your increase in costs and your pensions grant is less than 0.05% of your overall budget.

Where the threshold is exceeded the result is the difference between your pensions grant less the value of the threshold.

Local authority nursey schools

As we do not hold budget information for local authority nursery schools, the calculation will not accurately reflect the amount of any supplementary funding which may be due. Where local authority nursery schools choose to submit their pension costs through the form, we will get in touch separately where the increase in costs is greater than the pensions grant to determine whether any additional funding is due.

Checks against your data

As part of the supplementary fund claims process, we will be carrying out random sample checks on pay bill data where we will ask a small number of schools and academies to supply us with evidence of the teachers' pensions contribution costs that have been submitted. This is necessary for audit purposes and will be timed so that we are still able to make payment as planned for those schools and academies who are part of the sample provided evidence is returned without delay.



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