HS Excel Application & claim forms guide

The Healthy Start 'Application/Change of Details', and 'Claim' form are now both available to complete electronically using Microsoft Excel. This document has been designed to provide assistance to scheme members on how to complete each form.

General Notes:

- Individuals completing a form are only permitted to input information into the **appropriate** cells, where information is required. Each form has cell protection implemented to prevent any unauthorised editing to form labels and formulas.
- To input information into a cell, the user can click inside a cell and type the required information.
- Where a checkbox is visible, and if is applicable to the user to select, the user should click inside it to place a 'tick'. The user can again click inside the checkbox to remove the 'tick'.
- When inputting any numerical information, please ensure you type *numbers*. Please refrain from writing the number as a word (This is to ensure formulas within the form function correctly) e.g:

One ✖

1 ✔

Application/change of details form:

- In the table pertaining to day care information, the 'Start' and 'Finish' cells require to be inputted in the following time format: hh:mm

Claim form:

- When a value is inputted for *both* 'No of children registered' and 'No of sessions per day', the two values will be automatically multiplied, and a 'Max no of children' value will be determined (via built-in Excel formula).
- To choose the month of claim, the user should click on any three of the 'Month' cells and choose a month from the drop-down list.
- If a value in an individual day cell is *greater* than the value of 'Max no of children', the cell will auto-format to red, to alert the user of the error.
- As each value is entered into the individual date cells, the 'Total' for the month will be automatically calculated and populated.
- The 'Total number of children you are claiming for in the period' cell is a sum of the three 'Total' values for each month, and is automatically populated.
- In the 'Dried baby milk' section, the three cells directly below 'Month' are drop-down lists containing all months.
- The total cost of dried baby milk is automatically calculated and populated in the cell directly below the individual costs per month.