

# How to make a claim

## Workforce Development Funding 19/20

Are you a partner of Care Development East?

Yes

No

Is your Adult Social Care (ACS) Workforce Data Set (formally NMDS-SC) up to date?

Complete a Care Development East partnership form, which can be downloaded from our website.

Yes

No

Email form to [WDF@caredevelopmenteast.co.uk](mailto:WDF@caredevelopmenteast.co.uk)

Staff member completes qualification between 01/01/19 and 31/03/20

Go to the Skills for Care website for details on how to register or update

No

Yes

Is the qualification on the WDF funded qualification and learning programmes 2019-2020? This list can be found on our website.

Yes

No

No funding available

- 1) Gain the full copy of certificate and staff members' Unique Learner Number (ULN) and awarding body from training provider.
- 2) Complete the employer claim form which can be found on the Care Development East website.
- 3) Email scanned copy of full certificate and declaration to [WDF@caredevelopmenteast.co.uk](mailto:WDF@caredevelopmenteast.co.uk)