



Department
for Education

Child and family assessed and supported year in employment (ASYE)

March 2026 year end claim guidance

February 2026

Contents

Summary	3
Who this publication is for	3
Main points	3
Introduction	4
2025-26 year-end claims process	5
Submissions after SfC portal closure	5
Eligibility	6
Funding arrangements	6
Allocation	6
Registration	6
Completion	8
Grant offer letter	8
Certificates	9
Withdrawal and clawback process	9
Assurance sampling	10
Contact us	10

Summary

The Skills for Care (SfC) contract for the child and family assessed and supported year in employment (ASYE) ends on 31 March 2026. The SfC portal closes on 28 February 2026. This guidance explains the process employers must follow to submit registration and completion claims for newly qualified social workers (NQSWs) who register or complete between 1 and 31 March 2026 only. It sets out how to send claims directly to the Department for Education (DfE), what information and evidence must be provided, the deadlines for submissions, and the arrangements for grant offer letters and payments. Further guidance for ASYE funding for 2026-2027 will be issued separately.

Who this publication is for

This publication is for:

- employers of child and family social workers who are supporting NQSWs undertaking the ASYE programme and who need to submit registration or completion claims for March 2026

It applies to:

- employers across the statutory, private, voluntary and independent sectors, and to staff responsible for coordinating ASYE claims, grant documentation and financial submissions to DfE

Main points

- the SfC contract ends on 31 March 2026 and the portal closes from 28 February 2026
- employers must submit March 2026 registration and completion claims directly to DfE using the ASYE application spreadsheet.
- submissions must be emailed to CFASYE.payments@education.gov.uk by 23:59 on 23 March 2026
- claims dated before 1 March 2026 must still be submitted through the SfC portal and will not be accepted by DfE
- the guidance explains eligibility requirements, information needed for registration and completion, and the grant offer letter and payment process
- employers must provide signed declarations and meet evidence requirements before funding can be released
- there is a limited number of funded places for March 2026, allocated on a first-come, first-served basis
- details of the ASYE process for 2026–27 will be issued separately

Introduction

The Skills for Care (SfC) child and family assessed and supported year in employment (ASYE) contract will conclude on 31 March 2026. The SfC portal will close on 28 February 2026.

This guidance is for employers supporting ASYE participants who register or complete in March 2026 only. Guidance for how to claim funding for ASYE for the 2026-27 year will be shared shortly.

Employers with newly qualified social workers (NQSWs) from financial year 2022-23 onwards who are still completing their ASYE, and who have not submitted a completion claim through the SfC portal in 2025-26, or who do not complete through the DfE system by March 2026, will remain eligible to claim funding when they complete their ASYE in 2026-27.

2025-26 year-end claims process

This guidance explains how employers should submit registration and completion claims for newly qualified social workers who are undertaking the child and family ASYE and who will register or complete in March 2026 only.

To support employers through this transition, the following documents have been directly distributed to ASYE coordinators:

- ASYE application spreadsheet
- ASYE completion declaration

After DfE review of applications DfE will distribute:

- ASYE certificate template
- grant offer letter, including:
 - annex A (acceptance of grant offer and effective date)
 - annex B (bank account details)
 - annex C (grant claims in arrears)
- annex K (data protection schedule)

Submissions after SfC portal closure

Once the SfC portal has closed, organisations that wish to register or complete NQSWs for the 2025-26 ASYE programme for 1 to 31 March 2026 only, must do so by:

- completing the provided ASYE application spreadsheet and sending it to DfE using the payments mailbox (details below)

The application spreadsheet should be password protected.

The password must be sent in a separate email from the application itself and must include in the subject of the email:

- the organisation name
- the date

All submissions must be sent to: CFASYE.payments@education.gov.uk by 23:59 on 23 March 2026.

DfE cannot process claims for registrations or completions dated before 1 March 2026.

To note:

- any claims for before March 2026 must be submitted through the SfC portal
- claims for registrations and completions dated prior to March 2026 that are not submitted through the SfC portal will not be accepted or processed by DfE
- any submissions received after this date that relate to pre-March 2026 will also not be accepted or processed

Eligibility

The child and family ASYE eligibility will remain the same as previous years. The child and family ASYE programme is available across all sectors:

- statutory
- private
- voluntary
- independent

Any NQSW can complete the child and family ASYE programme. NQSWs should undertake the ASYE programme within four years of qualifying. NQSWs may still undertake the ASYE programme if they do not meet these criteria, but no funding will be provided by DfE.

All NQSWs participating in the programme must be registered with [Social Work England](#).

Funding arrangements

Where grant eligibility criteria are met, DfE will issue:

- a grant offer letter outlining the conditions of the grant
- the grant agreement, including all relevant annexes associated with the grant

An authorised senior officer should sign these documents.

Funding will be paid directly to employers following the return of these signed documents.

The funding will be consistent with previous years, with £2,000 total paid in two instalments:

- £1,000 paid at registration
- £1,000 paid at completion

Allocation

There will be a limit of funded places for March. Funding will be allocated on a first-come, first-served basis. If a claim is submitted after all places have been allocated, it will not be successful, and funding will not be awarded.

Registration

At registration, employers will be required to complete the application spreadsheet and provide the following information:

- local authority (LA) code
- organisation name
- organisation area
- employer type
- newly qualified social worker name
- Social Work England number of participant
- social worker qualification date
- ASYE start date
- projected ASYE completion date

Completion

For completion claims, employers must provide evidence demonstrating how they have met the conditions set out in the grant letter.

For completion submissions, the application spreadsheet must include the:

- actual completion date
- assessment outcome

The email must have attached:

- signed ASYE completion declaration

Grant offer letter

Before any payment can be made, employers must sign and return the grant offer letter, along with:

- annex A (acceptance of grant offer and effective date)
- annex B (bank account details) included within the grant offer letter
- annex C (grant claims in arrears for March 2026) must include the number of NQSWs being claimed for at both registration and completion. It must confirm the actual number of registrations and completions submitted as part of the grant application.
- annex K (data protection schedule) forms require details of which the Parties are required to keep in accordance with the [Data Protection Legislation](#) – for the duration of the grant

DfE will distribute the grant offer letter to the employer after assurance checks that the grant claim meets the eligibility criteria. Payments cannot be processed without receipt of these documents.

To receive payment the following documents must be submitted to DfE by 30 April 2026:

- grant offer letter
- grant agreement
- annex C (grant claim in arrears for March 2026)
- annex K (data protection schedule) forms require details of which the Parties are required to keep in accordance with the [Data Protection Legislation](#) – for the duration of the grant

An authorised senior officer must complete all annexes and sign the grant offer letter.

Employers who have not previously claimed grant funding from DfE will also be required to complete a vendor registration form ([Provide information about your banking and payments to DfE - GOV.UK](#)).

ASYE coordinators should check with their organisation's internal finance colleagues if the organisation has received a DfE grant within the last two years.

All relevant annexes associated with the grant will be embedded within the grant offer letter. Employers must review the full grant offer letter and annexes and ensure it is signed by an authorised senior officer within their organisation.

The annexes required to receive payment are:

- annex A (acceptance of grant offer and effective date) – required before grant payment
- annex B (bank account details) – required before grant payment
- annex C (grant claims in arrears) forms must be supported by the number of NQSWs for both new registrations and completions – required for registrations and completions
- annex K (data protection schedule) forms require details of which the Parties are required to keep in accordance with the [Data Protection Legislation](#) – for the duration of the grant

Grant application step-by-step:

- employer send the application spreadsheet with the completion declaration to: CFASYE.payments@education.gov.uk
- DfE assures claims meet eligibility criteria
- DfE distribute grant offer letter and certificate to employer
- employer returns signed grant offer letter and annexes to: CFASYE.payments@education.gov.uk
- DfE distributes grant payments

Certificates

Employers will be required to provide certificates to NQSWs on completion of the child and family ASYE programme. The ASYE completion certificate template will be sent by DfE to employers with the confirmation of grant funding and the grant offer letter.

Withdrawal and clawback process

The clawback process applies when:

- an NQSW withdraws within the first 4 weeks of starting the programme
- a claim is non-compliant with grant criteria (identified by DfE or through DfE assurance sampling)

In the event of clawback:

- overpayments will be deducted from future invoices, or the grant recipient must repay directly within 28 days if no future invoices remain
- grant recipients must record the exact withdrawal date and add this to the ASYE application spreadsheet
- DfE will issue a formal clawback notice setting out the reason, amount, method, and repayment deadline

Assurance sampling

DfE will sample check 10% of participating employers' claims and the selection of employers will be random. This will include a virtual visit where employers meet with DfE to talk through their child and family ASYE programme and share assessment moderation reports.

Contact us

Grant applications and submission of documents for grant payments should be sent to: CFASYE.payments@education.gov.uk

If you have any queries, please email: CFASYE.queries@education.gov.uk



Department
for Education

© Crown copyright 2026

This publication is licensed under the terms of the Open Government Licence v3.0, except where otherwise stated. To view this licence, visit nationalarchives.gov.uk/doc/open-government-licence/version/3.

Where we have identified any third-party copyright information, you will need to obtain permission from the copyright holders concerned.

About this publication:

enquiries www.gov.uk/contact-dfe

download www.gov.uk/government/publications

Follow us on X: [@educationgovuk](https://twitter.com/educationgovuk)

Connect with us on Facebook: facebook.com/educationgovuk