

GUIDANCE ON HOW TO VALIDATE A 30 HOUR ELIGIBILITY CODE

EARLY YEARS PROVIDER PORTAL

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30 Hour Eligibility Code

For a code to be valid you must ensure that it is the period after the child's third birthday.

- Please note the eligibility code (DERN) start date must be prior to the start of the funding period you will be claiming for.
- The end date is when the code expires, however funding will be paid until the end of their grace period.

IMPORTANT INFORMATION:

Providers should be aware that there are two distinct elements to claiming for the extended entitlement. Both elements **MUST** be completed for payments to be made.

You **MUST** validate the code (DERN), only after validating the code and the code is successful should you add the child to your headcount submission.

You **MUST** then add this code (DERN) to your headcount submission (in the "Funding Details" section)

If you do not complete **BOTH** elements, payments will not be made, and the portal may not let you proceed with the claim.

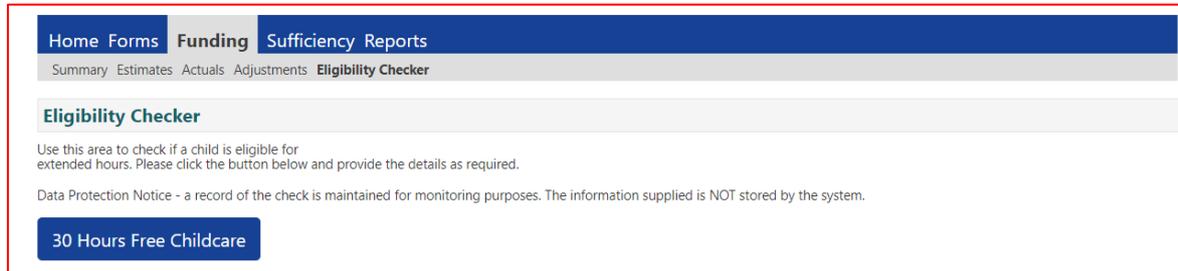
Parents must check their eligibility every 3 months. Please ensure they are aware of this responsibility and understand that their funding will be jeopardized if they do not undertake the check and they may be liable to pay for any services taken at your provision not covered by the funding.

Where a parent/carer is issued with their 30 hour eligibility code after the beginning of term their child became age eligible, they will not be able to take up the extended hours until the start of the next term. You must therefore check that the 30 hour eligibility code 'issued date' is before the start of the term in which you are to claim extended hours for.

In order to add a child that is eligible for the extended 15 hours and you are the provider who is claiming the extended 15 hours, you first need to validate the parent's eligibility code. If you are not claiming any extended hours, then there is no requirement for you to validate the extended 15 hours eligibility code.

Eligibility Check

For an instant response as to whether the parent is eligible, this is actioned via the Eligibility Checker from the second toolbar.



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Eligibility Checker

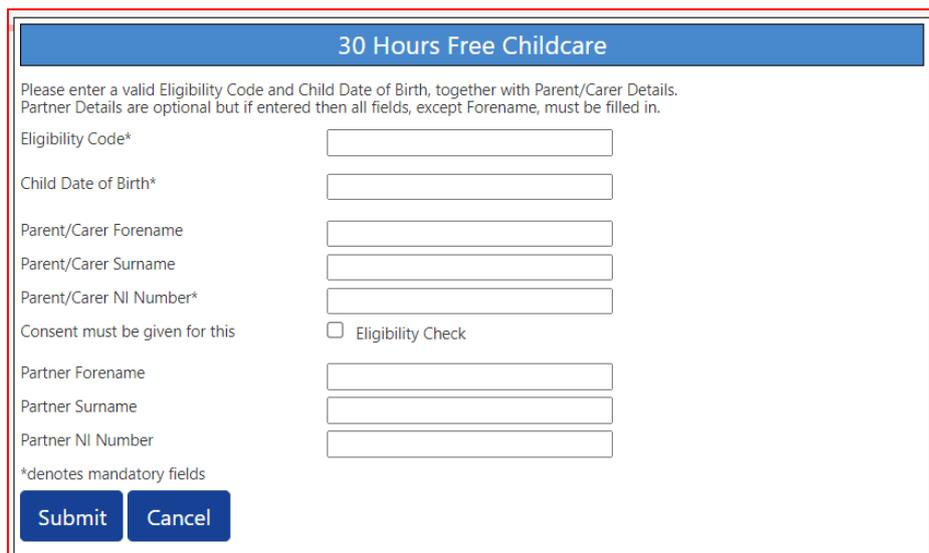
Use this area to check if a child is eligible for extended hours. Please click the button below and provide the details as required.

Data Protection Notice - a record of the check is maintained for monitoring purposes. The information supplied is NOT stored by the system.

[30 Hours Free Childcare](#)

Click on the blue '30 Hours Free Childcare' button and you will then see the following screen.

To validate an eligibility code you must complete all fields marked with an *.



30 Hours Free Childcare

Please enter a valid Eligibility Code and Child Date of Birth, together with Parent/Carer Details. Partner Details are optional but if entered then all fields, except Forename, must be filled in.

Eligibility Code*

Child Date of Birth*

Parent/Carer Forename

Parent/Carer Surname

Parent/Carer NI Number*

Consent must be given for this Eligibility Check

Partner Forename

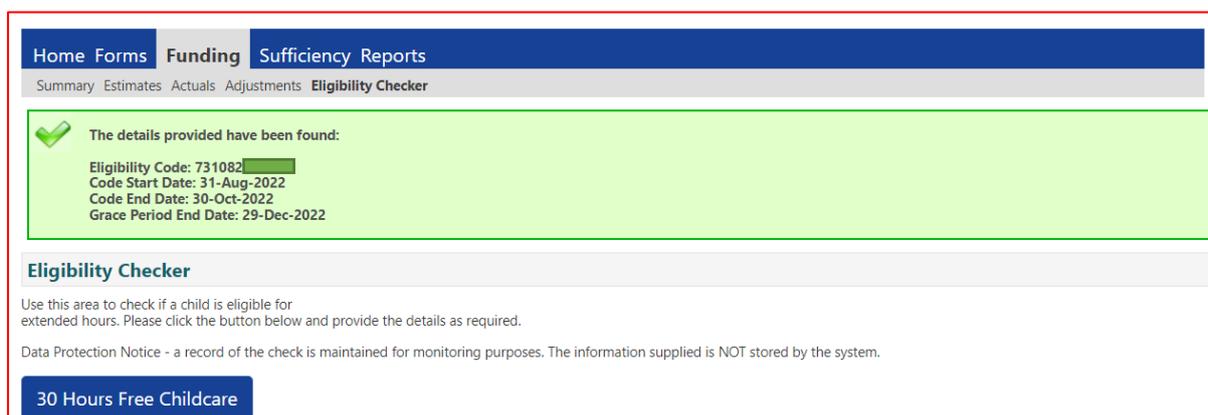
Partner Surname

Partner NI Number

*denotes mandatory fields

[Submit](#) [Cancel](#)

You will then see a message box which will either confirm that the voucher code has been found (eligible) or that the voucher code is not eligible for the extended hours.



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 The details provided have been found:

Eligibility Code: 731082

Code Start Date: 31-Aug-2022

Code End Date: 30-Oct-2022

Grace Period End Date: 29-Dec-2022

Eligibility Checker

Use this area to check if a child is eligible for extended hours. Please click the button below and provide the details as required.

Data Protection Notice - a record of the check is maintained for monitoring purposes. The information supplied is NOT stored by the system.

[30 Hours Free Childcare](#)

Organisation: **Acorn Under Fives (Birstall)**
 Provider: **Acorns Under 5's (Playgroup/Pre-School)**

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 The details provided for Eligibility Code 53109826854 are not eligible for extended hours.

Eligibility Checker

Use this area to check if a child is eligible for extended hours. Please click the button below and provide the details as required.

Data Protection Notice - a record of the check is maintained for monitoring purposes. The information supplied is NOT stored by the system.

30 Hours Free Childcare

If you receive an eligibility code that returns a result of not eligible, please check that all the details have been input correctly, for example, the parent's details you have input relate to the parent who requested the voucher code via the website and that the name is spelt correctly, the child's date of birth is correct and the eligibility code is correct.

If after checking these details the code is still coming back as not eligible, the parent will need to contact the HMRC helpline on 03001234097 as the local authority are unable to assist with this issue.

[Grace Period Records](#)

The Local Authority undertake two audits of the 30 hour eligibility codes and you can view the results of these audits on the Provider Portal under Funding, Actuals and selecting the EEF 3 & 4 Year Old Funding in the current term. If you have any children that have fallen into the grace period a yellow warning triangle will be displayed at the top of this page as below.

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View Actuals: 2022-2023 Autumn - 3 & 4 Year Olds CHANGE

 In 30H grace period

To view which children have fallen into the grace period look down the list of your children on the headcount and you will see the yellow warning triangle against each child that is now in the grace period. Further details are included in the Eligibility Status column.

You need to explain to parents that as they have now fallen into the grace period, their funding for the extended hours will cease on the given date in the Eligibility Status column.

If parents believe they are still eligible, or if their circumstances change before the end of the noted grace period, please advise them to log back onto their Gateway Account to re-confirm their information.

You will also need to agree how long you are prepared to hold the place open for the next term (in case the parent becomes eligible again) or whether the parent wishes to pay for the additional hours over and above their universal entitlement.

In order for parents to take up a place in the next term, they need to have a valid code issued before the end of the previous term.