

FACT SHEET – 30-HOUR CODE

What is the 30-Hour Code?

Eligible working parents / carers can access up to 30 hours per week for 38 weeks or 1,140 hours annually of funded childcare, this is referred to as the extended offer. It is a parent / carer's responsibility to check their eligibility for this funding. They can apply by accessing www.childcarechoices.gov.uk and logging in or creating a gateway account.

Once a parent / carer has successfully completed an eligibility check, they will be given a Department of Education Reference Number (DERN) which you will need to validate via the Provider Portal. Please note that parents / carers will need to reconfirm their eligibility via www.childcarechoices.gov.uk every 3 months to ensure that the funding continues. If parent / carers are having difficulty completing an eligibility check or have a query about the result, they should contact HMRC on 0300 123 4097.

Frequently Asked Questions:

When do parent / carers need to apply for their 30-hour code?

Parent / carers need to apply for the 30-hour code in the period when the child has their 3rd birthday. Please see the [FEEE Calendar](#) for all key dates relating to deadlines for the 30 hour code for each period.

If a parent / carer applies for a 30-hour code early, do they receive their funding early?

No, a parent / carers' 30 DERN hour code will only be activated once the child is eligible for funding. This will be the period after their 3rd birthday.

How do I obtain a 30-hour code?

A parent / carer can obtain a 30-hour code by visiting www.childcarechoices.gov.uk. Once a parent / carer has successfully completed an eligibility check they will be given a Department of Education Reference Number (DERN) which providers will need to validate via the Provider Portal. Parents / carers must reconfirm their details every 3 months for funding to continue – please remind them to do this.

How do I validate a 30-hour code when it is headcount / adjustment task time?

See our [Guidance on how to Validate a 30-Hour Eligibility Code](#).

Where do I input the 30-hour code on the headcount / adjustment task?

If a child is new to your setting, from the 'Funding' tab in the top toolbar, click on which task is currently open, either Actuals or Adjustments and select Add Child. If the child is existing, you can edit the current details held. Complete the Child and Parent / Carer Details tabs and ensure that

you tick the 30H box in Parent / Carer Details. Next go to the 'Funding Details' tab, and enter the mandatory details marked with an *. Input the child's code in the 30H Eligibility Code box and click on the blue box called 30 Hours Free Childcare. You will then see if the 30-hour code is valid. Please note that the system will not let you add extended hours if the code has not been validated first or is not valid. As long as you have no additional documents you may wish to add to the child's record, you can click on Save. Please refer to our [dedicated webpage](#) and view our user guides on how to complete the headcount / adjustment tasks.

I am inputting the 30-hour eligibility code to validate, but it is coming back as ineligible, what do I do?

Check that all the information has been inputted correctly e.g., legal name / date of birth matches up exactly to what is stated on the birth certificate.

Check that the National Insurance Number is correct. If on the portal you have only input one parent's NI number, and this is not the parent / carer that applied for the 30-hours, then it may come back as invalid. Try both parent / carer's details. If it is still not working, ask the parent / carer to contact the HMRC helpline on 0300 123 4097 to see if they hold the correct details on their system.

Check the code was issued prior to the period you want to use it. If it issued after the eligibility cut-off date, we will not be able to fund 30-hours for that period.

If the 30-hour code is ineligible, the system will not let you claim the extended hours on the headcount or adjustment task.

If I apply and have an eligible 30-hour code partway through a period, when can I start claiming?

- If a parent / carer applies and the start date of the 30-hour code is between the 1st January – 31st March, then they will be eligible from the summer period (1st April onwards).
- If a parent / carer applies and the start date of the 30-hour code is between the 1st April – 31st August, then they will be eligible from the autumn period (1st September onwards).
- If a parent / carer applies and the start date of the 30-hour code is between the 1st September – 31st December, then they will be eligible from the spring period (1st January onwards).

If a 30-hour code has a start date after the period has commenced but a parent / carer applied before this date, what can be done?

If the parent / carer tried to apply beforehand and have evidence of this, we will be able to accept it. The parent / carer will need to log in to their gateway account and go to their 'Secure Messages', which lists the dates that the parent / carer logged onto the system. If it states that they tried to apply before the deadline, they can take a screenshot, and you can send it to us via the headcount / adjustment tasks in the Provider Portal by attaching it to the 'Documents' tab when completing the child's details.

The 30 DERN hour code has expired, what do I do?

If the code has expired, you will need to advise the parent / carer to reconfirm their eligibility via their Gateway account and if they are having difficulty reconfirming the 30-hour code, they should contact HMRC on 0300 123 4097. You will need to make it clear to the parent / carer that they may have applied too late for the current period and will only be able to claim the universal 15 hours if they have not reconfirmed their code in time. If they choose to still attend for the additional hours, they will be charged at your private rate.

What is a grace period?

There is a grace period to enable parent / carers to retain childcare for a short period, if they become ineligible for the 30-hour entitlement. If a parent / carer is still eligible, their claim must be reconfirmed every three months. Once a parent / carer goes past the grace period end date, funding will cease. We will continue to pay funding until the grace period has expired.

The 30-hour code has expired but the grace period is still in date, can I still claim?

Yes, the child will still receive funding until the end of the grace period, irrespective of the 30-hour code end date. Codes will automatically expire at the end of the grace period. Funding will not be received after the grace period unless the code is reconfirmed.

One of my parent / carer's cannot locate their 30-hour DERN code, what should I advise?

If parents / carers are having difficulty locating their 30-hour code, they should log into their gateway account at www.childcarechoices.gov.uk, or contact the HMRC on 0300 123 4097.

Can the 30-hour code be used for wrap around care and be split between providers?

Yes – the 30-hour code can be used for wrap around care and can be split between providers. If a parent / carer is splitting their hours between two or more providers, it is important that parent / carer's do not exceed their allocated number of funded hours per day / week / period. This must be made clear to parents / carers and advice given to them on charges for additional hours etc. You will need to get the parent / carer to be explicit on which setting should be claiming the universal hours and which will get the extended hours or if it is a mixture of both at each provider.

A parent / carer has given me a code beginning with '114'. Is this a valid code?

Yes, this is a valid temporary 30-hour code that is given by the HMRC when they are still assessing the parent / carers income. The temporary codes will still need to be validated through the Provider Portal as per above. Please note that when the parent / carer reconfirms the code, they will be issued a new 30-hour code beginning with '500 or 501'. If eligible, you will need to ensure that the new code is updated on the headcount / adjustment task in the 30H Eligibility Code box.

A parent / carer has reconfirmed their eligibility, what do I need to do?

Before submitting the headcount / adjustment tasks, you should ensure that you have re-verified the child's 30-hour code in the Provider Portal.



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For more FEEE information for Providers, please visit the [FEEE Website for Providers](#)