

30 Hours Extended Entitlement – Validation

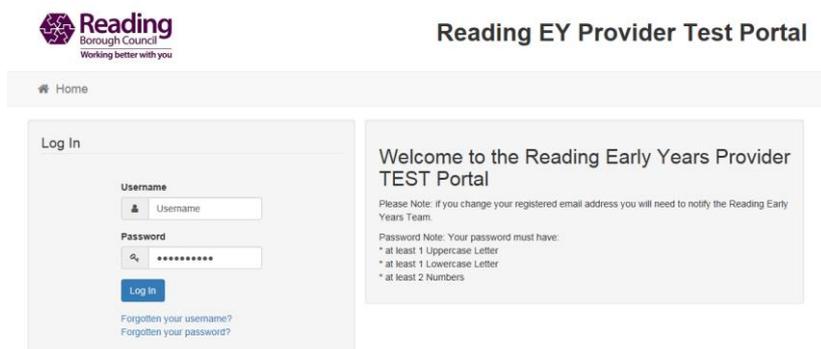
Parents will need to apply for 30 hours funding through the Governments HMRC website – Childcare Service this can be found via <https://www.childcarechoices.gov.uk/> . This will generate an eligibility code which parents can take to a provider for validation.

Providers should ask the parent of the child to complete a 30 Hours Parental Agreement Form to ensure they've agreed to the checking of the data they've supplied.

Please check that a code is eligible before offering a funded early years place to any child. Codes can fall in and out of eligibility.

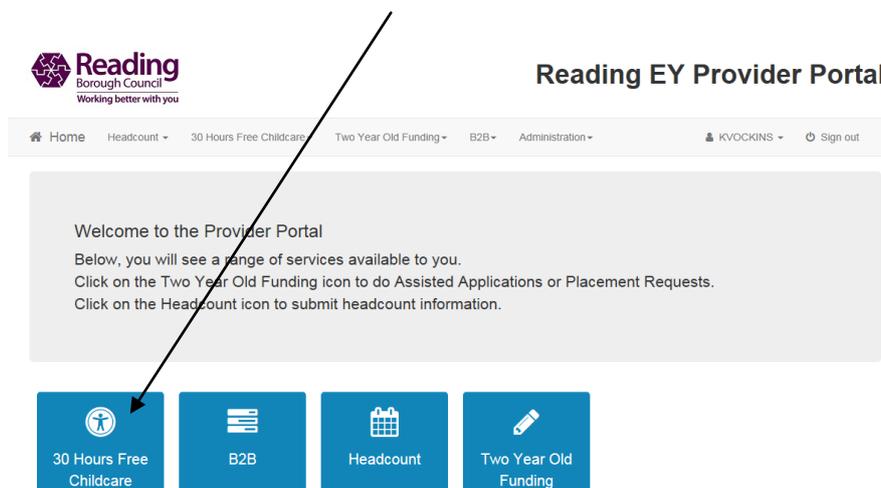
LOG IN

Login to the Provider Portal



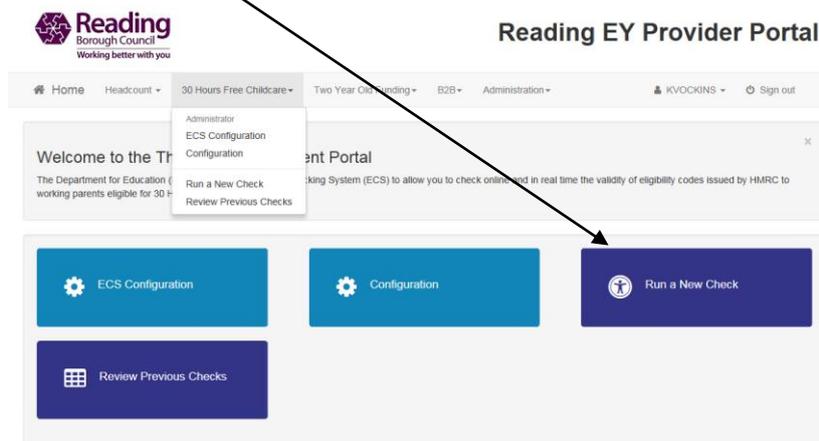
The screenshot shows the 'Reading EY Provider Test Portal' login page. At the top left is the Reading Borough Council logo with the tagline 'Working better with you'. The page title is 'Reading EY Provider Test Portal'. Below the title is a navigation bar with a 'Home' link. The main content area is divided into two sections. On the left is a 'Log In' form with fields for 'Username' and 'Password', a 'Log In' button, and links for 'Forgotten your username?' and 'Forgotten your password?'. On the right is a 'Welcome to the Reading Early Years Provider TEST Portal' message. It includes a 'Please Note' about email address changes and a 'Password Note' listing requirements: at least 1 uppercase letter, at least 1 lowercase letter, and at least 2 numbers.

Select the 30 Hours Free Childcare button



The screenshot shows the 'Reading EY Provider Portal' dashboard. At the top left is the Reading Borough Council logo. The page title is 'Reading EY Provider Portal'. Below the title is a navigation bar with links for 'Home', 'Headcount', '30 Hours Free Childcare', 'Two Year Old Funding', 'B2B', and 'Administration'. The main content area has a 'Welcome to the Provider Portal' message and instructions: 'Below, you will see a range of services available to you. Click on the Two Year Old Funding icon to do Assisted Applications or Placement Requests. Click on the Headcount icon to submit headcount information.' At the bottom are four blue buttons: '30 Hours Free Childcare' (with a person icon), 'B2B' (with a list icon), 'Headcount' (with a calendar icon), and 'Two Year Old Funding' (with a pencil icon). A black arrow points from the text 'Select the 30 Hours Free Childcare button' to the '30 Hours Free Childcare' button.

Select Run a New Check or click on the link on the tool bar.



VALIDATING 30 HOUR DERN CODES

You will only be able to claim for children who have had a valid 30 hour check completed via the Provider Portal. You SHOULD always search to see if a child is on the system before you run a check so that information can be tried together for headcount claims.

You will be able to search for any child you have previously submitted on a headcount returns or school census.

If you are connected to more than one childcare provider you will have to pick which setting you are checking for before carrying out a child search.

You are linked to more than one Provider. Please select the provider you are running the checks for from the box below.

To search for an existing child start to type their name in the **Find a Child** box.

A screenshot of the Reading EY Provider Portal titled 'TEST Reading EY Provider Portal'. The navigation bar is similar to the previous screenshot. Below the navigation, there is a section for 'Run a new check (Search for child first in Find a Child)'. A message states: 'The Department for Education (DfE) provides an Eligibility Checking System (ECS) to allow you to check online and in real time the validity of eligibility codes issued by HMRC to working parents eligible for 30 Hours Free Childcare. You may only perform checks where the parent/carer has given consent for you to do so and when they have agreed that this check information can be shared with the Local Authority and any other providers the child attends.' Below this is a 'Find a Child (searches for children included on previous headcounts, click to select child)' section with a search input field. At the bottom, there is a form with the following fields: 'Child's Forename' (e.g. John), 'Child's Surname' (e.g. Smith), 'Child's Date of Birth' (e.g. 30/11/2012), 'Parent's NI Number' (e.g. NM123456), and '30 Hours Eligibility DERN Code' (e.g. 5000100014). A green 'Full Check' button is located at the bottom right of the form.

As you type a list of possible matches will appear.

If the child you're looking for appears click on their name. This will populate some of the check boxes below the search box.

Reading Borough Council
Working better with you

TEST Reading EY Provider Portal

Home | Headcount | 30 Hours Free Childcare | Two Year Old Funding | Administration | Sign out

Run a new check (Search for child first in Find a Child)

The Department for Education (DfE) provides an Eligibility Checking System (ECS) to allow you to check online and in real time the validity of eligibility codes issued by HMRC to working parents eligible for 30 Hours Free Childcare. You may only perform checks where the parent/carer has given consent for you to do so and when they have agreed that this check information can be shared with the Local Authority and any other providers the child attends.

Find a Child (searches for children included on previous headcounts, click to select child)

pe | x 2 matches found for 'pe'

Peppa Pig	02/09/2013 (age 4)	RG6 1NU
Peter Rabbit	01/08/2014 (age 3)	RG30 4QE

Child's Forename: e.g. John | Child's Surname: e.g. Smith | Child's Date of Birth: e.g. 30/11/2012 | Parent's NI Number: e.g. NM123456C | 30 Hours Eligibility DERN Code: e.g. 50001005014

Run Check

Fill in the remaining check boxes with the parents National Insurance Number and eligibility DERN code.

It will give you an error message if the data is in the wrong format. Please enter the date of birth as DD/MM/YYYY.

Child's Forename: Fred | Child's Surname: Bloggs | Child's Date of Birth: 09/10/13 | Parent's NI Number: J4001234 | Eligibility Code: 500123457895

Date of birth in the format dd/mm/yyyy e.g. 30/11/2012

This field is invalid.

This field is invalid.

The form is invalid. Please correct the form before running a check.

Run Check

Click 

Success!

This eligibility code is valid from 31-Aug-2017 to 7, with a grace period to 31-Dec-2017.

HMRC will manage the notification to parents of the need to reconfirm their eligibility.

If the check comes back as unsuccessful double check you have entered the data correctly in all boxes. If you are sure you've entered the details correctly then ask the parents to reconfirm the data supplied to you is correct and matches their HMRC childcare service account. If it still comes back as unsuccessful ask the parent to provide proof of their eligible claim in the form of a screen print from their HMRC Childcare account.

AD HOC 30 HOUR VALIDATION

If a child hasn't previously claimed from your setting you'll need to carry out an Ad Hoc check. To do this manually type in their details in the check boxes.

Child's Forename * Type in brand	Child's Surname * new child here	Child's Date of Birth * e.g. 30/11/2012	Parent's NI Number * e.g. NM123456C	30 Hours Eligibility DERN Code * e.g. 50001005014
Bing Bunnys Pre-school				Run Check

Click 

PLEASE NOTE: Children who have had an Ad Hoc check completed will not be included on your Headcount return when it's issued. When you add them as a new child on your headcount the system will recognise the name and ask you if you wish to select them from a list. This should then pull the eligibility to 30 hours into the child's record.

Add Child

Please enter the child's forename and surname

Forename	<input type="text" value="Adhoc"/>
Surname	<input type="text" value="Child"/>
Cancel Next	

Child Found

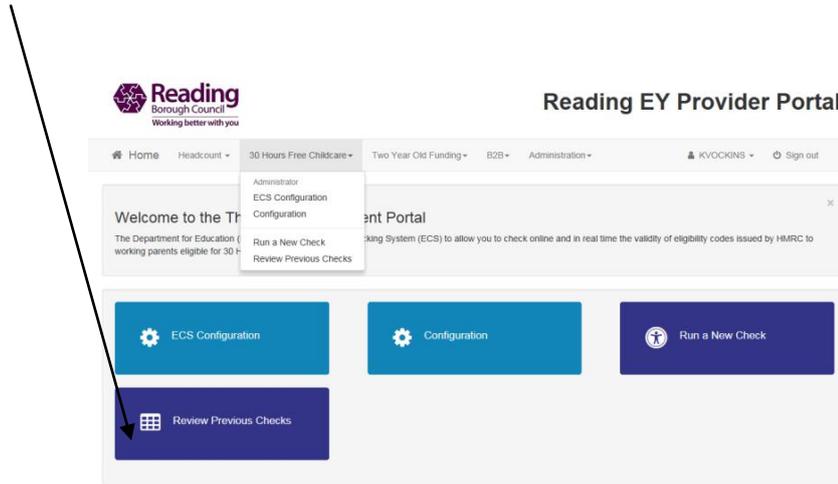
Please select the child from the list below or add a new child if they are not listed

	Forename	Surname	Date of birth	Gender	Current Address	Ethnicity	First Language	30 hour Eligibility DERN Code - DO NOT USE
Select	AdHoc	Child	09/10/2013					50000000000

Cancel **Start Again** **Add a new child**

REVIEW PREVIOUS CHECKS

To view previous 30 hours extended entitlement checks you've carried out click on review previous checks



The information will be separated in to children who have previously claimed funding and new Ad Hoc children. You can click on the headings on the top of the columns to sort them.

The screenshot shows the Reading EY Provider Test Portal interface. At the top, there is a navigation bar with links for Home, Headcount, 30 Hours Free Childcare, Two Year Old Funding, B2B, Administration, KVOCKINS, and Sign out. Below the navigation bar, there is a search bar and a heading 'Checks Run for Ages 2 to 5 Years 6 Months'. Below the heading, there is a table with columns: Child's Forename, Child's Surname, Child's Date of Birth, Parent's NI Number, Eligibility Code, Check Last Run, Eligible From, Eligible To, Grace Period End, and Check Status. The table is divided into two sections: Existing Child Checks and Ad-hoc Checks.

Child's Forename	Child's Surname	Child's Date of Birth	Parent's NI Number	Eligibility Code	Check Last Run	Eligible From	Eligible To	Grace Period End	Check Status
Fred	Bloggs	09/10/2013	JR001233C	50012345789	04/07/2017	01/06/2017	31/10/2017	31/12/2017	Eligible
Ace	Trussler	09/07/2013	JE375255D	12345678901	29/06/2017	01/06/2017	31/10/2017	31/12/2017	Eligible
Albert	Smith	11/08/2013	JP003921B	40000000000	07/06/2017	01/06/2017	31/10/2017	31/12/2017	Eligible
Ayodeji	Oyegunle	16/03/2013	SC110080A	12345678900	07/06/2017	01/06/2017	31/10/2017	31/12/2017	Eligible
Albert	Smith	11/08/2013	JP003921B	12345678912	06/06/2017	01/01/0001	01/01/0001	01/01/0001	Error - Login Failed. The Username/password was invalid.

Child's Forename	Child's Surname	Child's Date of Birth	Parent's NI Number	Eligibility Code	Check Last Run	Eligible From	Eligible To	Grace Period End	Check Status
James	hannington	15/06/2013	JT123456c	50001234567	29/06/2017	01/06/2017	31/10/2017	31/12/2017	Eligible
Fred	Jones	05/12/2014	JR123016C	12345678907	13/06/2017	01/06/2017	31/10/2017	31/12/2017	Eligible
Arlo	Cat	06/06/2014	JR123456C	01234567890	06/06/2017	01/06/2017	31/10/2017	31/12/2017	Eligible

EXPIRATION DASHBOARD

It is a childcare provider's responsibility to ensure they have validated the codes of any new children starting at the setting before offering a funded place.

Children are only entitled to claim the term following an issue of a DERN code. Please see below for details.

Funded in Autumn Term code issued by HMRC on or before 31st August
Funded Spring Term code issued by HMRC on or before 31st December
Funded Summer Term code issued by HMRC on or before 31st March

DERN codes are issued with 3 corresponding dates.

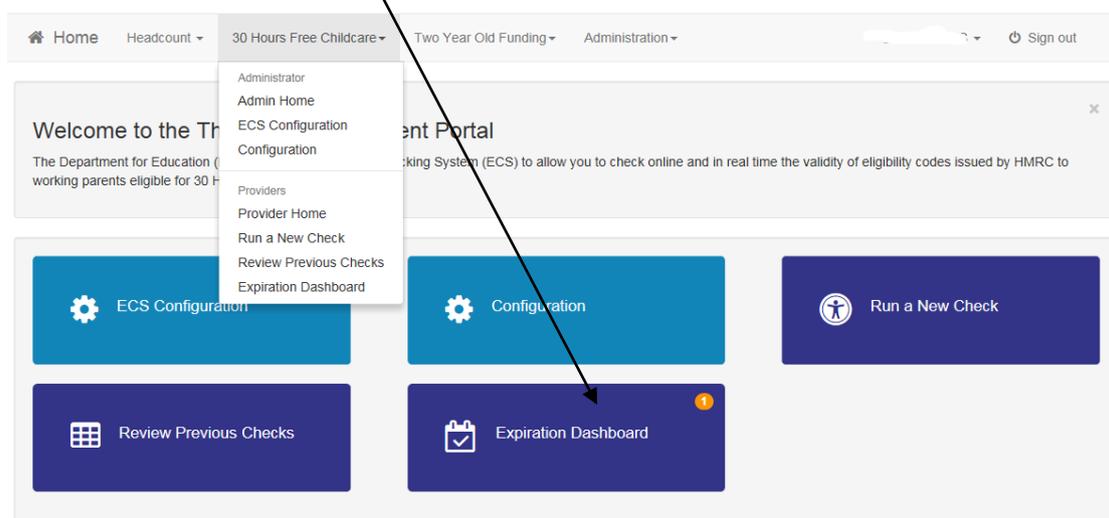
Eligible From – This is the date the code was issued.

Eligible To - date by which the parent has to reconfirm their details with HMRC.

Grace Period End – If a parent falls out of eligibility this is the last date the funding will be made available.

Parents are responsible for ensuring that they reconfirm their eligibility to the funding with HMRC before they reach the end of their grace period.

Providers can check the status of 30 hour children by clicking on the Expiration Dashboard.



The dashboard is traffic lighted so you can see which children are approaching the end of their eligibility period. Providers should encourage the parents of the children in red and amber to reconfirm with HMRC.

Home Headcount 30 Hours Free Childcare Two Year Old Funding Administration Sign out

Entitlement Expiration Dashboard

Further Action Needed Yes Days 180 Eligibility Filter Grace Period Ending in the next 180 days Search

Provider

Filter using any keyword

Child	30 Hours Eligibility DERN Code	Eligible From	Eligible To	Grace Period End	Eligibility was last checked on	Notes / Further Action Needed
[Redacted] (09/04/2014)	50006607489	01/05/2017	15/08/2017	31/12/2017	07/09/2017 Eligible Recheck now	Update
[Redacted] (05/01/2014)	50009607978	07/06/2017	08/09/2017	31/12/2017	07/09/2017 Eligible Recheck now	Update
[Redacted] (08/10/2013)	50009192018	05/06/2017	12/09/2017	31/12/2017	07/09/2017 Eligible Recheck now	Update
[Redacted] (23/04/2014)	50009138676	04/06/2017	16/09/2017	31/12/2017	07/09/2017 Eligible Recheck now	Update
[Redacted] (23/03/2014)	50007476574	09/06/2017	16/09/2017	31/12/2017	07/09/2017 Eligible Recheck now	Update
[Redacted] (30/06/2014)	50009573437	07/06/2017	19/09/2017	31/12/2017	20/07/2017 Eligible Recheck now	Update
[Redacted] (12/02/2014)	50010485813	15/06/2017	19/09/2017	31/12/2017	06/09/2017 Eligible Recheck now	Update
[Redacted] (01/03/2014)	50011448105	26/06/2017	11/10/2017	31/12/2017	14/08/2017 Eligible Recheck now	Update
[Redacted] (21/08/2014)	50014647508	19/07/2017	12/10/2017	31/12/2017	26/07/2017 Eligible Recheck now	Update
[Redacted] (24/08/2014)	50011279117	23/06/2017	17/10/2017	31/12/2017	28/07/2017 Eligible Recheck now	Update

Once a parent has reconfirmed with HMRC the validation dates should be automatically updated on the dashboard. To recheck at any time if a parents has reconfirmed a provider can click on **Recheck now** under the childs name. This automatically brings back the latest information held by HMRC.

Home Headcount 30 Hours Free Childcare Two Year Old Funding Administration Sign out

Entitlement Expiration Dashboard

Further Action Needed Yes Days 180 Eligibility Filter Grace Period Ending in the next 180 days Search

Provider

Filter using any keyword

ReCheck Eligibility

Success!

This eligibility code is valid from 01-May-2017 to 15-Aug-2017, with a grace period to 31-Dec-2017.

HMRC will manage the notification to parents of the need to reconfirm their eligibility.

OK

Child	30 Hours Eligibility DERN Code	Eligible From	Eligible To	Grace Period End	Eligibility was last checked on	Notes / Further Action Needed
[Redacted] (09/04/2014)	50006607489	01/05/2017	15/08/2017	31/12/2017	07/09/2017 Eligible Recheck now	Update
[Redacted] (05/01/2014)	50009607978	07/06/2017	08/09/2017	31/12/2017	07/09/2017 Eligible Recheck now	Update
[Redacted] (08/10/2013)	50009192018	05/06/2017	12/09/2017	31/12/2017	07/09/2017 Eligible Recheck now	Update
[Redacted] (23/04/2014)	50009138676	04/06/2017	16/09/2017	31/12/2017	07/09/2017 Eligible Recheck now	Update
[Redacted] (23/03/2014)	50007476574	09/06/2017	16/09/2017	31/12/2017	07/09/2017 Eligible Recheck now	Update

Children who do not reconfirm by the end of their grace period will be unable to claim funding in the following term.