

## Validating the 30 Hours eligibility code (Providers)

- The eligibility code is an 11 digit number starting with '500' or '11'

Those starting '11' are temporary codes, so you shouldn't see very many, the majority will start '500'

- All Providers can now verify the codes using the [EY Portal](#); you will need the following information:-
  - 11 digit eligibility code
  - Parents NI number
  - Parents date of birth
  - Child's date of birth
  - Written consent of the parent (a signed [Parental Agreement](#) covers this)
- An extended entitlement (30 hours) place can only be taken the term following the child's 3<sup>rd</sup> birthday **AND** the term following the receipt of their eligibility code from HMRC, whichever is later.

Therefore if a child turns 3 in August 2017, but the parent doesn't receive the eligibility code from HMRC until 3<sup>rd</sup> September the child would not be able to access their extended entitlement (30 Hours) place until January 2018.

- Parents need to have received their eligibility codes before 31<sup>st</sup> August 2017 to access their place in September 2017, however providers do not need to have validated the codes before this date. Providers should validate the codes prior to the child taking up their extended entitlement (30 Hours) place with them in case the code is not valid.
- If parents have applied for their eligibility code but not received it, ask them to login to their [Childcare Services Account](#). I have attached the information sheet from DfE giving step-by-step guide to how parents log-in, obtain their code and re log in if they have forgotten their code.

Please bear in mind though that it can take up to 10 days for the code to be issued. If parents have applied over 10 days ago and can't find the code using the instructions above, then please give them the helpline number **0300 123 4097** as they will be able to access their on-line application and assist with obtaining the code.

- By applying for a maintained nursery school place the parents have applied for the 15 hours universal place at that school. If the parent splits the extended entitlement between the school and another provider then the other provider is the extended entitlement provider.
- If parents are splitting their universal and extended entitlement between two private providers they need to agree who is the universal and who is the extended provider so that it can be entered appropriately into the Early Years Headcount Portal.

- The eligibility code needs reconfirming every 3 months. Parents will receive a text message and/or email reminder 4 weeks before their reconfirmation deadline. To reconfirm they need to log-in to their Childcare Services Account and either tick a box to say their details haven't changed or amend their details and resubmit the application.

Notes:-

Link **EY Portal** to:-

<https://www.stockport.gov.uk/free-entitlement-funding/about-the-portal>

Link **Parental Agreement** to:-

<https://www.stockport.gov.uk/free-entitlement-funding/using-the-portal>