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30 Hour Eligibility Check

Mini Guide

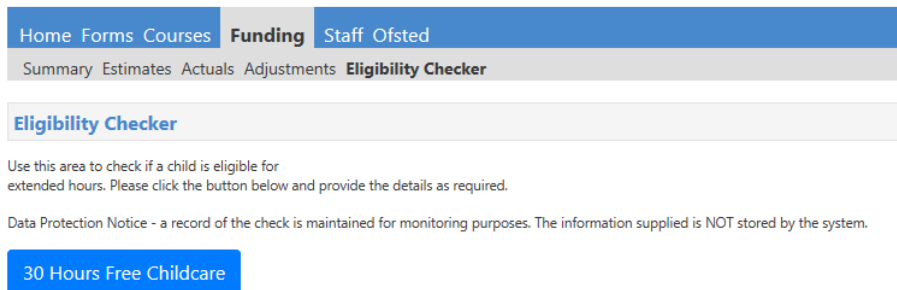
September 2019

Extended Funding – Mini Guide

Before an extended funded childcare place can be offered, a child's 30 Hour Code **must** be checked for eligibility.

Using your online portal, the eligibility checker can be found following the path below.

Eligibility Checker Tab



The screenshot shows a navigation menu with 'Home', 'Forms', 'Courses', 'Funding', and 'Staff Ofsted'. The 'Funding' tab is active, and a sub-menu shows 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. Below the menu, the 'Eligibility Checker' section contains instructions: 'Use this area to check if a child is eligible for extended hours. Please click the button below and provide the details as required.' and a 'Data Protection Notice - a record of the check is maintained for monitoring purposes. The information supplied is NOT stored by the system.' A blue button labeled '30 Hours Free Childcare' is visible.

The eligibility check is not linked to a specific term and therefore does not populate any headcount. Select the 30 Hours Free Childcare button and complete the mandatory information indicated by a *.



The screenshot shows the '30 Hours Free Childcare' form. It includes a title bar, instructions: '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.', and several input fields: 'Eligibility Code*', 'Child Date of Birth*', 'Parent/Carer Forename', 'Parent/Carer Surname', 'Parent/Carer NI Number*', 'Partner Forename', 'Partner Surname', and 'Partner NI Number'. A consent checkbox labeled 'Eligibility Check' is also present. A note at the bottom states '*denotes mandatory fields'. 'Submit' and 'Cancel' buttons are at the bottom.

Please note you **must** include a tick the consent box above to show you have been given consent on the Parent Declaration Form by the parent / carer to perform this check.

Once all the above has been completed please select the Submit button. When you submit these details, you will be notified whether or not they are valid.

If they are valid, you will be able to see a green tick, the 30 Hour Code start and end dates plus the Grace Period end date. We recommend you keep a record of these details.

Actuals

Once the 30 Hour Code has been checked and is found to be eligible you will now need to enter the child's and parent/carer details onto the headcount. Choose the appropriate headcount.

Organisation: **Gateshead Council**
 Provider: **Gateshead Family Information Service (Swimming)**

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Summary Estimates Actuals Adjustments Eligibility Checker

Summary Head Count Records for 2018/19 - Spring

2018/19				
Summer				
Spring				
Autumn				
2017/18				
2016/17				

Funding Type	
	2 Year Funding
!	3/4 Year Funding

Once you are in the required fund / year/term it should look like this:

Home Forms Courses **Funding** Staff Ofsted

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Submit Actual: 2018/19 Spring - 3/4 Year Funding [CHANGE](#)

Add Child Send Claim

Add Child Send Claim

However, you may already have some children's details showing if any have been carried forward from the previous term. Please see below.

Organisation: **Gateshead Council**
 Provider: **Gateshead Family Information Service (Swimming)**

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Submit Actual: 2018/19 Spring - 3/4 Year Funding [CHANGE](#)

! Not submitted

Add Child Send Claim

Status	Child Name	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
! Add Pending	Potter, Beatrix (24-Nov-2014)	50.00	0.00	£192.43		

Add Child Send Claim

To Add a Child to a Headcount

To add children to the headcount Select Open on the required term.

Select Add Child

There are 4 tabs: Child Details, Funding Details, Parent/Carer Details & Notes

Child Details:

Insert information, the minimum requirement is for the fields with a * as well as Proof of DOB and Middle Name should the child have one. Please remember to use the child's legal name, not a shortened version, as this helps us to prevent duplicate records in the system.

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Child Details Parent / Carer Details Funding Details Notes

Child Details

Forename*

Middle Name

Surname*

DOB*

Proof of DOB

Gender* Male Female

Preferred Surname

Ethnicity* Information Not Yet Obtaine

SEN COP Stage* <Unknown>

Address

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

Save Cancel *denotes mandatory fields

Parent / Carer Details:

Please complete this tab for children accessing 30 Hour funding and those to be checked for EYPP eligibility, where you have had permission from the parent / carer to share this information.

You must tick the EYPP and 30H boxes to give the Local Authority consent to run EYPP and 30 Hour checks.

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Child Details Parent / Carer Details Funding Details Notes

Entering Parent/Carer details enables us to check whether the child is eligible for Early Years Pupil Premium (EYPP) funding, and whether the child is eligible for extended hours.

Please ensure you input details for all records that have given their permission to do so, as this ensures you receive the additional funding. Please also ensure that the correct consent boxes are selected as per the usage of the details.

Details are optional but if entered then at least Forename, Surname and NI or NASS Number must be filled in.

Parent / Carer Details

Forename

Surname

DOB

NI or NASS Number

Tick to give consent to Eligibility Checking for EYPP 30H

Partner Details

Forename

Surname

DOB

NI or NASS Number

Tick to give consent to Eligibility Checking for EYPP 30H

Save Cancel *denotes mandatory fields

Funding Details:

Next please complete the Funding Details tab, you must specify start and end dates if the child has been there for less than the entire term.

Summary | Child Details | Parent / Carer Details | Funding Details | Notes

Funding Details

Start Date* 01-Jan-2019

End Date* 31-Mar-2019

Default Term Dates

Weeks Attended in Term* 10.00000

Present during Census

Attends Two Days or More

Nominated for DAF* Yes No

Stretching Entitlement

Universal Funded Hours per Week

Universal Hours* 5.00

Extended Funded Hours per Week

Extended Hours* 0.00

30H Eligibility Code

30 Hours Free Childcare

Eligible for 30H

Total Funded Hours per Week

Total Funded: 5.00

Attendance Days

Attends Monday* Yes No

Attends Tuesday* Yes No

Attends Wednesday* Yes No

Attends Thursday* Yes No

Attends Friday* Yes No

Attends Saturday* Yes No

Attends Sunday* Yes No

Non-Funded Hours per Week

Non-Funded Hours* 0.00

! if this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carer

Maximum Values Allowed:
Number of Weeks: **11.00000**
Universal Weekly Hours: **15**
Universal Termly Hours: **165**
Universal Yearly Hours: **570**
Extended Weekly Hours: **15**
Extended Termly Hours: **165**
Extended Yearly Hours: **570**

The red box to the bottom right shows the maximum values allowed.

Weeks attended should reflect actual attendance, therefore if a child has stretched their hours please state over how many weeks.

Disability Access Fund (DAF) – it is mandatory to record if the parent / carer has identified (in their parent declaration form) that the child is entitled to DAF and is nominating your setting to be the recipient of the fund. Remember you must have seen evidence of the child's DLA.

It is essential that you select the Stretching Entitlement option if the child is accessing hours over more than the standard number of weeks.

For children claiming extended funding (30hours) enter the 11-digit 30H voucher code then select the 30 Hours Free Childcare button.

30 Hours Free Childcare

If valid, a tick box will appear in the Eligible for 30H box.


The total Funded Hours per week will self-populate.

For census reasons please record the attendance days and any non-funded hours.

Now save the information entered and repeat the process above for the next child. Once completed select Send Claim and submit your headcount.


Home Forms Courses **Funding** Staff Ofsted

Summary Estimates **Actuals** Adjustments Eligibility Checker

 Submission Successful

Submit Actual: 2018/19 Spring - 3/4 Year Funding [CHANGE](#)

[Add Child](#) [Send Claim](#)

	Status	Child Name	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
	Add Pending Submitted	Potter, Beatrice (24-Nov-2014)	50.00	0.00	£192.43		

[Add Child](#) [Send Claim](#)

Three and Four-Year Old Funding – The Extended Entitlement

A child's extended entitlement will begin from the term after the child's third birthday, in line with the table below. A child cannot commence their initial extended entitlement during a grace period (see the Grace Period section below).

Children born between:	Entitlement begins:
1 st January and 31 st March	Start of term beginning on or following 1 st April
1 st April and 31 st August	Start of term beginning on or following 1 st September
1 st September and 31 st December	Start of term beginning on or following 1 st January

If a child becomes eligible for the extended entitlement partway through a term, the Local Authority will not fund the extended entitlement until the start of the term following the date on which they received their voucher code in line with Statutory Guidance.

Any hours accessed under the extended entitlement must be recorded on the parent declaration form and declared as part of the child's details on the portal. The parent is required to state where they want their child to access their universal and their extended hours as this information must be submitted on the Provider Portal by the Provider. Should too many universal and/or extended hours be entered onto the Provider Portal the Local Authority will contact the Providers who should then liaise with the parent to rectify the issue.

After the initial verification by the Provider, the Local Authority will complete audit checks at six fixed points over the year to review the continuing validity of the thirty-hour eligibility code. (see the Grace Period section below). The Provider should remind parents, on a regular basis, of the need to revalidate voucher codes every 3 months, via HMRC's Childcare Service.

The Grace Period

A child will enter the grace period when the child's parents cease to meet the eligibility criteria set out in the Childcare (Early Years Provision Free of Charge) (Extended Entitlement) Regulations 2016, or if they fail to revalidate their voucher code every 3 months, as determined by HMRC or a First Tier Tribunal in the case of an appeal.

The Local Authority will access information about whether a child has ceased to meet the eligibility criteria and entered the grace period via the Eligibility Checking Service (ECS). The grace period end date will automatically be applied to eligibility codes.

The Local Authority will notify the Provider where a parent is no longer eligible for the Extended Entitlement and inform them of the grace period end date. See below.

Date Parent Receives Ineligible Decision On Reconfirmation	LA Audit Date	Grace Period End Date
1 January – 10 February	11 February	31 March/End of Spring term
11 February – 31 March	1 April	31 August
1 April – 26 May	27 May	31 August
27 May – 31 August	1 September	31 December
1 September – 21 October	22 October	31 December
22 October – 31 December	1 January	31 March/End of Spring term

The Local Authority will continue to fund a place for a child for the grace period as set out in the Early Education and Childcare Statutory guidance for local authorities 2017.

Where a parent ceases to meet the eligibility criteria and the grace period has expired, a parent can continue to take up their child's universal entitlement to 15 hours, provided they have not exceeded their entitlement hours. If a parent has been taking up the extended entitlement at more than one provider, the Local Authority will continue to fund 15 hours at the provider(s) of the parent's choice.

The Local Authority may consider extending the grace period as set out above for a short time in very exceptional circumstances if the parent has been forced to leave their home and paid employment, for example, where the parent is a victim of domestic abuse or other serious crime.

The Provider should not offer a new 30 hours place for a child during a grace period. This includes in the following scenarios:

- **Where a parent falls into their grace period before the child has started a 30-hour place**
- **Where a parent falls into their grace period whilst their child is in a 30 hours place, and the parent seeks to move the child to a different provider.**

In exceptional circumstances the Local Authority may authorise the Provider to offer a new 30 hours place during a grace period e.g. where another provider is closing-down. In such circumstances, the Provider should obtain written confirmation from the Local Authority before offering the place.

A child is able to take up a 30 hours place in their grace period if they fall out of eligibility in the period following the 31st termly deadline (31st August, 31st December or 31st March, depending on which term the

scenario relates to) and before a provider's term start date. The child is eligible to start their 30 hours place that term, as their code was valid on the termly deadline.