

GUIDANCE ON HOW TO VALIDATE A WORKING PARENT ELIGIBILITY CODE

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Working Parent Eligibility Code

For a code to be valid you must ensure that the child has attained the relevant age.

- Please note the eligibility code 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.
- Children cannot start using funding for the first time if they are in their grace period. This is because the grace period is there for continuity of funding.

IMPORTANT INFORMATION:

Providers should be aware that there are 2 distinct elements to claiming for the extended entitlement. Both elements **MUST** be completed for payments to be made.

You **MUST** validate the code, 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 to your headcount submission (in the “Funding Details” section). Please refer to our headcount guidance documents for further information.

You should always check that a working parent code is valid by using the “Eligibility Checker” prior to submitting the code on the headcount, as the eligibility checker will provide you with the validity dates of the code, which you should be checking to ensure that they cover the period you are wishing to claim the funding for. If this is not done, when you are then submitting your headcount, the portal may not let you proceed with the claim if the dates do not cover the period.

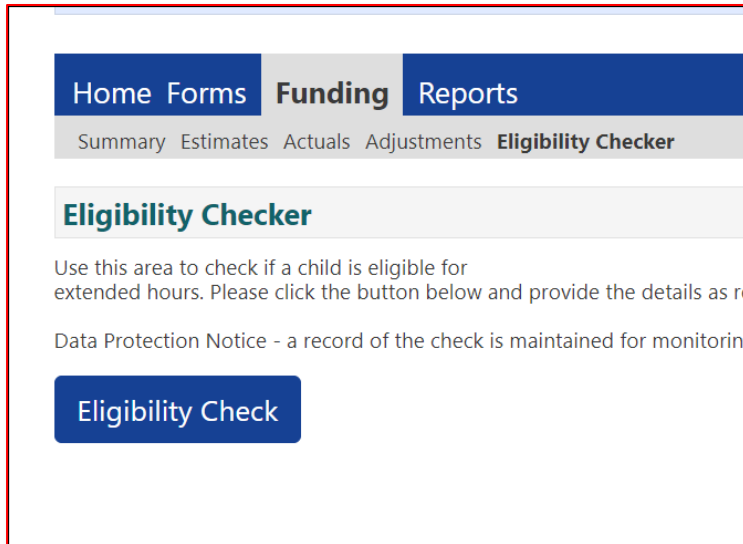
If you are not claiming any extended hours, we would still suggest that you input the working parent code into the Headcount, so that the code can be recorded and banked hours can be claimed later if you wish.

Parents must check their eligibility in line with the email reminders they will receive from the HMRC. Codes must be renewed before their end dates for them to continue. The HMRC usually ask for parents to renew their codes every 3 months, but this can sometimes differ. Please ensure they are aware of this responsibility and understand that their funding will be jeopardised 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.

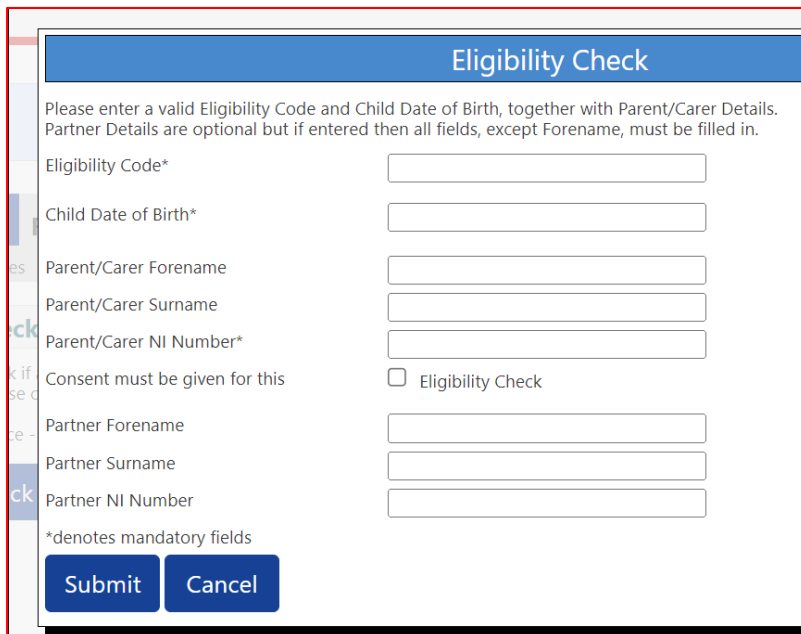
For further information, please refer to our [“Working Parent Entitlement Code” fact sheet](#) (PDF):

[Completing a New Eligibility Check](#)

After logging into the portal, select the funding tab and then select 'Eligibility Checker'.



Select 'Eligibility Checker' and the following screen will appear.



The screenshot shows a form titled 'Eligibility Check'. The form contains the following fields and instructions:

- 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.'
- Eligibility Code* (Mandatory field)
- Child Date of Birth* (Mandatory field)
- 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
- Buttons: Submit, Cancel

Input information ensuring all fields marked with an asterisk are completed.

Please put a tick in the Eligibility check box.

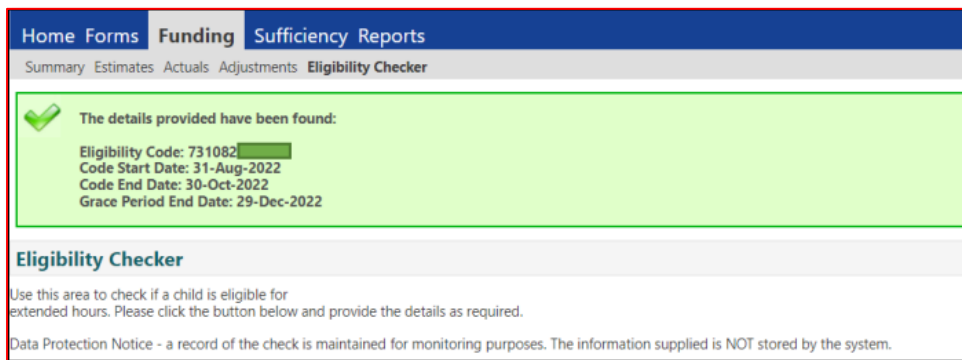
Select Submit.

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

Eligible Result

The message will be displayed in green.

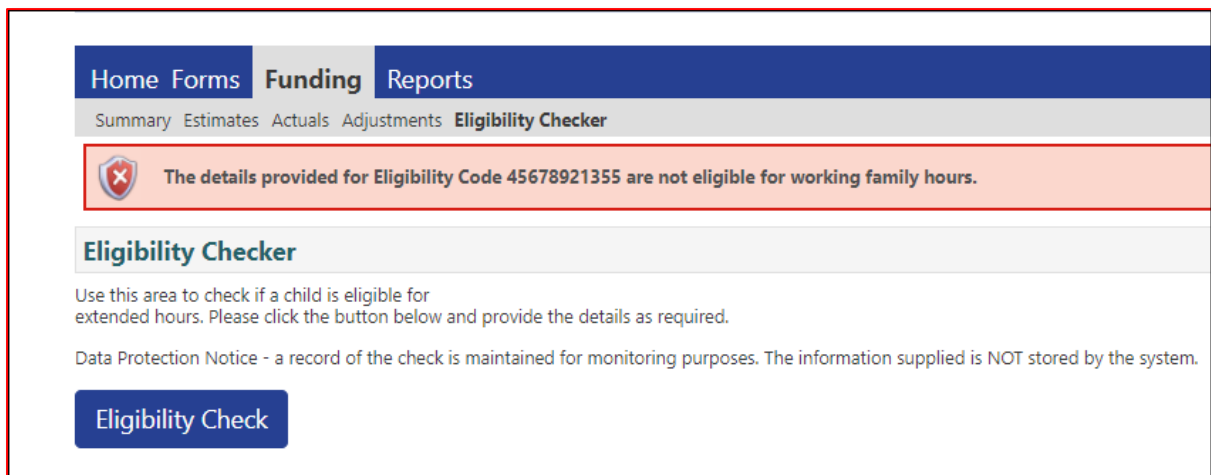
Please check the start date of the code is before the period which you want to claim for. Where a parent/carer is issued with their Working Parent Eligibility code after the beginning of the period their child became age eligible, they will not be able to take up the extended hours until the start of the next period.



The screenshot shows a web interface with a navigation bar containing 'Home', 'Forms', 'Funding', and 'Reports'. Below the navigation bar is a sub-menu with 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. The main content area has a green background and displays a green checkmark icon followed by the text: 'The details provided have been found:'. Below this, the following details are listed: 'Eligibility Code: 731082', 'Code Start Date: 31-Aug-2022', 'Code End Date: 30-Oct-2022', and 'Grace Period End Date: 29-Dec-2022'. Below the green box is a section titled 'Eligibility Checker' with 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.'

Not Eligible Result

The message will be displayed in red.



The screenshot shows a web interface with a navigation bar containing 'Home', 'Forms', 'Funding', and 'Reports'. Below the navigation bar is a sub-menu with 'Summary', 'Estimates', 'Actuals', 'Adjustments', and 'Eligibility Checker'. The main content area has a red background and displays a red shield icon with a white 'X' followed by the text: 'The details provided for Eligibility Code 45678921355 are not eligible for working family hours.' Below this is a section titled 'Eligibility Checker' with 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.' At the bottom of the section is a blue button labeled 'Eligibility Check'.

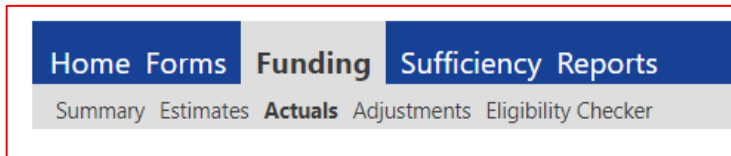
If you receive an eligibility code that returns a result of not eligible, please check you have inputted all the details correctly, for example- the eligibility code and run another check.

If after checking these details the code is still coming back as not eligible, please inform the parent/carer and ask them to contact the HMRC helpline on 0300 1234097 as the local authority are unable to assist with this issue.

Grace Period Records

How to Identify previously submitted checks that are nearing their expiration date.

Select the 'Funding' tab and then select 'Actuals'.



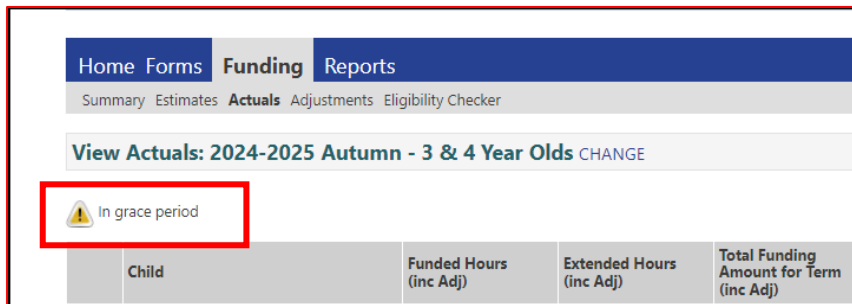
Select the current period from list.



Select one of the 3 cohorts as appropriate.

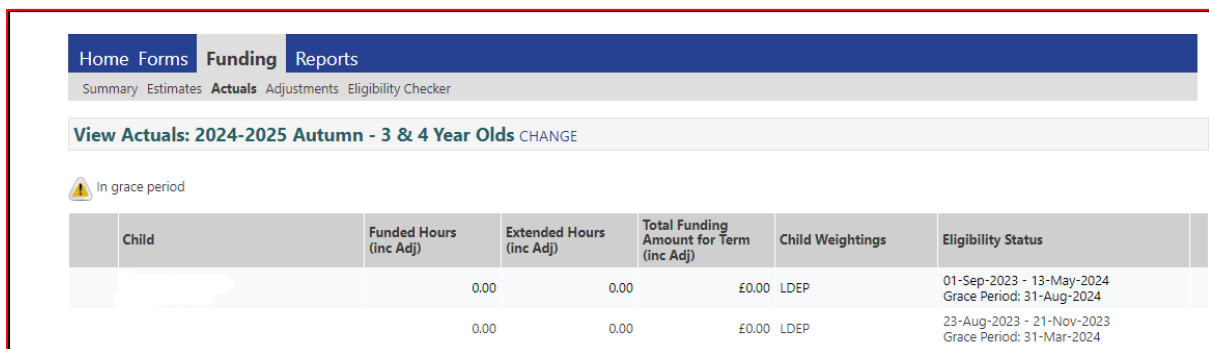


If you have any children that have fallen into the grace period, a yellow warning triangle will be displayed at the top of this page.



To view which children have fallen into their 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.



Please inform parents/carers that as their child has now fallen into the grace period, their funding for the next period is at risk, if they do not reconfirm their code before the next period begins.

The extended hours will cease on the given date in the Eligibility Status column.

If parents believe they are still eligible, please advise them to reconfirm their eligibility on their Gateway Account via www.childcarechoices.gov.uk.

[How to Revalidate an existing child's code](#)

You will need to run a new check, please refer to [completing a new eligibility check section](#).