



REFERENCE GUIDE:

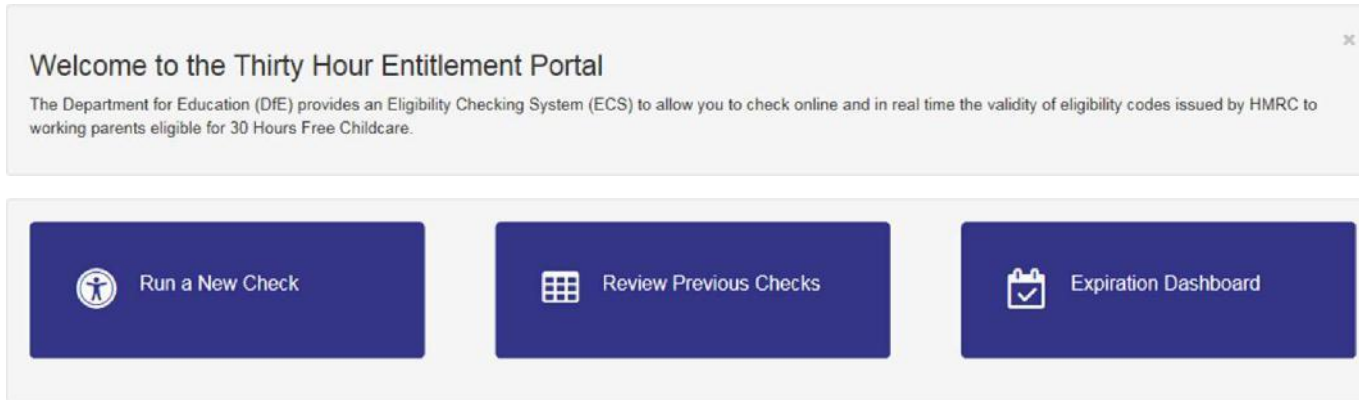
Validating 30 Hours DERN through Provider Portal

Completing a New Check



After logging into the portal, you click the

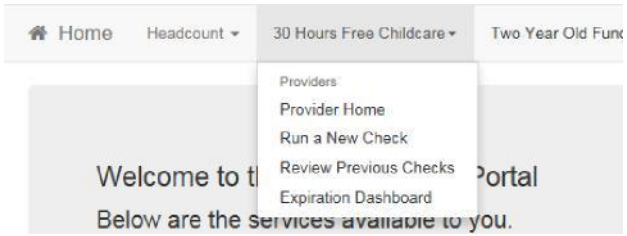
icon which will open the full 30 Hours page:



Then click the

button

or you can select 'Run a New Check' from the 30 Hours Free Childcare menu from the top of the screen (see screen shot below)



Either route will open the checking page, please note the system has been upgraded (November 2020) so the next step is slightly different from how you previously undertook a **new check**.

Firstly, enter the child's surname

Run a new check

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.

| | | | | |
|---|--|---|--|---|
| Child forename * | Child surname * | Child date of birth * | Parent National Insurance number * | Eligibility code * |
| <input type="text" value="for example John"/> | <input type="text" value="for example Smith"/> | <input type="text" value="for example 30/11/2012"/> | <input type="text" value="for example NM123456C"/> | <input type="text" value="for example 5000100501"/> |

The system will then release a green button, click this 'Child not Found' (see screen shot below)

Run a new check

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The screenshot shows a form with five input fields: 'Child forename' (example: John), 'Child surname' (example: smith), 'Child date of birth' (example: 30/11/2012), 'Parent National Insurance number' (example: NM123456C), and 'Eligibility code' (example: 5000100501). Below the form is a light blue bar with the text 'No results'. At the bottom left, there is a green button labeled 'Child not found'. A blue arrow points from the text above to this button.

The system will ask you – Do you want to add a new child? Click OK

The screenshot shows a web browser window with the URL https://emsonline.leics.gov.uk/ProviderPortal_LIVE/ThirtyHourEntitlement/Check. The page header includes the Leicestershire County Council logo and the word 'Provider'. A confirmation dialog box is overlaid on the page with the title 'Confirm' and the question 'Do you want to add a new child?'. The dialog box has two buttons: 'OK' and 'Cancel'. A blue arrow points from the text above to the 'OK' button.

Then you will need to enter in the boxes

- 1) the child's legal forename
- 2) the child's legal surname
- 3) the child's date of birth
- 4) the NI (or NASS) number of the parent
- 5) the eligibility (DERN) code (11 digits)

Then click 'Run Check' to confirm the code.

Run a new check

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The screenshot shows a form with five input fields and a 'Run check' button. A blue arrow points from the text 'Then click 'Run Check' to confirm the code.' to the 'Run check' button.

| | | | | | |
|---|-------------------------------|--|--|---|------------------|
| Child forename * for example John | Child surname * t x | Child date of birth * for example 30/11/2012 | Parent National Insurance number * for example NM123456C | Eligibility code * for example 5000100501 | Run check |
|---|-------------------------------|--|--|---|------------------|

A **successful check** will result in the screen below:

Run a new check

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.

| | | | | |
|--------------------------------|--------------------------------|---|---------------------------------|-----------------------------------|
| Child's Forename | Child's Surname | Child's Date of Birth * | Parent's NI Number * | Eligibility Code * |
| <input type="text" value="O"/> | <input type="text" value="L"/> | <input type="text" value="28/09/2013"/> | <input type="text" value="JE"/> | <input type="text" value="5000"/> |

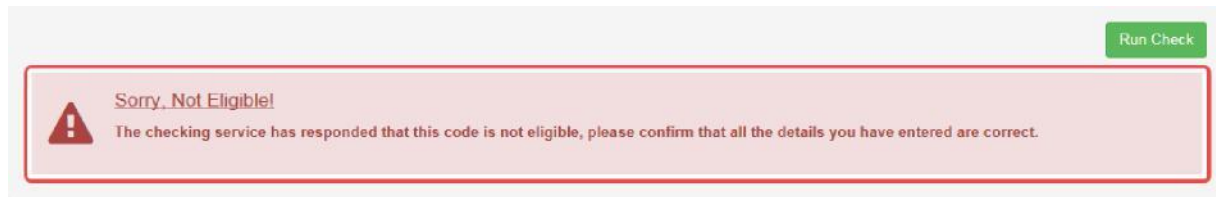
Success !

✓ This eligibility code is valid from 08-Jun-2017 to 17-Sep-2017, with a grace period to 31-Dec-2017.
HMRC will manage the notification to parents of the need to reconfirm their eligibility.

Please note the eligibility code (DERN) 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.

An unsuccessful check will show as:



A screenshot of a web form showing an error message. The message is contained within a light red rectangular box with a thin red border. On the right side of the box, there is a green button labeled "Run Check". The message text reads: "Sorry, Not Eligible! The checking service has responded that this code is not eligible, please confirm that all the details you have entered are correct." To the left of the text is a small red warning icon consisting of a triangle with an exclamation mark inside.

For unsuccessful checks, you should confirm that the details you entered are correct – if not, you can update and press the 'Run Check' button again. Whilst completing the form, you will be advised if any of the information entered is invalid (e.g. in the example, below, the code is not the correct length) If the check is still showing 'Not Eligible' please inform the parent/carer.



A screenshot of a form with three input fields: "irth *", "Parent's NI Number *", and "Eligibility Code *". The "Eligibility Code" field contains the text "5000999999" and has a red border with a small 'x' icon on the right. Below this field, the text "This field is invalid." is displayed. At the bottom of the form, there is a green "Run Check" button and a message that says "The form is invalid. Please correct the form before running a check."

Reviewing Previous Checks



Click the icon on the Home page which will open the full 30 Hours page:

Welcome to the Thirty Hour Entitlement Portal

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.

Run a New Check

Review Previous Checks

Expiration Dashboard



Then click _____ which will display a list of all checks you have previously submitted, along with the result of the check.

You can input a child's name into the search box if you wish to search for a specific child.

Existing Child Checks

| Child | Eligibility Code | Check Last Run | Eligible From | Eligible To | Grace Period End | Check Status |
|-------|------------------|----------------|---------------|-------------|------------------|--------------|
| | | 11/07/2018 | 29/03/2018 | 21/07/2018 | 31/12/2018 | Eligible |

Identifying Previously Submitted Checks That Are Nearing Their Expiration Date



Click the icon on the Home page which will open the full 30 Hours page:

Welcome to the Thirty Hour Entitlement Portal ×

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.

Run a New Check

Review Previous Checks

Expiration Dashboard



Then click the Expiration Dashboard button which will display any previously submitted checks that are approaching the end of their validity period. Providers should be informing parents of this expiration date and encouraging them to recheck their eligibility so that their child can continue to access the extended entitlement.

The 'Eligible To' column will be colour coded

Red – DERN expired

Amber – DERN due to expire shortly

Green – DERN ok

Entitlement Expiration Dashboard

Use this screen to track eligibility which is due to expire.

Further Action Needed Days Eligibility Filter

| Child | Eligibility Code | Eligible From | Eligible To | Grace Period End | Eligibility was last checked on | Notes / Further Action Needed |
|-------|------------------|---------------|-------------|------------------|--|---------------------------------------|
| | | 02/01/2018 | 10/03/2018 | 31/08/2018 | 23/07/2018 Eligible Recheck now | <input type="button" value="Update"/> |

You can manually change the 'Days' box to broaden your search if required.

How to recheck an existing child

Open the Expiration dashboard – search for the specific child and click on ‘Recheck now’. This will automatically notify you if the check is successful or not.

Entitlement Expiration Dashboard

Use this screen to track eligibility which is due to expire.

Further Action Needed Days Eligibility Filter

| Child | Eligibility Code | Eligible From | Eligible To | Grace Period End | Eligibility was last checked on | Notes / Further Action Needed |
|-------------------------------|------------------|---------------|-------------|------------------|--|---------------------------------------|
| William Shepherd (29/06/2014) | 50009097104 | 02/01/2018 | 10/03/2018 | 31/08/2018 | 23/07/2018 Eligible Recheck now | <input type="button" value="Update"/> |

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 codes (DERN) supplied by parents/carers using the '30 Hours Free Childcare' section of the portal (as above) only after validating the code and the code is successful should you add the child to your headcount submission. Please ensure the start date of the code is before the funding period they wish to claim for.

You **MUST** then add this code (DERN) to your headcount submission (in the 'Eligibility Code' box in the child's 'Personal Details' section)

If you do not complete **BOTH** elements, payments will not be made.

Parents must check their eligibility every 3 months. Please ensure they are aware of this responsibility and understand that their funding will be jeopardized 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.