

# 30 Hours Childcare

## A guide to using the Provider Portal

Using the Provider Portal to:

- Manage 30 hour childcare applications

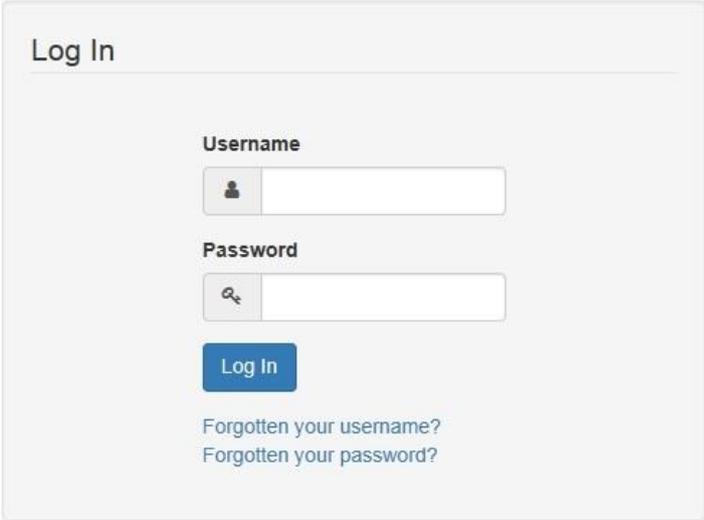
You have already been given access to the **Provider Portal** using the account details that have been set up and provided to you. The portal can be accessed here:

[https://emsonline.sunderland.gov.uk/CCSPProviderPortal\\_LIVE/Account/Account/Login](https://emsonline.sunderland.gov.uk/CCSPProviderPortal_LIVE/Account/Account/Login)

You will need to use this portal with regard to 30 hours childcare to:

- **Run a new check** – where you will enter details in order to check that the eligibility code the parents have provided are valid and meet the necessary date criteria
- **Review previous checks** – where you can view all previous checks for your setting and monitor the changing eligibility dates
- **Expiration Dashboard** – this is where you can monitor which codes are coming up towards their renewal dates and which have expired

In order to carry out any of these functions you will need to log onto the **Provider Portal**.



Log In

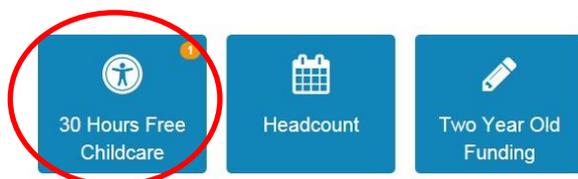
Username

Password

Log In

Forgotten your username?  
Forgotten your password?

Once into the **Portal**, your Home screen will look something like the example below. You will all have a differing number of lozenges depending on what childcare you offer. This guidance takes you through the facilities within the **30 Hours Free Childcare**.



Click the **30 Hours Free Childcare** lozenge.

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.

The local authority is required to fund a 30 hours place for a child from the term following their third birthday or the term following the date they received their code, **whichever is later**. Therefore, providers need to check the child's date of birth to ensure that a child is 3 years old by 31st August 2017 before offering them an autumn term place.

Run a New Check      Review Previous Checks      Expiration Dashboard

When you receive a 30 hour eligibility code from a parent for the first time, it may be for a child who already attends your setting or for a new child altogether. In terms of checking the code the process for both are exactly the same on the portal; you need to 'Run a New Check'.

### To Run a New Check

Click the **Run a New Check** button. You will see the check screen. In order to run a new check for a child, **always** use the **Find a child** option first.

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.

**IMPORTANT:** Use the "Find a Child" option if you have previously added the child to a Headcount Task

Find a child (DO THIS FIRST)

Surname, Forename, DOB, NI or Eligibility Code.

Child's Forename \*    Child's Surname \*    Child's Date of Birth \*    Parent's NI Number \*    Eligibility Code \*

e.g. John    e.g. Smith    e.g. 30/11/2012    e.g. NM123456C    e.g. 50001005014

Childrens Centre    Run Check

As you type into the box, the system will automatically try to match the name you are entering with children already associated with your setting.

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.

**IMPORTANT:** Use the "Find a Child" option if you have previously added the child to a Headcount Task

Find a child (DO THIS FIRST)

Test|    1 matches for    Click to copy details into the check fields above

Test1 Sunderland    31/12/2014 (age 3)    SR3 3XN    NI JM121212C    Eligibility Code 50009876543

Child's Forename \*    Child's Surname \*    Child's Date of Birth \*    Parent's NI Number \*    Eligibility Code \*

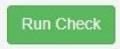
e.g. John    e.g. Smith    e.g. 30/11/2012    e.g. NM123456C    e.g. 50001005014

TEST Provider    Run Check

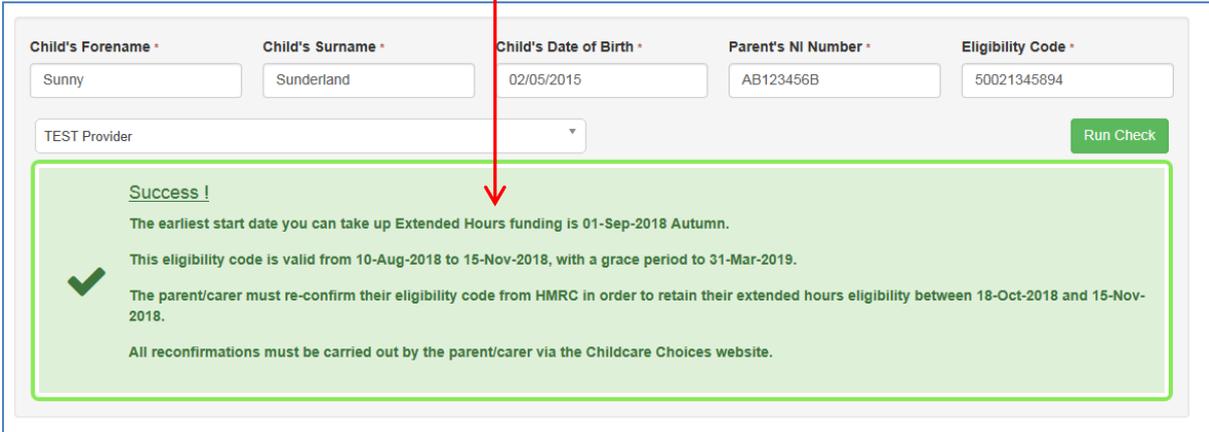
If the child appears on the list, pointing the cursor to the row will highlight it. You can then click once and the system will automatically populate the details into the boxes on the line below. You will then just have to add in any missing information, e.g. parents' NI Number, or Eligibility Code.

**N.B.** It is important to ensure you 'Find a child' otherwise if you enter the child manually the system does not hold this information in the same way so if the child is already at your setting and appears on your headcount, the necessary extended hours columns will not be accessible for the child.

If the system cannot find a child, you will need to enter the details in the boxes manually.

Once the boxes on the top line have all been populated you need to click the  button. The system will then run a check for the information against the DWP system.

If it is a valid claim and all of the details are correct the system will return information showing you the relevant validity start date, eligibility end date, and the grace period end date. It will also show you the earliest start date that the child can take up their 30 hours.



| Child's Forename * | Child's Surname * | Child's Date of Birth * | Parent's NI Number * | Eligibility Code * |
|--------------------|-------------------|-------------------------|----------------------|--------------------|
| Sunny              | Sunderland        | 02/05/2015              | AB123456B            | 50021345894        |

TEST Provider

**Success !**

The earliest start date you can take up Extended Hours funding is 01-Sep-2018 Autumn.

This eligibility code is valid from 10-Aug-2018 to 15-Nov-2018, with a grace period to 31-Mar-2019.

The parent/carer must re-confirm their eligibility code from HMRC in order to retain their extended hours eligibility between 18-Oct-2018 and 15-Nov-2018.

All reconfirmations must be carried out by the parent/carer via the Childcare Choices website.

That is all you need to do with regard to this claim at this point, however, you need to check the eligibility start and end dates very carefully to find out when the child is eligible to take up a place. Please see the 30 Hours FAQ document for more details.

### To Review Previous Checks

This is for information only. It is a facility for you to be able to see what checks you have already submitted. This section will show the last check ran for a child, including the checks that are run automatically by the system.

Checks Run for Ages 2 to 5 Years 6 Months

**Existing Child 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 |
|------------------|-----------------|-----------------------|--------------------|------------------|----------------|---------------|-------------|------------------|--------------|
| Frankie          | Foster          | 25/11/2013            | JS839263D          | 50010236244      | 03/08/2017     | 01/09/2017    | 31/12/2017  | 31/03/2018       | Eligible     |

**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 |
|------------------|-----------------|-----------------------|--------------------|------------------|----------------|---------------|-------------|------------------|--------------|
| marie            | carver          | 02/11/2013            | HG676767A          | 12345678933      | 03/08/2017     | 01/09/2017    | 31/12/2017  | 31/03/2018       | Eligible     |

You can filter the results by typing a name into the filter box at the top. This is dynamic, which means that as you type it changes the results to show you anything that matches.

## To Use the Expiration Dashboard

This is a really useful part of the system which allows you to keep a check on the validity of the codes and see when they may be coming to an end.

**Entitlement Expiration Dashboard**

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

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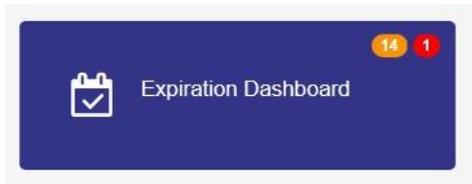
| Child             | Eligibility Code | Eligible From | Eligible To | Grace Period End | Eligibility was last checked on | Notes / Further Action Needed |
|-------------------|------------------|---------------|-------------|------------------|---------------------------------|-------------------------------|
| No records found. |                  |               |             |                  |                                 |                               |

Parents must re-validate their codes with HMRC every three months. They should receive a message from HMRC within 4 weeks of their validity end date to advise them to log onto their account and re-validate.

Providing they re-validate before the validity end date and they are still eligible, the eligibility start date will remain the same but their eligibility end date and the grace period end dates will move forward.

It is probably in your setting's best interest to also prompt the parents that it is time to re-validate. You will be able to see which parents need to re-validate as they will display as amber on the dashboard. You will also get a small bubble on your lozenge with a number inside which tells you how many claims you have that need to be checked.

You will also be able to see any checks that have not been re-validated before the eligibility end date and these will show as red.



Once you click into the Expiration Dashboard, it will display a number of children. Their 'Eligible To' column will show in either: green, amber or red.

| Child                          | Eligibility Code | Eligible From | Eligible To | Grace Period End | Eligibility was last checked on                    | Earliest Date to take up 30 Hrs place | Notes / Further Action Needed |
|--------------------------------|------------------|---------------|-------------|------------------|--|---------------------------------------|-------------------------------|
| Cindy Sunderland (01/01/2015)  | 50001232323      | 01/03/2018    | 31/08/2018  | 31/12/2018       | 17/08/2018 Eligible<br><a href="#">Recheck now</a> | 01/04/2018<br>Summer                  | <a href="#">Update</a>        |
| Cindy Sunderland (01/01/2015)  | 50008793456      | 01/03/2018    | 31/08/2018  | 31/12/2018       | 17/08/2018 Eligible<br><a href="#">Recheck now</a> | 01/04/2018<br>Summer                  | <a href="#">Update</a>        |
| Summer Sunderland (01/03/2015) | 50000897654      | 01/03/2018    | 31/08/2018  | 31/12/2018       | 17/08/2018 Eligible<br><a href="#">Recheck now</a> | 01/04/2018<br>Summer                  | <a href="#">Update</a>        |
| Summer Sunderland (01/03/2015) | 50001897654      | 01/03/2018    | 31/08/2018  | 31/12/2018       | 17/08/2018 Eligible<br><a href="#">Recheck now</a> | 01/04/2018<br>Summer                  | <a href="#">Update</a>        |
| Summer Sunderland (01/03/2015) | 50100897654      | 01/03/2018    | 31/08/2018  | 31/12/2018       | 17/08/2018 Eligible<br><a href="#">Recheck now</a> | 01/04/2018<br>Summer                  | <a href="#">Update</a>        |
| Test1 Sunderland (31/12/2014)  | 50009876543      | 01/03/2018    | 31/08/2018  | 31/12/2018       | 20/08/2018 Eligible<br><a href="#">Recheck now</a> | 01/04/2018<br>Summer                  | <a href="#">Update</a>        |
| Wendy Sunderland (16/05/2015)  | 50032654782      | 10/07/2018    | 05/10/2018  | 31/03/2019       | 19/09/2018 Eligible<br><a href="#">Recheck now</a> | 01/09/2018<br>Autumn                  | <a href="#">Update</a>        |
| Sunny Sunderland (02/05/2015)  | 50021345894      | 10/08/2018    | 15/11/2018  | 31/03/2019       | 19/09/2018 Eligible<br><a href="#">Recheck now</a> | 01/09/2018<br>Autumn                  | <a href="#">Update</a>        |

Green – means that there is no action that needs to be taken at the moment and the child is eligible.

Amber – means the parent is within 28 days of the deadline date to re-verify, and should do so as soon as possible.

Red – means that the parent is past their deadline to re-verify. In these cases you need to check what the grace period end date is in order to ascertain when their childcare will come to an end.

**N.B.** Remember, a child cannot start or move placement when they are in their grace period.

The default setting on this screen is set to display records where the grade period is due to end within the next 180 days. All of the fields in this section can be amended in order to filter or refine your results. For example, if you wanted to look at all of the records for your setting, you can alter this number to 999.

Entitlement Expiration Dashboard

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

When a code becomes amber, the system will begin to automatically recheck their validity and will do so every morning, until the dates change or the grace period passes. The latest check date will show in the 'Eligibility was last checked on' column. There is also a 'Recheck now' link that you can press which will manually check the code.

| Child                         | Eligibility Code | Eligible From | Eligible To | Grace Period End | Eligibility was last checked on                    | Earliest Date to take up 30 Hrs place | Notes / Further Action Needed |
|-------------------------------|------------------|---------------|-------------|------------------|--|---------------------------------------|-------------------------------|
| Cindy Sunderland (01/01/2015) | 50001232323      | 01/03/2018    | 31/08/2018  | 31/12/2018       | 17/08/2018 Eligible<br><a href="#">Recheck now</a> | 01/04/2018 Summer                     | <a href="#">Update</a>        |

Once the code has been successfully revalidated, the dates will change and the details will move down the list, although this might not update until you log out and then back in again.

If a parent advises you that they have re-validated but the system is not showing any updated information, this could be either; that they have not actually re-validated successfully or that there may be a slight delay in HMRC uploading the new information.

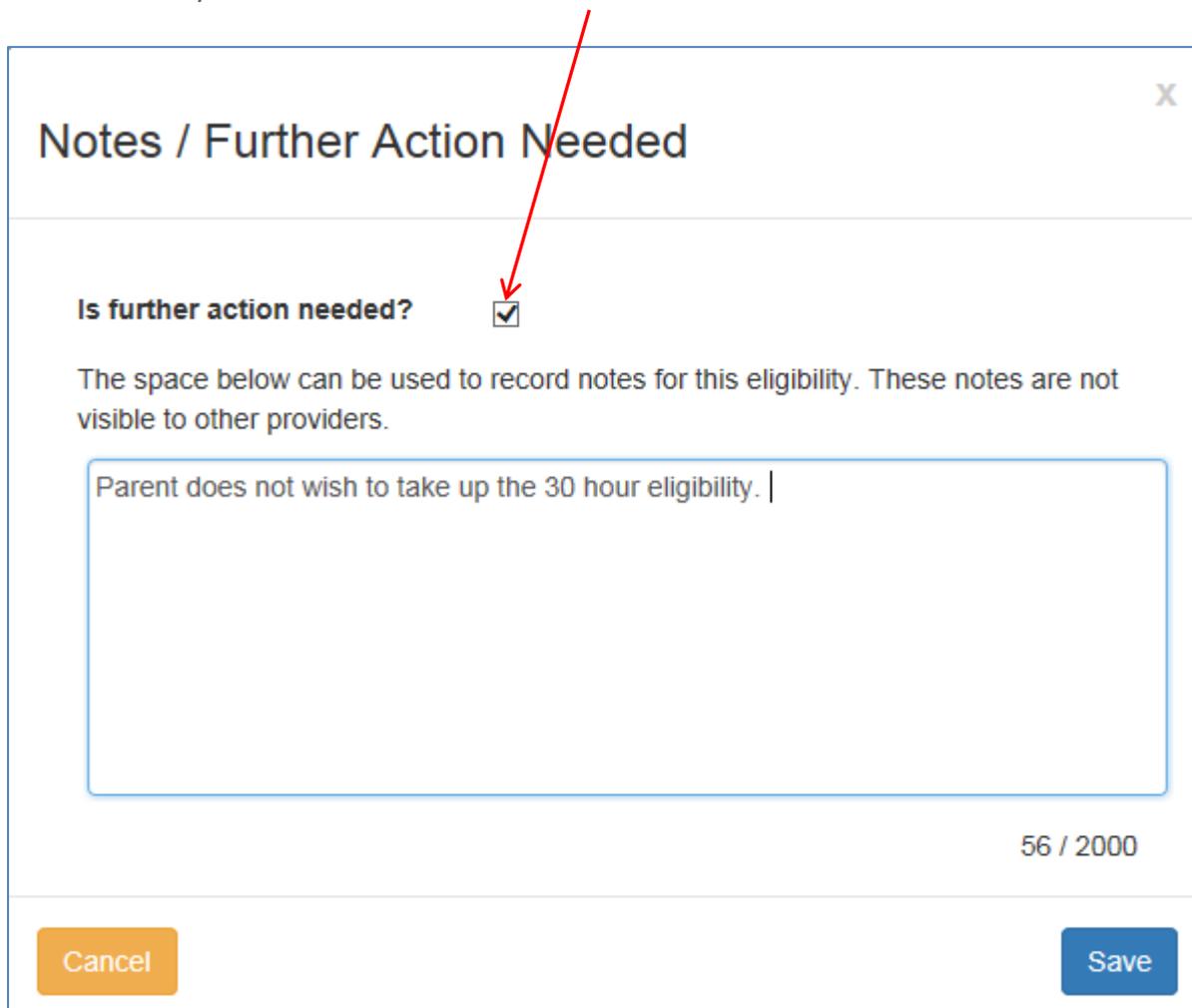
If the new dates are still not showing after a couple of days, you will need to ask the parent to get back in touch with HMRC to ensure they have correctly re-verified. You will need to bear in mind that if this is around the deadline cut off dates (31<sup>st</sup> March, 31<sup>st</sup> August or 31<sup>st</sup> December) it is worth getting in touch with HMRC as a matter of urgency because if the re-verification process has not been started by these dates, the childcare may not be able to start or continue.

Notes / Further Action Needed Columns

| Child                         | Eligibility Code | Eligible From | Eligible To | Grace Period End | Eligibility was last checked on                    | Earliest Date to take up 30 Hrs place | Notes / Further Action Needed |
|-------------------------------|------------------|---------------|-------------|------------------|--|---------------------------------------|-------------------------------|
| Cindy Sunderland (01/01/2015) | 50001232323      | 01/03/2018    | 31/08/2018  | 31/12/2018       | 17/08/2018 Eligible<br><a href="#">Recheck now</a> | 01/04/2018 Summer                     | <a href="#">Update</a>        |

These end columns are available for you to make notes against a particular child's eligibility, e.g. 'Parent has decided not to take up the entitlement'. To add a note you would click the 'Update' link in the end column.

In these cases you can uncheck the 'Is further action needed?' box.



Notes / Further Action Needed X

**Is further action needed?**

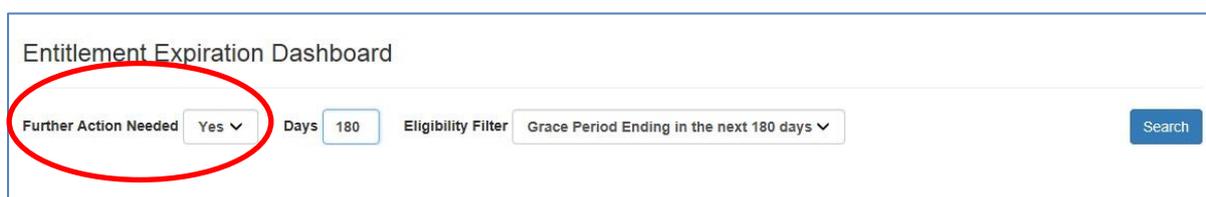
The space below can be used to record notes for this eligibility. These notes are not visible to other providers.

Parent does not wish to take up the 30 hour eligibility. |

56 / 2000

Cancel Save

By doing this, when the filter on 'Further Action Needed' is set to Yes, these checks won't appear.



Entitlement Expiration Dashboard

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