SECTION 7 – 30 HOURS CHECKS

Below is the guidance which will help you to carry out the following tasks:

- Running checks for parent / carer’s eligibility to claim 30 hours.
- Reviewing Checks that you have already completed
- Managing ongoing Eligibility via the Expiration Dashboard
- Claiming the Extended Hours on Headcount

After logging into the portal and clicking ‘continue’ (after the Announcement if one is present) you will be directed to the page below:

Note – If the icon has any Amber or Red numbers the system is notifying you that some children are coming to the end of their Eligibility and/or Grace period. This should be checked via your Expiration Dashboard [see Expiration Dashboard]
Click on the 30 Hours Childcare icon

Running a New Eligibility Check

Click on the **Run a New Check** button.

If you are completing Checks for more than one setting, first you must select which setting you wish to complete a check on behalf of. **Note** – The above will not be visible if you only complete checks for a single setting.

You can now do one of the following checks:

- **Existing Child Check** – Using the Find a Child option **(RECOMMENDED – Always try this option first)**
- **Ad-Hoc Check** – Used if the child is **New** to your setting and only if you could not find the child using the option above
Existing Child Checks

Use the **Find a Child** option to search the system for the child you wish to check.

If you have been able to find the child, **Click** on the Child’s row to populate the checker below.

Fill in any details that are missing, such as Parent/Carer’s National Insurance Number and/or Eligibility Code.

**Click Run Check**

A successful result will include the dates that the child is eligible from and to.

If the result is unsuccessful, please check the following:

- The Child’s Date of Birth
- The National Insurance Number Used – You will need to use the NI number of the Parent/Carer who applied for the 30 hour eligibility with HMRC.
- The Eligibility Code

**Ad-hoc Checks**

If you are unable to find the child, then you can populate the checker manually by typing in all of the required details.

**Note** - You should only do this if you are unable to find the child first though.
Reviewing Previous Checks

From the 30 Hour Childcare Homepage, click on the **Review Previous Checks** icon.

You can search (by Name, Date, NI, Eligibility code, or Check Status) this screen for any checks you have previously completed.
Expiration Dashboard

From the 30 Hour Childcare Homepage, click on the **Expiration Dashboard** icon.

The **Expiration Dashboard** is used to alert providers about children who are nearing their eligibility end date and whose parents have not reapplied. The provider can then remind parents to recheck their eligibility.

The number displayed in **RED** indicates those whose eligibility has already expired and are now in Grace.

The number displayed in **AMBER** is the number due to expire within the next 28 days.

These numbers are also displayed on the **30 Hours Free Childcare** tile on the Provider Portal home page as shown in the following graphic:

**Note** - Providers are encouraged to monitor this dashboard regularly as it will provide valuable information about their Children’s Eligibility for Extended Hours.
You can adjust the filters at the top of the screen to limit or broaden the view of eligible children.

NOTE: The filters set on this page do not affect the numbers displayed on theExpiration Dashboard button or the30 Hours Free Childcare tile

All codes require Further Action by Default – i.e. the code will need to be reconfirmed at some point in the future

However, if a parent is no longer eligible, and you wish to remove them from your dashboard by default, clickUpdate, remove the tick, and enter a note as to why it is being removed.

Click Save to save the note.

### Entitlement Expiration Dashboard

<table>
<thead>
<tr>
<th>Child</th>
<th>Eligibility Code</th>
<th>Eligible From</th>
<th>Eligible To</th>
<th>Grace Period Ending on</th>
<th>Eligibility was last checked on</th>
<th>Notes / Further Action Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aaron Long (16/09/2012)</td>
<td>12312345651</td>
<td>01/07/2017</td>
<td>31/07/2017</td>
<td>31/12/2017</td>
<td>24/08/2017 Eligible Recheck now</td>
<td>Update</td>
</tr>
<tr>
<td>Simon Misselbrook (01/02/2014)</td>
<td>11221122112</td>
<td>01/07/2017</td>
<td>31/07/2017</td>
<td>31/12/2017</td>
<td>14/08/2017 Eligible Recheck now</td>
<td>Update</td>
</tr>
<tr>
<td>Alan Petersen (17/09/2012)</td>
<td>99887766554</td>
<td>01/07/2017</td>
<td>31/07/2017</td>
<td>31/12/2017</td>
<td>24/08/2017 Eligible Recheck now</td>
<td>Update</td>
</tr>
<tr>
<td>Craig Reed (04/12/2012)</td>
<td>51231231231</td>
<td>01/07/2017</td>
<td>31/07/2017</td>
<td>31/12/2017</td>
<td>24/08/2017 Eligible Recheck now</td>
<td>Update</td>
</tr>
<tr>
<td>Roy Ross (02/12/2012)</td>
<td>22332233245</td>
<td>01/07/2017</td>
<td>31/07/2017</td>
<td>31/12/2017</td>
<td>24/08/2017 Eligible Recheck now</td>
<td>Update</td>
</tr>
<tr>
<td>Donald Thompson (16/11/2012)</td>
<td>22334422334</td>
<td>01/07/2017</td>
<td>31/07/2017</td>
<td>31/12/2017</td>
<td>14/08/2017 Eligible Recheck now</td>
<td>Update</td>
</tr>
<tr>
<td>Earl Cook (23/05/2013)</td>
<td>51232234234</td>
<td>01/07/2017</td>
<td>31/08/2017</td>
<td>31/12/2017</td>
<td>24/08/2017 Eligible Recheck now</td>
<td>Update</td>
</tr>
<tr>
<td>Roy Ross (02/12/2012)</td>
<td>59879879811</td>
<td>01/07/2017</td>
<td>31/08/2017</td>
<td>31/12/2017</td>
<td>24/08/2017 Eligible Recheck now</td>
<td>Update</td>
</tr>
<tr>
<td>Polly Misselbrook (01/01/2014)</td>
<td>12345678900</td>
<td>01/07/2017</td>
<td>31/10/2017</td>
<td>31/12/2017</td>
<td>24/08/2017 Eligible Recheck now</td>
<td>Update</td>
</tr>
</tbody>
</table>
Notes:

- These notes are for your use only, the local authority may not be able to monitor this information.

- The Notes Icon will indicate where you have previously added notes.

- Providers must be mindful of the information they store as they could be subject to Freedom of Information Requests.
Making a Claim

The Headcount collection has now been amended slightly to include separate Columns for the Entry of Universal Free Entitlement and the 30 hours extended entitlement.
Providers will only be able to claim Extended Hours for those Children they have done successful Eligibility Checks for; identified by the EH in the Funding Column.

If you hover the cursor over the EH, a pop up shows more details about the child’s eligibility.

Summary of Key Points

1. Always use the **Find a Child** option first, when running a new check. Only use Ad-hoc for children you cannot search for

2. Regularly monitor the **Expiration Dashboard** for lists of children approaching the end of the Eligibility or Grace Period

3. You can only claim for Children with an EH in their funding column (i.e. children you have successfully completed an eligibility check for)

4. You **must** check the details of your claim to ensure that you are claiming for **Universal** and/or **Extended** Hours correctly for each child