

30 Hours Funding (Extended Entitlement)

Information Guide for Schools

Eligibility criteria for 3 and 4-year-olds

Children become eligible for a funded place from the relevant date after their third birthday as shown in Table 1 below, and if the child’s parent has a current valid 30 hour code obtained from the HMRC online Childcare Service:

[Childcare Choices | 30 Hours Free Childcare, Tax-Free Childcare and More | Help with Costs | GOV.UK](#)

Parents must apply for their 30 hour code the term BEFORE they wish to use it, by the deadlines shown in Table 2 below and are subsequently required to ‘reconfirm’ their code every three months via their HMRC Childcare Service account. Codes are 11 digits long and usually start with ‘500’. On occasion parents may be issued a temporary code beginning with 11, as opposed to 500. Temporary codes must also be validated and providers should follow up with parents and validate their permanent code once it is issued by HMRC.

Table 1: Child’s qualifying dates of birth

A child born between:	Child will be eligible for funding from:
1 January to 31 March	1 April following the child’s second birthday
1 April to 31 August	1 September following the child’s second birthday
1 September to 31 December	1 January following the child’s second birthday

To be able to start on or after the dates shown in Table 2, the child’s parent must have applied for their 30 hour code or reconfirmed their code by the deadlines in Table 2. However, parents may not always receive confirmation of their code from the Childcare Service until after the dates shown.

Table 2: Qualifying start dates

For a start date at a setting on or after:	Code start date / reconfirmation of code must be on or before:
1 April	31 March
1 September	31 August
1 January	31 December

Schools should complete the following actions before a 30 hour funded place is confirmed with a parent:

- Validate the 30 hour code on the EYP Hub. Mandatory information required for validation is 30 hour code, parent’s NI number and child’s date of birth.
- Check that the start date of the code is on or before the deadlines in Table 2 above. Codes with a start date after the qualifying dates above will not be funded.
- Check the child’s identity and date of birth.
- Receive confirmation from the parent that funding has not been received at another setting during the same funding period.

Foster Carer eligibility

Children in foster care are eligible for the Extended Entitlement when the child meets the following criteria:

- The child meets the eligibility age range.
- Accessing the Extended Entitlement is consistent with the child’s Care Plan.
- The foster carer/s is/are taking up sufficient paid employment outside of their fostering role.

It is the role of the responsible Local Authority to determine the eligibility of these children. Eligible foster carers will receive a code beginning 400. If providers have any difficulties validating a 400 code via the EYP Hub, they can contact

ey.funding@merton.gov.uk



Expiry and Reconfirmation of 30 Hour Codes

Parents are required to reconfirm their details are up to date via their HMRC Childcare account every 3 months, or their code will expire. If they apply more than 3 months before the term starts, they'll have to reconfirm their eligibility in their account in order to keep their code valid. The Childcare Service send an email reminder to parents when their code is due for renewal, and we recommend that providers also remind parents to renew their code before the end of each term.

Important: Providers must continue to validate all 30 hour codes before the start of every term, to ensure that children taking up a 30 hour funded place with them are still eligible for the following term.

The Local Authority will complete termly audits on the codes, but schools can check the status and expiry date of codes themselves at any time via the Early Years Provider Hub. This will help you to manage your communications to parents about reconfirmation of their codes before they fall into the Grace Period.

The Grace Period

A 3 or 4-year-old child in receipt of 30 hour funding will continue to be funded for a period of time, even when the parent ceases to meet the eligibility criteria; this is known as the Grace Period.

When a parent whose child was previously eligible and is already taking up a 30 hour funded place gets an ineligible decision from the HMRC Childcare Service, the child will be funded until the end of the Grace Period or for as long as they remain under compulsory school age, whichever is shorter.

Important: Children cannot start a new 30 hour funded place at a provider during the Grace Period. This includes the following scenarios:

- Where a parent falls into their Grace Period before the child has started a 30 hour funded place
- Where a parent falls into their Grace Period whilst their child is in a 30 hour funded place and the parent is seeking to move the child to a different provider

Once the Grace Period has expired, the parent will need to re-apply for 30 hour funding and will be given a new Code Start Date. The usual rules apply, and the Code Start Date must be before the start of the term in order to be valid. (See Table 2 above).

If a child falls out of eligibility for 30 hours funding, the provider must continue to ensure that the child can still receive their Universal Entitlement at the setting.

Validating 30 Hour Codes

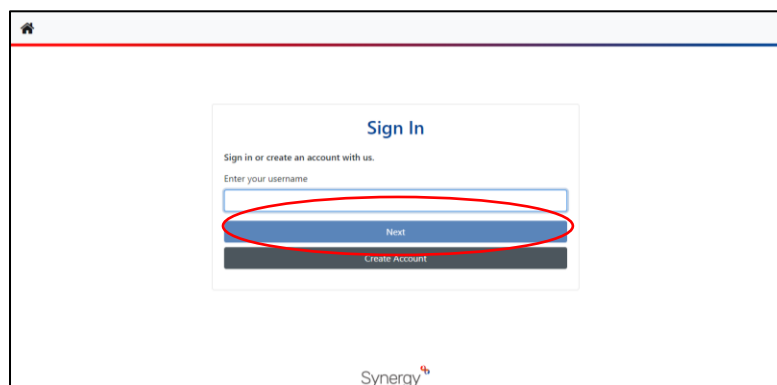
Before a child can start a place you MUST validate the parent's 30 hour code on the Early Years Provider (EYP) Hub, to ensure that they are eligible for the term. Parents may provide you with a screenshot of their code/email confirmation, but this does not suffice, as the code start date and expiry date must also be checked for validity on the hub.

<https://live.cloud.servelec-synergy.com/Merton/Synergy/Providers>

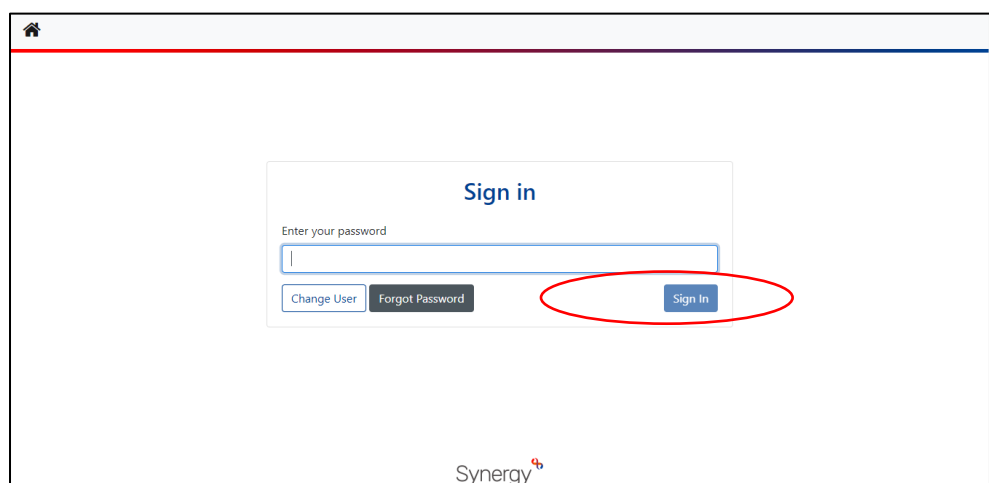
To validate a 30 hour code please follow the instructions below:

Log into the EYP Hub:

- Type in your username (Firstname.Surname)

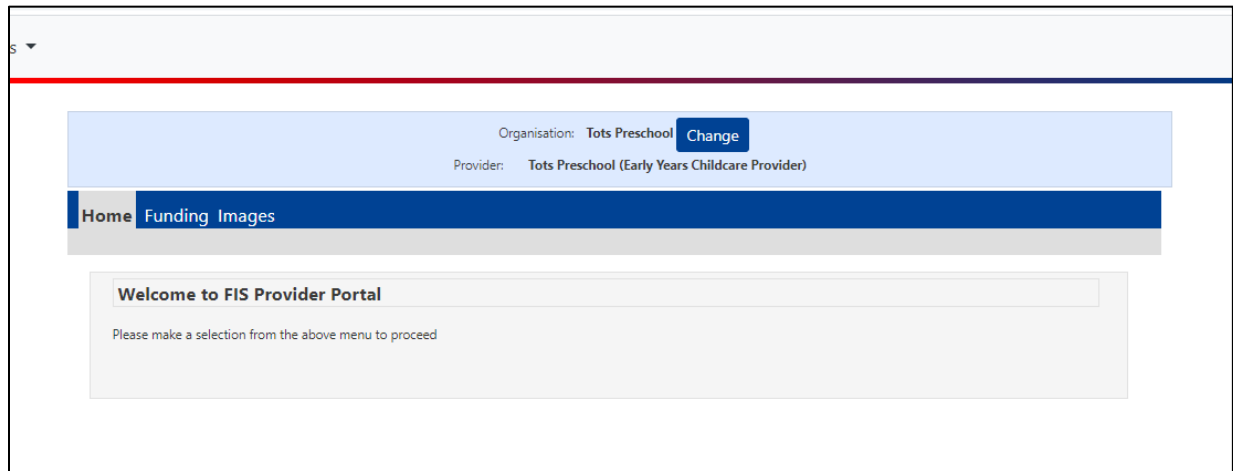
A screenshot of a web browser showing a "Sign In" form. The form has a title "Sign In" and a subtitle "Sign in or create an account with us." Below the subtitle is a text input field labeled "Enter your username". A red oval highlights the "Next" button below the input field. At the bottom of the form is a "Create Account" button. The Synergy logo is visible at the bottom of the page.

- Press Next
- Type in your password

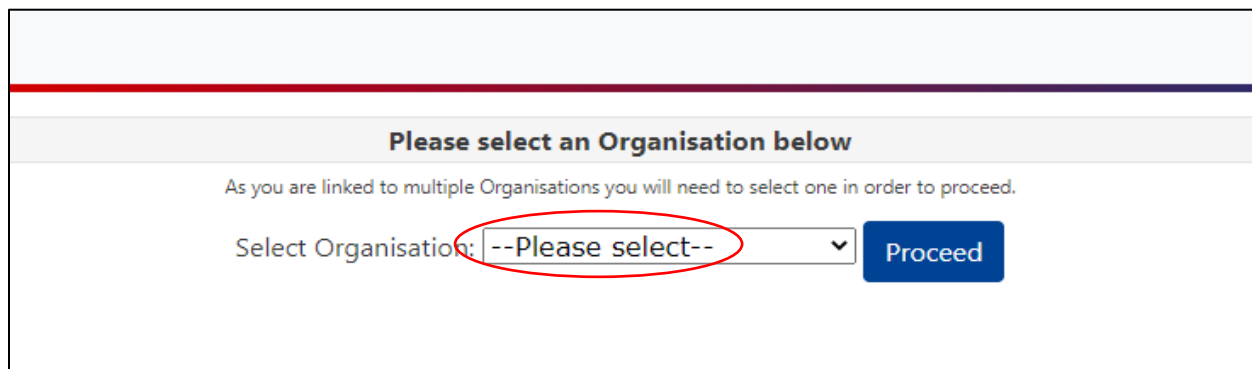
A screenshot of a web browser showing a "Sign in" form. The form has a title "Sign in" and a subtitle "Enter your password". Below the subtitle is a password input field. To the left of the input field are two buttons: "Change User" and "Forgot Password". A red oval highlights the "Sign In" button to the right of the input field. The Synergy logo is visible at the bottom of the page.

- Press Sign In

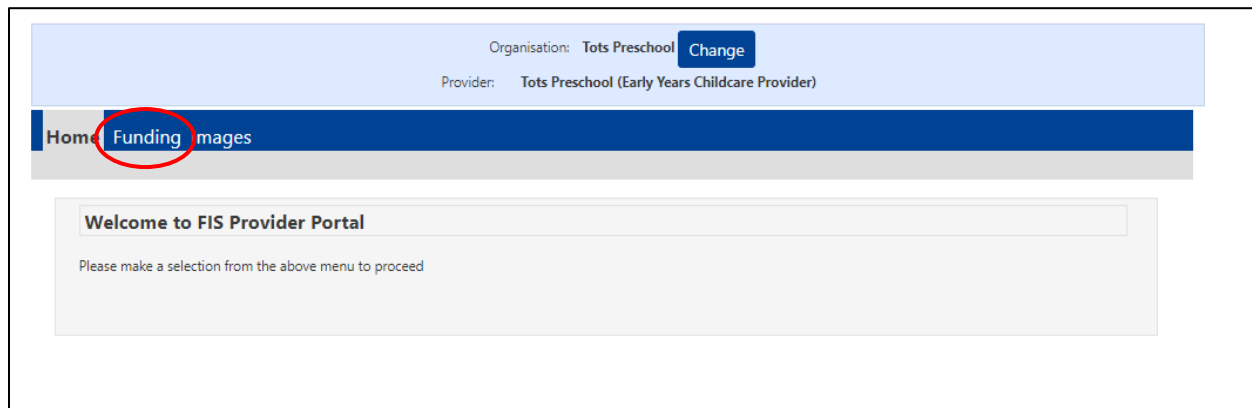
This will take you to the home page.



Please note: if you are the named person for more than one setting, you will first have to choose the setting that you are completing the check for from the drop-down list.



- Select Funding



- Select Eligibility Checker

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Summary Estimates Actuals Adjustments **Eligibility Checker** Registered Interests

Eligibility Checker

Click the button below to check if a child is eligible for 30 hours funding.

Important: Parents must apply for their code the term before they wish to take up a place, therefore the Code Start Date must be as follows:

Period 1 Summer - Code start date before 1 April

Period 2 Autumn - Code start date before 1 September

Period 3 Spring - Code start date before 1 January

If you get a Not Found result it is likely that the information has been mistyped or is incorrect. Carefully check the 30 hour code, child's date of birth and National Insurance number with the parent and then validate the code again.

Data Protection Notice - a record of the check is maintained for monitoring purposes. The information supplied is NOT stored by the system.

Validate 30 Hour Code

- Press Validate 30 Hour Code
- Add all the required information, which is indicated by an *
 - 11 digit 30 hour code
 - Child's date of birth
 - Parent/carers National Insurance (NI) number
- Tick that you have consent from the parent to complete the check
- Press Submit

30 Hours Free Childcare

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*	<input style="width: 90%;" type="text"/>
Child Date of Birth*	<input style="width: 90%;" type="text"/>
Parent/Carer Forename	<input style="width: 90%;" type="text"/>
Parent/Carer Surname	<input style="width: 90%;" type="text"/>
Parent/Carer NI Number*	<input style="width: 90%;" type="text"/>
Consent must be given for this	<input type="checkbox"/> Eligibility Check
Partner Forename	<input style="width: 90%;" type="text"/>
Partner Surname	<input style="width: 90%;" type="text"/>
Partner NI Number	<input style="width: 90%;" type="text"/>


*denotes mandatory fields

The EYP Hub will confirm if the code is found and valid or if the code is 'not found'

Valid Result

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Forms
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Images

Summary
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Eligibility Checker
Registered Interests

 The details provided have been found:

Eligibility Code: 50083009051
 Code Start Date: 09-Nov-2021
 Code End Date: 18-May-2022
 Grace Period End Date: 31-Aug-2022

Eligibility Checker

Click the button below to check if a child is eligible for 30 hours funding.

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Period 2 Autumn - Code start date before 1 September

Period 3 Spring - Code start date before 1 January

If you get a Not Found result it is likely that the information has been mistyped or is incorrect. Carefully check the 30 hour code, child's date of birth and National Insurance number with the parent and then validate the code again.

Data Protection Notice - a record of the check is maintained for monitoring purposes. The information supplied is NOT stored by the system.

[Validate 30 Hour Code](#)

If the code is found, you will see the above confirmation screen with a green tick. You will also see the Code Start Date, End Date and Grace Period End Date.

Important: You must now check the Code Start Date to establish if the code is valid for the funding period/term that the child will be taking up the place.

Parents must apply for their 30 hour code by the deadlines shown below, i.e. the term before they take up a place. Before you accept the child for a place, you must check that the code start date meets the qualifying dates below:

For a start date at a setting on or after:	Code start date / reconfirmation of code must be on or before:
Period 1 Summer – 1 April	31 March
Period 2 Autumn - 1 September	31 August
Period 3 Spring - 1 January	31 December

For example, a code with a start date of 19 April is NOT valid for Period 1 Summer Term, as the start date is AFTER 31 March. Therefore, the child can only access a 30 hour place from Period 2 Autumn term.

Codes with a start date after the qualifying dates above will not be funded.



Not Found Result

If you get a not found result, it is likely that either the information has been input incorrectly or the information provided by the parent is incorrect. The data is validated against HMRC's database so the code, date of birth and NI number must be entered EXACTLY to obtain a match;

- Input the details into the checker again, taking care to type each letter/number in correctly.
- If this still does not produce a valid result, contact the parent to double check their 30 hour code, National Insurance number and child's date of birth. (The NI number must be that of the parent who applied for and received the 30 hour code). Then check eligibility again.

Reconfirming 30 Hour Codes

Parents are required to reconfirm their details are up to date via their HMRC Childcare account every 3 months, or their code will expire. If they apply more than 3 months before the term starts, they'll have to reconfirm their eligibility in their account in order to keep their code valid.

Claiming Funding

Funding will be calculated and paid based on your termly schools census submission.

30 hour codes will be audited on a termly basis. If you have any queries please contact ey.funding@merton.gov.uk