Early Years Provider Hub User Guide

Validating 30 hour codes

Welcome to the Early Years Provider (EYP) Hub

https://live.cloud.servelec-synergy.com/Merton/Synergy/Providers
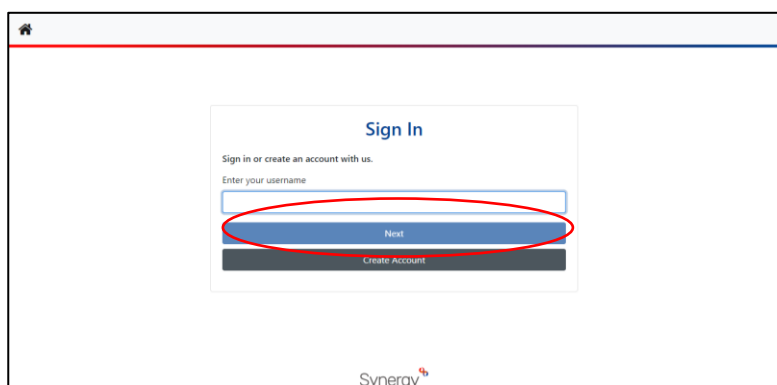
Some 3 and 4 year old children are entitled to 30 hours of free early education (the extended entitlement). Before a child can start in a place you MUST validate the parent's 30 hour code.
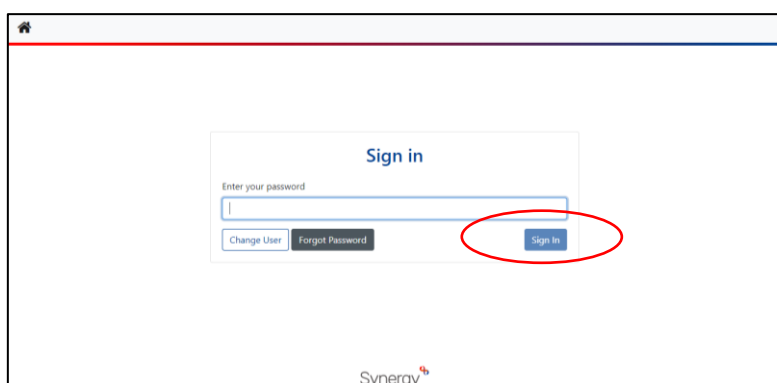
To validate a 30 hour code, please follow the instructions below.
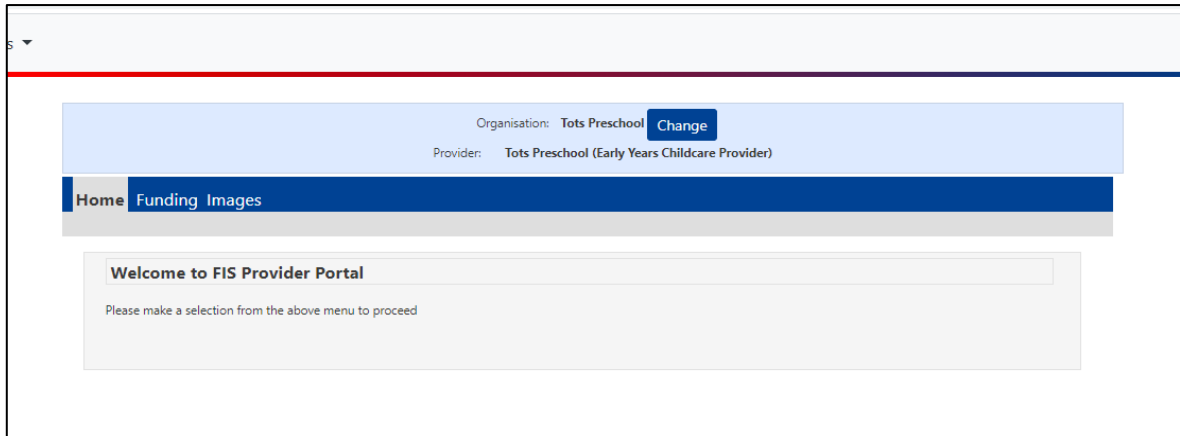
Log into the EYP Hub:

- Type in your username and press next

- Type in your password and press sign in

This will take you to the home page.

If you are the named person for more than one setting in Merton, please select the setting that you are completing the check for from the drop-down list.
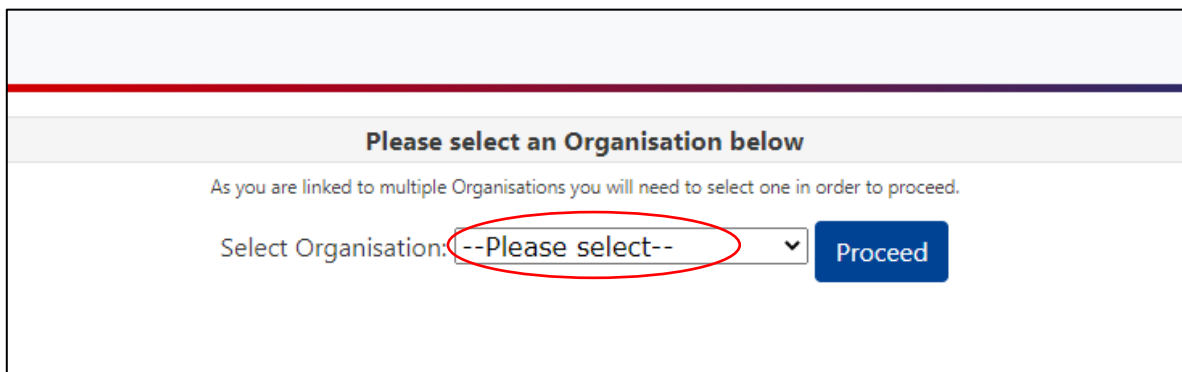
- Select Funding

- Select Eligiblity Checker

- Press Validate 30 Hour Code
- Add 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

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

Valid Result

Home Forms **Funding** Images

Summary Estimates Actuals Adjustments **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.

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 bith 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. **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 as the start date is AFTER 31 March. Therefore, the child can only access a 30 hour place from Period 2 Autumn.

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 you have not got the correct information from the parent. The data is validated against HMRC's database and you must enter the code, date of birth and NI number EXACTLY;

- 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 national insurance number must be that of the parent who applied for and received the 30 hours code). Then check eligibility again.