Establishment Portal

User Guide: 30 Hours Code Checks & Audit

This guide explains:
A) Understanding a 30 hours code
B) How to check the validity of a 30 hours code
C) The code audit process

Important information and introduction to 30 Hours Codes

30 Hours childcare is made up of:
Universal Hours: The first 15 hours all children are entitled to
Extended Hours: The first 15 hours all children are entitled to
Eligible families are issued with an 11 digit code by HMRC, this should be given to providers for validation **prior** to the child being offered any extended hours.

Eligibility codes are issued by HMRC where families meet the criteria for 30 hours. For the code to be used to claim extended hours it must be valid for the term. The Portal enables providers to check the validity of a code. **Children should not be allowed to start accessing extended hours if they do not have a valid code.**

Children become eligible for 30 hours 1 January, 1 March or 1 September after they turn 3 **and** they are issued with a valid code.

Example: A child turning 3 in summer term with a code issued on 1 August would be eligible for 30 hours from autumn term. A child turning 3 in summer term with a code issued on 1 September would be eligible from spring term.

It is the provider responsibility to ensure children have a valid code before they start an extended hours place.There are no exceptions to code validity, you will not be able to claim funding for extended hours if a child does not have a valid code.

The Portal is designed to: check codes are valid before children start attending and keep track of the status of codes (the code audit).
 It is important that:
1) codes are checked to make sure they are valid before a child starts to access any Extended Hours
 2) Codes are monitored to ensure you know which ones are valid for future terms.
Before you check a code read the Live Register guide available at the link below:
www.trafford.gov.uk/eyportal

A parent being issued with a 30 hours code means they meet the eligibility criteria. The code can be used to claim funding **from the point it becomes valid** which is the term after the child turns 3 **and** they receive the eligibilty code.

A) Understanding a 30 Hours Code

Parents are issued an eligibility code by **HMRC** if they meet the criteria for 30 hours free childcare. Codes are 11 digits & **must** be validated by the provider on The Portal **before** the child starts their place. Children should not be allowed to start receiving extended hours if they do not have a valid code. Parents must reconfirm their eligibility with HMRC for the code to remain valid.

To validate a code, 3 pieces of information are required:

·The 30 hours code
·Child's Date of Birth
·Parent National Insurance Number

Reminder! You should ensure this information is correct, this will determine the outcome of the check.

There are 3 dates attached to a code. These dates are important as they determine **when** the code is valid from.

1. Validity Start Date

This is the date the code was issued to the parent by HMRC.

2. Validity End Date

This is the date by which the parent must reconfirm their eligibilty with HMRC. If no action is taken the parent will fall out of eligibility.

3. Grace Period End Date

This is the date to which the child will be guaranteed a 30 hours place, **even if the parent falls out of eligibility.**

When parents reconfirm their eligibility with HMRC you will notice that the Validity End Date and Grace Period End Date of the code will change.

There are 2 checks required on the dates attached to the code to see when it is valid from.

1. What is the Validity Start Date?

Between	Valid from
1 Apr - 31 Aug	1 September (Autumn)
1 Sept - 31 Dec	1 January (Spring)
1 Jan - 31 Mar	1 April (Summer)

2. What is the Grace Period End Date ?

	NOT Valid From
31-Aug	1 September (Autumn)
31-Dec	1 January (Spring)
31-Mar	1 April (Summer)

Reminder! All children you intend to claim Extended Hours for must have a valid code attached to their record on the live register

Age Eligibility: The Portal identifies a child's funding age group by their date of birth. This means you cannot check a code in a child record on the live register until the term after they turn 3 when they are age eligible for Extended Hours. You can still check the code, by using the ad-hoc checker on the Dashboard Page.

B) How to check the validity of a 30 hours code

To validate a code you need:

•Written consent from child's parent / guardian confirming that you have permission to use their details.

•The 30 hours code - these are 11 digits long and start with '500' but occasionally may start with '11' or '400'

•The child's date of birth

•The parent's National Insurance Number

There are 2 ways to check the validity of a code:

1) Using the Ad-Hoc code checker on the Dashboard Page

2) In the child record on the Live Register

Both ways are explained below for your information. For both check types you need to be logged into the portal.

Code checking works by the Portal contacting the Eligibility Checking System provided by The Depart for Education. The check uses the child date of birth, parent national insurance number and 30 hours code to identify the status of the code and the dates attached to it. The dates are then used to determine validity.

Ad-Hoc Check

This function can be used to check any code at any time. For Example: prior to the start of term if the child is not yet age eligible for funding.

1. Go to the 'Dashboard' page (click on the Early Years Tab at the top of the page and select 'Dashboard')

2. Go to the 'online eligibility checks' section at the bottom of the page

3. Click the 'online 30 hour check' button.

4. Complete the pop up form. Click 'Check Eligibility' to complete the check or 'Reset' to remove the data and start again. Click the X in the top right corner to close the form.

Clicking 'Check Eligibility' will show the results on screen at the top of the page.

A valid check will be displayed as a green message, you will see the dates attached to the code.

If the check fails you will receive an error message displayed in red. Read the message carefully.

Check you have entered the correct details. If the child date of birth, national insurance number or 30 hours code are incorrect - the result will be invalid.

Reminder! Check the dates attached to the code. Codes are valid from 1 January, 1 April, 1 September after the start date.

Live Register Check

Every child you want to claim Extended Hours for must have a valid code attached to their record on the Live Register you will not be able to claim any extended hours without this.

It is recomended codes are checked as soon as you set the child record up on your register. However, this is not always possible (for example if you have not yet been given the code) so you can save the details you enter into the Live Register and update them at a later date.

Reminder! To complete a code check you **must** input the 30 hours code and the parent's national insurance number into the Parent /Guardian Details section. You should also ensure the child date of birth is correct. The code cannot be validated without this information.

1. Go to the 'Dashboard' page (click on the Early Years tab at the top of the page and select 'Dashboard').

2. Scroll down to the Parent/Guardian section, click 'Add Guardian' and complete the pop up form.

Parent forename, surname and contact number are mandatory.

3. Enter the details into the form and click OK to save and Cancel to close the form.

The saved details can be edited at any time.

Click the pencil icon to edit the details, the X to delete the details or 'Add Guardian' to add another parent / guardian detail.

When the details are saved and correct, the check can be completed.

4. Scroll down to the '30 hours funded childcare' check & click the check button

5. A pop up screen will appear. You will be asked to confirm if you have consent to check and then click the 'perform check' button.

Reminder! You should only check the code if you have consent to complete the check.

The pop up window will close and the results of the check appear on screen.

'30 Hour Funded Childcare' Check

This child is eligible to claim extended entitlement from 01-Mar-2021 until 10-Sep-2021. Their grace period ends on 31-Dec-2021.

'30 Hour Funded Childcare' Check

The dates on screen help you to identify when the code is valid from.

Reminder! Codes are valid the 1 January, 1 April, 1 September after the first date. The above shows the date the child was eligible from, the code is valid from the term after.

'30 Hour Funded Childcare' Check

This child was eligible to claim extended entitlement from 04-Feb-2021 until 07-Aug-2021, but they are now in their grace period which ends on 31-Dec-2021. This code will need to be renewed with HMRC before re-checking it.

'30 Hour Funded Childcare' Check   View Check History

Details of all your code checks are saved on The Portal. You can view the history of your checks for each child by clicking the 'view check history' button. The results of the check

If the check fails you will receive an error message. Read the message carefully it will advise of any issues with the format of the code or national insurance number.

'30 Hours Funded Childcare' Checker   ✕

✕ Service failed: Eligibility code invalid

Child's Date Of Birth*	08-01-2017	🗓
Parent/Guardian's NI number	AB123456C	
30 hour code*	500123	
Do you hold signed authorisation from the parent to perform this check? *	● Yes ○ No	

Check Eligibility   Reset

If you check a code and get a not eligible result, check you have entered the correct details. If the child date of birth, national insurance number or 30 hours code are incorrect - you will receive an invalid result.

If all the details are correct the parent/carer will need to contact HMRC: 0300 123 4097

C) The Code Audit Process

All codes checked as valid by providers are audited twice per term.

Start of term: To identify codes that are no longer eligible

Half term: To identify codes that are due to fall out of eligibility

The portal carries out this audit and the results are available on the Live Register. Providers can also re-check a code at any time by clicking the '30 Hour Funded Childcare Check' button.

Important! Providers must check the Live Register at least at the start of and at half term to identify the status of codes at the setting. The Portal audit process is designed to support you in encouraging parents to reconfirm eligibility & limit the administrative burden on providers (there is no need to complete a manual re-check on every child). The system identifies codes that are due to expire, providers should log onto The Portal to obtain this information. Parents must be advised when they are in their Grace Period so that they have time to resolve this.

Reminder! Parents should reconfirm their eligibility with HMRC when prompted. Parents are advised when the code is issued and at every subsequent reconfirmation when this next needs to be done. Parents will also receive email / text notifications to reconfirm if they applied via the online Childcare Service.

The status of a code is identified by the 'flag' in the 'Info' column on the Live Register. Codes are RAG rated (red, amber, green) to easily identify the current state of eligibility.

30E (green):	30D (amber):	30GP (red):
A child who is currently eligible and not approaching the start of their grace period	A child who is within 21 days or less of entering their grace period. Parents should take action to reconfirm their eligibility with HMRC	A child who has entered their grace period. Parents should be notified of this and take immediate action to reconfirm eligibility before the end of their grace period. A grey ! Icon will apper next to children who display this flag, hover over this to see the date they entered their grace period and when it ends.

If a child displays the red Grace Period flag, the parent should be advised to reconfirm their eligibility immediatley. When they have done this, you should re-check the validity of the code in the child record to make sure this has been done - in which case the green 30E flag will return.

There is no need to manually re-check all the codes prior to the start of each new term. If you have validated a code in a child's record for the initial set up, the system will audit the code at the start of term and at half term. If parents keep on track with reconfirmations, code flags should always remain green. Parents are invited to reconfirm by HMRC before they enter the grace period.

Important! It is the parent / carer responsibility to reconfirm their eligibility with HMRC but children should not be allowed to start in a 30 hours place without a valid code. It is not good practice to allow a child to start accessing 30 hours at the start of term without ensuring they have a valid code. If you set up the codes in the register, The Portal will audit them for you. It is the providers responsibilty to check this information and advise parents accordingly.

In the below example we can see why it is important for providers to keep track of the audtit information on the Live Register.

Example: A child turns 3 and is issued a code in December. The code is checked as eligible and the provider claims 30 hours in spring. No action is taken to reconfirm the code by the parent and the provider does not review the audit information on The Portal. The code falls into the Grace Period which ends on 31 March. Provider then tries to claim 30 hours in summer term but the code is not valid, by this point the child has been accessing 30 hours up to the summer headcount submission. The provider cannot claim for the extended hours. The child should not have been allowed to start accessing the hours

In addition to the live register you are also notified when a child enters their Grace Period in the Key Dates calendar and the messages section of the Dashboard.
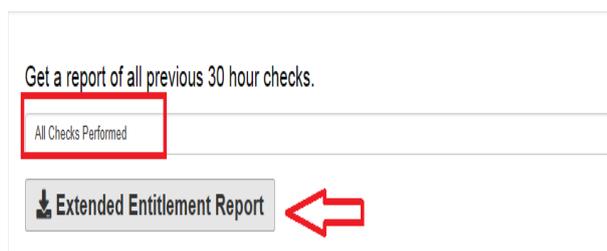
Reporting

Reporting on all 30 hours code checks you do is available in the 'reports' section of The Portal. This is for your information.

From the Dashboard click on the 'Early Years' tab and then on 'Reports.'
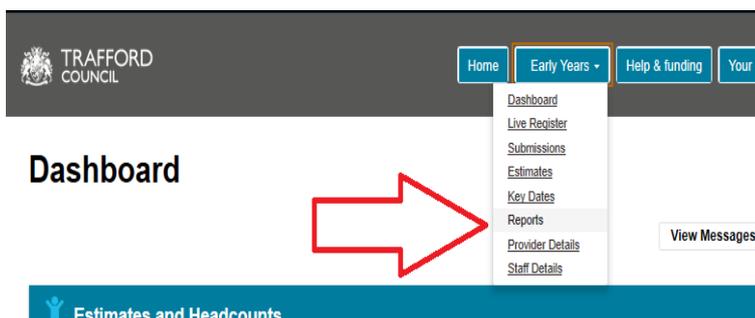
There are a number of different reporting options, scroll down to the bottom of the page to the 30 hour code checks section.

For a full overview select 'all checks performed' & click the grey 'extended entitlement report' button

The downloadable report shows the start date, end date and grace period end date of the codes checked as well as any errors. Also available is the date and time you completed the check. If you cannot see a check on this list, this means it was not completed successfully.

Help & Support

If you have any queries about how to check and audit 30 hours codes, the status of a code or to arrange some training contact the Early Education Team by email so that the correct member of the team can be assigned to support you.

early.education@trafford.gov.uk

Further information including other portal guides and an overview of the funding process can be found on the provider web pages: **www.trafford.gov.uk/earlyeducationproviders**