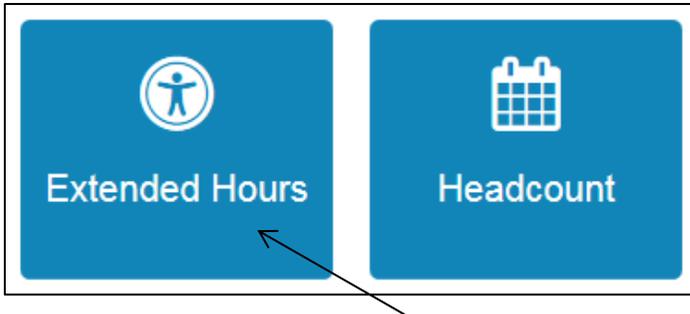


# Suffolk Provider Portal Extended Entitlement Checker Guidance



Access the extended entitlement checker by clicking the Extended Hours button on the Provider Portal home page. You can also access it through the Extended Hours dropdown menu at the top of the page.

Select 'Run a New Check' to check the eligibility of a child's code, 'Review Previous Checks' to look at the checks you have already run, or 'Extended Hours Dates' to stay up to date with the expiration dates of a child's eligibility. All of these options can be quickly reached through the dropdown menu.

You can validate codes using the separate ECS Checker, or validate them directly through the Provider Portal. However, you **must** add a child's information to this checker in order to claim extended hours for children. The Provider Portal will not allow you to enter any extended hours for children who have not been confirmed as eligible by this checker.

## Run a New Check

**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.

Child's Forename *	Child's Surname *	Child's Date of Birth *	Parent's NI Number *	Eligibility Code *
<input type="text"/>	<input type="text" value="e.g. Smith"/>	<input type="text" value="e.g. 30/11/2012"/>	<input type="text" value="e.g. NM123456C"/>	<input type="text" value="e.g. 50001005014"/>

Find a child

This screen is used to check the extended entitlement eligibility codes given to you by parents. If you are checking the code for a child that you **have** claimed for before, then use the 'Find a child' search box to search for the child.

You can search by **name**, **date of birth**, or **postcode**. Once you have selected the child, the forename, surname, and date of birth fields will automatically fill. You will then have to add the NI number and eligibility code given to you by the parent.

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Child's Forename *	Child's Surname *	Child's Date of Birth *	Parent's NI Number *	Eligibility Code *
John	Smith	11/08/2014	AB123456A	50012345678

**Success !**

 This eligibility code is valid from 01-Sep-2017 to 31-Dec-2017, with a grace period to 31-Mar-2018.

HMRC will manage the notification to parents of the need to reconfirm their eligibility.

Click 'Run Check', and if the child is eligible you will see confirmation, including the date that the child's eligibility starts, the date their eligibility ends, and the end date of their grace period.

To check the code for a child that you **have not** claimed for before and is **not** on your Headcount task, you can still perform a check. Type all of the child's information into the checker, including their full name and date of birth, and click 'Run Check'. If the child is eligible, you will see confirmation.

**Only** do this for children that you **do not** have on your Headcount task. Use the search function for any children that are on your Headcount task, or the Provider Portal will not register their eligibility, and you will be unable to claim any extended hours for them.

**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.

Child's Forename *	Child's Surname *	Child's Date of Birth *	Parent's NI Number *	Eligibility Code *
John	Smith	11/08/2014	AB123456A	50012345678

 **Sorry, Not Eligible!**

The checking service has responded that this code is not eligible, please confirm that all the details you have entered are correct.

If a check comes back as not eligible, check that you have typed all the information correctly. If you have entered the details as they were given to you, go back to the parent and make sure they have given you the right information.

### Child Found

Please select the child from the list below or add a new child if they are not listed

	Legal Forename	Legal Surname	Date of birth	Gender	Current Address	Ethnicity	First Language	Extended 30H Code
Select	John	Smith	11/08/2014					50012345678

Cancel
Start Again
Add a new child

Running a check for a new child **will not** automatically add them to your Headcount task, but when you add the child to your task, you will be prompted to match the child with the check. This only works if you enter the information exactly the same on both the checker and the Headcount task. Make sure that you do this, otherwise you will not be able to claim any extended hours for that child.

Provider Portal users who manage multiple settings will need to select the setting they wish to run checks for from the dropdown menu.

## Review Previous Checks

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
Jane	Smith	14/08/2013	AB654321A	50087654321	14/08/2017	01/09/2017	31/12/2017	31/03/2018	Eligible

New Extended Hours 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
John	Smith	14/08/2013	AB123456A	50012345678	14/08/2017	01/09/2017	31/12/2017	31/03/2018	Eligible

This screen is separated into two sections – Existing Child Checks and New Extended Hours Checks.

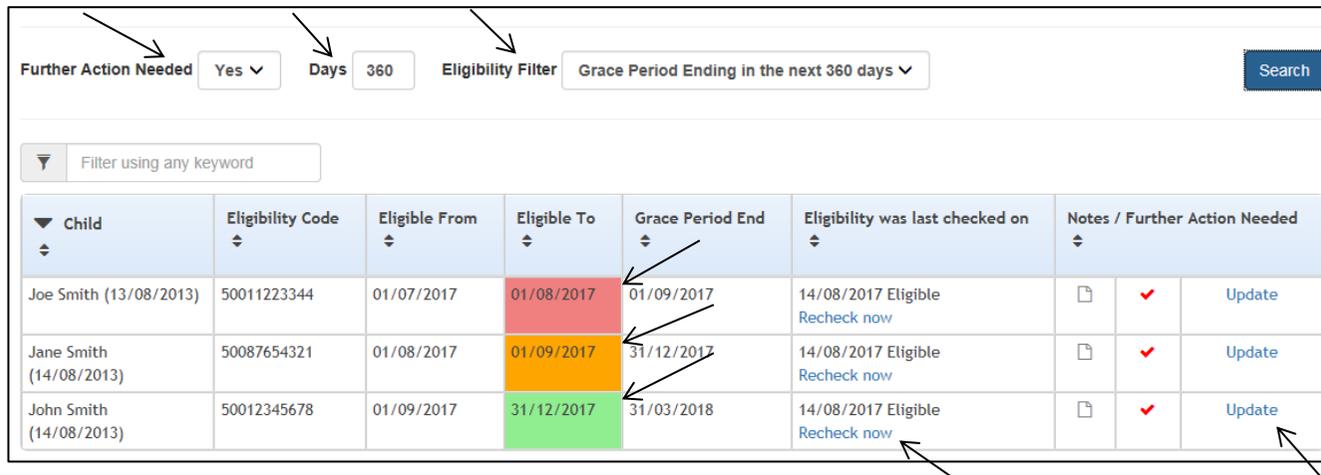
**Existing Child Checks** refers to the children you have confirmed eligibility for who already have records on your Headcount task – the children that you used the search bar to find on the Run a New Check page.

**New Extended Hours Checks** are the children who you manually added all the information for when running a new check.

You can search this page using the bar at the top. You can search by **name, date of birth, date of expiry, NI number, or eligibility code**. Use this page to review the details of any checks you have run.

## Extended Hours Dates

The Extended Hours Dates screen can be used to monitor which of the children may be dropping out of eligibility for the extended hours soon. You can search children whose eligibility is ending and children whose grace period is ending within a certain number of days. You can set the number of days yourself.



The screenshot shows a web interface for monitoring children's eligibility. At the top, there are filters: 'Further Action Needed' set to 'Yes', 'Days' set to '360', and 'Eligibility Filter' set to 'Grace Period Ending in the next 360 days'. A 'Search' button is to the right. Below the filters is a search bar 'Filter using any keyword'. The main table has the following columns: Child, Eligibility Code, Eligible From, Eligible To, Grace Period End, Eligibility was last checked on, and Notes / Further Action Needed. Three children are listed: Joe Smith (Eligible To: 01/08/2017, Grace Period End: 01/09/2017), Jane Smith (Eligible To: 01/09/2017, Grace Period End: 31/12/2017), and John Smith (Eligible To: 31/12/2017, Grace Period End: 31/03/2018). The 'Eligible To' dates are highlighted in red, orange, and green respectively. Arrows point from the filter settings to the corresponding columns in the table.

Child	Eligibility Code	Eligible From	Eligible To	Grace Period End	Eligibility was last checked on	Notes / Further Action Needed
Joe Smith (13/08/2013)	50011223344	01/07/2017	01/08/2017	01/09/2017	14/08/2017 Eligible <a href="#">Recheck now</a>	<input type="checkbox"/> ✓ <a href="#">Update</a>
Jane Smith (14/08/2013)	50087654321	01/08/2017	01/09/2017	31/12/2017	14/08/2017 Eligible <a href="#">Recheck now</a>	<input type="checkbox"/> ✓ <a href="#">Update</a>
John Smith (14/08/2013)	50012345678	01/09/2017	31/12/2017	31/03/2018	14/08/2017 Eligible <a href="#">Recheck now</a>	<input type="checkbox"/> ✓ <a href="#">Update</a>

Use this screen to make yourself aware of which of your parents may be required to reconfirm their eligibility with HMRC.

By default, the screen shows you all children who require **further action** and whose **grace period** ends in the next **180** days. You can change these settings to your liking, setting any number of days and choosing to view children based on whether their eligibility is ending, their grace period is ending, or their grace period has expired.

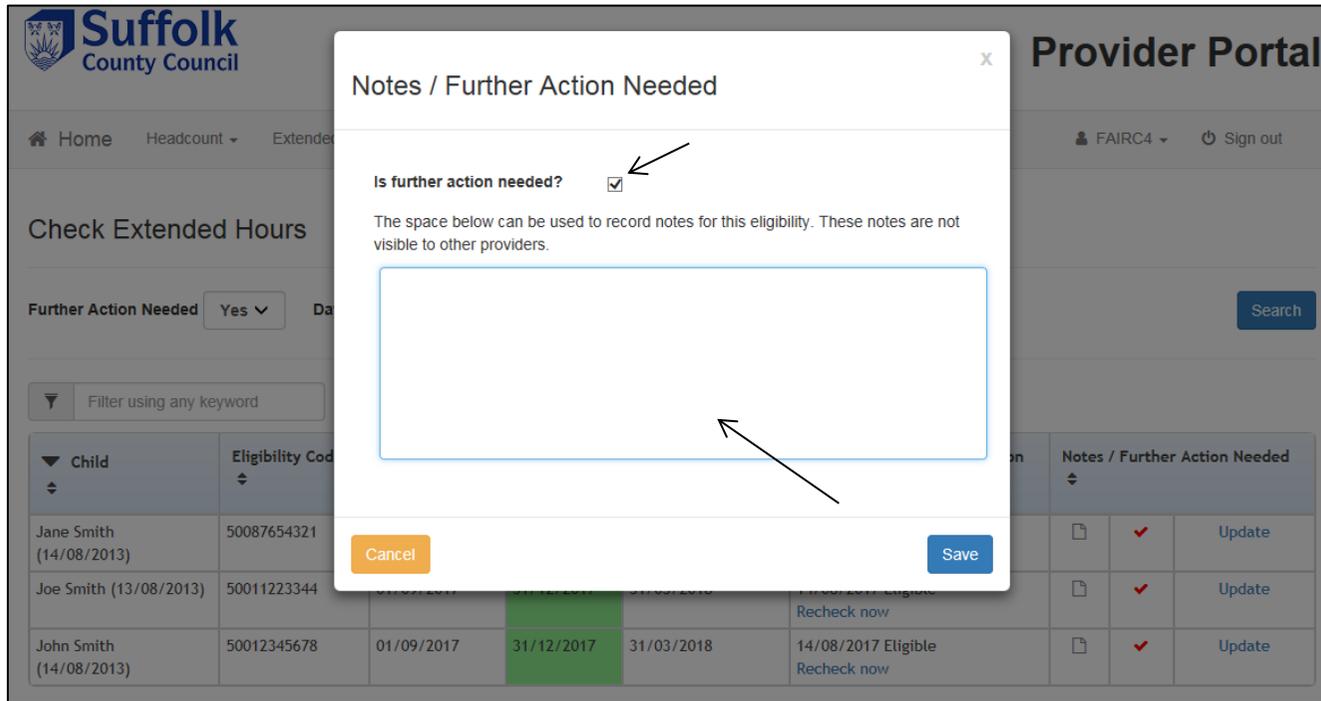
You can tell at a glance which children may need to have their eligibility codes checked by the colour in the 'eligible to' column.

Children who are within their eligibility period are marked green.

Children who are within their grace period are marked orange.

Children whose eligibility has expired, and they are past their grace period, will be marked in red.

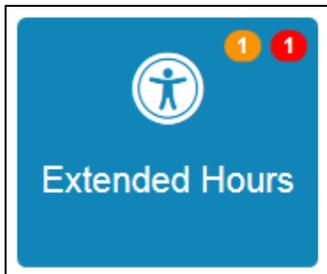
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Child	Eligibility Code	Notes / Further Action Needed
Jane Smith (14/08/2013)	50087654321	✓ Update
Joe Smith (13/08/2013)	50011223344	✓ Update
John Smith (14/08/2013)	50012345678	14/08/2017 Eligible Recheck now ✓ Update

You can recheck a child’s eligibility from this screen by pressing the ‘Recheck now’ button. You can also use this screen to make notes for yourself regarding a child by pressing the ‘Update’ button, typing into the box provided, and clicking ‘save’.

The red tick shows whether or not a child needs further action. This is decided by you – if you know that a child will be leaving your setting, or won’t need to recheck their eligibility for any reason, you can untick this box and the red tick will disappear. The child will also stop appearing in this list, unless you select the ‘No’ option from the ‘Further Action Needed’ dropdown menu.



You may notice coloured circles with numbers in them while using the extended entitlement checker. They can appear on the ‘Extended Hour Checks’ buttons, and the ‘Extended Hours’ button on the home page.

An orange circle shows that you have children who are currently in their grace period.

A red circle shows that you have children whose eligibility has expired.

Please note that this guidance is only for the extended entitlement eligibility checker. If you require any guidance for completing a headcount task, there is a separate guidance document available on CPD Online.