

Free Entitlement Funding Portal

**30 hours free childcare – validating eligibility
codes and submitting a pay claim**

Early Years and Childcare Services

Training Guide

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Introduction

Parents wishing to take up a 30 hours free childcare place will present childcare providers with their 30 hours eligibility code. The parent's eligibility code will be 11 digits long and begin with the number '5000'.

Eligibility codes need to be validated before additional free childcare can be offered. The DfE eligibility checking service (ECS) provides the facility for validating eligibility of children for 30 hours free childcare.

Providers can validate codes by entering the eligibility code onto the synergy online provider portal and this code will be automatically checked against the ECS.

Once an eligibility code has been successfully validated a start date, end date and grace period will be issued, providers can then offer parents a place based on the following:

Date of birth of child and the date parent receives eligibility code	Child can take up a 30 hour funded place
Between 1 January to 31 March	the term starting after 1 April
Between 1 April to 31 August	the term starting after 1 September
Between 1 September to 31 December	the term starting after 1 January

Parents need to re-confirm their eligibility approximately every three months via the childcare choices website. Parents will be notified via their chosen method of communication prior to their validity end date. If the parent successfully reconfirms eligibility new period dates will be issued.

If a parent does not re-confirm their eligibility or loses eligibility, a grace period will kick in. The grace period enables parents to retain their childcare place for a short period. The updated statutory guidance outlines specific grace period cut-off dates.

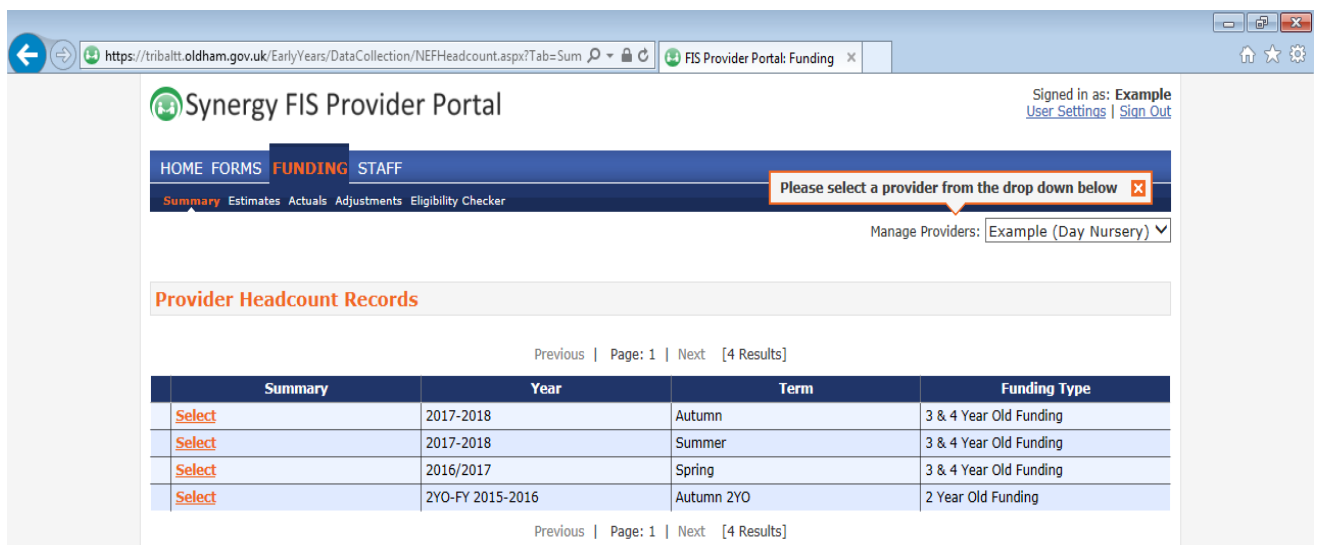
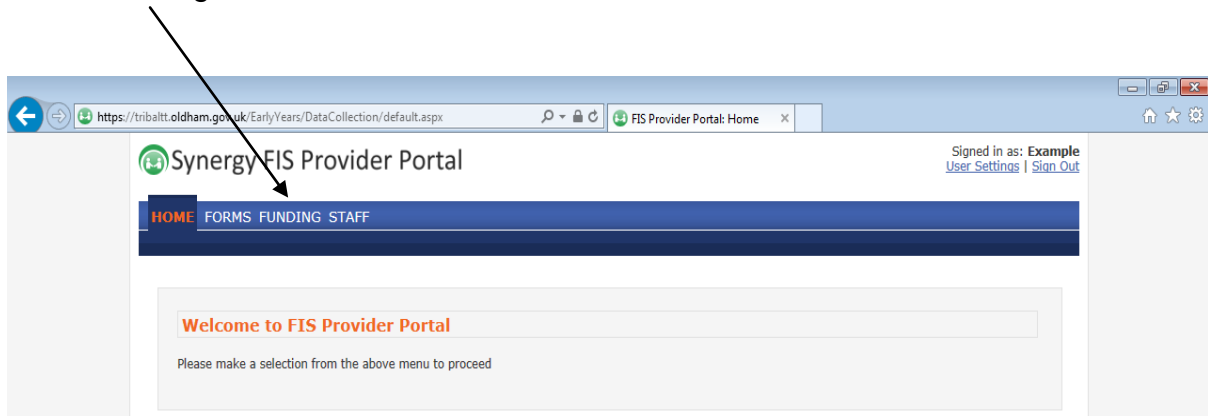
Local authorities will carry out an audit of codes at six fixed points within the year and childcare providers will be notified if any children are in their grace period.

Start dates, end dates and grace period dates will be visible via the synergy online provider portal.

More information on audit dates and grace period dates can be found in the 'Early education and childcare statutory guidance march 2017'.

Validating an eligibility code and submitting an online pay claim

- Login to provider portal
- Select funding tab



- Press **select** to open relevant term

https://tribaltt.oldham.gov.uk/EarlyYears/DataCollection/NEFHeadcount.aspx?phc=Uvm FIS Provider Portal: Funding

Signed in as: Example
User Settings | Sign Out

HOME FORMS **FUNDING** STAFF

Summary Estimates Actuals Adjustments Eligibility Checker

Please select a provider from the drop down below

Manage Providers: Example (Day Nursery)

Summary: 2017-2018 Autumn - 3 & 4 Year Old Funding CHANGE

Estimates		Actuals	
Term Length (Weeks)	14.000	Term Length (Weeks)	14.000
Hours Per Week	0.00	Funded Hrs (Term)	420.00
Total Rate Per Hour	£4.280	Total Rate Per Hour	£4.280
Term Funding Amount	£0.00	Sub Total (Hrs x Total Rate)	£1797.60
Interim %	75.00%	Term Funding Amount	£1797.60
Interim Amount Due	£0.00	Interim Amount Paid (before Adj)	£0.00
Adjustments Paid	£0.00	Term Funding Amount Balance	£1797.60
Interim Amount Paid (Inc. Adj)	£0.00	Adjustments Paid	£0.00
Paid	No	Actual Amount Paid (Inc. Adj)	£0.00
Paid Date		Total Weekly Non-Funded Hours	20.00
		Paid	No
		Paid Date	

➤ Select actuals – a list of existing children will be displayed

https://tribaltt.oldham.gov.uk/EarlyYears/DataCollection/NEFHeadcount.aspx?Tab=Act FIS Provider Portal: Funding

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HOME FORMS **FUNDING** STAFF

Summary Estimates **Actuals** Adjustments Eligibility Checker

Please select a provider from the drop down below

Manage Providers: Example (Day Nursery)

Submit Actual: 2017-2018 Autumn - 3 & 4 Year Old Funding CHANGE

Add Child 30 Hours Free Childcare Send Claim

	Status	Child Name	Date of Birth	Funded Hours	Total Funded Hours (inc Adj)	Child Weightings	Last ECS Date
Request Delete Edit	Unchanged	Head, Oscar	01-Jan-2013	420.00	420.00		01-Jun-2017

Add Child 30 Hours Free Childcare Send Claim

➤ Select 30 hours free childcare

30 Hours Free Childcare

Please enter a valid Voucher 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.

Voucher Code*

Child Date of Birth*

Parent/Carer Forename

Parent/Carer Surname*

Parent/Carer Date of Birth*

Parent/Carer NI Number*

Partner Forename

Partner Surname

Partner Date of Birth

Partner NI Number

*denotes mandatory fields

- Complete 30 hours free childcare screen. Mandatory fields MUST be completed – then press submit

The system will now connect to the ECS checker and return the result

If eligible you will see the successful message below

Synergy FIS Provider Portal

Signed in as: Example
[User Settings](#) | [Sign Out](#)

HOME FORMS **FUNDING** STAFF

Summary Estimates **Actuals** Adjustments Eligibility Checker

Please select a provider from the drop down below

Manage Providers: ▾

The Voucher Code has been found and eligibility for extended hours has been obtained.

Name: DOB: 01-Jan-2013

Child Details Funding Details Parent / Carer Details

Child Details

Forename*

Middle Name

Surname*

DOB*

Proof of DOB

Gender* Male Female

Preferred Surname

Ethnicity*

SEN COP Stage

Address Line 1*

Address Line 2

Address Line 3

Locality

Town

County

Postcode*

*denotes mandatory fields

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- Complete the child detail screen and press save

Submitting an online pay claim

https://tribaltd.oldham.gov.uk/EarlyYears/DataCollection/NEFHeadcountDetailPage.aspx

Synergy FIS Provider Portal

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HOME FORMS **FUNDING** STAFF

Summary Estimates **Actuals** Adjustments Eligibility Checker

Please select a provider from the drop down below

Manage Providers: Example (Day Nursery)

The Voucher Code has been found and eligibility for extended hours has been obtained.

Name: DOB: 01-Jan-2013

Child Details Funding Details Parent / Carer Details

Funding Details

Present during Census

Term Start Date* 04-Sep-2017

Term End Date* 15-Dec-2017

Default Term Dates

Attends Two Days or More

Weeks Attended in Term* 14

Funded Hours Per Week* 30

Non-Funded Hours Per Week* 10

30H Voucher Code 20099997575

Eligible for 30H

Save Cancel *denotes mandatory fields

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- You will then be prompted to complete all mandatory fields, this is where you will be able to claim up to 30 hours – press save

https://tribaltd.oldham.gov.uk/EarlyYears/DataCollection/NEFHeadcount.aspx?Tab=Act

Synergy FIS Provider Portal

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HOME FORMS **FUNDING** STAFF

Summary Estimates **Actuals** Adjustments Eligibility Checker

Please select a provider from the drop down below

Manage Providers: Example (Day Nursery)

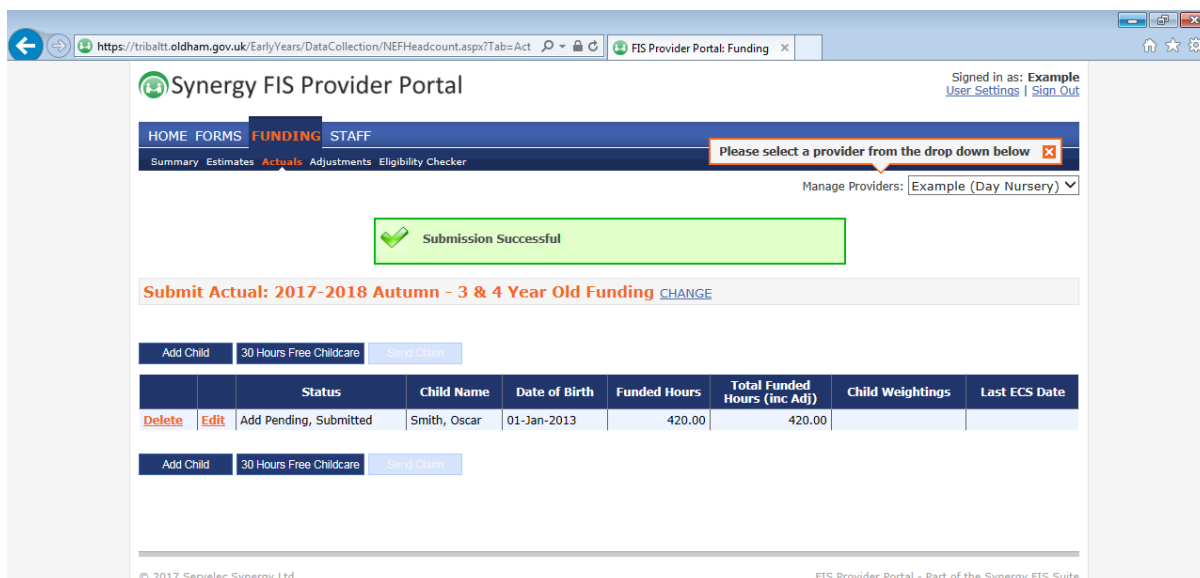
Submit Actual: 2017-2018 Autumn - 3 & 4 Year Old Funding CHANGE

Add Child 30 Hours Free Childcare Send Claim

	Status	Child Name	Date of Birth	Funded Hours	Total Funded Hours (inc Adj)	Child Weightings	Last ECS Date
Delete Edit	Add Pending	Smith, Oscar	01-Jan-2013	420.00	420.00		

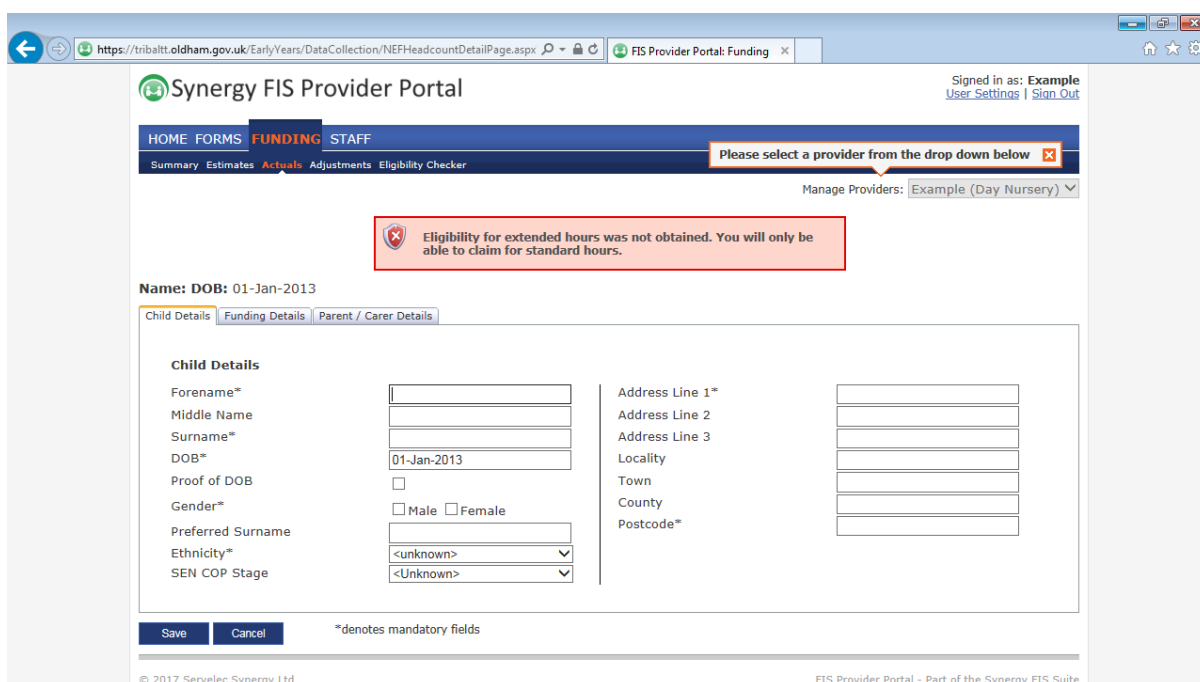
Add Child 30 Hours Free Childcare Send Claim

- Press send claim



Submission successful – you have successfully validated an eligibility code and submitted an extended hours pay claim.

If you receive the following message after completing the 30 hours free childcare screen the eligibility code is not valid. Please recheck the details obtained and input, if correct refer the parent to HMRC.



Updated June 2017