Dear Parent,

You have successfully applied for 30 hours free childcare for your child. Your child is eligible to receive 30 hours, the term after their 3rd birthday until they reach statutory school age.

It is important that you are aware of your responsibilities with regards to receiving 30 hours free childcare;

* It is your responsibility to reconfirm your eligibility for 30-hours free childcare. This can be done via your HMRC account or by contacting 0300 123 4097
* Reconfirmation takes place every 3 months. The HMRC will issue this date to you when you first receive your 30-hour eligibility code and from every re-confirmation thereon.
* It is your responsibility to remember what your reconfirmation date is. However, your childcare provider can also provide you with this if you mis place it.
* You are usually able to reconfirm your eligibility up to 4 weeks before your actual deadline.
* Your code will not change on reconfirmation.
* You cannot take up a new place with a new childcare provider if your code end date has lapsed.
* If you have issues with reconfirmation you should contact the HMRC directly, the Local Authority will be unable to help you with reconfirmation or any code issues.
* If you forget to reconfirm log into your HMRC account and follow the instructions or contact 0300 123 4097
* All codes must have a start date before the beginning of the new term, to be valid, the local authority cannot override codes that have a start date of or after the 1st of the start of each term.

You may find it useful to complete the information below and keep it safe for reference.

**Eligibility Code ……………………………………………………………..**

**Reconfirmation date ……………………………………………………….**

**Reconfirmation date ……………………………………………………….**

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**Reconfirmation date ……………………………………………………….**

**Reconfirmation date ……………………………………………………….**

**Reconfirmation date** ……………………………………………………….

Child Name……………………………………………………………………………

Child DOB…………………………………………………………………………….

I have read and understood my responsibilities with regards to receiving and continuing to receive 30 hours free childcare.

Parental Signature ………………………………………………………………………………………

Parent Name (Print) ………………………………………………………………………………………

Date ………………………………………………………………………………...