

Tax-Free Childcare - Unique Taxpayer Reference (UTR)

To sign up to receive Tax-free Childcare, childcare providers should visit <https://childcare-support.tax.service.gov.uk/ccp/signup/entrypage> and will need:

- Your unique User ID code (an 11 digital code), which was included in the invitation letter, that was sent to you by HMRC
- The bank account details, for the account you would like to receive payments into.
- Your Unique Taxpayer Reference (UTR) number,
 - All local authority schools and maintained settings (including children centres) will unlikely have their own UTR therefore they will need to use the **Local Authority's UTR: 1670024679** and postcode: **N22 8LE** to sign-up.

If you cannot locate the invitation letter with your unique User ID code or UTR, you will need to **call the helpline on 0300 123 4097** and request for a replacement letter to be sent to you, as HMRC will only share this information directly with the provider not with the Local Authority.

Once you have entered in your User ID and postcode, the next page of the online application will then ask you to enter your UTR and bank details.

School Provider Portal headcount training

We have successfully rolled out training to all schools' that **will use the portal to submit children's data** and receive adjusted payments at three points within a year.

Our next headcount training is scheduled for around June/July and will be rolled out to all childcare providers on the topic of the 30 hours funding – dates to follow

Parental Agreement Form **updated**

Please see the revised [Parental Agreement form](#) that incorporates a section for 30 hours and Disability Access Funding

The form and other useful documents are also available on our website under [Preparing for 30 hours and Tax Free Childcare section](#)

Eligibility Checker System

Work to implement the upgraded eligibility checker online system will commence on 1st June 2017. This online system will enable settings to independently check and validate the 30 hours eligibility code. Training and an operational guide will be provided to support you closer to the implementation date from July 2017.

30 hour workflow

To support you all during the implementation the of 30 hours offer, we have produced a quick workflow to help explain the process.

This quick step by step guide, should be shared among all your staff to ensure that all staff are following the correct process and informing parents accurately;



Provider Flowchart
for 30 hours_May 20:

Childminder Champions

Are you a childminder and worrying about your sustainability with the introduction of the 30 hours free entitlement?

We have childminder champions who are supporting other childminders look at their business models and plan for the future. If you are interested in having another childminder support you please email marie.henry@haringey.gov.uk who will arrange this support.'

Provider Champions - Making the 30 hours offer work

To ensure that the implementation of the 30hours offer is a success, we need the input of providers throughout the whole process.

Therefore we would like to develop a team of Provider Champions who will play a key role in helping us to shape and implement the 30 hours offer over the coming months.

If you are interested in becoming a Providers Champion please email earlyyearsprovider@haringey.gov.uk.

Reminder - Parents Champion Scheme

Second wave of training took place in May. 17 more champions are on board including a dad. Please encourage parents to contact us if they are interested.

Parent Champions will be involved in outreach sessions in community locations including schools and nurseries. The aim is promoting take up of the Free Entitlement for eligible 2-year olds, all 3 & 4-year olds and for the new 30 hours offer for eligible 3 & 4-year olds. All champions are vetted and have an Haringey badge to identify them.

To book a place or to learn more about the scheme email EarlyYearsProvider@haringey.gov.uk.

Further information

Please visit our 'Preparing for 30 hours and Tax-Free childcare' web page where you can find up to date information and useful resources to support you;
<http://www.haringey.gov.uk/children-and-families/childcare-and-early-years/working-childcare/preparing-30-hours-free-childcare>