

Offering 30 hours – Urgent information for the new term

With the January term quickly approaching, the following actions are required to ensure parents receive 30 hours free entitlement;

| Parents must; | Providers must; |
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| <p>Apply for a 30 hours' code;</p> <p>New parents now eligible for 30 hours must ensure that they apply for their 30 hour eligibility code and submit this code to their chosen provider before their last day of term.</p> | <p>Chase up any outstanding 30 hour eligibility codes. If parents have requested a place but not provided their codes yet, providers must ensure that they contact these parents asap to ensure that all codes are received and validated via the Providers Portal before the last day of term (31st December at the latest).</p> |
| <p>Reconfirm their eligibility;</p> <p>Parents must renew their 30 hour eligibility code before the end of school term and every 3 months thereafter.</p> <p>Details on how to log into their account. http://www.haringey.gov.uk/sites/haringeygovuk/files/how_parents_can_sign-in_or_access_their_childcare_service_account.pdf</p> | <p>Revalidate the 30 hour eligibility code via the Providers Portal before the last day of term. (31st December at the latest), to check that the code has not expired. As expired codes will not receive funding.</p> |

To avoid duplicate records and loss of funding all providers need to be clear whether you are delivering the universal or extended entitlement.

As a child care provider, you must ensure that the eligibility checks are run through the provider portal when **adding children's codes** on the funding details tab. This will attribute the funding to the child record. We had many providers not running the Extended Entitlement check when adding codes.

Temporary Codes

All temporary 30 hours eligibility codes starting with 1000 will be replaced with a new code starting with 500. HMRC have issued letters to parents with temporary codes to invite them to complete a childcare service application to receive their permanent 30 hours code ahead of January.

Parents will then need to give the new 30 hours code to you, their provider, to secure their 30 hours place for the spring term.

Those parents still using their temporary codes will not be eligible to received funding.

Census

IMPORTANT REMINDER: The January census will soon be upon us and we would like to remind all settings offering free early education places for 2, 3 and 4 year olds of the importance of completing the census as fully as possible and in a timely manner. Late submissions after the deadline date are at risk of not receiving the full funding.

When any child records are carried forward from the previous term, please ensure that details are updated **with hours and weeks of attendance**. Any child records that remain 'unchanged' will not be paid.

All of your census submissions are used by Department of Education (DfE) and the Education Funding Agency (EFA) to determine how much funding Haringey is allocated for early years. Without this information, or if this information is incomplete, our funding, and therefore the amount of money available to meet the needs of young children in the borough will be reduced.

Your full participation in the census process is VITAL. **Failure to do so may impact on the funding allocation you receive.**

To support you with completing the census we will be issuing a guidance manual and holding briefing sessions on;

Thursday 11th January 2018, at
Professional Development Centre (PDC), Downhills Park Road, London, N17 6AR;
Session 1 - 9.30am – 11.30am
Session 2 - 12.30pm – 2.30pm

Notice Periods

A key issue that impacted the head count, is when a child starts with a new provider after the term has started, as there were a number of providers claiming funding for the same child.

If a child leaves your setting you must inform them of any notice period, which the parent must then feedback to their new provider.

As a provider receiving a child after the term has started, you must ensure that you clearly state when the child started and how many weeks of funding you are claiming for. As the initial provider will have priority when claiming the free entitlement to ensure any notice period is covered.

Ensuring that all parents fully complete a [parental agreement form](#) will assist you with gathering information about a child's previous child care arrangements.

Online Parent Portal

The online Parent Portal is now live: <https://remote-haringey.cloud.servelec-synergy.com/RDWeb/Pages/en-US/login.aspx>

The portal will enable parents to apply online for the free early learning for two year olds (Free for 2s). Paper form applications will not be accepted by the of January.

Stage one

- Parent goes online to Parent Portal
- Creates account
- Adds parent
- Adds child
- Submits application
- Gets email saying their application is being processed

Stage two

- EY Team logs into FSMB and processes application
- Prints letter – email sent to parent (within 10 – 15 working days of receiving application)

Stage three

- Parent takes letter to provider

Stage four

- Provider checks details on letter, including unique reference number.

For 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.