

Offering 30 hours

Start of new term

With the summer (April) term quickly approaching, the following actions are required to ensure parents receive their 30 hours free entitlement;

	Parents must;	Providers must;
New to 30 hours	<p>Apply for their 30 hours code and give it to their provider before 23rd March.</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 asap, at least a week before the last day of term to ensure that providers have enough time to validate the code.</p>	<p>Collate all new 30 hours codes and validate them via the Parent Portal before 29th March.</p> <p>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 (29th March at the latest).</p>
Existing 30 hours place	<p>Reconfirm their 30 hour eligibility code (every 3 months) before the expiry date or the last day of term (whichever is sooner).</p> <p>Parents must reconfirm their 30 hour eligibility code before the end of school term/expiry date 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>Reminder parents to reconfirm their 30 hours code.</p> <p>Then revalidate the 30 hour eligibility code via the Providers Portal before the last day of term.</p> <p>All providers offering 30 hours must revalidate all the 30 hour eligibility codes by completing eligibility checks on the provider portal, before the end of term. If parents do not reconfirm their codes before their expiry date, they will fall into their grace period. After which they will not be able to receive any funding.</p>

Communication

Please see the following link with the latest communication details from HMRC; [30 hours Communication library](#)

Includes downloadable files on the 'top things parents and providers need to know' and 'parent toolkit'.

Temporary Codes

All temporary 30 hours eligibility codes starting with 1000 have all been replaced with a new code starting with 500.

Parents will then need to ensure that they give their permanent 30 hours code to you, their provider, to secure their 30 hours place for the summer term.

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

Grace Period

The 'grace period' is the period that funding will continue after parents cease to meet the eligibility criteria. During the grace period we will continue fund **a child's 30 hours** place for a set period of time to enable parents time to prepare;

Date parent receives ineligible decision on reconfirmation	Grace Period end date
1 st Jan – 10 th Feb	31 st March
11 th Feb – 31 st March	31 st August
1 st April – 26 th May	31 st August
27 th May – 31 st August	31 st December
1 st September – 21 st October	31 st December

Eligibility

A child is eligible to start their 30 hours place the term following their third birthday or the term following the date they received their code, whichever is later. Parents can reserve a place for their child with you prior to the code being checked, but the code must be checked/verified before the child can take up their place.

Accessing HMRC website

HMRC have received a high volume of calls from parents asking how they can access their childcare account after they have applied for 30 hours funding, to check their 30hour code and reconfirm their eligibility

Please familiarise yourself the following guidance and circulate to parents;
http://www.haringey.gov.uk/sites/haringeygovuk/files/how_parents_can_sign-in_or_access_their_childcare_service_account.pdf

Early Years Education Free Entitlement Bulletin



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Free for 2s (FF2)

Online FF2 application form

Haringey's online FF2 application form has been 'live' since December 2017. The new web form can be found on Haringey's website here: <http://www.haringey.gov.uk/free-early-learning-education>. We ask all providers to direct parents wanting to apply to this webpage.

Currently, Haringey's Early Years Team are not able to process paper or electronic copies of the old FF2 application forms within the new system. This information has been posted on Haringey's website. However, the Early Years Team are looking at potential solutions to this issue and may be able to accept them again by the time of the next bulletin.

Please note that the format of the letters that parents receive from this new system does look slightly different from the old style letters, including the URN format, although the content of the letters will be the same.

If you have any further questions about this new web form then please contact the Early Year Team at: Earlyeducation@haringey.gov.uk

Universal Credit

Due to the recent changes to the Universal Credit and working parents/carers income thresholds in relation to FF2s. We are preparing a parent information sheet, which will be published in the next bulletin.

In the interim, if providers or parents/carers have any enquiries about changes to Universal Credit please contact:

Universal Credit helpline: – 0800 328 9344 or
Gov.UK's website at www.gov.uk/universal-credit/how-to-claim

Notice Periods

One of the key issue that affects the head count is when a child starts with a new provider after the term has started. In the past, there has been 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 childcare arrangements.

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 with delivering 30 hours free entitlement.

For more resources relating to Early Years please visit our '[Childcare and Early Years](#)' web pages