

# 30 Hours Eligibility Operational guidance

Parents will **not** need to apply through the digital childcare service if they **only** want to claim the universal 15 hours entitlement for three and four year olds.

Parents who want to claim 30 Hours for 3 and 4 Year olds

Parents apply through the digital childcare service, or in some circumstances, by phone using the childcare service Customer Interaction Centre.

Application Successful

11 digit Code issued

Parents take their eligibility code to a provider for verification, together with their National Insurance number and child's date of birth.

Parents can only start claiming a 30 hours place for their three or four year old the term following the date they receive a decision from HMRC

The provider verifies the code through a provider portal linked to the local authority system. The local authority verifies the code through DfE's Eligibility Checking Service (ECS).

Every three months parents will need to reconfirm that they still meet the eligibility criteria.

If Parents miss Reconfirmation deadline.

Reconfirmation Process

Parents receive a message telling that their eligibility has lapsed. They can retain their childcare place till their grace period ends.

Parents will be prompted, via text message and/or email, four weeks before their reconfirmation deadline and again two weeks before the deadline if they still have not reconfirmed.

Circumstances Unchanged

Circumstances Changed

Parents will log into their childcare service account, amend and then resubmit their details.

Tick a box saying that their details have not changed

## Important Information

### PARENTS

Parents will need to reconfirm their 30 Hour code regardless of whether their child has started their 30 hours place.

If parents miss the reconfirmation deadline, or if their circumstances change, they will receive a message telling them that their eligibility has lapsed.

Although they are no longer eligible, they will be able to retain their childcare place for a short period; this is known as a grace period. Parents are directed to speak to their childcare provider about this.

If a parent becomes eligible again for 30 hours after they have fallen out of eligibility, they will need to complete another childcare service application and present their code to their provider again for verification.

### PROVIDERS

Remind parents to bring their eligibility code, along with their National Insurance number and child's date of birth to them as soon as possible as parents will not be able to take up a place until the code has been verified.

Remind parents that they need to reconfirm when prompted by HMRC

Verify codes promptly so that you can reserve a place for parents who you know are eligible.

Providers need a 30 Hour eligibility code, a parent or partner's National insurance number, the child's date of birth and written consent of parent whose details are being used. This consent is incorporated in the Parent Declaration Form

The grace period enables parents to retain their childcare place for a short period if they become ineligible for 30 hours

If a parent falls into their grace period before their child has started a 30 hours place, they should not take up their 30 hours place.

The 'validity start date' is the date on which the parent has applied and been issued with a code. The 'validity end date' is the parent's 'deadline' for reconfirming. Their 'grace period' date is the last date on which they should receive their 30 hours place and will always be at the end of a funding term.

## When to Apply

You can apply from when your child is 2 years and 36 weeks old.

When your child turns 3	When they can get 30 hours from	Recommendation time to apply
1 Sept to 31 Dec	1 January	15 October to 30 November
1 January to 31 March	1 April	15 January to 28 February
1 April to 31 August	1 September	15 June to 31 July

You can apply outside of these recommended dates but you might not receive your code in time

To start a extended hour placement you must have a valid code by the end of the month before a new term starts.

You have to reconfirm your eligibility every 3 months. If you apply more than 3 months before the term starts, you'll have to reconfirm your eligibility through your online account before you take up a place.

**Criteria for Qualifying Parents of 3 and 4 year olds for 30 hour eligibility**

Qualifying Criteria	Non Qualifying Criteria
<p>You'll need to expect to earn a certain amount over the next 3 months. This is at least the <a href="#">National Minimum Wage or Living Wage</a> for 16 hours a week on average.</p>	<p>Either parent has income more than £100,000.</p>
<p>This equates to £131.36 a week (£6830.72 a year) for each parent over 25 years old or £123.20 a week (or £6406.40 a year) for each parent between 21 and 24 years old.</p>	<p>Either parent is a non-EEA national and subject to immigration control ( and has no recourse to public funds)</p>
<p>This applies whether you are in paid employment, self employed or on zero hours contract.</p>	
<p>The parent (and their partner where applicable) should be seeking the free childcare to enable them to work</p>	
<p>Where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave they may still be eligible.</p>	
<p>Where one parent meets the income criteria and the other is unable to work because they are disabled, having caring responsibilities or have been assessed as having limited capability to work they may still be eligible.</p>	
<p>Where a parent is in a 'start-up period' (i.e. they are new self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.</p>	
<p>If a non-EEA national, the parent must have recourse to public funds.</p>	