

## Early Years Childcare Provider

### Guide to Checking Working Family 'Eligibility Codes' for 2, 3 & 4 year olds

Early Years Childcare Providers are responsible for checking 'Working Family' codes are valid before offering a place. A parent providing a Working Family code does not necessarily mean they are eligible to access funding. This applies to any parent wishing to access 2YO 'Working Family' funded hours or 3&4 YO 'expanded' funded hours. We also advise this check is carried out before inputting and submitting the termly headcount.

#### **When do I need to check if a Working Family code is valid?**

Always check the validity of each code in advance of each new term starting. A child should not be accessing 'expanded' funded hours in any new term, unless their code has been checked. Code checks should be carried out for any parent new to accessing 'expanded' funding at your provision, as well as those parents who have previously used their Working Family code with you. All should be checked using the 'Eligibility Checker' on the Synergy Provider Portal.

To be eligible for Working Family funding, a parent must have a valid code in place from HMRC each term, by the deadlines given below. These dates are set by the Department of Education.

- Spring Term (Jan-Mar) - parents must have a valid Working Family code in place on or before **31 December**
- Summer Term (Apr-Aug) - parents must have a valid Working Family code in place on or before **31 March**
- Autumn Term (Sep-Dec) - parents must have a valid Working Family code in place on or before **31 August**

#### **How do I access the Eligibility Checker?**

NYC FIS Provider Portal link:

<https://fisportal.northyorks.gov.uk/Synergy/Login.aspx/?ReturnUrl=%2FSynergy%2FProviders%2F>

If you have issues with access or require a password reset, please contact FIS Team by email at [fis.Information@northyorks.gov.uk](mailto:fis.Information@northyorks.gov.uk)

## How do I complete an 'Eligibility Check'?

1. Log into the FIS Provider Portal, click on **Funding**, then **Eligibility Checker** as shown below.
2. Click on the blue Check Eligibility button

Enter the three 'mandatory' fields marked with an \* as shown below. Do not fill in any other details as this will create an 'error message'. Tick the 'consent' box and click submit to run your check on the Working Family code

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### Eligibility Checker

Use this area to check if a child is eligible for extended hours. Please click the button below and provide the details as required.

Data Protection Notice - a record of the check is maintained for monitoring purposes. The information supplied is NOT stored by the system. www.google.com

Eligibility Check

#### Eligibility Check

Please enter a valid Eligibility Code and Child Date of Birth, together with Parent/Carer Details. Partner Details are optional but if entered then all fields, except Forename, must be filled in.

Eligibility Code\*

Child Date of Birth\*

Parent/Carer Forename

Parent/Carer Surname

Parent/Carer NI Number\*

Consent must be given for this  Eligibility Check

Partner Forename

Partner Surname

Partner NI Number

\*denotes mandatory fields

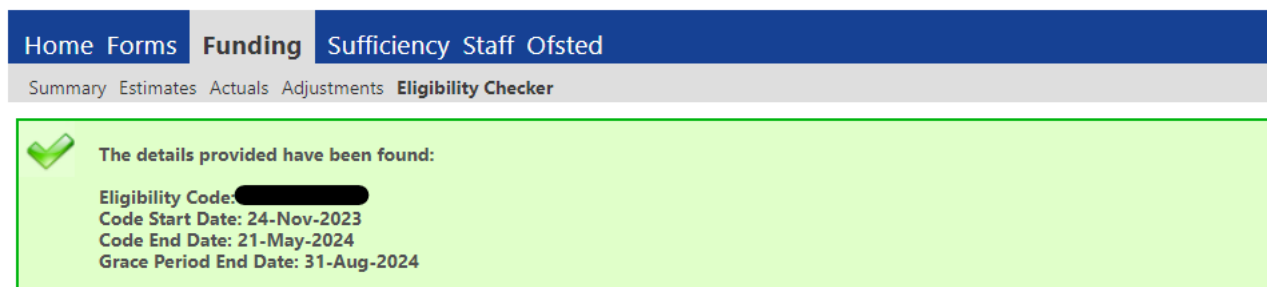
Submit Cancel

## How do I know if a 'Working Family' code is valid for Summer Term 2024?

If all details are correct and match the details the parent applied to HMRC with, then the code will be shown as 'Found'. To claim extended funding in Summer 2024, the code start date must be valid on or before **31 March 2024** and the end date must be on or after **1<sup>st</sup> April 2024**.

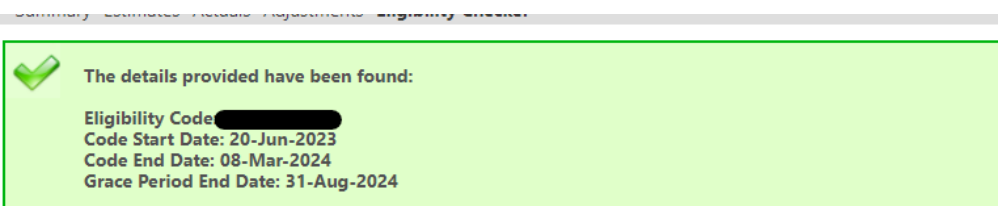
**Remember: When checking whether a code is valid to claim 'expanded' funding' for either a 2YO or 3&4YO, the key information you need to check is the start and end dates of the Working Family code shown on screen. A code being 'found' and a green tick showing does not automatically mean it is valid for use.**

### Example 1:



The code here has a start date of 24 November 2023 and ends on 21 May 2024. As this code is valid on 31 March 2024 it can be used to claim 'expanded' funded hours in Summer term 2024.

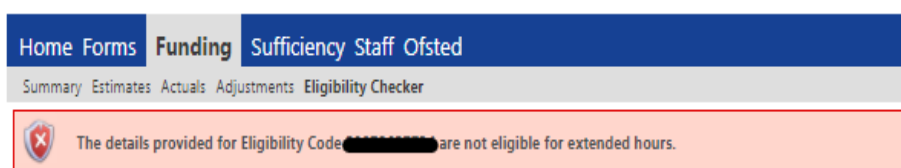
### Example 2:



The code shown here starts on 20 June 2023 and the end date is 8 March 2024. This code is **not valid** on 31 March 2024. However there is a 'Grace Period' end date shown on screen of 31 August 2024. This means the code can be used to claim 'expanded' funded hours in Summer term 2024 **but** only if you claimed 'expanded' funded hours using this Working Family code in the previous term (Spring Term 2024).

**If the child is new to 'expanded' funding with you, either as a 2YO or 3&4 YO this code cannot be used to claim funding in Summer Term 2024.** The parent must be informed and told they must re-confirm their Working Family code with HMRC by 31 March 2024, to access 'expanded' funded hours with you from April 2024 onwards.

### Example 3:



This means that details you have entered do not match a valid Working Family code held by HMRC.

If this message appears on screen, please check with the parent that their 11-digit Working Family code, their National Insurance number and the child's date of birth are correct. If the child is in a two-parent household, you should also run the check using the other parent's National Insurance number instead. If necessary, please also ask the parent to log into their Government Gateway childcare account to check that the details held on their record, and that the child's date of birth is correct too.

If the code still cannot be 'found' once you have checked all details, please contact the Early Years Funding team by email at [eyft@northyorks.gov.uk](mailto:eyft@northyorks.gov.uk).

Please provide the parent's code number, their National Insurance number as well as the child date of birth used in your check. This will enable us to investigate the query for you.

**You should not allow any child to access 'expanded' funded hours before checking code using the 'Eligibility Checker' AND verifying the start and end dates are valid for the term you are offering funding for.**