

How to check Working Parent Funding Codes – Autumn Term 2026

1. What providers must do

Before offering a Working Parent funded place from September 2026, for **Under 2s, 2-year-olds or 3 & 4-year-olds**, providers must:

- Check the **start date**, **end date**, and **grace period** of every Working Parent Code, this applies to both **new** and **existing** children. To access Working Parent funded hours from September 2026, parents must hold a valid code from HMRC on **31st August 2026**.
- Complete all code checks now, before Summer term ends and the new Autumn term starts.
- Parents must contact **HMRC** directly for any questions about their childcare account or eligibility to access Working Parent funding on **0300 123 4097**.

2. What you need to run an Eligibility Check on the Synergy Provider Portal.

You must have parental consent confirmed on your parental agreement and the following:

- The **11-digit Working Parent funding code from HMRC**.
- The **parent's National Insurance number**
 - If parent is married/has a partner and they applied for the code, you'll need *their* NI number instead.
- The **child's date of birth**

👉 This Eligibility Check is **only for Working Parent codes**.

If the parent has a **6-digit code for 'Early Learning Funding for 2-year-olds'** instead follow NYC's separate 2YO guidance - website link here [2YO Funding Guidance 2026-2027.pdf](#)

3. How to use the Eligibility Checker

1. Log in to the **Synergy Provider Portal**.
2. Go to **Funding → Eligibility Checker**.
3. Click "**Eligibility Checker for Working Family Entitlement**".
4. Enter **only the mandatory fields** marked with an asterisk.
5. Tick the **consent box**.
6. Run the check.

If extra information is added by mistake, the check will fail.

Important reminder

An **amber banner on screen does NOT mean** the code is valid for use to claim Working Parent funding in Autumn term.

You **must** always check:

- **Code start and code end date**.
- **Grace period date**
- Whether the child was **already using their code** with you in **Summer Term 2026**

5. Is the code valid for Autumn Term 2026?

Use this quick guide after running your check:

Code Start Date	Code End Date	Grace Period	Did child use this code in Summer 2026 with your provision?	Can the code be used in Autumn 2026?
31 August 2026 or earlier	1 September 2026 or later	31 December 2026 or later	YES	YES
			NO	YES
31 August 2026 or earlier	31 August 2026 or earlier	31 August 2026 or earlier	YES	NO
			NO	NO
31 August 2026 or earlier	31 August 2026 or earlier	31 December 2026 or later	YES	YES
31 August 2026 or earlier	31 August 2026 or earlier	31 December 2026 or later	NO	NO
1 September 2026 or later	1 September 2026 or later	31 December 2026 or later	YES	NO
1 September 2026 or later	1 September 2026 or later	31 December 2026 or later	NO	NO

👉 Codes with a start date of 1 September 2026 or later cannot be used for Autumn Term funding.

6. If the code cannot be found

If your eligibility check says "details not found":

1. Check you entered the code, NI number, and date of birth correctly.
2. Make sure the consent box is ticked.
3. Ask the parent to confirm:
 - the details they gave you
 - whether a partner applied using their details
4. If still not found:
Email eyft@northyorks.gov.uk with:
 - the 11-digit Working Parent funding code
 - parent's details and NI number
 - child's name and date of birth
 - partner's details (if applicable)

The Funding Team cannot investigate your query unless all information is provided by email.

REMEMBER:

Providers must not offer a Working Parent funded place unless the Eligibility Checker clearly shows a valid code is held by the parent for Autumn Term 2026.

Working Parent funding cannot be claimed for codes that start on or after 1 September 2026.