

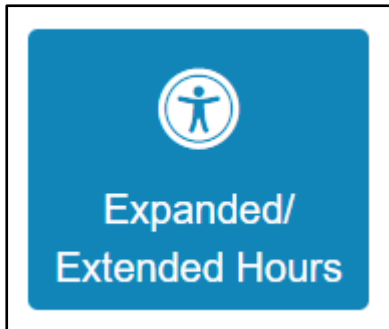
The Expanded/Extended Hours Checker allows you to check the validity of eligibility codes issued by Childcare Choices (HMRC) to working parent families of eligible children aged 9 months to 4 years old.

Click on a heading in the contents list to quickly navigate this guidance document.

Contents

Run a new check.....	2
Accessing the Checker	2
Child already on Headcount task.....	2
Child not yet on Headcount task.....	3
Run the check.....	3
Code eligibility	3
Term Dates (Funding Periods).....	3
Review previous checks.....	5
Access previous expanded/extended hours checks	5
Existing child checks.....	5
New expanded/extended hours checks.....	5
Expanded/Extended Hours Dates	6
Troubleshooting	8
Why can't I add expanded/extended hours to a child on my headcount task?	8
I have done the check but still can't add	8
The Provider Portal expanded/extended hours checker says that a child's code is "Not eligible" or "Not found". Does this mean that they are ineligible?.....	8
I am still having issues adding expanded/extended hours.....	8
Useful Reading/Links	9

Run a new check



Accessing the Checker

Enter the Provider Portal and select the “Expanded/Extended Hours” button on the home page.

Select “Run a New Check.”

Provider Portal users who manage multiple settings will need to select the setting they wish to run checks for from the dropdown menu.

The Provider Portal will not allow you to enter any expanded/extended hours for children who have not been confirmed as eligible by this checker.

Child already on Headcount task

Enter the child’s name. If the child is already on your headcount task, they should appear below.

You can check that it is the correct child by clicking “View Details”.


To select the child, click the line where their details appear.

When you have selected the child, the forename, surname and date of birth fields will be locked and you will not be able to change them.

You need to enter the parent/carer’s National Insurance (NI) number and the 11-digit number code that they have given you.

Run a new check

The Department for Education (DfE) provides an Eligibility Checking System (ECS) to allow you to check online and in real time the validity of eligibility codes issued by HMRC to working parent families eligible for 15 Hours Funded Childcare for 9 month - 2-year-olds or 30 Hours Funded Childcare for 3&4-year-olds. You may only perform checks where the parent/carer has given consent for you to do so and when they have agreed that this check information can be shared with the Local Authority and any other providers the child attends.

Child forename *	Child surname *	Child date of birth *	Parent National Insurance number *	Eligibility code *
<input type="text" value="Jane"/>	<input type="text" value="for example Smith"/>	<input type="text" value="for example 30/11/2012"/>	<input type="text" value="for example NM123456C"/>	<input type="text" value="for example 5000100501."/>
Jane	Doe	31/12/2020 (age 3)	 NM123456C	<input type="button" value="View Details"/>

Run a new check

The Department for Education (DfE) provides an Eligibility Checking System (ECS) to allow you to check online and in real time the validity of eligibility codes issued by HMRC to working parent families eligible for 15 Hours Funded Childcare for 2-year-olds or 30 Hours Funded Childcare for 3&4-year-olds.

You may only perform checks where the parent/carer has given consent for you to do so and when they have agreed that this check information can be shared with the Local Authority and any other providers the child attends.

Child forename * Child surname * Child date of birth * Parent National Insurance number * Eligibility code *

No results

Child not found

Child not yet on Headcount task

If the child you are trying to check a code for is **not** on your headcount task, their details will not appear in the checker. When this happens, you need to click the “child not found” button in the bottom left corner.

You will then be able to enter the child’s details, along with the parent/carer’s NI number and the code.

Run the check

Click “Run Check.” If the code is eligible, you will see confirmation and the earliest date that it can be used.

Code eligibility

If the code’s validity start date is after the first day of a term, then the code cannot be used in that term. Therefore, the code must start before the end of the previous term. See the [SCC Funding Statement](#) on Suffolk Learning for more details.

Term Dates (Funding Periods)

Autumn Term: 1 September – 31 December

Spring Term: 1 January – 31 March

Summer Term: 1 April – 31 August


Run a new check

The Department for Education (DfE) provides an Eligibility Checking System (ECS) to allow you to check online and in real time the validity of eligibility codes issued by HMRC to working parent families eligible for 15 Hours Funded Childcare for 9 month - 2-year-olds or 30 Hours Funded Childcare for 3&4-year-olds. You may only perform checks where the parent/carer has given consent for you to do so and when they have agreed that this check information can be shared with the Local Authority and any other providers the child attends.

Child forename * Child surname * Child date of birth * Parent National Insurance number * Eligibility code *

Code found - please check eligible dates

01-Apr-2024 Summer is the earliest start date for the working parent families entitlement

 This eligibility code is valid from 01-Mar-2024 to 01-Jun-2024, with a grace period to 31-Aug-2024

The parent or carer must confirm the eligibility code provided by HMRC in order to retain their entitlement eligibility between 04-May-2024 and 01-Jun-2024


This eligibility code is valid from 01-Mar-2024 to 01-Jun-2024, with a grace period to 31-Aug-2024. HMRC will manage the notification to parents of the need to reconfirm their eligibility.

Check eligibility

Run a new check

The Department for Education (DfE) provides an Eligibility Checking System (ECS) to allow you to check online and in real time the validity of eligibility codes issued by HMRC to working parent families eligible for 15 Hours Funded Childcare for 9 month - 2-year-olds or 30 Hours Funded Childcare for 3&4-year-olds. You may only perform checks where the parent/carer has given consent for you to do so and when they have agreed that this check information can be shared with the Local Authority and any other providers the child attends.

Child forename * Child surname * Child date of birth * Parent National Insurance number * Eligibility code *

 **Not eligible**
This code is not eligible. Check all details are correct

If a check comes back as “Not eligible,” make sure that you have typed all the information correctly. If you have entered the details as they were given to you, go back to the parent/carer and make sure they have given you the right information.

Please note that running a check for a new child **will not** automatically add them to your Headcount task.

When you do add the child to your task, you will be prompted to match the child with the check. **This only works if you enter the same information on both the checker and the Headcount task.**

Child Found

Please select the child from the list below or add a new child if they are not listed

	Legal Forename	Legal Surname	Date of birth	Gender	Current Address	Ethnicity	First Language	Expanded/Extended Hours Code
<input type="button" value="Select"/>	Jane	Doe	02/01/2021					51112368941

Review previous checks

Use this page to review the details of any checks you have run. You can search this page using the search bar at the top. You can search by name, date of birth, date of expiry, NI number, or eligibility code.

Access previous expanded/extended hours checks

From the home page, select “Expanded/Extended Hours” then “Review Previous Checks.”

Checks run up to the age of 5 years and 6 months

Use this screen to view checks that you have done.

▼

Existing child checks

Age	Child	Earliest start date for Working Parent Family entitlement place	Eligibility code	Check last run	Eligible from	Eligible to	Grace period end	Check status	From Citizen Portal	Further action needed
1	John Smith (01/03/2022) - NM123456B	01/Apr/2024 Summer	51112368941	06/03/2024	01/03/2024	01/06/2024	31/08/2024	Eligible		<input type="checkbox"/> Show all

New Expanded/Extended Hours Checks

Age	Child	Earliest start date for Working Parent Family entitlement place	Eligibility code	Check last run	Eligible from	Eligible to	Grace period end	Check status	From Citizen Portal	Further action needed
2	Joe Bloggs (30/11/2021) - AB123456D	01/Apr/2024 Summer	50016458921	06/03/2024	01/03/2024	01/06/2024	31/08/2024	Eligible		<input type="checkbox"/> Show all
3	Britney Spears (30/11/2020) - NM123456B	01/Apr/2024 Summer	51112368941	06/03/2024	01/03/2024	01/06/2024	31/08/2024	Eligible		<input type="checkbox"/> Show all

Existing child checks

Refers to the children you have confirmed eligibility for who already have records on your Headcount task.

New expanded/extended hours checks

Refers to the children who you added all the information for when running a new check and are not on your Headcount task.

Expanded/Extended Hours Dates

The Expanded/Extended Hours Dates screen can be used to monitor which of the children may be coming to the end of their eligibility for the expanded/extended hours. You can search children whose eligibility is ending and children whose grace period is ending within a certain number of days.

Remember: If a child's code is nearing expiry/has expired, their parent/carer needs to reconfirm their details with Childcare Choices (HMRC). Parents/carers should receive reminders from Childcare Choices, but you can use this screen as a helpful tool to remind them as well.

Expanded/Extended Hours Dates

Use this screen to track eligibility which is due to expire.

Further action needed Days Eligibility filter

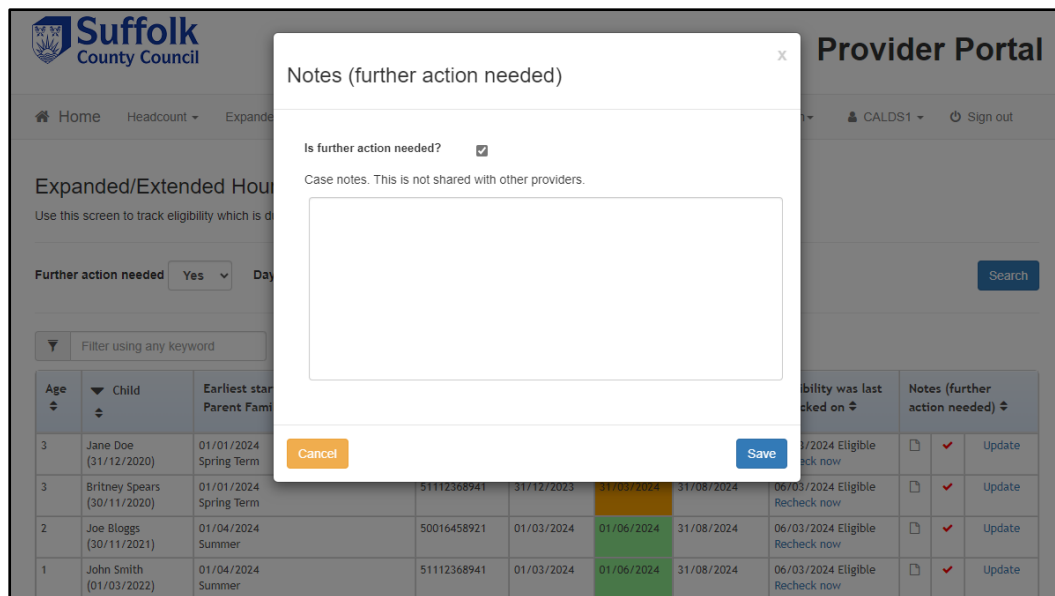
Age	Child	Earliest start date for Working Parent Family entitlement place	Eligibility code	Eligible from	Eligible to	Grace period end	Eligibility was last checked on	Notes (further action needed)
3	Jane Doe (31/12/2020)	01/01/2024 Spring Term	51112368941	31/12/2023	29/02/2024	31/03/2024	06/03/2024 Eligible Recheck now	<input type="checkbox"/> <input checked="" type="checkbox"/> Update
3	Britney Spears (30/11/2020)	01/01/2024 Spring Term	51112368941	31/12/2023	31/03/2024	31/08/2024	06/03/2024 Eligible Recheck now	<input type="checkbox"/> <input checked="" type="checkbox"/> Update
2	Joe Bloggs (30/11/2021)	01/04/2024 Summer	50016458921	01/03/2024	01/06/2024	31/08/2024	06/03/2024 Eligible Recheck now	<input type="checkbox"/> <input checked="" type="checkbox"/> Update

By default, the screen shows you all children who require **further action** and whose **grace period** ends in the next **180** days. You can change these settings to any number of days and to view children based on whether their eligibility is ending, their grace period is ending, or their grace period has expired.

You can tell which children may need to have their codes checked by the colour in the 'eligible to' column.

- Children who are within their eligibility period are marked green.
- Children who are within their grace period are marked orange.
- Children whose eligibility has expired, and they are past their grace period, will be marked in red.

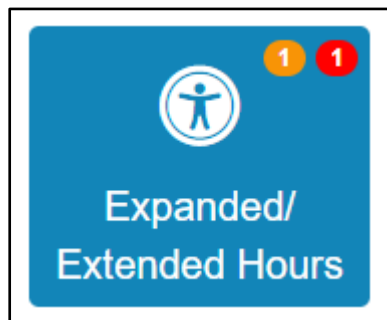
Suffolk Provider Portal Expanded/Extended Hours Checker Guidance



You can recheck a child’s eligibility from this screen by pressing the “Recheck now” button. You can also use this screen to make notes for yourself regarding a child by pressing the “Update” button, typing into the box provided, and clicking “save.”

The red tick shows whether a child needs further action.

This is decided by you. For example, if you know that a child will be leaving your setting or will not need to recheck their eligibility for any reason, you can untick this box and the red tick will disappear. The child will also stop appearing in this list, unless you select the “No” option from the “Further Action Needed” dropdown menu.

You may notice coloured circles with numbers in them while using the checker.

- An orange circle shows that you have children who are currently in their grace period.
- A red circle shows that you have children whose eligibility has expired.

Troubleshooting

Why can't I add expanded/extended hours to a child on my headcount task?

You need to verify the child's eligibility using the Provider Portal's expanded/extended hours checker before you can claim that funding for them. See [Run a new check](#).

I have done the check but still can't add expanded/extended hours to a child.

If a code's start date is after the start of term, the Portal will not allow you to input expanded/extended hours. This is because expanded/extended hours cannot be taken up until the term after the parent/carer gets their code from Childcare Choices. A parent/carer will need to have received their code on or before: 31 August, 31 December, or 31 March.

If the start date is after the start of term and this is because of an HMRC technical issue or error, then please advise the parent/carer to discuss the problem with Childcare Choices/HMRC. Suffolk County Council are unable to amend start dates of codes. There are exceptions to this known as amber cases, where a parent/carer has tried to reconfirm or get their code before that deadline but has been unable to receive/reconfirm their code because of HMRC having issues or requiring more information. If you believe you have an amber case, please email provider.portal@suffolk.gov.uk with the details.

Another reason the code might not be working is the grace period. New expanded/extended hours claims cannot start within a grace period. Parents/carers cannot make use of the grace period unless they have claimed expanded/extended hours funding at your setting in the previous term.

The Provider Portal expanded/extended hours checker says that a child's code is "Not eligible" or "Not found."

Does this mean that they are ineligible?

Not necessarily, you may have entered the 11-digit number code or NI number incorrectly. If there are two parents/carers, you may have used the wrong NI number to check the code. If you are sure that you have entered the information you were given correctly, please double check it with the parent/carer.

I am still having issues adding expanded/extended hours

If you have checked all these things and the expanded/extended hours columns still aren't available to you, please email provider.portal@suffolk.gov.uk with the details.

Useful Reading/Links

- [Headcount Guidance – Suffolk Learning](#)
- [Early Education Funding – Suffolk Learning](#)
- [PAF and Stretched Offer – Suffolk Learning](#)