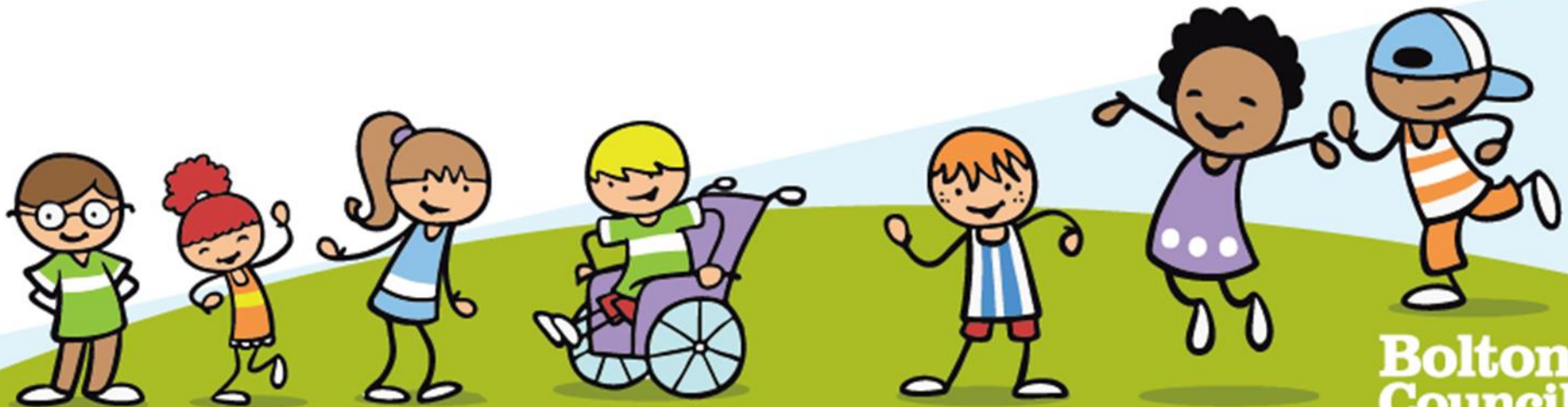


Early Years Provider Portal Training

Funded Early Education



Agenda

- Welcome and introductions – housekeeping
- IT equipment
- Data Protection & Information Security
- Using the portal
- 2 year old funded places
- 2 year old process and eligibility checking
- Demonstration / scenarios
- 30 hours for 3 and 4 year olds
- Feedback



IT Equipment

- PC with Internet Connection
- Compatible web browser:
 - ✓ Internet Explorer 10 or Higher
 - ✓ Google Chrome (latest version)
 - ✓ Mozilla Firefox (latest version)
- Access to individual emails
- Does everyone have these?



What the law says about personal information

- It belongs to the individual it identifies
- We are required to keep only accurate data and only for as long as we need to
- It must never be disclosed inappropriately
- It must be held securely in all formats

WE and YOU can be prosecuted

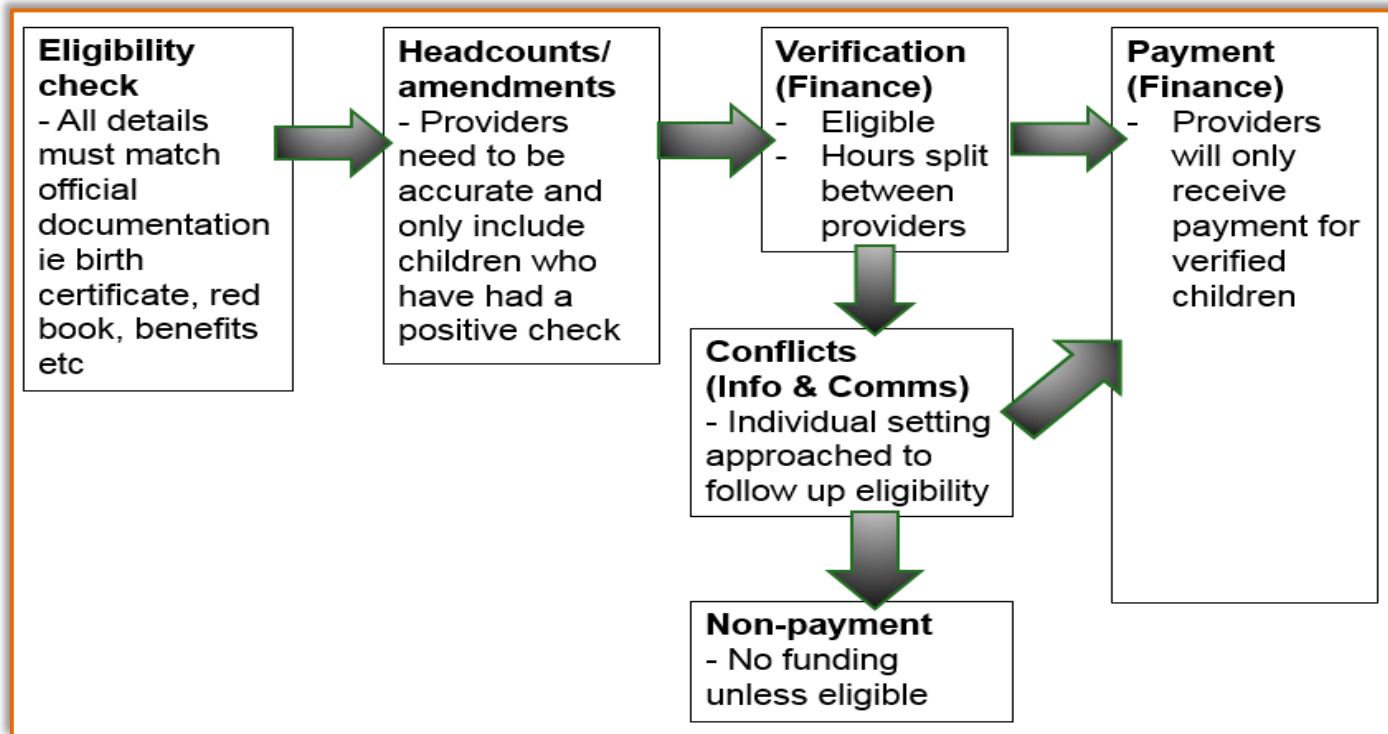


Using the portal

- Must only be used for the purposes you are instructed
- **Never share or disclose username or password details** or put them on post it notes/keep in diaries etc – use ‘notes’ facility in outlook
- Lock your computer when leaving your desk – even if it’s only for a minute
- Inform us if you change email address
- Managers responsibility for informing LA of any leavers or new starters requiring access (staff)



Funded Early Education Process



Two year old funded places

- 570 hours a year over no fewer than 38 weeks of the year (15 hours a week if taken over 38 weeks)
- Access through approved providers – in / out of Bolton
- Providers are asked to offer flexible provision
 - times and patterns to support parents needs v business models
- No sessions should be:
 - longer than 10 hours
 - delivered before 6am or after 8pm



Two year old funded places - economic

This family is in receipt of at least one of the benefits below:

- Income Support
- Income based Jobseeker's Allowance (JSA)
- Income related Employment and Support Allowance (ESA)
- Support through Part 6 of the Immigration and Asylum Act
- Guaranteed element of the State Pension Credit
- Child Tax Credit / Working Tax Credit and have an income of no more than £16,190
- Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)
- Universal Credit – Some families who receive Universal Credit do not show as being eligible on the automatic check. If you receive a negative result, please use the Request Help

[Claim now](#)



Two year old funded places – non economic

This child meets at least one of the criteria below:

- They are looked after by the local authority* The child is looked after by the local authority
- The child has a current Statement of SEN or an Education, Health & Care Plan (EHCP)
- The child has left care through Special Guardianship or an Adoption or Residence Order
- The child qualifies for a Disability Living Allowance (DLA)
- Other support through the Immigration and Asylum Act
- If you have been contacted by the Families Information Service to provide additional evidence

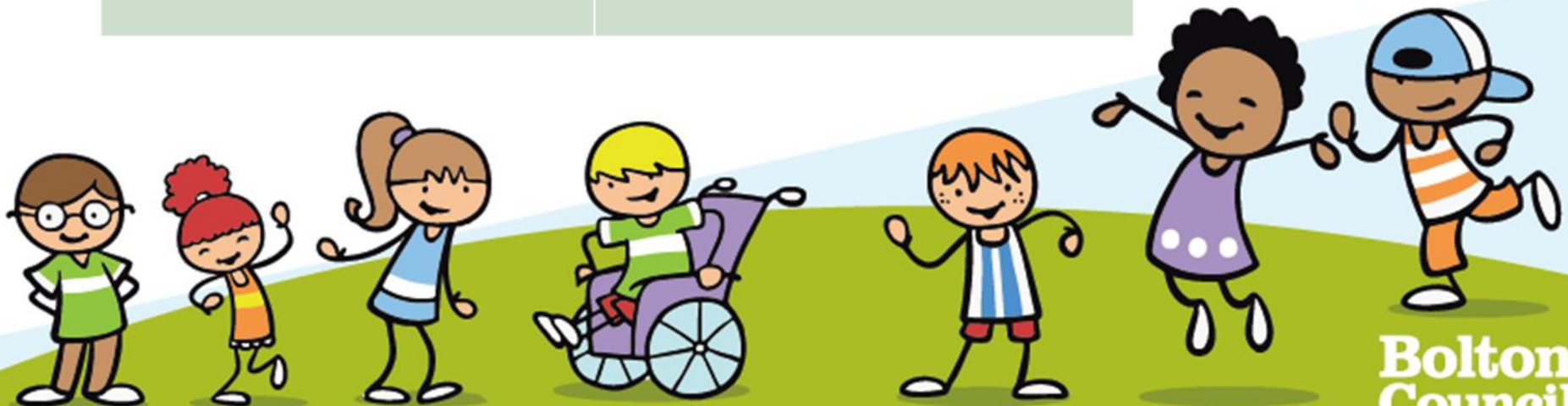
[Claim now](#)



When can children benefit from the funded place?

If their 2 nd birthday falls in between....	They can access their free place from
1 st September - 31 st December	Spring Term (January)
1 st January - 31 st March	Summer Term (April)
1 st April - 31 st August	Autumn Term (September)

Eligibility checks can be done in the term that a child turns 2.



Checking eligibility and getting a place....

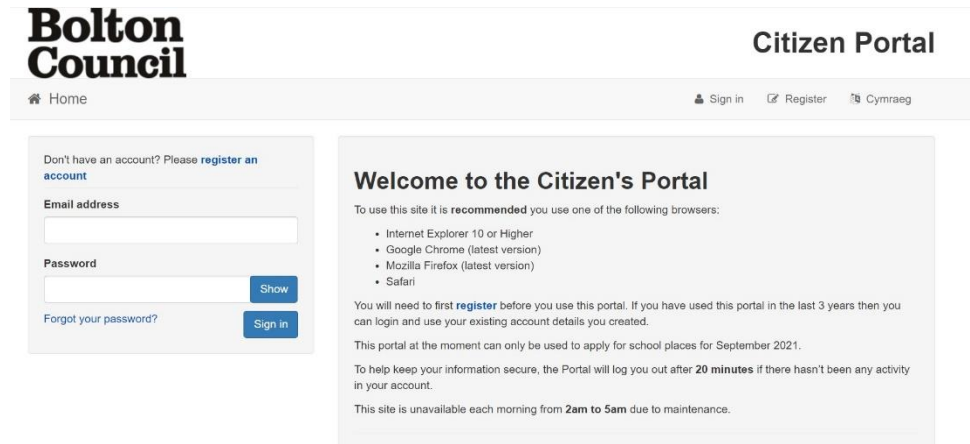
- Eligibility checks can be done:
 - Online via [Citizen Portal](#)
 - Approved 2-year-old providers
 - Professionals working with families i.e. PH Nurse, Family Workers
 - Other local authorities
 - Start Well Centres (check for opening times)
- National eligibility checking system* or hard copy evidence
- **Birth certificate**/red book - must be seen re proof of parent / child identity
- System only allows checks from the start of the term that the child turns 2
- We **cannot** do eligibility checks requested by parents over the phone
- If families are eligible:
 - The parent/carer will receive an email/letter of confirmation
 - Parent registers with childcare provider (if not already)

* We advise families to also register with their local Start Well Children's Centre so they are in the loop locally!



Citizen Portal

Checks can be done by parents, using the online Citizen Portal. Parents will need to register their details, and add their child's details. The portal is also used for school applications.



Applications for primary and secondary school places for September 2021

You can use this portal to apply for primary and secondary school places for September 2021 at a Local Authority school (see dates below):

- Secondary school admissions will open from **Tuesday 1st September 2020 until Saturday 31st October 2020**.
- Primary schools admissions will open from **Wednesday 23rd September 2020 until Friday 15th January 2021**.

Do not use this Portal to apply for private independent schools. These schools need to be approached directly.

Eligibility checks for funded Two Year Old Early Education / Childcare place

If you need assistance, please feel free to download our **user guidance** that explains how to complete a 2 Year Old Funding application by clicking [here](#).

For more information about the privacy of the information you are submitting, please consult our [Privacy Notice](#).

By using this portal you are agreeing to provide accurate information. Any personal information you give to us will be processed in accordance with the Data Protection Act 2018. The Council will only use your information for the purpose of your query for Two Year Old Funding. Bolton Council is required to report any cases of fraud or suspected fraud to other Government Departments. You are also agreeing to the [Terms & Conditions](#) found at the bottom of this page.



What evidence do families need to provide?

Most eligibility checks will be automated using:

- Parents name (official surname)
- Parents date of birth
- Parents NI / NASS number

Manual checks may need HMRC evidence– please remember that the system is updated on a weekly basis so the online checker should be accurate. If evidence is presented, it needs to be dated within the last **4 weeks.**

Need to make sure that parents are showing the child's birth certificate/red book – **names on all documentation should match.**



Non-economic claim evidence

Criteria	Evidence
Child has a disability	Disability Living Allowance with child's details
Special Guardianship, Adoption, Residence Order	Copy of order/certificate
Looked after children (LAC)	Do not need further evidence as council records will verify – need to know if child is out of borough
Special Educational Needs (SEN/EHCP)	Do not need further evidence as council records will verify
Child is from out of borough	Information and Communications team to contact other LA
Other support through the Immigration and Asylum Act i.e. No Recourse to Public Funds (NRPF)	Information and Communications team to request evidence to be sent securely

If evidence is not submitted within 4 weeks, the application will be closed, and parents will need to re-submit if needed. Providers responsibility to follow up with parents if no evidence produced.



Start Well Children Centres

Alexandra, Blackledge Street, Bolton BL3 4BL

01204 337347

Harvey, Shaw Street, Bolton, BL3 6HU

01204 337390

Great Lever, Leonard Street, Bolton BL3 3AP

01204 337333

King Street, Farnworth, Bolton BL4 7AP

01204 334955

Oldhams, Forfar Street, Bolton BL1 6RN

01204 334992

Oxford Grove, Shepherd Cross Street, Bolton BL1 3BH

01204 337090

Tonge, Starkie Road, Bolton BL2 2ED

01204 336745



Declaration/enquiry/form

- Enquiry form is formatted to follow the system (form on the Bolton Start Well website)
- Provider **must** ensure the completed enquiry form is destroyed/shredded once the application is complete
- Provider Portal Declaration Form is in place to confirm parent is happy for us to process their information through the portal - must be signed by the person taking the information and the parent – form to be retained securely by the provider (form is available via the [Bolton Start Well website](#))



Self Update

This section of the portal gives childcare providers the opportunity to update their details, including vacancies, opening times and costs.


Bolton Council

Bolton Council's Provider Portal

[Home](#) [Self Update](#) [Headcount](#) [30 Hours Free Childcare](#) [Two Year Old Funding](#)

[BURKEK](#) [Sign out](#)

 Actions

 Self Update

 My messages

You don't have any messages yet.
Messages sent to you will be displayed here.

X



Self Update cont

Providers - Self Update

Has Changes

Provider Name	Census Information	Email	Changes
Families Information Service (TYOF)			

1 Record(s) Total

Services - Self Update

[Self Update](#) / [Families Information Service \(TYOF\)](#)

Service Name	Service Type	Start Date	DO NOT USE	FID Type	Changes	Action
Families Information Service	Local Authority Nurseries	01/04/2017		ECD		

[Back](#)



Self Update contservice details

Guidance Notes

Service Guidance

Service Name *

Service Type *

Start Date *

DO NOT USE

Registered For Nursery Education Grant / Funding

Email Address

Web Site

Telephone Number

Fax Number



Self Update contconsent

Guidance Notes

Service Consent Guidance

I agree for my details to be made available to the public : Ticking this field will ensure your information will be made available to the public through Local Authority families information services pages including www.mylifeinbolton.org.uk and also in relation to any childcare enquiries received over the phone, in writing, email or in person.

Consent to share an address : Ticking this field will ensure your information will be made available to the public through Local Authority families information services pages including www.mylifeinbolton.org.uk and also in relation to any childcare enquiries received over the phone, in writing, email or in person.

Consent to share telephone numbers : Ticking this field will ensure your telephone details are published on MyLifeInBolton website and in any information provided in writing or over the phone to parents/carers enquiring about childcare.

Consent to share address details : Ticking this field will ensure your address details are published on MyLifeInBolton website and in any information provided in writing or over the phone to parents/carers enquiring about childcare. If you do not consent then only the first part of your postcode will be published e.g. BL3. This is needed to allow parents/carers to search for childcare in a particular area or on a particular route.

Consent to share cost details : Ticking this field will ensure your cost details are published on MyLifeInBolton website and in any information provided in writing or over the phone to parents/carers enquiring about childcare.

Consent to be contacted by the local authority : Ticking this field means you agree to be contacted by the local authority around training courses, key events or other information relating to your childcare provision.

I agree for my details to be made available to the public.

Reason for not publishing details

Consent to share cost details

Consent to share telephone numbers



Self Update cont....availability

Guidance Notes

Service Availability Guidance

Number of weeks open

When service is available

None selected

DO NOT USE

Back

Submit



Logging in

Log In

Username

Password

Log In

[Forgotten your username?](#)

[Forgotten your password?](#)

Welcome to the Provider Portal

To use this site it is **recommended** you use one of the following browsers:



Please enter your username

From here you **will be able to**:

- Undertake eligibility checks for two year old early education places
- Check the progress with two year old eligibility checks that you have undertaken
- Complete your headcount form for 2, 3 and 4 year old free education places.

If you need assistance, please feel free to download our **user guidance** that explains how to use the 2YO and Headcount services by clicking [here](#).

By using this Provider Portal you are agreeing to provide accurate information. Any personal information you give to us will be processed in accordance with the Data Protection Act 1998. The Council will only use your information for the purpose of your query for Two Year Old Funding and the Headcount. Bolton Council is required to report any cases of fraud or suspected fraud to other Government Departments. By using this portal you are agreeing to the [Terms & Conditions](#) found at the bottom of this page.

Please note: Most two year old early education / childcare checks go through a national database from the Department of Work and Pensions. For more information about the privacy of the information you are submitting, please consult our [Privacy Notice](#).

To help keep your information secure, the Provider Portal will log you out after **20 minutes** if there hasn't been any activity in your account.



Announcements

Announcements

Important Notice:

Please note the national checking system is currently experiencing an issue with 30 hour check validations. Checks issued by HMRC to applicants on the 15th and 16th February will show as not found until the issue is resolved – we will let you know as soon as we are notified that it has been fixed.

In the meantime, please make a note of any validations that you have run over the last couple of days so that these can be re-run once the system is working

Two year old funding checks

Please make sure you read the screen that shows you the outcome of an eligibility check – red or green box. If there is a red box with a cross, please check to see if there is a message inside, which will be in a smaller white box. This usually happens when the details of the parent can't be matched to run a check or, it may be that additional information is required i.e. new claimant of Universal Credit (UC) applicants.

Please run checks for parents on Universal Credit (UC) through the economic section of the eligibility criteria. Some families in receipt of UC **may** need to produce their last three months UC statements so that the Information and Communications team can assess the application.

Please ensure that parent's and child's details are correct before inputting into the system. Each check incurs a charge nationally, so it is important that checks are carried out on the parent who claims the household benefit.

Summer Term 2022 – 30 hours reminder

Please remind parents that they need to have a valid code for the start of the Summer Term (**April 2022**). Parents with existing codes whose dates are due to expire before the start of term, must reconfirm their eligibility by **31st March** - (check your expiration dashboard on the portal).

Parents who have new codes need to ensure their code is valid for the start of the Summer Term. If a parent applied very early for their code, they will need to reconfirm their details before the start of term (**by 31st March**) to keep their eligibility.

[Continue](#)



Assisted application

Assisted Application

To carry out an assisted application, you will need:

Parent / carer details:

- Name
- Date of birth
- National Insurance (NI) or NASS (National Asylum Seeker Support) Number

Child's details:

- Name
- Date of birth
- Address

Please note that parent / carer information is required to undertake an eligibility check on the national database. Providers are reminded to check that the parent / carer details provided match the child's birth certificate or red book before undertaking an eligibility check.

Please note: You will not be able to change the child's date of birth or postcode later in this process, if you wish to do so you will need to start a new application from this point.

Please check that the Parent/Carer is aware of the [Privacy Notice](#) before proceeding with this application. If the parent/carer is not happy with how Bolton Council will process the data provided as part of this application then you can click 'Cancel' to not submit an application.

Child's Date of Birth
(DD/MM/YYYY)

The child's date of birth

Child's Postcode

Cancel

Continue



Child's details

Add Child

To progress this application, enter the details of the child below

Please note: You cannot change the child's date of birth or postcode from those which you entered on the previous screen. If you have made a mistake then please restart the application.

Forename *

Child's legal forename

Surname *

Gender *

Male

Female

Date of birth (dd/mm/yyyy)

Ethnicity *

First Language *

Postcode *

Find Address

Enter Address Manually

* Required field

Cancel


Continue



Parent's details

Enter Parent/Carer (Applicants) Information

To progress this application, enter the details of the applicant below:

Title  Please select

Forename 

Surname 

Gender
 Male
 Female

Relationship  Please select

Parental Responsibility
 Yes
 No
If the applicant has legal responsibility for this child, select Yes

Address Does the applicant live at the same address as the child? (If the answer is no then DO NOT proceed with this application. If the parent wants to query this or believes they are eligible then please refer them to the Families Information Service)
 Yes The Archways, Le Mans Crescent, Bolton, BL1 1UA
 No

Back

Continue



Claim type

Claim type

Here you can apply to receive funding for a two year old child.

This family is in receipt of at least one of the benefits below:

- Income Support
- Income based Jobseeker's Allowance (JSA)
- Income related Employment and Support Allowance (ESA)
- Support through Part 6 of the Immigration and Asylum Act
- Guaranteed element of the State Pension Credit
- Child Tax Credit / Working Tax Credit and have an income of no more than £16,190
- Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)
- Universal Credit – Some families who receive Universal Credit do not show as being eligible on the automatic check. If you receive a negative result, please use the Request Help

[Claim now](#)

This child meets at least one of the criteria below:

- They are looked after by the local authority* The child is looked after by the local authority
- The child has a current Statement of SEN or an Education, Health & Care Plan (EHCP)
- The child has left care through Special Guardianship or an Adoption or Residence Order
- The child qualifies for a Disability Living Allowance (DLA)
- Other support through the Immigration and Asylum Act
- If you have been contacted by the Families Information Service to provide additional evidence

[Claim now](#)

[Back](#)



Economic

Enter Parent/Carer (Applicants) Information

This information will be used to carry out the eligibility check so it is important that the information is entered accurately. Please complete the following information for the child's parent / carer.

Forename

Surname

Date of Birth
(DD/MM/YYYY)

Please enter either:

National
Insurance No.
(e.g. AB123456C)

Or

National Asylum
Seekers No. (e.g.
13 / 07 / 56789)

Back

Continue



Please enter the applicants forename

Details

Joe Bloggs

Gender	Male
Date of Birth (DD/MM/YYYY)	15-Feb-2016
Parental Responsibility	Yes
Relationship	Mother



Non economic

Criteria Selection

Select all of the criteria which applies to your application and please provide the details required.

Looked After Child- A "looked after child" is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function.

Child has a Special Educational Need (SEN)- Has a current statement of Special Educational Needs or an Education, Health and Care Plan.

Residence Order or Special Guardianship- Children who have left care but are not able to return home (through residence orders or special guardianship). The applicant will need to provide court papers which clearly outline arrangements. We will also need to see the applicants identification e.g. passport or driving license

Child has been adopted Children who have left care but are not able to return home (through adoption orders). The applicant will need to provide an Adoption certificate or court papers which clearly outline arrangements. We will also need to see the applicants identification e.g. passport or driving license

Child has a disability- Is in receipt of Disability Living Allowance (DLA). You will need to submit evidence for this option. The applicant will need to provide a letter from Department for Working and Pensions confirming that this child receives DLA. We also need to see the applicants identification e.g. passport or driving license.

Child is from out of borough - If a parent has had an eligibility check in another local authority area or the parent informs you that they have received notification from another local authority to say that their child is eligible, please type the local authority name in the box below. Please do not include any confidential information or details that are not relevant to the application.

Other Support through the Immigration & Asylum Act Further evidence will be needed to support the application

Additional evidence of benefit Please select this option if you have been asked to submit evidence of benefits i.e. Universal Credit Statement

Office Use Only This criteria is for Bolton Council Office use only

If the applicant needs to provide more information for their eligibility check, ask them to visit their local children's centre with the evidence to support their claim.

Their local children centre will be able to scan and send their evidence for them. **Providers are asked not to send confidential documents to us due to potential data protection issues. A list of Bolton's Start Well Children's Centres can be found here.**

I declare that:

- The applicant has confirmed that he/she has parental responsibility for the child named in this application.
- The applicant has confirmed that all information he/she has provided as part of this application is correct to the best of his/her knowledge.
- I have checked the child's birth certificate / red book to confirm that this parent is responsible for this child.
- I have checked with the applicant that he/she agrees that the information given can be shared locally for the benefit of their family.
- The applicant has confirmed that if they choose to receive notification about their application by email then they will treat the email in a secure manner and that they are responsible for the security of their email.
- The applicant has confirmed that they are happy for Bolton Council to process their data as outlined in the Privacy Notice.

The parent/applicant has been made aware of these conditions and has confirmed that they are true.

Back

Continue



Non economic

Bolton Council

Bolton Council's Provider Portal (TEST)

Home Two Year Old Funding - Kelly Burke - Sign out

Preferred methods of contact

How would the applicant like to be contacted once we have reviewed their application.

Via Email No

Via Provider No

A message will always be sent to you via your Provider Portal account when changes are made to this application.

[Back](#) [Continue](#)

[FAQ](#) [Contact Us](#) [Cookies Policy](#) [Privacy Notice](#) [Terms and Conditions](#) [Version and Licensing](#) © Capita 2012-2017 All rights reserved.



Non economic

Bolton Council Bolton Council's Provider Portal (TEST)

Home Two Year Old Funding - Kelly Burke - Sign out

Applicants contact details

Please supply some information so that we can contact the applicant regarding any questions or updates relating to their application.

Telephone number *

Email address *

[Back](#) [Continue](#)

FAQ Contact Us Cookies Policy Privacy Notice Terms and Conditions Version and Licensing © Capta 2012-2017 All rights reserved.



Non economic cont....

Bolton Council

Bolton Council's Provider Portal (TEST)

Home Two Year Old Funding - Kelly Burke - Sign out

Application submitted

Your application for Clare Smith has been submitted. The applicant will be notified of the result via the method of contact they have selected. You will also be notified of the result of your claim by a message to your provider portal account. **Please provide the applicant with the application reference number as they will need this when submitting additional information.**

Application reference number for your information:
TYF-1701-RZMMC1F6

The application reference above will help us with enquiries - please store it somewhere safe. If you have any further enquiries about your application or would like to take any further action please [contact us](#). Our contact details can be found on the 'Contact Us' page linked at the bottom of the screen.

[Finish](#)

FAQ Contact Us Cookies Policy Privacy Notice Terms and Conditions Version and Licensing © Capita 2012-2017 All rights reserved.



Out of borough checks

Check can be completed in Bolton

If a parent brings letter from another Local Authority - complete non-economic claim using the option **Child is from out of borough**. In the summary box, input name of the authority and the reference number (this will be verified by the I & C Team)

If parent does not have a letter – they can either request a copy of the letter via other Local Authority or provider to complete non-economic check and the I&C team will verify



Demonstration in the test system

Getting on the system – username and password

Navigation

Reference number



Eligible result

The screenshot displays the Bolton Council's Provider Portal. At the top left is the Bolton Council logo. The page title is "Bolton Council's Provider Portal (TES)". A green notification box in the top right corner states: "Send Eligibility Details to Email Address. The email has been sent successfully." Below this, a green box contains the heading "Eligibility Result - funded early education for two year old children" and a green checkmark icon. The text reads: "The check for eligibility for funded early education has confirmed that Joey Jones is eligible. The applicant will need to keep the information on this page for future reference." Below this, it says "Application reference number for your information: TYF-1701-VPEINYF1". Further down, it states: "Funding for early education for Joey Jones is available immediately. Funding will commence from the date, on or after 17/01/2017, when an early education placement is taken up with an approved provider." A note follows: "The application reference above will help us with enquiries - please store it somewhere safe. If you have any further enquiries about your application or would like to take any further action please contact us. Our contact details can be found on the 'Contact Us' page linked at the bottom of the screen." A form asks "How would the applicant prefer to receive the eligibility details?" with two buttons: "By Email" and "Printed Copy". A "Finish" button is located at the bottom left of the form area. In the bottom right corner, there is a small email notification from "denotreply@bolton.gov.uk" with the subject "Application for funded early education for a 2 year old ...".



Not eligible result

Eligibility Result - funded early education for two year old children



Unfortunately we have been unable to confirm eligibility for your two year old funding application.

If this family believes that they meet the eligibility criteria, they can visit their local children's centre with any supporting paperwork (e.g. TC602 from HMRC or a letter from the Home Office showing that the family receives funding under Part 6 of the Immigration and Asylum Act).

Application reference number for your information:

TYF-1707-WOCVGD

Application reference number is still generated for a **Not Eligible** result

First Applicant

These were the details we used to determine your eligibility. If you think you incorrectly entered your details please use the edit details button to amend them.



Date of Birth (DD/MM/YYYY)

National Insurance No.

Edit Applicant Details

If you disagree with this result please do not hesitate to request help:

Request Help

The application reference above will help us with enquiries - please store it somewhere safe. If you have any further enquiries about your application or would like to take any further action please contact us. Our contact details can be found on the 'Contact Us' page linked at the bottom of the screen.

Finish



Not eligible result messages

Example 1

Eligibility Result - funded early education for two year old children



Unfortunately we have been unable to confirm eligibility for your two year old funding application.

If this family believes that they meet the eligibility criteria, they can visit their local children's centre with any supporting paperwork (e.g. TC602 from HMRC or a letter from the Home Office showing that the family receives funding under Part 6 of the Immigration and Asylum Act).

The details entered to run a check may be incorrect. Please check, update information where appropriate and re-run the check

Application reference number for your information:

XXXXXXXXXXXXXXXXXXXX

Check parent's surname, date of birth and national insurance number are correct

Example 2

Eligibility Result - funded early education for two year old children



Unfortunately we have been unable to confirm eligibility for your two year old funding application.

If this family believes that they meet the eligibility criteria, they can visit their local children's centre with any supporting paperwork (e.g. TC602 from HMRC or a letter from the Home Office showing that the family receives funding under Part 6 of the Immigration and Asylum Act).

The information to process your eligibility is not yet available and could take up to 6 weeks. If you believe your qualify for this entitlement please periodically re-run the check.

Application reference number for your information:

XXXXXXXXXXXXXXXXXXXX

Check if parent is in receipt of Universal Credit or made a recent benefit claim.



Some three and four year olds can now access the equivalent of 30 hours free childcare a week.

From September 2017, the 15 hours universal funding increased to 30 hours per week for those children whose parents meet the national eligibility criteria.

Working parents can check their eligibility via www.childcarechoices.gov.uk by creating a 'gateway account' and making an application. There is also a childcare calculator to show eligible families how much they could receive.

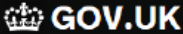
Parents need to log back into their Childcare Choices (gateway) account every three months to **reconfirm** their details – these dates may vary if there is a sibling who has also accessed the funding. If a parent's details have not changed, they only need to tick a box to confirm that their details are the same.

Parents should receive two reminders to reconfirm - four weeks and two weeks before the **reconfirmation deadline (end date) - parents to check spam/junk folders**). It is a parent's responsibility to check the date that they need to **reconfirm and make sure that they do this before the end date**.

30 hours places



1. Homepage screen

 **The childcare service**

ALPHA This is a new service - your [feedback](#) will help us to improve it. [Get help](#) [Sign out](#)

Childcare service account

This is your childcare service account. Here you can manage your details and payments.

[30 hours free childcare](#)

View your 30 hours free childcare codes

[Secure messages](#)

View messages about your application and account. You've got 0 unread messages

[Contact details](#)

View or change your email address or phone number

[Reconfirmation](#)

Reconfirm your eligibility every 3 months. Your next reconfirmation date is ~~20 July 2017~~

[Security](#)

Reset your telephone password, change and view your security check questions

[Re-apply or apply for a new child](#)

Submit an application for:

- a new child
- a child whose application is on hold
- a child whose application was previously rejected

You can also re-apply using your last application here

[Your last application](#)

View your last application or reconfirmation summary

30 hours
funded
places –
childcare
account
pc view



Your childcare service account

Name of parent

► [I'm new to the childcare service, what do I do first?](#)

[Your Tax-Free Childcare account](#)

Manage your Tax-Free Childcare account, pay money in and select and pay childcare providers

[30 hours free childcare](#)

View your 30 hours free childcare codes

[Secure messages](#)

View messages about your application and account

[Contact details](#)

View or change your email address or phone number

[Reconfirmation](#)

Confirm your details are up to date every 3 months. Do this between 24 October 2019 and 21 November 2019

► [I've missed my end date, what do I do?](#)

[Security](#)

Reset your telephone password, change and view your security check questions

[Re-apply or apply for a new child](#)

Apply for a new child or one who wasn't eligible in an

30 hours funded places – childcare account mobile view



30 hours places cont.....

- If a parent misses the reconfirmation deadline, they will receive a message telling them that they are no longer eligible
- * **end of term deadlines apply for a child to take up a place the following term**
- Code can be validated by childcare provider or provider can contact Families Information Service to validate
- Grace periods are applicable where a child has already started a 30 hour funded place
- *please remember that a child **cannot start or transfer to another provider** within their grace period
- Parents are advised to contact HMRC on 0300 123 4097 with any questions about the online application process

More information about funded childcare can be found on the Bolton Council website – www.bolton.gov.uk/fundedchildcare



You will also get access to the 30 hours code validation checker



Warning: You are not using the DWP ECS checking service, you are using the Mocked service. This should only be used on a test environment! If you are an administrator please change the Ecs Configuration to 'Live' if this is the live environment. After this has been done an IIS reset will be required.

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 parents eligible for 30 Hours Free Childcare. 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.

If no results found, click **Child not Found**, then click ok to confirm you want to **Add a new child**

Child forename *

Jodie

Child surname *

Springer

Child date of birth *

for example 30/11/2012

Parent NI number *

for example NM123456C

30 Hours Eligibility Code *

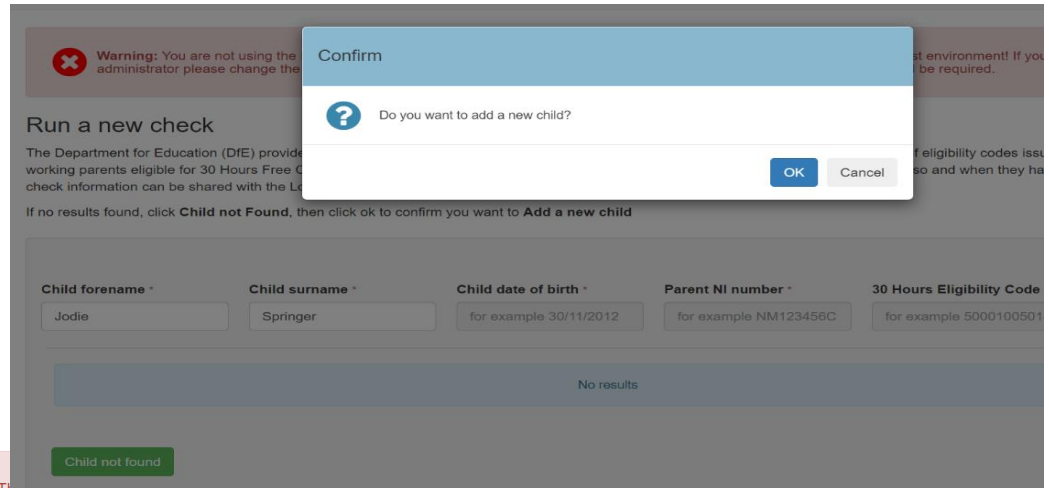
for example 5000100501

No results

Child not found



30 hours code validation checker cont..



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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 HM working parents eligible for 30 Hours Free Childcare. You may only perform checks where the parent/carer has given consent for you to do so and when they have agreed check information can be shared with the Local Authority and any other providers the child attends.

If no results found, click **Child not Found**, then click ok to confirm you want to **Add a new child**

Child forename *	Child surname *	Child date of birth *	Parent NI number *	30 Hours Eligibility Code *
Jodie	Springer	01/01/2018	AB123456C	50050050050

Eligible

✓ This eligibility code is valid from 31-Dec-2019 to 30-Sep-2020, with a grace period to 31-Dec-2020

HMRC will notify the parent or carer when they need to reconfirm their eligibility



Using the validation checker

- For **validating** parent 30 hour codes
- **Information needs to be exactly as inputted on childcare choices** – if it doesn't match, result will come back as not eligible
- If a child is already on your headcount, **it will populate outcome of the check on the headcount**
- **Access for all portal users.** User guidance will be on the Bolton Start Well website - an email will be sent out once accounts are all set up

Remember: Parents have eligibility checks at www.childcarechoices.gov.uk, our system is just to **validate** their code



Key contacts

Eligibility check queries: Information and Communications Team

families@bolton.gov.uk

01204 332170

Portal account issues: Information Management

one.support@bolton.gov.uk

User guides: Start Well website

<http://www.boltonstartwell.org.uk/>

Funded place finance issues: Finance

earlyyearsfinance@bolton.gov.uk

01204 337169

