

## Parent applies for 30 hours

- using Government's Childcare Choices website or calling tel. 0300 123 4097

- Parents should visit the Childcare Choices website if they want to apply for the 30 hours. The phone line is available for parents who are unable to use the website 03001234097.
- Parents can only apply for the 30 hours through the Childcare Choices website or phone line
- Parents only needing the universal 15 hours won't use the website
- Parents must apply the term before they want to access the 30 hours offer.

## Parent Receives Eligibility Code

- Eligible parent receives 11 digit eligibility code.
- Parent will approach provider with code to arrange to take all /some of their 30 hour entitlement.

## Checking Validity of Code

- Providers are responsible for validating the Eligibility Code using North Tyneside Council's Early Years Portal

- Provider **must** get parent's written consent to validate code (i.e. by completing the Parent Declaration form).
- Providers should remind parents to bring their eligibility code, National Insurance Number and child's date of birth so they can verify the code's validity.
- Check with parents that child is not in reception or starting school as they can't claim 30 hours if they have started school.

## Inform Parent code is valid and confirm place

- A child can only start their 30 hour entitlement prior to headcount day.
- Parents have to reconfirm eligibility every 3 months (through Childcare Choices website or phone line)
- Remind parents they need to reconfirm eligibility (parents will be prompted by text / emails from Childcare Choices).

## Provider Monitors Eligibility of Codes - If parent loses eligibility they start their 'grace period'

- The Grace Period enables parents to retain their childcare place for a short period if they lose their eligibility.
- Providers can monitor eligibility through the 30 hours dashboard, which is available on the 30 hrs dashboard.
- Child's grace period is determined by Government.
- Provider must inform family that they have entered grace period and that placement will end if they don't renew their eligibility.