

Date: 27.04 2017

Your ref:

Our ref:

Dear Colleagues,

### **30 hour Free Entitlement Offer – Eligibility Checking**

We have now received confirmation that the Government's Childcare Service System for parents with children up to the age of 4 (as long as they are not in full time reception) is now live and will begin eligibility checking for the 30 hour free entitlement offer from **Friday 28<sup>th</sup> April 2017**. This means that parents wishing to access the 30 hours free childcare entitlement starting from September, will now be able to apply using the system.

If you have parents that you believe would be eligible for the 30 hour offer, please direct them to the online childcare service at: <https://childcare-support.tax.service.gov.uk/par/app/applynow>

Parents who are deemed to be eligible will be issued with a code that they will need to present to any provider in the borough offering 30 hour places. This eligibility code will need to be validated before a place can be confirmed. The validation of this code is done via the DfE's Eligibility Checking System (ECS) and local authorities will have to establish a process for how this is done in the most efficient and timely way.

We are currently working with the DfE and Synergy Servelec, who supply Haringey's online Provider Portal, to implement an upgrade to the our portal which will then allow you to validate the eligibility codes and confirm the place with a parent directly.

Unfortunately, for Haringey Council, as is the case for the majority of other local authorities, the upgrade to the system will not be completed by the 28<sup>th</sup> April and therefore we will put interim measures in place from Tuesday 2<sup>nd</sup> May 2017. The Local Authority will carry out the validation of codes, on your behalf, until the upgrade to the system has been completed and is live. These interim measures will be in place until 31<sup>st</sup> July 2017.

#### **Interim arrangements for the checking the validity of 30 hours eligibility codes**

Please note the following actions and the steps you will need to take if you are offering 30 hour places starting from September 2017.

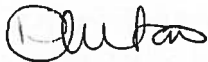
1. You must ensure that you have obtained the written consent of the parent or partner, in order for the verification of the code to be carried out.
2. You will need to add the relevant details for any parent presenting an eligibility code to the spreadsheet we have will issue to all providers of the 30 hour offer (enclosed).

3. The spreadsheet **must** be submitted to the local authority via the following email address [30hrsvalidation@haringey.gov.uk](mailto:30hrsvalidation@haringey.gov.uk) by **12pm on Tuesdays and Thursdays each week** until the 31<sup>st</sup> July 2017.
4. We will be carrying out the validation of codes in batches and will inform you of the outcome of the validation by the **end of day on Wednesday and Friday each week**.
5. If a parent is found to be no longer eligible, we will *inform you of this and confirm when their grace period ends*.
6. If a parent is found to be no longer eligible and they are querying the result, you should direct them back to online Childcare Service for guidance on what they can do next.

Once the upgrade of our online provider portal has been completed and is ready to go live, we will confirm what the on-going process for code validation will be and provide you with training and support as appropriate.

I would like to take this opportunity to thank you for all your hard work and efforts so far to help us make the 30 hour offer available to families in Haringey. I hope that you will continue to work with us, whether you have chosen to deliver the offer or not, to make sure our young children are able to access the widest range, and best quality provision possible across the borough.

Yours faithfully,



Ngozi Anuforo  
Head of Early Help Commissioning & Culture