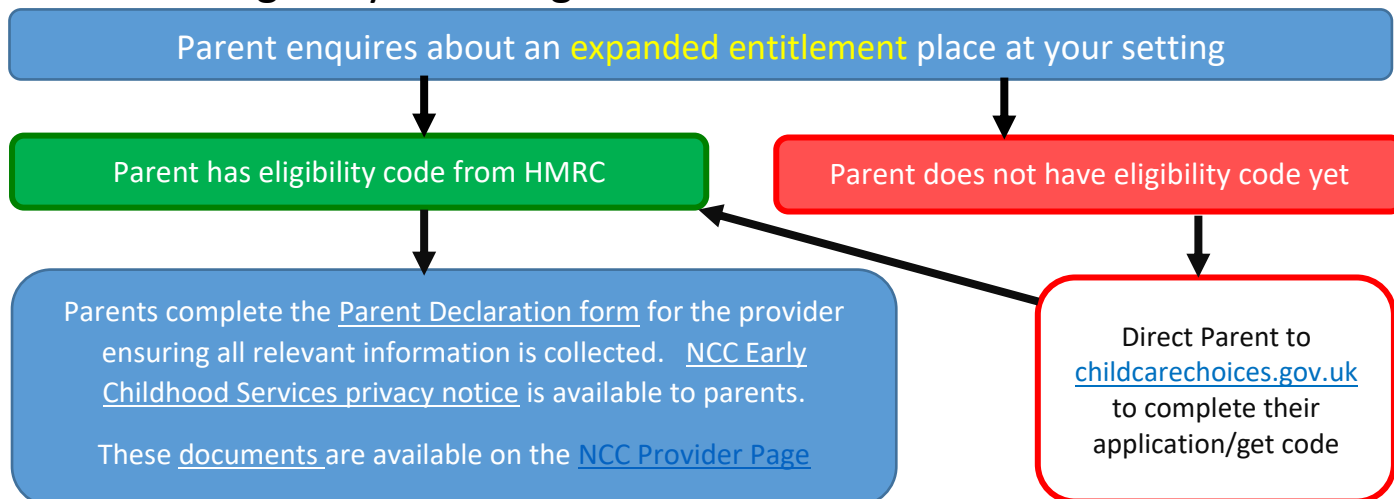


Early Years Expanded Entitlement – 9 months to 4 years Eligibility Checking Process for Childcare Providers




Provider validates code using information collected on parent declaration form via the Eligibility Checker for Working Families Entitlement on Synergy PAM. Provider is 'gate keeper' of codes – a code must have been applied for/renewed by the parent by end of the month before the start of the next academic term. **Be careful of grace period end dates – a child cannot start an expanded entitlement funded place if their code has expired and they are in a grace period** – providers can confirm this by validating the codes before the start of the new term and **BEFORE** they confirm the place with the parent. Provider adds child to termly headcount.

Expanded entitlements for eligible working families, a parent, and any partner earning under £100k p.a. each, and at least £167 each per week

Type of Funding Entitlement	How do parents apply?
3 & 4 year old 30 hours	Childcare choices website – apply or renew code by the end of the month before the new term starts: <ul style="list-style-type: none"> Born Sep-Dec, get code by 31/12, claim Spring Born Jan-Mar, get code by 31/03, claim Summer Born Apr-Aug, get code by 31/08, claim Autumn
2 year working families 15 hours – April 2024 30 hours – September 2025	
9months + 15 hours – September 2024 30 hours – September 2025	Childcare choices website – apply or renew code by the end of the month before the new term starts: N.B. dates below are based on the child's '9 month birthday' <ul style="list-style-type: none"> Born Dec - Mar, get code by 31/12, claim Spring Born Apr - Jun, get code by 31/03, claim Summer Born Jul - Nov, get code by 31/08, claim Autumn

All funded childcare stops when child starts in reception class (or reaches compulsory school age).

Parents are required to re-check their eligibility every 3 months (they will receive text or email notifications from HMRC when these checks are due). Providers can also remind parents to renew when the code appears **amber/red** on the expanded hours portal report or provider sees warning sign against code in headcount → 

Parent still eligible for expanded entitlement. Eligibility code remains the same. Start, end and grace period dates are updated. Funding for expanded entitlement continues.

Date parent receives ineligible decision on reconfirmation	Grace Period end date
1 January - 10 February	31 March
11 February - 31 March	31 August
1 April - 26 May	31 August
27 May - 31 August	31 December
1 September - 21 October	31 December
22 October - 31 December	31 March

Parent no longer eligible for expanded entitlement – grace period begins. Provider can run Synergy PAM report to check. If parents have not re-confirmed their eligibility by the end of the grace period they will lose their eligibility. Funding for universal 15 hours for age 3s & 4s will continue.