

Working Parent Entitlement - Eligibility Codes

Eligibility Checker

This enables you to validate the 11 digit eligibility codes issued by HMRC for the Working Parent Entitlement, prior to agreeing a funded place and completing and submitting your termly Estimates for the following age ranges:

- 9 Months to 2 Year Funding
- 2 Year Funding
- 3/4 Year Funding

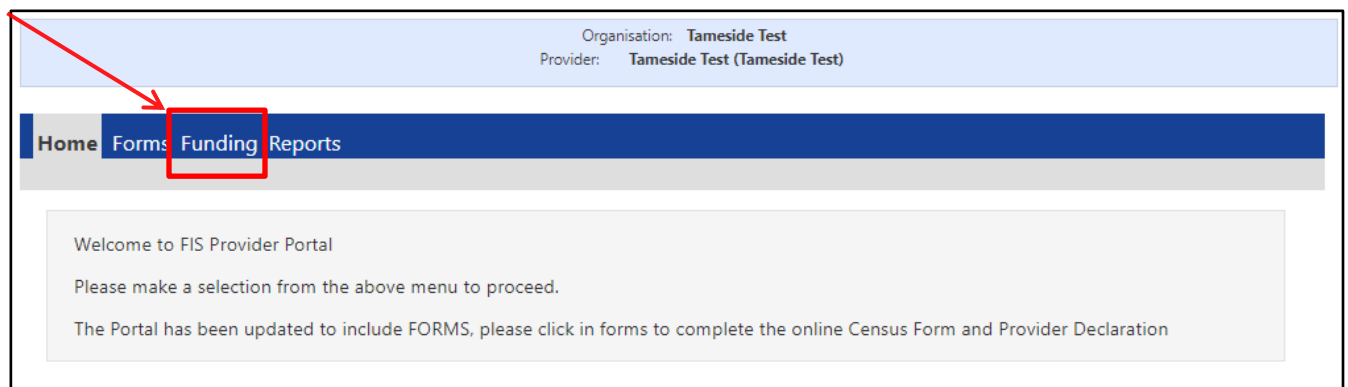
Important Note:

Please ENSURE you do not perform an eligibility check without a fully completed and signed Parental Agreement Funding Claim Form, to ensure you do not breach Data Protection rules.

The termly deadlines for applications for Working Parent Entitlement are shown below:

| Child's birthday between: | To start your Working Parent Entitlement place from: | Parents must apply and receive a valid code on or before: |
|---|--|---|
| 1 st April and 31 st August | Term starting on or after 1 st September | 31 st August |
| 1 st September and 31 st December | Term starting on or after 1 st January | 31 st December |
| 1 st January and 31 st March | Term starting on or after 1 st April | 31 st March |

1. Log in to the Synergy FIS Provider Portal
2. Select the Funding tab from the top of the page



3. Select Eligibility Checker to carry out an eligibility check and click the Eligibility Check Button

Organisation: **Tameside Test**
Provider: **Tameside Test (Tameside Test)**

Home **Forms** **Funding** **Reports**

Summary Estimates Actuals Adjustments **Eligibility Checker** Registered Interests

Eligibility Checker

Use this area to check if a child is eligible for extended hours. Please click the button below and provide the details as required.

Data Protection Notice - a record of the check is maintained for monitoring purposes. The information supplied is NOT stored by the system.

Eligibility Check

- Complete the required information and click Submit. Only one set of parent / carer information is required. All fields marked with an asterisk are mandatory

Eligibility Check

Please enter a valid Eligibility Code and Child Date of Birth, together with Parent/Carer Details. Partner Details are optional but if entered then all fields, except Forename, must be filled in.

Eligibility Code*

Child Date of Birth*

Parent/Carer Forename

Parent/Carer Surname

Parent/Carer NI Number*

Consent must be given for this Eligibility Check

Partner Forename

Partner Surname

Partner NI Number


*denotes mandatory fields

Submit **Cancel**

- If the Eligibility Code is valid you will receive the following:

Home **Forms** **Funding** **Reports**

Summary Estimates Actuals Adjustments **Eligibility Checker** Registered Interests

 The details provided have been found:

Eligibility Code: 25590531452
Code Start Date: 29-May-2024
Code End Date: 21-Oct-2024
Grace Period End Date: 13-Dec-2024

Eligibility Checker

Use this area to check if a child is eligible for extended hours. Please click the button below and provide the details as required.

Data Protection Notice - a record of the check is maintained for monitoring purposes. The information supplied is NOT stored by the system.

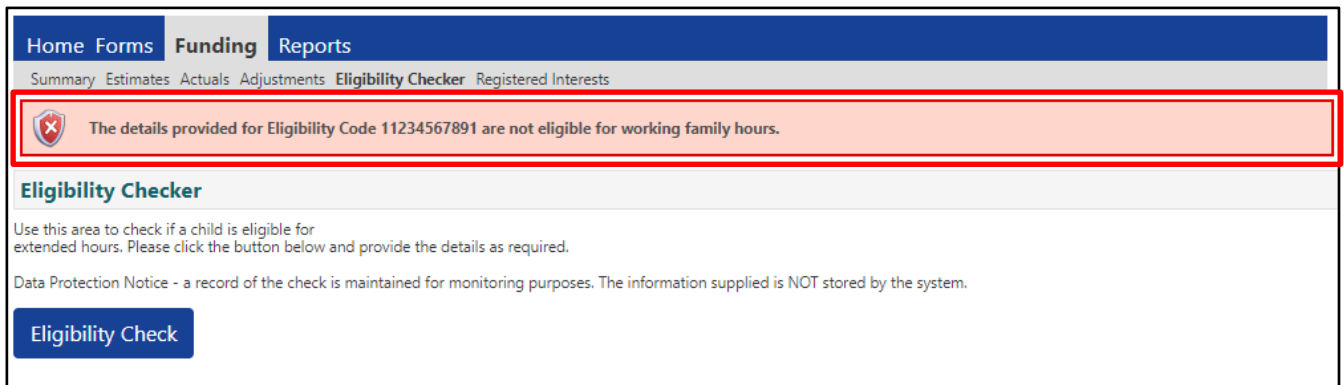
Eligibility Check

The response will detail the Code Start Date, Code End Date, and the Grace Period End Date. You should make a note of this information for future reference.

Please see the table below for valid Code start and end dates for each term:

| Term | Code Start date on or before | Code End Date on or after |
|--------|------------------------------|---------------------------|
| Summer | 31 st March | 1 st April |
| Autumn | 31 st August | 1 st September |
| Spring | 31 st December | 1 st January |

6. If the Eligibility Code is **not** valid you will receive the following message, **do not** offer Working Parent Entitlement for the child



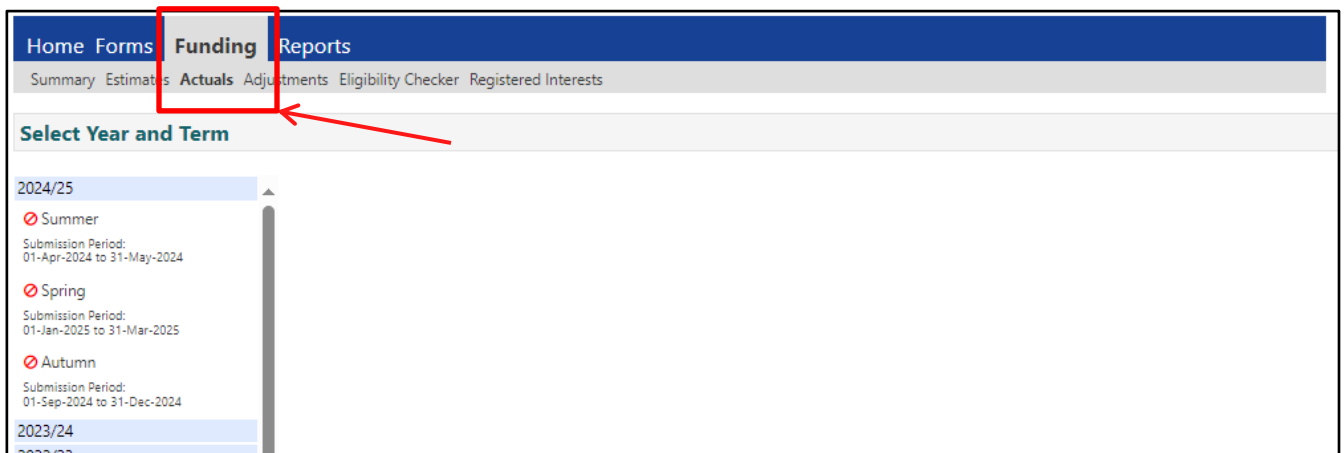
The screenshot shows a web interface with a navigation bar containing 'Home', 'Forms', 'Funding', and 'Reports'. Below the navigation bar are links for 'Summary', 'Estimates', 'Actuals', 'Adjustments', 'Eligibility Checker', and 'Registered Interests'. A red-bordered box highlights a message: 'The details provided for Eligibility Code 11234567891 are not eligible for working family hours.' Below this message is the 'Eligibility Checker' section, which includes instructions on how to use the checker and a 'Data Protection Notice'. A blue button labeled 'Eligibility Check' is also visible.

7. Once you have completed all of your 'Eligibility checks' – Sign Out

Working Parent Entitlement Audit Checks

Once your Funding Actual records have been imported into the system, the Funding Team will carry out audits at six points throughout the year (at the start of term and mid-term) of all Working Parent Entitlement eligibility codes. All providers are notified by email once the audit has been carried out and should take the following actions as soon as possible:

1. Log in to the Synergy FIS Provider Portal
2. Select the Funding tab from the top of the page and then select Actuals



The screenshot shows the Synergy FIS Provider Portal interface. The navigation bar includes 'Home', 'Forms', 'Funding', and 'Reports'. The 'Funding' tab is selected and highlighted with a red box. Below the navigation bar are links for 'Summary', 'Estimates', 'Actuals', 'Adjustments', 'Eligibility Checker', and 'Registered Interests'. The 'Actuals' link is highlighted with a red arrow. Below this is the 'Select Year and Term' section, which displays a list of terms for the years 2024/25, 2023/24, and 2022/23. Each term is accompanied by a red 'X' icon and a submission period.

3. Select the Year / Term and the Funding Type that you are checking:

4. Check the list of children for the following:

- A Yellow warning triangle – any child with a yellow warning triangle against their name has now entered or is close to entering their grace period, unless the eligibility code is renewed, funding will cease in accordance with the grace period end date. This will either be due to the parent not renewing their eligibility code with HMRC or they have renewed their code and they are no longer eligible
- A child with extended or expanded hours recorded and the Eligibility Status column is now blank – this means that the details are not matched or the entitlement is no longer valid.

| Child | Funded Hours (inc Adj) | Extended Hours (inc Adj) | Total Funding Amount for Term (inc Adj) | Child Weightings | Eligibility Status |
|----------------------------------|------------------------|--------------------------|---|------------------|--|
| Bunny, Bugs (09-Nov-2020) | 180.00 | 180.00 | £1854.00 | | 27-Nov-2023 - 19-Jun-2024 Grace Period: 31-Dec-2024 |
| Duck, Daisy (30-Nov-2020) | 180.00 | 180.00 | £1854.00 | | 16-Sep-2023 - 13-Jul-2024 Grace Period: 31-Dec-2024 |
| Duck, Donald (06-Aug-2020) | 180.00 | 0.00 | £1049.40 EYPP | | |
| Stranger, Hermione (27-Oct-2020) | 180.00 | 180.00 | £1854.00 | | |
| Mouse, Mickey (23-Jan-2020) | 180.00 | 0.00 | £1049.40 EYPP | | |
| Mouse, Minnie (21-Feb-2021) | 180.00 | 180.00 | £1854.00 | | 26-Mar-2024 - 14-Jul-2024 Grace Period: 31-Dec-2024 |
| Simpson, Homer (17-Dec-2020) | 180.00 | 0.00 | £1049.40 EYPP | | |
| Simpson, Marge (21-Jan-2021) | 180.00 | 180.00 | £1854.00 | | 27-Oct-2023 - 09-May-2024 Grace Period: 31-Aug-2024 |
| Wormwood, Matilda (13-Dec-2020) | 180.00 | 180.00 | £1854.00 | | 19-Sep-2023 - 22-Jun-2024 Grace Period: 31-Dec-2024 |

5. Contact the parents of all children affected as soon as possible and encourage them to log onto their Gateway Account with HMRC to reconfirm their details

9 Months to 2 Year Funding – Working Parent Entitlement

Where children have fallen out of eligibility and their grace period end date has passed, you should advise the parents that funding will cease on the Grace Period end Date

2 Year Funding – Working Parent Entitlement

Where children have fallen out of eligibility and their grace period end date has passed, you should advise the parents that funding will cease on the Grace Period end Date.

Providers should make parents aware of the Disadvantaged 2 year old entitlement and encourage them to check their eligibility for this entitlement.

Please note - Falling out of eligibility for the Working Parent Entitlement will not necessarily make a 2 year old child eligible for the Disadvantaged Entitlement.

3 and 4 Year Funding – Working Parent Entitlement

Where children have fallen out of eligibility for the extended hours and their grace period end date has passed, you should discuss this with the parents and arrange to alter their entitlement back to Universal hours only. It is anticipated that the number of these cases will be minimal.

6. Prior to the start of the new term, recheck the codes for any children with a yellow warning triangle to ensure that the code has been successfully renewed before they commence their place

7. Sign out

Please note - Parents issued with Temporary codes (usually starting with 11) should contact HMRC to ensure they receive a permanent code in order for funding to continue. Parents who are experiencing technical problems when reconfirming their codes should be directed back to HMRC on 0300 1234097

Provider Portal Report – Working Parent Entitlement Summary

For full details on how to access Provider Portal Reports, please refer to Section 13

Once the record including the valid code is imported a report is available to run from your Provider Portal. It will provide you with a summary of all children with extended or expanded hours that have been included on your headcount. The report will show details of their code, code start date and end dates and grace period end dates. The report will also provide the date and result of the latest audit check.