

## Check a Working Family Entitlement code and determine eligibility

**This document provides step-by-step instructions on how to check that a Working Family Entitlement code is valid and determine eligibility for a specific term.**

The provider portal offers a checking facility for providers to check the validity of a Working Family Entitlement 11-digit code that is issued to eligible parents by HM Revenue & Customs (HMRC). Once issued, the HMRC 11-digit Working Family Entitlement code will remain the same for the duration of the child's eligibility entitlement (if applicable); a new application or code is not required for each age group.

Please see the following link which gives information to working families wishing to apply for current funded entitlements and tax-free childcare, via a single application:

[Apply for free childcare if you're working – GOV.UK](#)

Information for parents regarding eligibility for Working Family Childcare is available on the GOV.UK website: [Check if you're eligible for free childcare if you're working](#)

The Eligibility Checker facility of the portal does not close and is open all year round for providers to use at any time to check the current status of a code.

The system retrieves the results directly through the Department for Education (DfE) Eligibility Checking Service and will display the code dates as issued by HMRC.

As long as the data held by HMRC and the data submitted by providers is accurate the checker will return the accurate status of the code. The system cannot return false results. In the unlikely event that the checking system is not working for technical reasons, providers will be notified.

**The eligibility checker should always be used in the following circumstances:**

- **When a parent first approaches providers to use their Working Family Entitlement code.**

In this instance, the eligibility checker will inform providers if the code is valid and will provide the start and end dates for the code. Providers should use these dates to identify which term the code is eligible for before agreeing the placement.

- **To confirm that a parent has successfully reconfirmed their code.**

Providers must use the portal eligibility checking facility to confirm the latest status of a Working Family Entitlement code to determine eligibility for any given term. Providers should notify parents if they have fallen into a grace period and encourage them to access their childcare account as a matter of urgency to reconfirm their code.

- **Towards the end of term (before submitting estimates) providers should undertake a final check on existing and new codes to ensure all children accessing entitlement hours are eligible for the following term.**

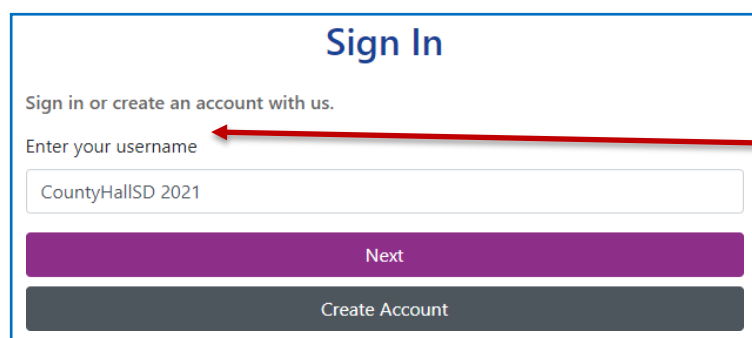
New parents must have a valid code by the end of the month before a new term starts.

Parents who fail to reconfirm their details in time, or whose circumstances have changed enough to take them out of eligibility, will no longer be eligible and will fall into the grace period.

**Children should never fall into the grace period unless the family's circumstances have changed enough for them to become ineligible for Working Family entitlement funding.** It is the parent/carers responsibility to reconfirm their code with HMRC. However, providers are encouraged to be proactive in reminding parents to reconfirm their details to ensure continuity of care for children. Where codes expire, 3 & 4-year-old children will no longer be able to access the extended entitlement but will still be able to claim 15 Weekly Funded hours (universal). Eligible 2-year-olds and children from the age of 9 to 23 months old, of a Working Family will not be able to claim any funding if their code expires.

## STEP 1: SIGN IN TO THE PORTAL

Link to the [Derbyshire Provider Portal](#)

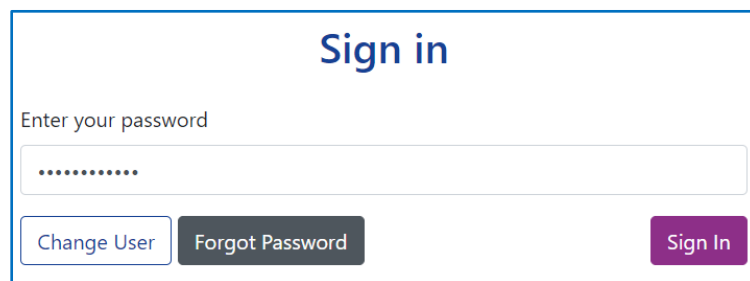


The screenshot shows a 'Sign In' portal interface. At the top, it says 'Sign in or create an account with us.' Below this is a label 'Enter your username' with a red arrow pointing to a text input field containing 'CountyHallISD 2021'. Below the input field are two buttons: a purple 'Next' button and a grey 'Create Account' button.

Enter your username and click **Next**.

Username and passwords are case sensitive.

Enter your password and click **Sign In**.



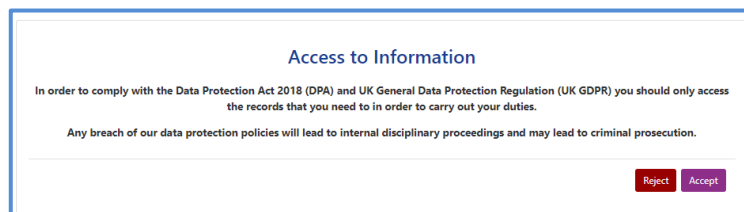
**Sign in**

Enter your password

.....

Change User Forgot Password Sign In

Click **Accept**.



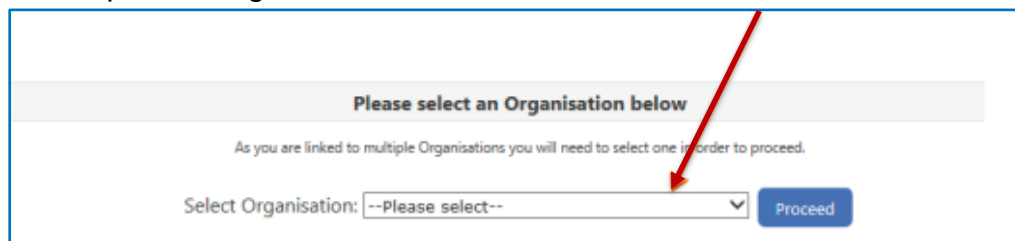
**Access to Information**

In order to comply with the Data Protection Act 2018 (DPA) and UK General Data Protection Regulation (UK GDPR) you should only access the records that you need to in order to carry out your duties.

Any breach of our data protection policies will lead to internal disciplinary proceedings and may lead to criminal prosecution.

Reject Accept

Providers with only one registered setting will be taken directly to the portal homepage. If you have multiple settings under the same login, ensure you select the relevant one from the drop-down list before proceeding.



**Please select an Organisation below**

As you are linked to multiple Organisations you will need to select one in order to proceed.

Select Organisation: --Please select-- Proceed

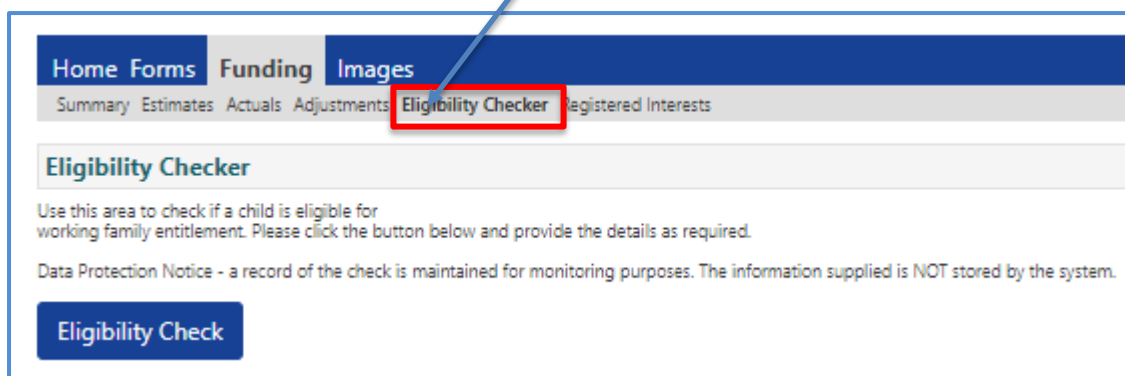


Refer to guidance 'Provider portal - signing in and out' for more detail. If you need support with your username or password, please contact [info.fis@derbyshire.gov.uk](mailto:info.fis@derbyshire.gov.uk)

## STEP 2: GO TO THE ELIGIBILITY CHECKER

Navigate to the **Funding** tab and then click on the **Eligibility Checker** tab

Click the **Eligibility Check** button.



Home Forms Funding Images

Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests

**Eligibility Checker**

Use this area to check if a child is eligible for working family entitlement. 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

### STEP 3: INPUT DATA

The following screen will be displayed.

All fields marked with an asterisk \* are mandatory.

Important: providers must tick the consent box which confirms the parent/carer has given written consent (on the FE1 form) for their details to be used for this purpose.

Then click **Submit**.

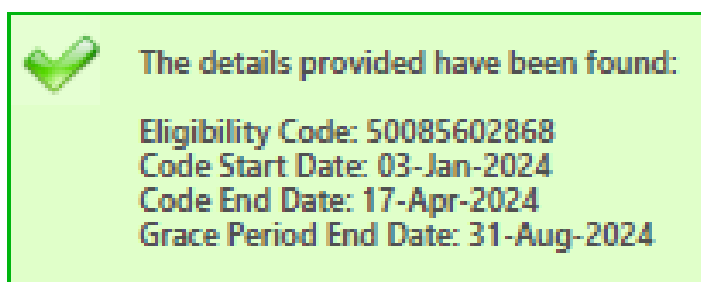
### STEP 4: DETERMINE ELIGIBILITY

The results of the check will be displayed.

The check will tell providers if it is a valid code and will display the dates of the code.

**Code Start Date** is the date on which the parent has been made eligible by HMRC and been issued with a code.

**Code End Date** is the parent's deadline for reconfirming the code.



**Grace Period End Date** is the last date on which they should receive their Working Family place after falling out of eligibility. Providers will be informed via the portal which children are in their grace period (and for how long). N.B. a child should not start a new Working Family place in their grace period.

Important: a valid check does not mean that a child is automatically eligible for the current term. Providers must also check:

- the child meets the age criteria (a child is eligible from the term after their qualifying birthday)
- the Code Start Date – new codes are only eligible from the term after the code start date.

Parents must have a valid code by the end of the month before a new term starts.

Refer to the funding calendar for Derbyshire term start dates.

Code validity start date	First term the child can start No earlier than the term after the child's 3rd birthday
1 September – 31 December	Spring Term (January)
1 January – 31 March	Summer Term (April)
1 April – 31 August	Autumn Term (September)

\*Refer to the funding calendar for Derbyshire term start dates.



Refer to guidance 'Working Family entitlement explained' for more information.

**NB.** Foster parents of children in foster care can apply for Working Family funding via the local authority who have responsibility for the child. For Derbyshire email [info.fis@derbyshire.gov.uk](mailto:info.fis@derbyshire.gov.uk)

### Check not valid



The details provided for Eligibility Code 50012344001 are not eligible for extended hours.

If the check returned is not valid providers should do two things:

- 1) check the details being entered are 100% correct and reconfirm them with the parent. Then carry the check out again with the correct details.
- 2) if the check is still displayed as invalid, the parent must contact HMRC to confirm that the child and parent/carers details (i.e. dates of birth) and the code details are correct.

Once the above steps have been undertaken and the code is still invalid, the code cannot be used.

The local authority also uses the Eligibility Checking Service to verify codes are correct. We do not have access to any other information for providers or parents if the eligibility checker is not returning a valid check.



If problems occur or an error message is shown, see the 'Unsubmitted information and troubleshooting guide' in the first instance.

## Viewing status of a Working Family Entitlement code

Providers will be able to see the status of a child's Working Family Entitlement code via the actuals screen.


Navigate to the **Funding** tab, and then click on the **Actuals** tab.

Select **Year and Term** that you want to view.






Under **Funding Type** select the funding type you wish to view.

A list of the children funded in the period will be displayed.

Submit
Actual: 2023/2024 April - 3/4 Year Olds
CHANGE


 In grace period

Add Child
Send Claim

	Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
 		Test, Child F (03-May-2019)	90.00	0.00	£1491.62	EYPP	31-Dec-2023 - 12-Mar-2024 Grace Period: 31-Mar-2024
		Test, Child M (03-Jun-2019)	0.00	0.00	£0.00		
 		Test, Child N (07-Jul-2020)	0.00	0.00	£0.00		02-Jun-2023 - 31-Dec-2023 Grace Period: 31-Aug-2024

Add Child
Send Claim

Audit checks to review the validity of Working Family eligibility codes are undertaken at each actuals submission, as they do not automatically update when a parent reconfirms their code.

Providers will be notified of eligibility for the corresponding funding period via children's details on the actuals screen. Where a parent has fallen out of eligibility and entered the grace period a yellow warning triangle  will be displayed.

Providers must use the portal eligibility checking facility to confirm the latest status of a code to determine eligibility for any given term. Providers should notify parents if they have fallen out of eligibility and encourage them to access their childcare account as a matter of urgency to reconfirm their code.

## Need more support?

Can't find what you need in our guidance materials and video tutorials?

Then please contact the Early Years Finance Team who will be happy to help:

[CS.enquiries.childminders@derbyshire.gov.uk](mailto:CS.enquiries.childminders@derbyshire.gov.uk)

[CS.enquiries.groupcare@derbyshire.gov.uk](mailto:CS.enquiries.groupcare@derbyshire.gov.uk)

[CS.enquiries.schools@derbyshire.gov.uk](mailto:CS.enquiries.schools@derbyshire.gov.uk)

**Please include your Ofsted registration number, name, and contact details.**