

## **RUN A NEW CHECK**

The **Run A New Check** function allows you to check a Working Parent entitlement eligibility code in the Provider Portal.

1. On the Provider Portal home page select **Working Parent Entitlement | Run a New Check** to display the **Run a new check** page.

Run a new check

The Department for Education (DfE) provides an Eligibility Checking System (ECS) to allow you to check online and in real time the validity of eligibility codes issued by HMRC to working parents eligible for 30 Hours Free Childcare. You may only perform checks where the parent/carer has given consent for you to do so and when they have agreed that this check information can be shared with the Local Authority and any other providers the child attends.

Find a child

  

<b>Child's Forename *</b>	<b>Child's Surname *</b>	<b>Child's Date of Birth *</b>	<b>Parent's NI Number *</b>	<b>Eligibility Code *</b>
<input style="width: 90%; height: 20px;" type="text" value="e.g. John"/>	<input style="width: 90%; height: 20px;" type="text" value="e.g. Smith"/>	<input style="width: 90%; height: 20px;" type="text" value="e.g. 30/11/2012"/>	<input style="width: 90%; height: 20px;" type="text" value="e.g. NM123456C"/>	<input style="width: 90%; height: 20px;" type="text" value="e.g. 50001005014"/>
				<input style="width: 50px; height: 20px; background-color: #4CAF50; color: white;" type="button" value="Run Check"/>

2. **ALWAYS** search for the child’s name first; this allows the system to link the code to the child’s record on the funding claim. Enter a few characters from the child’s name and any matching names will be listed below.

Find a child

 5 matches found for 'AM'
  

Adam Smith	02/04/2014 (age 3)	RG14 1BZ	
Amanda Kent	31/12/2013 (age 3)	RG14 1BZ	<b>Eligibility Code</b> 50001024001
Amy Cornwell	11/12/2013 (age 3)	RG14 1BZ	
Susan Hampshire	22/02/2014 (age 3)	RG14 1BZ	
William Brown	12/01/2014 (age 3)	RG14 1BZ	

  

<b>Child's Forename *</b>	<b>Child's Surname *</b>	<b>Child's Date of Birth *</b>	<b>Parent's NI Number *</b>	<b>Eligibility Code *</b>
<input style="width: 90%; height: 20px;" type="text" value="e.g. John"/>	<input style="width: 90%; height: 20px;" type="text" value="e.g. Smith"/>	<input style="width: 90%; height: 20px;" type="text" value="e.g. 30/11/2012"/>	<input style="width: 90%; height: 20px;" type="text" value="e.g. NM123456C"/>	<input style="width: 90%; height: 20px;" type="text" value="e.g. 50001005014"/>
				<input style="width: 50px; height: 20px; background-color: #4CAF50; color: white;" type="button" value="Run Check"/>

3. Click on the name of the required child in the list. The child’s details will be copied into the check fields below.

Find a child

AM 5 matches found for 'AM'

Adam Smith	02/04/2014 (age 3)	RG14 1BZ
Amanda Kent	31/12/2013 (age 3)	RG14 1BZ
Amy Cornwell	11/12/2013 (age 3)	RG14 1BZ
Susan Hampshire	22/02/2014 (age 3)	RG14 1BZ
William Brown	12/01/2014 (age 3)	RG14 1BZ

Click to copy details into the check fields above

Eligibility Code 50001024001

Child's Forename \* Amy  
 Child's Surname \* Cornwell  
 Child's Date of Birth \* 11/12/2013  
 Parent's NI Number \* e.g. NM123456C  
 Eligibility Code \* e.g. 50001005014

Run Check

- Enter the parent’s NI number and the eligibility code and click the **Run Check** button. If successful, the eligibility start and end dates will be displayed in a green panel along with the end date for the grace period.

Child's Forename \* Amy  
 Child's Surname \* Cornwell  
 Child's Date of Birth \* 11/12/2013  
 Parent's NI Number \* WM356790C  
 Eligibility Code \* 50001035020

Run Check

**Success!**  
 This eligibility code is valid from 18-Aug-2017 to 20-Nov-2017, with a grace period to 31-Mar-2018.  
 HMRC will manage the notification to parents of the need to reconfirm their eligibility.

**If the data is not matched** a message will be displayed in a red panel. Check that the eligibility code, the NI number and child’s date of birth are correct. If necessary, check this information with the parent. You may need to try an alternative (i.e. partner’s) NI number.

Child's Forename \* William  
 Child's Surname \* Brown  
 Child's Date of Birth \* 12/01/2014  
 Parent's NI Number \* BA135478A  
 Eligibility Code \* 60003402341

Run Check

**Sorry, Not Eligible!**  
 The checking service has responded that this code is not eligible, please confirm that all the details you have entered are correct.

## Running An Ad Hoc Check

If a child is not found when you search for the name you can perform an ad hoc check by entering all the child’s details in the check fields and pressing **Run Check**.

### HOWEVER

A code checked this way will **NOT** be linked to the child’s record on the funding claim. You will have to go through the process of searching for a child and re-checking the code as described in points 1-4 before you can add any extended hours for that child to the claim.

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