

## HOW TO CHECK A WORKING PARENT CODE IS VALID FOR Summer 2024

Last term (spring 2024) these codes were known as 30 Hour codes. As new funding has been introduced for 2YOs of working parents, the 11-digit codes are now known as Working Parent Codes and the same rules apply for all age groups with one of these codes. Eligible 2YOs can claim up to 15 hours per week 38 weeks of the year and 3&4 YOs can claim an additional 15 hours per week 38 weeks of the year. 3 & 4 YOs will automatically be eligible for 15 hours per week universal funding without the need of a code.

\*Please note that any 2YO working parent codes that you wish to check between Jan 2024 – 31<sup>st</sup> March 2024 will need to be emailed to us via the spreadsheet provided by us in our previous communication via email. All children that will be 3&4 YO funded in summer term can be checked yourselves in your portal. Please note that this is just a temporary check, and you will still need to run the check in the portal from 1<sup>st</sup> April 2024 when adding the child to your Live register. From 1<sup>st</sup> April 2024, please follow the below process for all working parent codes.

Please go to the Establishment Portal to run an eligibility check. Once you run this it will let you know the result. The results are also shown in the 'Early Years – Reports' area. Download the working parent entitlement report for all checks performed, and you will see 3 date columns as per the below example:

Validity Start Date	Validity End Date	Grace Period End Date
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1. 'Validity Start date', is when the code **was issued** (applied for by the parent via the HMRC application process), **BUT** this isn't the date that the child can start their funded hours (see tables below).
2. 'Validity End date' is the date the parent needs to reconfirm by. The code enters its 'Grace Period' the day after.
3. The third date is the 'Grace Period End' date. This is the **potential** date that the child could be funded up to if they fall out of eligibility.

Regardless of whether a family is starting for the first time or reconfirming, the following applies:

Validity start date – any date before and including	Validity end date – any date on or after	Actual point allowed to start taking Working Parent Entitlement
31 <sup>st</sup> December 2023	1 <sup>st</sup> January 2024	Spring Term 2024
<b>31<sup>st</sup> March 2024</b>	<b>1<sup>st</sup> April 2024</b>	<b>Summer Term 2024 (from 15<sup>th</sup> April)</b>
31 <sup>st</sup> August 2024	1 <sup>st</sup> September 2024	Autumn Term 2024

For anyone wishing to access funded hours in the **SUMMER 2024 Term**, their 'Validity start date' needs to be 31<sup>st</sup> March 2024 or earlier **AND** the 'Validity end' date needs to be 1st April 2024 or later.

**EXAMPLE SCENERIOS FOR THE SUMMER TERM** - (grey cells are dates that may not be eligible)

<b>Validity Start Date</b>	<b>Validity End Date</b>	<b>Grace Period</b>	<b>Eligible for Summer term 24-25</b>
04/11/2023	<b>04/02/2024</b>	<b>31/03/2024</b>	<b>No</b> , as code has expired
10/12/2023	<b>10/03/2024</b>	31/08/2024	Possible under grace period if the child has had Extended Hours in Spring Term *
04/02/2024	04/05/2024	31/08/2024	Yes
15/03/2024	10/06/2024	31/12/2024	Yes
<b>06/4/2024</b>	06/07/2024	31/12/2024	<b>No</b> , as validity start date is after 31st March 2024

\*Grace Period applies if the answer to all the 3 points below is YES

- 1 Their grace period end date is at least 31st August 2024.
- 2 They have had additional hours as a 3&4YO/Working Parent funding in Spring 2024 Term.
- 3 They are not starting at a new provider or changing provider for their 1<sup>st</sup> April 2024 start.