

# Extended Hours Checking - Update

## Autumn 2020

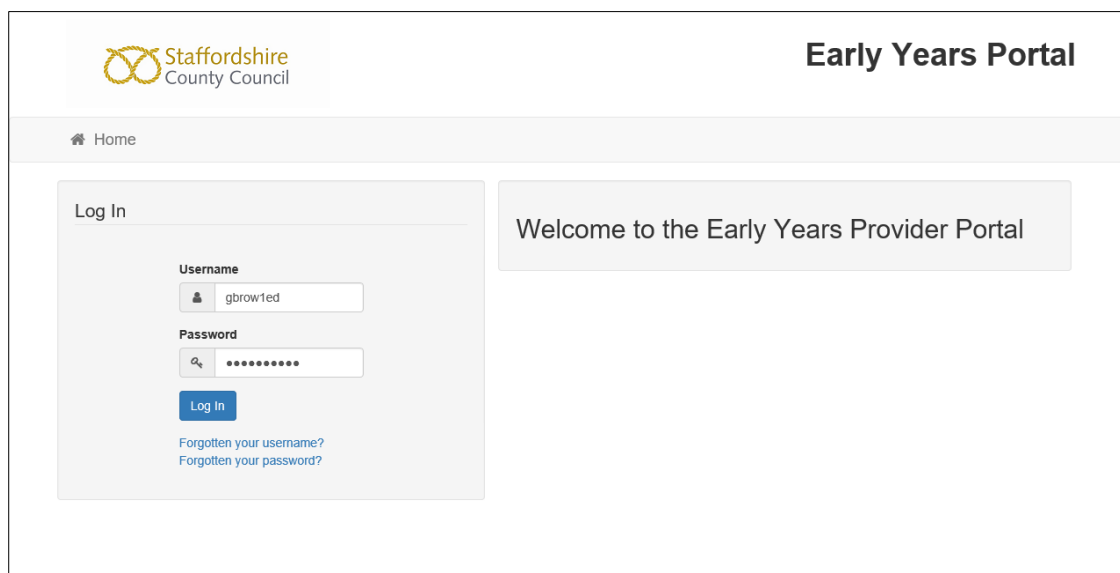


### Logging in to the Provider Portal

The following link will take you to the Provider Portal login page:

[https://ems.staffordshire.gov.uk/CCSPProviderPortal\\_LIVE/Account/Account/Login](https://ems.staffordshire.gov.uk/CCSPProviderPortal_LIVE/Account/Account/Login)

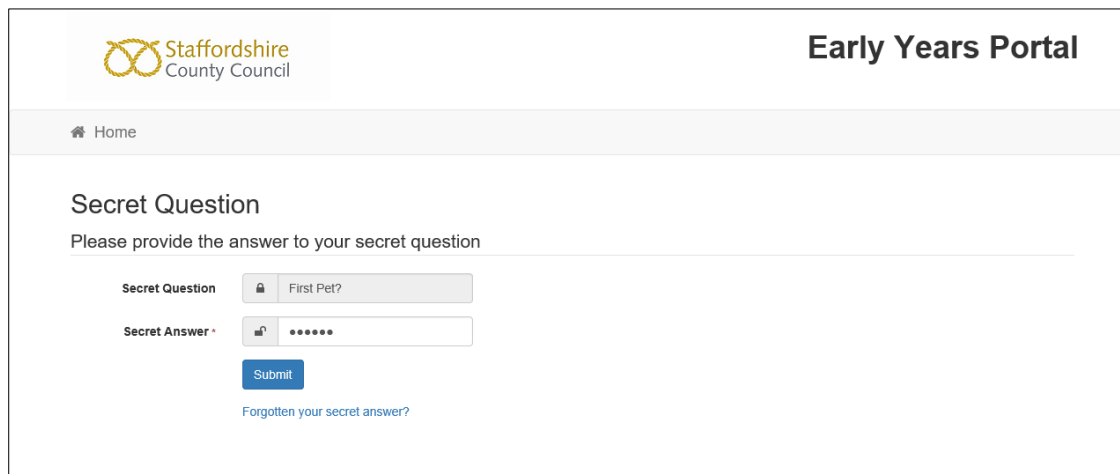
Log in with the details supplied by the Local Authority. (If you are already a Provider Portal user, this will be your usual Username and Password).



The screenshot shows the 'Early Years Portal' login interface. At the top left is the Staffordshire County Council logo. The page title is 'Early Years Portal'. Below the title is a 'Home' link. The main content area is divided into two sections. On the left is a 'Log In' form with fields for 'Username' (containing 'gbrow1ed') and 'Password' (masked with dots). Below the password field is a 'Log In' button and links for 'Forgotten your username?' and 'Forgotten your password?'. On the right is a grey box with the text 'Welcome to the Early Years Provider Portal'.

**Please Note:** If this is the first time you have logged in, you will be sent a registration email. In the email will be a link, which you need to click on to activate your registration.

You will then be asked to set up a Secret Question.



The screenshot shows the 'Early Years Portal' 'Secret Question' page. At the top left is the Staffordshire County Council logo. The page title is 'Early Years Portal'. Below the title is a 'Home' link. The main content area is titled 'Secret Question' and contains the text 'Please provide the answer to your secret question'. Below this is a form with two fields: 'Secret Question' (containing 'First Pet?') and 'Secret Answer' (masked with dots). Below the answer field is a 'Submit' button and a link for 'Forgotten your secret answer?'.

## Portal Options

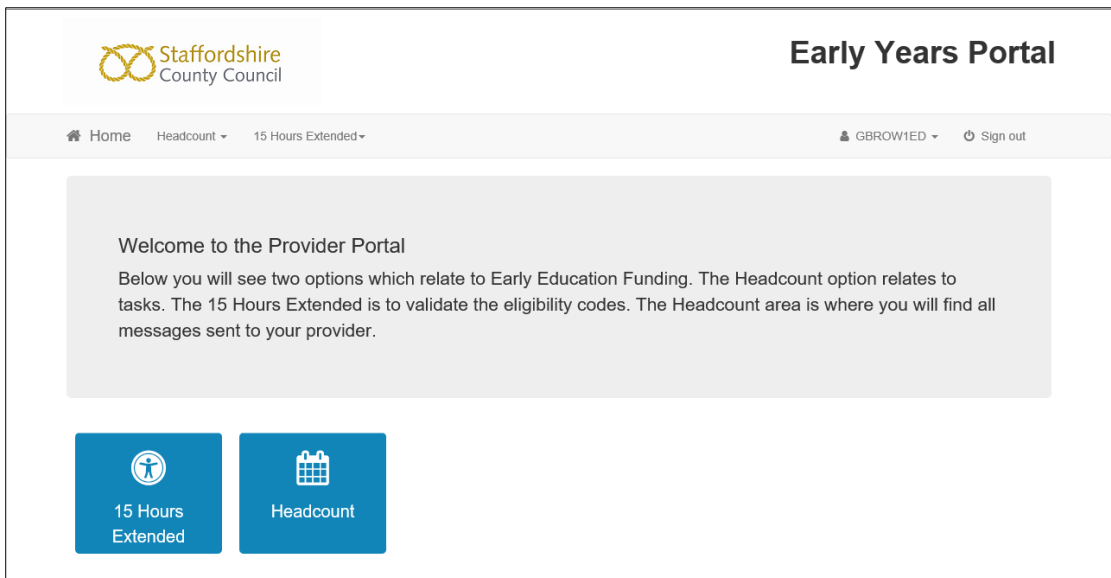
The Home screen will present you with two options.

The Headcount Button will allow you access to:

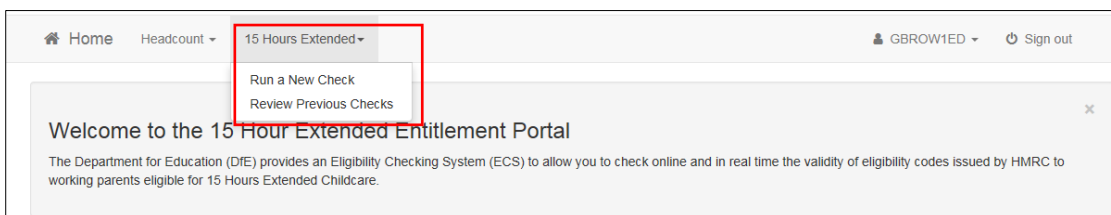
- Headcount Tasks
- Messages.

The 15 Hours Extended Button will give you access to:

- The 15 Hour Extended Eligibility Checker ([Run a New Check](#))
- Lists of checks already completed ([Review Previous Checks](#))

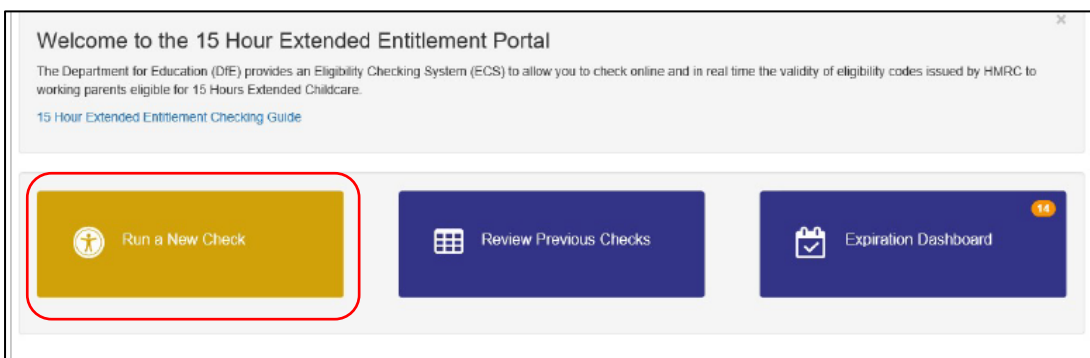


The two options can also be accessed from the 15 Hours Extended drop-down menu:



## Running a New Check

Click on the button highlighted below to run a new eligibility check.



**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 15 Hours Extended 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.

Child's Forename *	Child's Surname *	Child's Date of Birth *	Parent's NI Number *	Eligibility Code *
chi	e.g. Smith	e.g. 30/11/2012	e.g. NM123456C	e.g. 50001005014
Child	A	06/10/2016 (age 3)		<b>Eligibility Code</b> 50045578613

[View Details](#)

**Child not found**

As you start typing the portal will bring up any children meeting criteria. You can click on 'view details' next to the child's name to check this is the correct child. This will open a new window – once details are confirmed you can choose 'close'.

**Child Details**

**Child A**  
 Date of Birth : 06/10/2016  
 Address : SP1, Families First, Tipping Street, Stafford, ST16 2DH

[Close](#)

If the child is not found, click [here](#) to go to the **Child not found using the Search function - Ad Hoc Checks** section.

## Child found using the Search Function – Existing Child Checks

Once you have found the Child in question, select their record by clicking on that row. This will populate the checker with the information you have.

You will need to complete the information for the Parent's National Insurance Number and Parent's Eligibility Code.

**Please Note:** The Eligibility Code is unique to each child. Hence, twins would each have their own unique Eligibility Code. The code may also be linked to the National Insurance number of the parent who applied via the HMRC website.


When all information has been added, you can click Run Check.

**Run a new check**

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Child's Forename *	Child's Surname *	Child's Date of Birth *	Parent's NI Number *	Eligibility Code *
Child	A	06/10/2016	AB123456A	50045578613

[Clear](#)

 Checking with the DWP, please wait this may take some time ...

[Cancel](#)

The Eligibility Result is then displayed.

If the result of the check is Eligible, the checker will give you details of the eligibility dates for each child including when their Grace Period will end.

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 15 Hours Extended 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.

Child's Forename *	Child's Surname *	Child's Date of Birth *	Parent's NI Number *	Eligibility Code *
Child	A	05/10/2016	IL 933752A	50045570643

**Success!**

This eligibility code is valid from 24-May-2020 to 15-Sep-2020, with a grace period to 31-Dec-2020.

HMRC will manage the notification to parents of the need to reconfirm their eligibility every three months. **IMPORTANT: PLEASE NOTE:** The Provider is responsible for checking the child is 'age eligible' to start funding. Extended hours start from the term after successful parental application / receives code. Providers must refer to the start date on the parent's code letter from HMRC to confirm when funding actually starts from. .... GRACE PERIODS - Funding for the extended 15 hours will not be allocated in either of the following scenarios: .... (1) a parent falls into their "grace period" and has not reconfirmed eligibility before the child starts their extended 15 hours .... (2) a parent moves their child to another provider whilst in the "grace period" .... PLEASE NOTE: Providers are responsible for checking the dashboard to determine funding end dates and grace periods.

If the result is not eligible then you will see the message below

**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.

Click 'Run a new check' to run the check for another child.

## Child not found using the Search function – Ah Hoc Checks

If the child is new to your setting and/or not found using the search through child name, you can perform an "Ad-Hoc Check" by typing in all the required details manually.

Type in the Child's Forename and Surname

Click 'Child not found'

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 15 Hours Extended 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.

Child's Forename *	Child's Surname *	Child's Date of Birth *	Parent's NI Number *	Eligibility Code *
Emily	Test-Jones	e.g. 30/11/2012	e.g. NM123456C	e.g. 50001005014

No Records Found

Child not found

You will be asked to confirm if you want to add a new child – choose 'OK'

Confirm

Do you want to add a new child ?

OK Cancel

This will unlock all cells for completion. When added you are able to choose 'run check'

If the result of the check is Eligible, the checker will give you details of the eligibility dates for each child including when their Grace Period will end.

**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 15 Hours Extended 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.

Child's Forename:  Child's Surname:  Child's Date of Birth:  Parent's NI Number:  Eligibility Code:

**Success!**  
 This eligibility code is valid from 07-May-2017 to 11-Aug-2017, with a grace period to 31-Dec-2017.  
 HMRC will manage the notification to parents of the need to reconfirm their eligibility.

## Reviewing details of checks that have been completed

Click on the button highlighted below to Review Previous Checks.

**Staffordshire County Council** **Early Years Portal**

Home | Headcount | 15 Hours Extended | GBROW1ED | Sign out

Welcome to the 15 Hour Extended Entitlement Portal

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 15 Hours Extended Childcare.

Existing Children (Children selected by searching) will appear in the Existing Child Checks section.

Ad-Hoc Checks (New children or those where details were all entered manually) will appear in the Ad-Hoc Checks section.

**Staffordshire County Council** **Early Years Portal**

Home | Headcount | 15 Hours Extended | GBROW1ED | Sign out

Checks Run for Ages 2 to 5 Years 6 Months

Existing Child Checks

Child's Forename	Child's Surname	Child's Date of Birth	Parent's NI Number	Eligibility Code	Check Last Run	Eligible From	Eligible To	Grace Period End	Check Status
Test	Jones	01/09/2013	AB123456C	50001005014	20/07/2017	01/01/0001	01/01/0001	01/01/0001	Not Found
Emily	Test-Jones	01/09/2013	GB123456A	50001234567	20/07/2017	07/05/2017	11/08/2017	31/12/2017	Eligible

Ad-hoc Checks

Child's Forename	Child's Surname	Child's Date of Birth	Parent's NI Number	Eligibility Code	Check Last Run	Eligible From	Eligible To	Grace Period End	Check Status
		13/04/2014	ZZ123456D	50007654321	19/07/2017	01/01/0001	01/01/0001	01/01/0001	Not Found

The screen contains a filter allowing you to search / filter results.

You can filter by any keyword on screen including:

- Name
- Eligibility
- National Insurance Number
- Any Date including Date of Birth

**Warning!** Please be careful when filtering using dates. The screen will filter using any date on screen, not just the Date of Birth. E.g. Typing 01/01 will show any children born on 1<sup>st</sup> January but will also show any children who became eligible on 1<sup>st</sup> January. It is recommended that you include the Year in any filter using a date.