

Expiration Dashboard

Providers can view an Expiration Dashboard on the Provider Portal, which highlights to them which children may be falling out of eligibility.

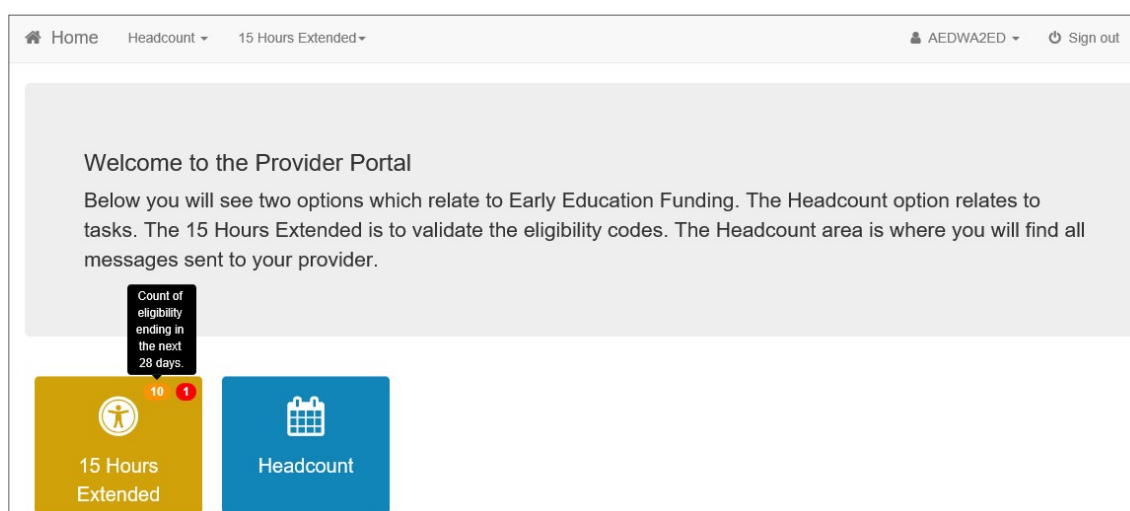
Providers can also record notes and mark whether further action is needed to follow up with the parent/carer of these children.

This dashboard is also automatically updated based on the results of automatic rechecks that the local authority configure.

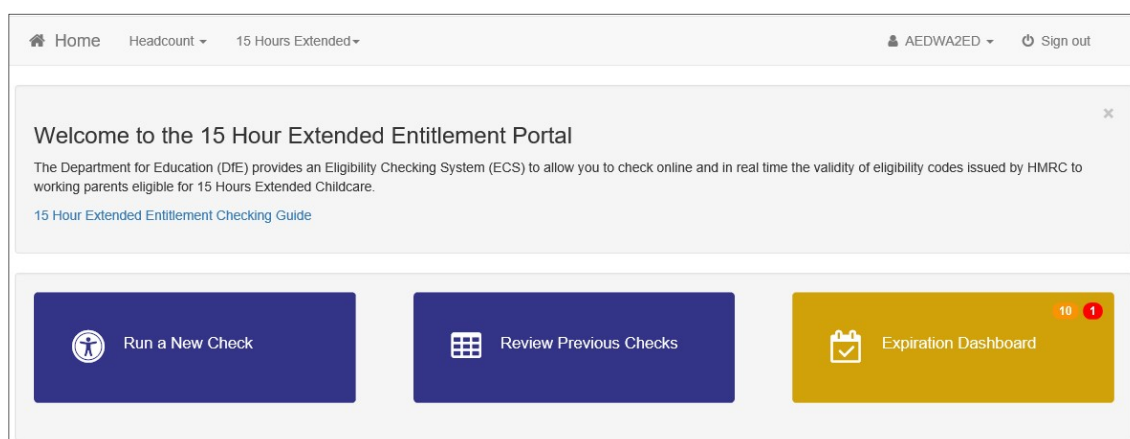
When you log in to the Provider Portal, you will be taken to the main Home Page which has two buttons.

Click on the 15 Hours Extended button to go to the 15 Hour Extended Entitlement Home Page:

Note: Alerts are shown as number in the top left of the button relating to the count of eligibility date ending in the next 28 days and Count of those are in the grace period.



Click on the highlighted Expiration Dashboard button to take you to the Entitlement Expiration Dashboard



If you manage a single Provider your Provider name will show automatically and you can make your search selections from the drop-down menus to bring up children at your setting.

Entitlement Expiration Dashboard

Further Action Needed Yes Days 180 Eligibility Filter Grace Period Ending in the next 180 days Search

Provider SCC Jelly Beans 2001

Filter using any keyword

Child	Eligibility Code	Eligible From	Eligible To	Grace Period End	Eligibility was last checked on	Notes / Further Action Needed
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Remember – if you manage more than one Provider you must select the correct Provider name from the drop-down menu before making your search selections.

Home Headcount 15 Hours Extended AEDWA2ED Sign out

Entitlement Expiration Dashboard

Further Action Needed Yes Days 180 Eligibility Filter Grace Period Ending in the next 180 days Search

Provider SCC Jelly Beans 2001

Filter using any keyword

Child	Eligibility Code	Eligible From	Eligible To	Grace Period End	Eligibility was last checked on	Notes / Further Action Needed
No records found.						

You can use the drop-down menus to search for children at your setting.

a. Whether or not further action is needed -

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Entitlement Expiration Dashboard

Further Action Needed Any No Yes Days 180 Eligibility Filter Grace Period Ending in the next 180 days Search

Provider SCC Jelly Beans 2001

Filter using any keyword

Child	Eligibility Code	Eligible From	Eligible To	Grace Period End	Eligibility was last checked on	Notes / Further Action Needed
No records found.						

b. The number of days in advance you want to search for

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Entitlement Expiration Dashboard

Further Action Needed: Yes
Days: 180
Eligibility Filter: Grace Period Ending in the next 180 days
Search

Provider: SCC Jelly Beans 2001

Filter using any keyword

Child	Eligibility Code	Eligible From	Eligible To	Grace Period End	Eligibility was last checked on	Notes / Further Action Needed
No records found.						

c. Whether you want to see eligibility or grace period

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Entitlement Expiration Dashboard

Further Action Needed: Yes
Days: 180
Eligibility Filter:

Eligibility Ending in the next 180 days
Grace Period Ending in the next 180 days
Grace Period Expired in the last 180 days

Search

Provider: SCC Jelly Beans 2001

Filter using any keyword

Child	Eligibility Code	Eligible From	Eligible To	Grace Period End	Eligibility was last checked on	Notes / Further Action Needed
No records found.						

When you have made your selections click Search – this will bring up a list of any children matching your search criteria.

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Entitlement Expiration Dashboard

Further Action Needed: Yes
Days: 180
Eligibility Filter: Eligibility Ending in the next 180 days
Search

Provider: SCC Jelly Beans 2001

Filter using any keyword

Child	Eligibility Code	Eligible From	Eligible To	Grace Period End	Eligibility was last checked on	Notes / Further Action Needed
Test-Louise Brown (02/08/2014)	50000000005	01/09/2017	31/12/2017	31/03/2018	07/08/2017 Eligible Recheck now	<div> <div></div> <div>✓</div> <div>Update</div> </div>
Test-Mae Jones (28/03/2014)	50000012345	01/09/2017	31/12/2017	31/03/2018	07/08/2017 Not Found Recheck now	<div> <div></div> <div>✓</div> <div>Update</div> </div>
Test-Mae Jones (28/03/2014)	50000012378	01/09/2017	31/12/2017	31/03/2018	07/08/2017 Eligible Recheck now	<div> <div></div> <div>✓</div> <div>Update</div> </div>

You can now check the eligibility of a child by clicking **Recheck now** in the Eligibility was last checked on column -

<div> Home Headcount 15 Hours Extended AEDWA2ED Sign out </div>						
Entitlement Expiration Dashboard						
<div> Further Action Needed Yes Days 180 Eligibility Filter Eligibility Ending in the next 180 days Search </div>						
<div> Provider SCC Jelly Beans 2001 </div>						
<div> Filter using any keyword </div>						
Child	Eligibility Code	Eligible From	Eligible To	Grace Period End	Eligibility was last checked	Notes / Further Action Needed
Test-Louise Brown (02/08/2014)	50000000005	01/09/2017	31/12/2017	31/03/2018	07/08/2017 Eligible Recheck now	Update
Test-Mae Jones (28/03/2014)	50000012345	01/09/2017	31/12/2017	31/03/2018	07/08/2017 Not Found Recheck now	Update
Test-Mae Jones (28/03/2014)	50000012378	01/09/2017	31/12/2017	31/03/2018	07/08/2017 Eligible Recheck now	Update

This will recheck the eligibility of the child with Department of Education and a popup screen will show you success or failure of the check.

Click OK to be taken back to the Dashboard.

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Further Action Needed Yes
Days 180
Eligibility Filter Eligibility Ending in the next 180 days
Search

Provider SCC Jelly Beans 2001

Filter using any keyword

Child
Eligibility Code
Eligible From
Eligible To
Grace Period End
Eligibility was last checked
Notes / Further Action Needed

Test-Mae Jones (28/03/2014)	50000012345	01/09/2017	31/12/2017	31/03/2018	07/08/2017 Not Found Recheck now	Update
Test-Mae Jones (28/03/2014)	50000012378	01/09/2017	31/12/2017	31/03/2018	07/08/2017 Eligible Recheck now	Update

ReCheck Eligibility

Success !

This eligibility code is valid from 01-Sep-2017 to 31-Dec-2017, with a grace period to 31-Mar-2018.

HMRC will manage the notification to parents of the need to reconfirm their eligibility.

OK

You can click **Update** in the Notes / Further Action Needed column to place a note against a child or change the further action required status

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Entitlement Expiration Dashboard

Further Action Needed **Yes** Days **180** Eligibility Filter **Eligibility Ending in the next 180 days** **Search**

Provider **SCC Jelly Beans 2001**

Filter using any keyword

Child	Eligibility Code	Eligible From	Eligible To	Grace Period End	Eligibility was last checked on	Notes / Further Action Needed
Test-Louise Brown (02/08/2014)	50000000005	01/09/2017	31/12/2017	31/03/2018	07/08/2017 Eligible Recheck now	Update
Test-Mae Jones (28/03/2014)	50000012345	01/09/2017	31/12/2017	31/03/2018	07/08/2017 Not Found Recheck now	Update
Test-Mae Jones (28/03/2014)	50000012378	01/09/2017	31/12/2017	31/03/2018	07/08/2017 Eligible Recheck now	Update

Click to update either the note or 'Further action needed' flag

This will bring up a box for you to write a note or remove / enter a tick for further action needed

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Entitlement Expiration Dashboard

Further Action Needed **Yes** Days **180** Eligibility Filter **Eligibility Ending in the next 180 days** **Search**

Provider **SCC Jelly Beans 2001**

Filter using any keyword

Notes / Further Action Needed

Is further action needed? ☒

The space below can be used to record notes for this eligibility. These notes are not visible to other providers.

Cancel **Save**

Child	Eligibility Code	Eligible From	Eligible To	Grace Period End	Eligibility was last checked on	Notes / Further Action Needed
Test-Louise Brown (02/08/2014)	50000000005	01/09/2017	31/12/2017	31/03/2018	07/08/2017 Eligible Recheck now	Update
Test-Mae Jones (28/03/2014)	50000012345	01/09/2017	31/12/2017	31/03/2018	07/08/2017 Not Found Recheck now	Update
Test-Mae Jones (28/03/2014)	50000012378	01/09/2017	31/12/2017	31/03/2018	07/08/2017 Eligible Recheck now	Update

Click Save and you will be taken back to the Dashboard screen where you will see your changes as in the two screens below.

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Further Action Needed Yes
Days 180
Eligibility Filter Eligibility Ending in the next 180 days
Search

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Filter using any keyword

Child	Eligibility Code	Eligible From	Eligible To	Grace Period End	Eligibility was last checked on	Notes / Further Action Needed
Test-Louise Brown (02/08/2014)	50000000005	01/09/2017	31/12/2017	31/03/2018	07/08/2017 Eligible Recheck now	<div>A Note is linked to this eligibility code, click 'Update' to view it.</div> <div> <div></div> <div>✗</div> <div>Update</div> </div>
Test-Mae Jones (28/03/2014)	50000012345	01/09/2017	31/12/2017	31/03/2018	07/08/2017 Not Found Recheck now	<div> <div></div> <div>✓</div> <div>Update</div> </div>
Test-Mae Jones (28/03/2014)	50000012378	01/09/2017	31/12/2017	31/03/2018	07/08/2017 Eligible Recheck now	<div> <div></div> <div>✓</div> <div>Update</div> </div>

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Entitlement Expiration Dashboard

Further Action Needed Yes
Days 180
Eligibility Filter Eligibility Ending in the next 180 days
Search

Provider SCC Jelly Beans 2001

Filter using any keyword

Child	Eligibility Code	Eligible From	Eligible To	Grace Period End	Eligibility was last checked on	Notes / Further Action Needed
Test-Louise Brown (02/08/2014)	50000000005	01/09/2017	31/12/2017	31/03/2018	07/08/2017 Eligible Recheck now	<div>The 'Further action is required' flag has been unchecked on this code.</div> <div> <div></div> <div>✗</div> <div>Update</div> </div>
Test-Mae Jones (28/03/2014)	50000012345	01/09/2017	31/12/2017	31/03/2018	07/08/2017 Not Found Recheck now	<div> <div></div> <div>✓</div> <div>Update</div> </div>
Test-Mae Jones (28/03/2014)	50000012378	01/09/2017	31/12/2017	31/03/2018	07/08/2017 Eligible Recheck now	<div> <div></div> <div>✓</div> <div>Update</div> </div>

When you have finished your checks and noted any further action you need to take you can exit the Dashboard.