

Running a working parent code check

This guide provides instructions for running a working parent code check in the early years portal.

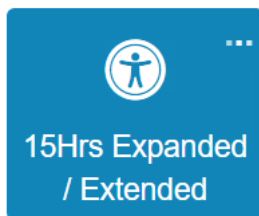
The parent declaration form must be signed by the parent/carer before you run a check.

You must determine whether the code is valid for the term in question before confirming the funded place with the parent/carer.

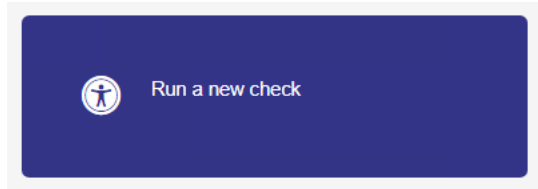
Step-by-step instructions

Firstly, [log into the early years portal](#).

On the home screen, click "15hrs expanded/extended".



Next, click "run a new check".



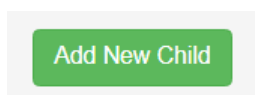
Alternatively, you can select "run a new check" from the "15hrs expanded/extended" dropdown menu at the top of the screen.

On the next screen, enter the child's legal forename and surname. You must see evidence of the child's legal name before submitting this information.

Child forename *	Child surname *	Child date of birth *	Parent National Insurance number *	Eligibility code *
<input type="text" value="for example John"/>	<input type="text" value="for example Smith"/>	<input type="text" value="for example 30/11/2012"/>	<input type="text" value="for example NM123456C"/>	<input type="text" value="for example 5000100501"/>

Top tip The name used to run the code check must exactly match the name entered when adding the child to the headcount task. This includes spelling, capitalisation, hyphens, and spacing.

If you have not previously run a check for the child, click "add new child".



If you have previously run a check for the child, select the row of information that appears after entering their name.

Next, enter the child's date of birth, the parent's National Insurance number, and the 11-digit working parent code.

When all information has been entered, click "run check".

Successful check

If the code check is successful, a green "code found" box will appear on the screen.

Top tip It is important to check the code validity dates as though the code might have been found, it is possible that it is not valid for the term you are looking to claim funding for.

The following validity dates apply:

Term	Code start date	Code end date
Spring (1 Jan - 31 Mar)	On or before 31 Dec	On or after 1 Jan*
Summer (1 Apr - 31 Aug)	On or before 31 Mar	On or after 1 Apr*
Autumn (1 Sep - 31 Dec)	On or before 31 Aug	On or after 1 Sep*

*If the child's funded place is to start part way through the term, the code end date must fall after the child's start date at your setting. If the code end date is prior to the child's funded place start date, the parent must successfully reconfirm the code before you can claim working parent funding.

For example, though the following code has been found, it cannot be used to claim funding:

Code found - please check eligible dates

This child is currently not entitled to funding via working parent criteria because their eligibility ends before the start of next term. If the parents still meet the working parent criteria, the eligibility end date will be extended when reconfirmed with HMRC, enabling the child to claim funding against Working parent criteria.



This eligibility code is valid from 15-Apr-2026 to 11-Jul-2026, with a grace period to 31-Dec-2026

The parent or carer must confirm the eligibility code provided by HMRC in order to retain their working families entitlement eligibility between 13-Jun-2026 and 11-Jul-2026

The code is not valid for the summer term because the code start date (15/04/2026) falls after 31/03/2026. It is not valid for the autumn term either as the code end date (11/07/2026) falls prior to 01/09/2026.

The following code can be used to claim funding in the autumn term 2026 as the code start date (22/05/2024) falls prior to 01/09/2026 and the code end date (22/09/2026) falls after 31/08/2026:

Code found - please check eligible dates

01-Sep-2024 Autumn Term is the earliest start date for working families entitlement

 This eligibility code is valid from 22-May-2024 to 22-Sep-2026, with a grace period to 31-Dec-2026


The parent or carer must confirm the eligibility code provided by HMRC in order to retain their working families entitlement eligibility between 25-Aug-2026 and 22-Sep-2026

Top tip Working parent funding can only be claimed from the term after the child turns 9 months old. The working parent code might have been issued prematurely – please ensure the child is age eligible for funding before confirming the funded place.

Information for parents regarding application deadlines and code validity dates can be found on the [Best Start in Life website](#).

Unsuccessful check

If the code check is unsuccessful, a red box will appear on the screen.

 **Not eligible**
This code is not eligible. Check all details are correct

Top tip This could be for several reasons:

1. The information provided to you by the parent/carer might be incorrect.
2. The National Insurance number needs to match that which was used when the parent submitted the application for working parent funding to HMRC. If applicable, try running the code check using the other parent's National Insurance number.
3. It can take up to ten working days for the system to update once HMRC has issued a code. If the code has only just been issued, run the check again after a few working days.

If you remain unable to successfully run the code check, the parent will need to contact the [Childcare Service helpline \(HMRC\)](#) to determine whether the details recorded in the system are accurate.

Codes issued to foster carers are generated by the local authority rather than HMRC. Should you have a query regarding an 11-digit code that starts with a 4, please contact the Early Years Team. Tel: 01785 278201 / Email: eeac@staffordshire.gov.uk

For any other questions about running a code check, please contact the Early Education Funding team. Tel: 01785 854009 Email: eefportal@staffordshire.gov.uk