

Extended Free Entitlement (FE) Provider Flowchart

May 2017

Step 1

- Parent presents eligibility code to provider.
- Parent completes Parent Declaration, including all relevant information contained on the **new form**. Please refer to 'Key Points to Remember' on reverse of this sheet.

Step 2

- Provider checks all Passport or Birth Certificate ID numbers and additional information, such as National Insurance number(s), are completed on the Parent Declaration.
- Check parent has signed the declaration as this **gives you permission** to check their personal data with WSCC. **Keep this form safe.**

Step 3

- For **Autumn term 2017 only**, you will submit all eligibility codes at the same time when the Online Provider Portal is open at headcount.
- WSCC will audit all codes in September 2017.
- For **Autumn term 2017 only**, WSCC will honour all children added with an eligibility code.
- If a parent no longer meets eligibility criteria, the funding will continue for the grace period as set out below.

Onwards

- During the Autumn term** we will announce enhancements to the Online Provider Portal which will enable us to **check the validity of each eligibility code** before you offer a child their Extended FE place.

Date Parent receives ineligible decision on reconfirmation:

1 January – 10 February
 11 February – 31 March
 1 April – 26 May
 27 May – 31 August
 1 September – 21 October
 22 October – 31 December

Grace Period End date:

31 March
 31 August
 31 August
 31 December
 31 December
 31 March

After the grace period, if the parent still does not meet the eligibility criteria, the child will no longer be able to access the Extended FE (30 hours), **but will still be able to receive the Universal FE (15 hours)** for all 3 and 4 year olds.

Key Points to Remember

- **The validity start date on an eligibility code is not the date the child can start claiming** funding. A child can only start to claim funding the term after they turn 3 **and** the start of the term **following** the parents' receipt of their eligibility code from HMRC. See examples in the Operational Guidance: <https://www.gov.uk/government/publications/30-hours-free-childcare-la-and-early-years-provider-guide>
- Parents should apply for Extended FE on the www.childcarechoices.gov.uk the **term before they wish to use it**.
- After Autumn term 2017, please ensure you revisit the website for the most up-to-date Parent Declaration form at www.westsussex.gov.uk/ecsfreentitlement
- Parents must indicate on the Parent Declaration form which provider is their Universal FE provider. This is parental choice and **cannot** be a condition of accessing FE, imposed by a provider.
- **Read all the broadcasts. Things are rapidly changing** and updates of what to do, and how to do it, will be communicated this way.
- Parents **must** reconfirm their eligibility online every three months or they will lose their funding (following the grace period).
- Parents may still have exceptional circumstances for claiming the Universal FE part way through the term, but **this is not the case for the Extended FE**. Extended FE can only be claimed from the beginning of the relevant term (as above).

I've got questions – what should I do?

- The WSCC webpages are currently being updated to include parent FAQs and guidance on how parents access the Extended FE – keep up to date with these at www.westsussex.gov.uk/freechildcare
- Email free.entitlement@westsussex.gov.uk
- Attend your local network meetings. These are an invaluable opportunity to discuss queries with your peers and an Early Years and Childcare Advisor.
- FAQs for settings are also being updated and will be available online soon.