Working Families Entitlement and checking if an Eligibility Code is valid

To work out whether the code can be used for the current term, you need to look at the dates and ensure they meet these criteria:

- **Code Start Date:** For autumn 2024, the Start Date needs to be 31 August 2024 or earlier.
- **Code End Date:** For autumn 2024 **must** be 1 September 2024 or later. If it is earlier, you must look at the Grace Period End Date.
- **Grace Period End Date:** This will indicate what date a working families code can be used up to, but only at a provider they have already accessed Early Years Funded Entitlement (EYFE) hours within the previous term.

Example 1:
Code Start Date: 28 August 2024
Code End Date: 26 September 2024
Grace Period End Date: 31 December 2024

This code can be used for autumn 2024 term.

Example 2
Code Start Date: 4 September 2024
Code End Date: 3 November 2024
Grace Period End Date: 31 March 2025

This code cannot be used for autumn 2024. It can be used for spring 2025, assuming the code is renewed and the Code End Date updates to a date within the spring 2025 term.

Example 3
Code Start Date: 31 March 2024
Code End Date 31 June 2024
Grace Period End Date: 31 December 2024

This code can only be used in autumn 2024 term if the child accessed EYFE for Working Families at your setting in summer 2024.

- If the parent applied or reconfirmed with HMRC in time, but the code start date is after the start of term, take a screenshot of the Eligibility Checker outcome (using the Print screen button on your keyboard) and email freeentitlement@westsussex.gov.uk for support. Please include the child's details and parent's National Insurance number in your email.

- If a parent has forgotten to reconfirm, and/or no longer meets the eligibility criteria, the child can continue to access their funded place up to the grace period end date.

- A child cannot start at a new provider if the code has fallen into the grace period.

For more information, please see our Eligibility Checker web page.