Extended Entitlement (30 hours childcare) Process overview

1 Parent goes onto GOV.UK website to complete application. Where parents are digitally challenged, the application service will be made available through a helpline number 0300 123 4097.

2 Parent's eligibility is assessed based on information submitted and HMRC data. If successful, the parent will be shown confirmation that an account has been created for them on the system.

3 If the parent is eligible for Tax Free Childcare, they will be able to start depositing funds into their account to receive the government top up and arrange payments to approved childcare providers registered to the Tax free Childcare Scheme.

4 If the parent is eligible for Extended Entitlement (30 Hours), they will receive an eligibility code in their secure account.

5 Parent takes eligibility code to their chosen provider to book a place. The code will be validated by the childcare provider using the provider portal before a place is offered to the child.

The Provider must be registered with the LA to provide the Extended Entitlement.

6 Upon successfully validating the code, the parent and childcare provider agree how and when the provision will begin.

7 Child is admitted into the provision for the length of the validity period.

8 Parents will receive notification from HMRC to reconfirm their eligibility for the extended entitlement (30 hours) before the validity end date. They MUST reconfirm or update their details or they will lose the extended entitlement.