

Process for parents

Registration

- To check eligibility for 30 hours childcare the parent must create an account with HMRC using the link at www.childcarechoices.gov.uk

Code

- If the parent is eligible they will be given an 11 digit code which they must then take to the nursery provider along with their National Insurance Number and proof of their child's date of birth (Passport or Birth Certificate)

Form

- The nursery provider will complete the attached form with the details the parents have provided and email this to schools.30@surreycc.gov.uk. This is done to verify that the eligibility code provided by the parent is valid.

Validity

- We aim to validate the code within 1 week. Once confirmed you will be given 3 dates. The Start Date is the date the parent was approved, the End Date is the date the parent must reconfirm their eligibility by and the Grace Period End date is when funding will cease, should the parent not reconfirm or have a change in circumstances.

Prompts

- An Eligibility code must be reconfirmed every 3 months. Parents should be sent a prompting message both 4 and 2 weeks before the expiry date of the code, reminding them to re-confirm. Our team will run regular code checks and advise you if any parent has fallen out of eligibility.