

Working Parents Entitlement for children aged 9 months to school age – things to remember!
www.childcarechoices.gov.uk. Up to 15 hours for 9 months to 2 years, up to 30 hours for 3 to 4-year-olds

Information for parents:

- Apply for the funding via www.childcarechoices.gov.uk, in the term that your child reaches their 9 months anniversary (or term before you would like your child to start their funded place - see table). You can apply before this, but we have found that parents have missed their ***reconfirmation date** (typically every three months) when applying very early, resulting in their code expiring before the child takes up the place.
- Take your working parents 11 digit code, national insurance number and child's date of birth, to your childcare provider as soon as you receive it so that this can be validated. This is important as it is a reminder to you and your childcare provider as to when you will need to go back into your online account to reconfirm your details.
- You will need to log back into your Childcare Choices (gateway) account every three months to reconfirm your details. If your details have not changed, you only need to tick a box to confirm that your details are the same. * Please ensure that you are in the '**Free Childcare for Working Parents**' area and not **Tax-Free Childcare**, when reconfirming for the funded hours.
- Validity periods (***reconfirmation dates**) will typically be three months. In certain circumstances, the length may vary. If a sibling has previously had the funding, HMRC may shorten the validity period so that it aligns with the older sibling's dates.
- **Set a reminder** on your mobile phone/device calendar to reconfirm your code – you can reconfirm up to four weeks before. If you miss this date, you are at risk of losing the funding!
- You should receive two reminders to reconfirm either by email or text message - four weeks and two weeks before the deadline date that you will be given on application (**check your spam / junk folders**). It is your responsibility to check the date that you need to reconfirm, and make sure that you reconfirm within the dates, and at the very latest, before the deadline.
- **Grace period** is a short extension of funding for families who lose eligibility for working parent entitlements due to their circumstances. This is not an extension to the validation period (when a parent receives their code, up until to the reconfirmation date). Children cannot take up or transfer a place whilst in their **grace period**. If you are unsure what this is, please speak to Families Information Service Tel: 01204 332170.
- Parents are advised to contact HMRC on 0300 123 4097 if they have any problems creating a gateway account, applying for the funding or with any questions about the online application process.
- Information about funded childcare can be found on the Bolton Council website – www.bolton.gov.uk/fundedchildcare.
- Details of approved childcare providers can be found on www.mylifeinbolton.org.uk/childcare.
- Frequently asked questions (FAQs) for the Working Parent's Entitlement can be found on the Childcare Choices website - www.childcarechoices.gov.uk/15-and-30-hours-childcare-support/faqs

If your child's 9 months anniversary / date of successful application falls between	Child becomes eligible for funded place
1 st September – 31 st December ** think about completing application around mid-October (valid code/application DEADLINE 31 st December)	Spring Term In the January following anniversary (or application)
1 st January – 31 st March ** think about completing application around mid-January (valid code/application DEADLINE 31 st March)	Summer Term In the April following anniversary (or application)
1 st April – 31 st August ** think about completing application around mid-June (valid code/application DEADLINE 31 st August)	Autumn Term In the September following anniversary (or application)

** The application times are to ensure that if eligibility is confirmed, your 11-digit code should take you into the next term, ensuring that your child can access a funded place the term after their anniversary / after application.