



We would like to share with you the progress of the 30 hours applications that Cumbria is experiencing.

As of week commencing 10 July, 1244 verification codes have been submitted to the Cumbria County Council checker.

I would like to thank you all for promoting this with parents and I know many of you are supporting parents to apply.

Frequently asked questions

Parent eligibility checks for September 2017

Parents must complete their eligibility checks with HMRC up to and including the 31st August 2017.

If you already have eligibility codes for families, please ensure you do the verification check with CCC as soon as you get them, as any family who had applied to date will be entitled to a place up to 31st December 2017, even if they are not eligible when they are due to reconfirm. This will only happen for the September start children, in future terms parents will need to be eligible when they start to access the extended hours.

As many of you will be on holiday during the summer holidays, you will need to do Cumbria County Council verification checks as soon as you return in September, so that you can claim the additional funding for eligible families.

If you are not sure how to do this please contact:

joan.bradley@cumbria.gov.uk

Eligibility codes

A number of parents are indicating that they are having difficulties applying for their eligibility codes. HMRC are aware of the issue and have appointed more staff to deal with enquiries. If parents are having difficulties, please ask them to persevere and/or contact the HMRC help line **0300 123 4097**

Cumbria County Council Verification checker

When you do a verification check, if you have previously claimed funding for this child through the Early Years Portal, you should be able to use the 'Find a child' box, please see print screen below:

Child's Forename *	Child's Surname *	Child's Date of Birth *	Parent's NI Number *	Eligibility Code *
<input type="text"/>	<input type="text" value="e.g. Smith"/>	<input type="text" value="e.g. 30/11/2012"/>	<input type="text" value="e.g. NM123456C"/>	<input type="text" value="e.g. 50001005014"/>
				<input type="button" value="Run Check"/>

Find a child

Early Years Portal

PVI providers – a task will be issued on the 29th August with a closing date of 6th September for you to add the hours for children who are eligible for 30 hours.

Schools – From September we will be requesting schools to submit funding claims for all 2, 3 and 4 year old children through the Early Years Portal. The information collected will be very similar to your existing system, but it will link with the 30 hours checker and it will also allow you to add the details for children who may be eligible for Early Years Pupil Premium (EYPP).

If you are setup on the 30 hours checker, you will be given access to the Early Years Portal. More information will be sent to you at the beginning of term, with guidance on how to use the system, however I can assure you that the private, voluntary and independent providers found it easy to use and are very pleased with it.

All – Please note any information that we need to pass onto you relating to the Early Years Portal tasks will be provided in the message area, an email alert will be sent to you whenever we add a message.

The upgraded Early Years Portal will streamline the operational processes required to manage children using more than one provider, EYPP checks and the audit system to ensure families are still eligible for 30 hours free childcare.

Stretching/banking hours

As many of you, for the first time, will be asked by parents to use some of their 30 free hours during the school holidays, you may find the information below useful.

If a parent wants to stretch their entitlement over more than 38 weeks (school term time) then they will reduce the number of free hours they can access each week. Also some families may choose to access hours from one provider during term time and then go to another provider in the school holidays.

As a provider you will need to ensure that families are accessing the correct number of free entitlement hours. You can use the 'parental declaration form' to discuss and agree with parents how they are planning to use their entitlement.

Each provider will be expected to claim funding for the hours that a child is accessing their free entitlement from them. Please note that free entitlement hours cannot be double funded. Cumbria County Council checks how many hours a child has claimed and we apportion the entitlement between providers where an over-claim is identified. This then usually means a provider would need to go back to the family and ask them to pay for any hours they have accessed over and above their free entitlement.

We recognise it is not something that all parents understand, so please help them to ensure they claim the appropriate number of hours they are entitled to.

Below are some examples of how to stretch entitlement over more than 38 weeks (term time)

Example - stretching Stretched from September to August (full academic year)

	51 weeks		50 weeks		49 weeks	
Annual hours	Hours (Decimal)	Hours (Minutes)	Hours (Decimal)	Hours (Minutes)	Hours (Decimal)	Hours (Minutes)
570	11.18	11:11	11.40	11:24	11.63	11:38
1140	22.35	22:21	22.80	22:48	23.27	23:16

Where children start in January and April their entitlement is pro-rated depending on the number of term days, therefore the pro-rated hours should be used when stretching their entitlement over the term and school holiday weeks.

Example - if applied to 2017

	Hours in Spring 17 term	Hours in Summer 17 term	Total hours to be stretched	Total weeks in Spring 17 term	Total weeks in Summer 17 term	Total weeks in period	Average hours per week if stretched	
							Hours (Decimal)	Hours (Minutes)
Universal entitlement (15 hours)		174	174		19	19	9.16	9:10
Universal entitlement (15 hours)	186	174	360	16	19	35	10.29	10:17
30 hours free childcare		348	348		19	19	18.32	18:19
30 hours free childcare	372	348	720	16	19	35	20.57	20:34

Where a family have been stretching/banking their entitlement and they then become none eligible, they must use any unused hours before the end of the grace period, bearing in mind that they cannot access more than 30 hour per week in the remaining weeks.

Guidance issued

As many of you will know we have issued a number of briefings to summarise the information you need regarding the statutory guidance and the introduction of 30 hours free childcare which comes into effect on the 1st September 2017. Copies of the briefings and statutory guidance can be found on the following web page in the 3 and 4 year old free childcare section. The downloadable posters for parents are located on the left hand side of the screen.

We have also added a list of those providers in Cumbria who are intending to offer 30 hours free childcare.

<http://www.cumbria.gov.uk/childrenservices/childrenandfamilies/cfis/freeearlyyears.asp>

Cumbria County Council contacts

Early Years and Childcare Project Officer: joan.bradley@cumbria.gov.uk

Early Years Team Managers:

Allerdale and Copeland: karen.rutter@cumbria.gov.uk

Barrow and South Lakeland: ann.breeze@cumbria.gov.uk

Carlisle and Eden: lynsey.armstrong@cumbria.gov.uk