

# Validating 30 hour codes via EYP Hub

Providers are able to record, validate and revalidate the 30 hour codes for 3 & 4 year olds at their settings.

Firstly select the main page for the child in question and scroll down to the section named 'Parents'. Then, where no parent information has yet been entered, select 'Add Parent'. If you have previously created the parent and wish to amend details just select the 'Edit' option next to the required parent.

Waltham Forest

Log out

Pupil Finder

### Test Test @ Childcare TESTING

**30 Hours Free Childcare Has Expired**  
The 30 hours Free Childcare has expired for this pupil.

#### Pupil Details

Update Details

Forename: Test  
Surnames: Test  
Date of birth: 20/12/2014  
Address line 1: 313 Billet Road  
Address line 2:  
Address line 3:  
Ethnic group: White and Black African  
In receipt of Disability Living Allowance:  
Key Worker:  
Opt out of data sharing with Childrens Centres: No

Middle Names:  
Preferred Surname:  
Gender: Female  
Town: London  
County:  
Postcode: E17 5PX  
UPRN:  
SEN Provision: No Special Education Need  
Currently registered with another setting or provider: No  
Funded Early Learning Ref: 2 YO CODES GO HERE

#### Parents

Add Parent

Name	DOB	NIN	NASS	DERN	Actions
Test Parent		PE708150C		50019731442	Edit Remove

#### Eligibility

If you are making funding claims for hours that you provide for this child under any of the entitlement schemes, then you need to be sure that the child is eligible. In this version of

# Validating 30 hour codes via EYP Hub

Below is the page for entering parent details.

The essential parental information with regard to 30 hour codes is- Parent Full name, NI /NASS Number, unique 30 hour code.

Once you have added the relevant information simply click the blue 'Update' button, located bottom right of the form.

The screenshot shows the 'Test Test - Edit Pupil Parent Details' form in the EYP Hub. The form is titled 'Test Test - Edit Pupil Parent Details' and includes a close button (X) in the top right corner. Below the title, there is a note: 'Please provide full details for this parent. If you are going to be checking free childcare eligibility using this parent's details, then you must record their National Insurance number (alternatively their NASS number if the parent is an asylum seeker)'. The form contains the following fields:

- Title: [Empty field]
- Forename: [Test]
- Surname: [Parent]
- Date of birth: [Select date]
- National Insurance Number: [PB708150C]
- National Asylum Support Service Number: [National Asylum Support Service Number]
- 30 Hours Eligibility Code: [50019731442]

At the bottom of the form, there is a 'Consent to use data' section with a checked checkbox:  I have obtained consent from the child's parent, carer or guardian to store their personal details in order to check this child's eligibility now and in the future. A blue 'Update' button is located at the bottom right of the form.

# Validating 30 hour codes via EYP Hub

You will know that you have successfully added Parent Details as the 'Parents' section on the child's main page will appear populated and you will receive a 'Details Updated' notification in the top right hand corner of the screen.

The screenshot shows the EYP Hub interface for a child named 'Test Test @ Childcare TESTING'. A notification in the top right corner states 'Details Updated' with a green checkmark icon. Below this, a red warning banner indicates '30 Hours Free Childcare has Expired'. The 'Pupil Details' section contains the following information:

- Forename: Test
- Surnames: Test
- Date of birth: 20/12/2014
- Address line 1: 313 Bille Road
- Address line 2:
- Address line 3:
- Ethnic group: White and Black African
- In receipt of Disability Living Allowance:
- Key Worker:
- Opt out of data sharing with Childrens Centres: No
- Middle Names:
- Preferred Surname:
- Gender: Female
- Town: London
- County:
- Postcode: E17 5PX
- UPRN:
- SEN Provision: No Special Education Need
- Currently registered with another setting or provider: No
- Funded Early Learning Ref: 2 YO CODES GO HERE

The 'Parents' section is populated with the following table:

Name	DOB	NIN	NASS	DERN	Actions
Test Parent		PB708150C		50019731442	Edit Remove

The 'Eligibility' section contains the text: 'If you are making funding claims for hours that you provide for this child under any of the entitlement schemes, then you need to be sure that the child is eligible. In this version of'.

# Validating 30 hour codes via EYP Hub

Once Parent Details have been successfully input you can verify the eligibility of the 30 hour code by scrolling down to the section headed 'Eligibility'.

You will then select the parent whose details you wish to use from the drop down menu.

Once parent has been selected, click the blue 'Validate' button.

The screenshot shows the EYP Hub interface. At the top, there is a green header with the 'Walkham Forest' logo and a 'Log out' button. Below the header is a dark sidebar with navigation icons. The main content area is divided into several sections:

- Parent Details:** Test Parent, PB7081500, 50019731442, Edit Remove
- Eligibility:** A section with a heading and a paragraph of text. Below the text are two rows of options:
  - 30 Hours Free Childcare ✓** (with a 'Show details' link). To its right is a dropdown menu showing 'Test Parent' and a blue 'Validate' button.
  - Early Years Pupil Premium** (with a 'Show details' link'). To its right is a dropdown menu showing 'Please select a parent' and a grey 'Validate' button.
- Funding Claims:** A section with a heading and a paragraph of text. To its right is a link 'Update Funding Claims'.
- Funding Claims - Supplements:** A section with a heading and a paragraph of text. To its right is a link 'Update Supplements'.
- Registrations:** A section with a heading and a link 'Add Registration'.

At the bottom, there is a table with the following data:

Admission date	Leaving date	Leaving notes	Actions
06/12/2017	N/A		Edit Remove

# Validating 30 hour codes via EYP Hub

Once you have clicked the blue 'Validate' button it will change to say 'Validating' as it performs the check.

The screenshot displays the EYP Hub interface for a pupil. The top navigation bar is green with the 'Waltham Forest' logo on the left and a 'Log out' link on the right. A dark sidebar on the left contains navigation icons, with 'Pupil Finder' highlighted in blue. The main content area shows the pupil's details: 'Test Parent', 'PB708150C', and '50019731442', with 'Edit' and 'Remove' links. Below this is the 'Eligibility' section, which includes a text block explaining the validation process. The '30 Hours Free Childcare' section shows a green checkmark, a dropdown menu set to 'Test Parent', and a blue 'Validating...' button with a loading spinner. Below this, it states 'Eligible for 30 hours free childcare' and provides 'Last checked on' and 'Validity' dates. The 'Early Years Pupil Premium' section has a dropdown set to 'Please select a parent' and a 'Validate' button. The 'Funding Claims' section includes an 'Update Funding Claims' link and a note about funding rates. The 'Funding Claims - Supplements' section has an 'Update Supplements' link. The 'Registrations' section has an 'Add Registration' link.

# Validating 30 hour codes via EYP Hub

On completion of a successful check you will see a green tick which indicates that the child is indeed eligible for 30 hours of FEEE funding. Underneath the confirmation of eligibility you will see when the code was last checked and by whom.

Below this you will see 'Validity Start Date', 'Validity End Date' and Grace period end date.

The screenshot shows the 'Eligibility' section of the EYP Hub. It features a green header bar with the 'Waltham Forest' logo and a 'Log out' link. A sidebar on the left contains navigation icons, with 'Pupil Finder' highlighted. The main content area is divided into several sections:

- Parents:** A table with columns for Name, DOB, NIN, NASS, DERN, and Actions. A row for 'Test Parent' shows NIN: PB708150C and DERN: 50019731442.
- Eligibility:** A section with a green tick and the text '30 Hours Free Childcare'. Below it, a table shows the following dates:

Validity start date:	08/11/2017	Validity end date:	10/08/2019	Grace period end date:	31/12/2019
----------------------	------------	--------------------	------------	------------------------	------------
- Early Years Pupil Premium:** A section with a dropdown menu set to 'Please select a parent' and a 'Validate' button.
- Funding Claims:** A section with a 'Update Funding Claims' button and a note about calculating the hourly funding rate.

Three black arrows point from the text above to the green tick, the 'Last checked on' date, and the 'Validity end date' in the table.

# Validating 30 hour codes via EYP Hub

The three dates associated with a 30 hour code are:

**Validity Start Date**- The date on which the code was issued. Please note that the 30 hour code becomes eligible for use from the beginning of the term *following* the 'Validity Start Date'.

**Validity End Date**- The date on which eligibility ends. Every three months the parent is responsible for confirming their continued eligibility before the 'Validity End Date'.

**Grace Period End Date**- The date that Waltham Forest will cease funding for 30 hours and the child will become eligible only for their Universal entitlement of 15 hours.

The screenshot shows the EYP Hub interface. On the left is a dark sidebar with icons for Home, Pupil Finder, and other functions. The main content area is titled 'Eligibility' and contains the following information:

- Text: "If you are making funding claims for hours that you provide for this child under any of the entitlement schemes, then you need to be sure that the child is eligible. In this version of the Hub you can instantly check the 30 Hours validation codes provided to you by parents (use the ECS Checks section in the left hand menu). Additionally, we will soon be adding the relevant check (by child's age) into this part of the child record so you can press a button here and **get the answer delivered directly into this form.**"
- Section: "30 Hours Free Childcare" with a green checkmark and a "Hide details" link.
- Form: A dropdown menu labeled "Test Parent" and a blue "Validate" button.
- Status: "Eligible for 30 hours free childcare"
- Text: "Last checked on: 24/05/2019 @ 10:52 by Charlotte Park"
- Text: "Validity start date: 08/11/2017" (indicated by an arrow from the text above)
- Text: "Validity end date: 10/08/2019" (indicated by an arrow from the text above)
- Text: "Grace period end date: 31/12/2019" (indicated by an arrow from the text above)

# Validating 30 hour codes via EYP Hub

You can keep a track of the history of any child's 30 Hour Code in the section titled 'ECS Checks'.

The screenshot displays the EYP Hub interface. On the left is a navigation sidebar with icons for Home, Pupil Finder, and other functions. The main content area shows a header with the date '06/12/2017' and 'N/A', and 'Edit Remove' links. Below this is the 'ECS Checks' section, which contains a table with the following data:

Date of Check	Type of Check	Eligibility Response	Checked by
02/02/2018	30H	Eligible for 30 hours free childcare	Childcare Test
02/02/2018	30H	Eligible for 30 hours free childcare	Childcare Test
02/02/2018	30H	Eligible for 30 hours free childcare	Childcare Test
18/01/2018	30H	Eligible for 30 hours free childcare	Childcare Test
18/01/2018	30H	Eligible for 30 hours free childcare	Childcare Test

Below the table is a 'Documents' section with a dashed box for file upload and a document icon labeled 'Test Doc.docx'. A pagination bar at the bottom of the table shows page numbers 1 through 8, with page 2 selected.