



Working Parent Eligibility Codes – Guide for Providers

Parents enquire for a funded place at your setting

- Ask if they are eligible for the working parent funded entitlement
- If they think they might be, have they applied for a code?
- Working parents can apply for the Working Parent funding: [Apply for free childcare if you're working - GOV.UK](#)

ONLY OFFER THE PARENTS FUNDED SESSIONS IF THE CODE MEETS THE REQUIREMENTS FOR THE PERIOD THEY ARE EXPECTING TO BE ABLE TO CLAIM FUNDING, FOLLOWING THE PROCESS BELOW

When the parents have provided you with the code

- Log in to your Eligibility Code Check Portal: [Buckinghamshire Council: Sign in to the OEFE system as a PROVIDER user](#)
- Enter the required details to carry out a check to see if the code is valid for the funding period you want the funding to start from. **This is really important to do for each claim for funded hours you are making.** The status of the code shown on the portal cannot be taken as a measure of the validity of the code for a particular funding period, you will need to refer to the requirements for the period to confirm this.

The table below gives the requirements for each funding period.

Spring Term	Validity start date	Must be on or before 31 December
	Validity end date	Must be on or later than 1 January, or start date if after start of term
	Age of Child	Must be the relevant age by 31 December
Summer Term	Validity start date	Must be on or before 31 March
	Validity end date	Must be on or later than 1 April, or start date if after start of term
	Age of Child	Must be the relevant age by 31 March
Autumn Term	Validity start date	Must be on or before 31 August
	Validity end date	Must be on or later than 1 September, or start date if after start of term
	Age of Child	Must be the relevant age by 31 August

- The eligibility code needs to be valid at the start of the relevant funding period and the date the child would start with you. This means it **must** have a validity start date **before the start** of the relevant funding period, **regardless of when the parent wants to start accessing the funded hours within that funding period**, and also a validity end date (not grace period end date) **after the date** they wish to start accessing funded hours with you.
- A new claim for funded hours cannot be made while the child is in their grace period. New claims refer to new starters with you and children who

are newly accessing funding with you. The grace period is the period between the validity end date of the code and the grace period end date and is relevant only to children who were already accessing funding prior to the validity end date of their code.

- Please complete the check on your portal by entering the mandatory details required on second page, including address and gender of the child to save.

Submitting claim forms and adjustment forms for Working Parent Funding

- Check the eligibility codes that you have already checked on your portal are all still valid, for those that are due to expire, or have expired, you may want to remind the parents that they need to re-confirm their codes to ensure continued funding;
- For all new codes, make sure they have been checked on the portal and are valid for the relevant funding period, following the instructions in the previous section;
- The Grace period is only valid if you have claimed the funding for the previous term and new starters cannot claim funding whilst in their grace period;
- Add the eligibility code to the claim form or adjustment form;
- When a child joins you part way through the funding period, make sure the validity start date is before the start of the funding period AND the validity end date is after the date they wish to take up a funded place with you.

REMINDERS

Temporary codes start with a 1, so when these are re-confirmed, they will be replaced with a permanent code, starting with a 5. These permanent codes will require a new check on your portal.

All codes need to be re-confirmed every three months, the parents should get a reminder, but you may find it helpful if you remind parents when you see that a code is due to expire.

When checking an eligibility code, if you get “Not Found” (NOT confirmed that the applicant meets the eligibility criteria for Working Parent Funded Entitlement), please check with the parents that you have the details are correct (Eligibility Code, NI number and child’s date of birth). If they are a two-parent household, then ask for the other partner’s NI number as sometimes it works for the NI number that was not used to apply for the code.