



Up to 30 hours
of free childcare
for working parents of
3 and 4 year olds

You must apply the term before you intend to start claiming 30 hours of free childcare

Parent is eligible	Child can start accessing 30 hours
January	April
February	April
March	April
April	September
May	September
June	September
July	September
August	September
September	January
October	January
November	January
December	January

Apply now at

Childcare
Choices

www.childcarechoices.gov.uk

HMRC help line number:
0300 123 4097

Once you have received your eligibility code – speak to your early years provider to arrange when you can claim your 30 hours

Up to 30 hours of free childcare for working parents of 3 and 4 year olds

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Eligibility Criteria

- Each parent or the single parent in a lone parent household will need to expect to earn the equivalent of 16 hours at the national living wage or their national minimum wage rate over the forthcoming quarter;
- Where one or both parents are in receipt of benefits in connection with sickness or parenting, they are treated as though they are in paid work;
- Where one parent (in a couple household) is in receipt or could be entitled to be in receipt of specific benefits related to caring, incapacity for work or limited capability for work that they are treated as though they are in paid work;
- Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months in order to qualify for the extended entitlement.
- If either or both parents' income exceeds £100,000 they will not be eligible for the extended entitlement.

When will my child be eligible for a free place?

If your child's third birthday falls between:	Your child will become eligible for a free place from:
1 January and 31 March	The start of the Summer Term (April)
1 April and 31 August	The start of the Autumn Term (September)
1 September and 31 December	The start of the Spring Term (January)

Eligibility Checking Process

- 1 Parent applies to HMRC using Childcare Choices web page
- 2 If eligible, parents are issued with an eligibility code
- 3 Parent takes eligibility code, National Insurance Number and child's date of birth to provider of their choice
- 4 Provider conducts a verification check with local authority
- 5 Once verified, parent and provider can arrange when 30 hours free childcare can be claimed
- 6 Parents need to self-verify eligible every 3 months – HMRC will send reminder
- 7 Local authority will audit eligibility of parents and will notify providers when parents are no longer eligible
- 8 Parent HMRC Helpline number **0300 123 4097** for questions about eligibility
- 9 Parents **MUST APPLY** the term before they intend to access their 30 hours

Appendix 1

30 hours criteria and eligibility checking process

The current universal entitlement for all 3 and 4 year olds will continue to be 15 hours per week for 38 weeks (570 hours per academic year).

The new entitlement is an extension of the current entitlement and provides an additional 15 hours of free early education for children where parents are eligible.

30 hours for working families eligibility criteria

- each parent or the single parent in a lone parent household will need to expect to earn the **equivalent** of 16 hours at the national living wage or their national minimum wage rate over the forthcoming quarter

*Parents do not necessarily need to actually work 16 hours a week, but rather their earnings must reflect at least 16 hours of work at NMW or NLW, for example, from April 2017 the NMW is £7.50 per hour for 25 year olds and over, therefore minimum income would be £120 a week.

- where one or both parents are in receipt of benefits in connection with sickness or parenting, they are treated as though they are in paid work
- where one parent (in a couple household) is in receipt or could be entitled to be in receipt of specific benefits related to caring, incapacity for work or limited capability for work that they are treated as though they are in paid work
- where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months in order to qualify for the extended entitlement.
- if either or both parents' income exceeds £100,000 they will not be eligible for the extended entitlement.

Eligibility checking process

1. HMRC will ask parents to apply to HMRC to check if they are eligible. If parents are eligible an ELIGIBILITY CODE will be given to parents.
2. Parents will then provide the provider of their choice with the ELIGIBILITY CODE, National Insurance Number and child's date of birth.
3. The provider will then carry out a verification check to confirm the families eligibility. Provided the verification check is confirmed, the provider can then consider the application for the nursery place for the additional hours.