

User Guide: Validating a 30 Hours Code

Introduction

This guide explains how to validate a 30 hours code on The Early Years Provider Hub and receive an instant response. Any member of staff with a User Account can do this.

Please remember to keep your username and password details safe and do not share them with anyone.

Information required

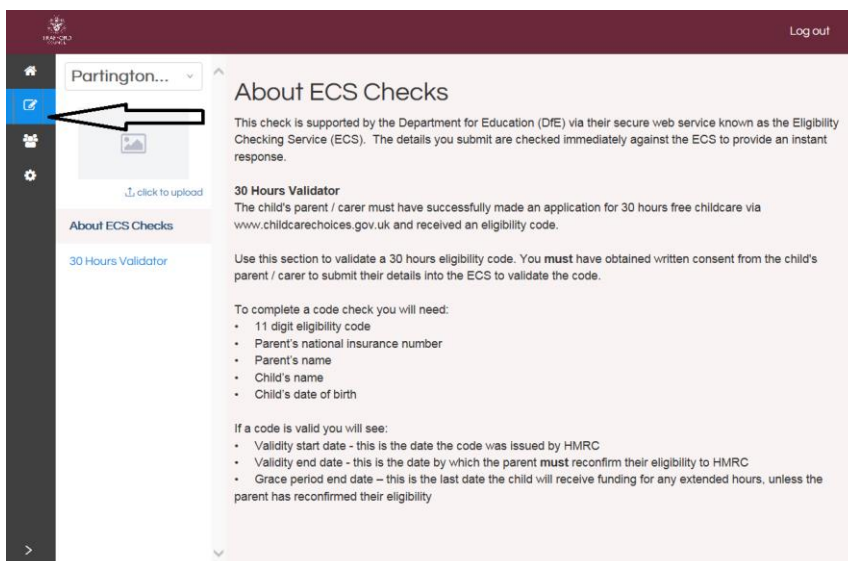
To complete the check you will need:

- Written consent from the child's parent / carer to submit their details into the Eligibility Checking System (ECS) to validate the code
- 11 digit eligibility code
- Parent's National Insurance Number
- Parent's Name
- Child's Name
- Child's Date of Birth

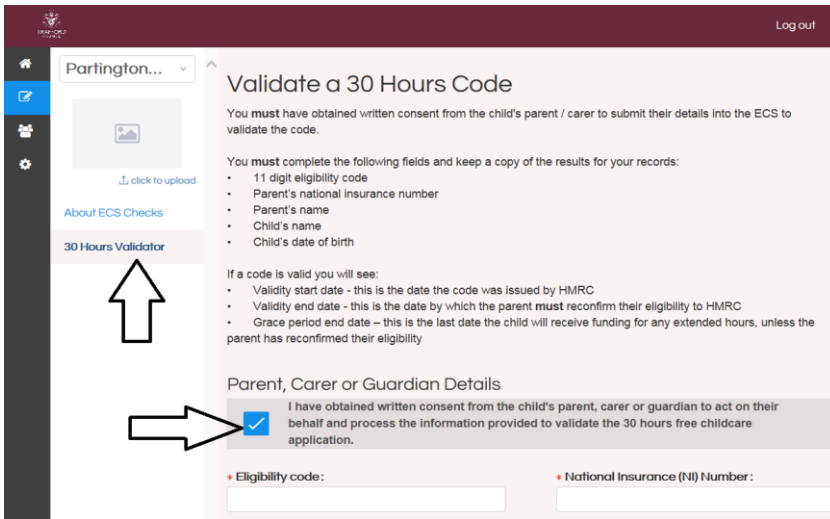
Completing the check

Log into the EYP Hub and go to the Home Page.

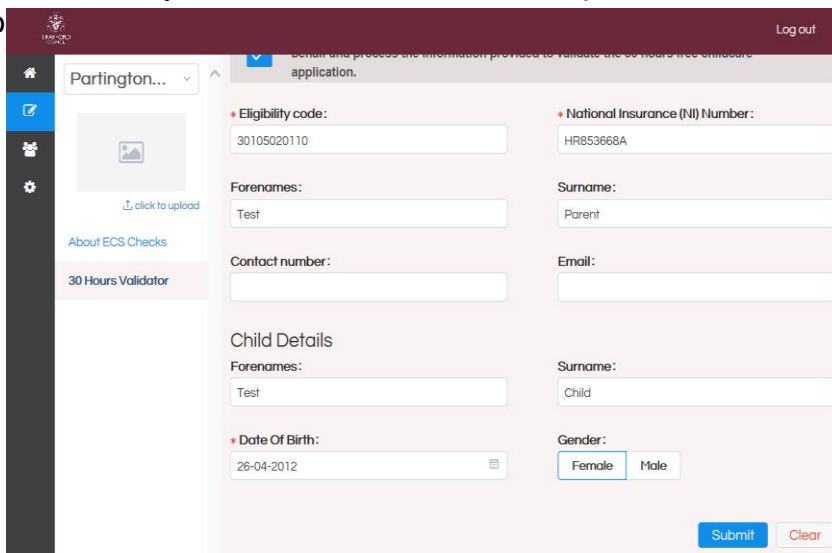
1. From the main menu on the left hand side. Click on the 'ECS Checks' button. This will take you to the 'About ECS Checks' Page which explains how the check works, the information you



2. On the left hand side click on the '30 Hours Validator' button, this takes you to the validator page. Please read the information carefully. You must have obtained written consent from the child's parent to submit their details into the checker. Tick the check box to confirm you have permission. You will not be able to complete the check if this box is not ticked.



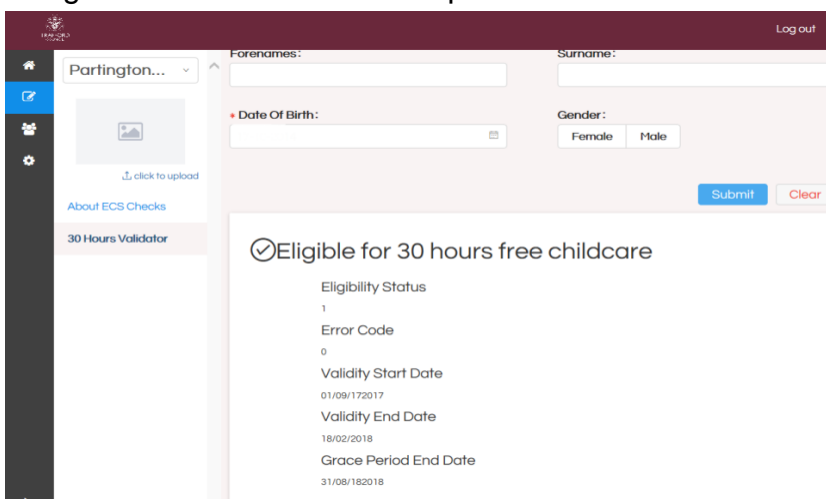
3. Input the information into the relevant boxes. You must include the parent's name and child's name so that your check can be matched up to the child's Early Years Parent Declaration



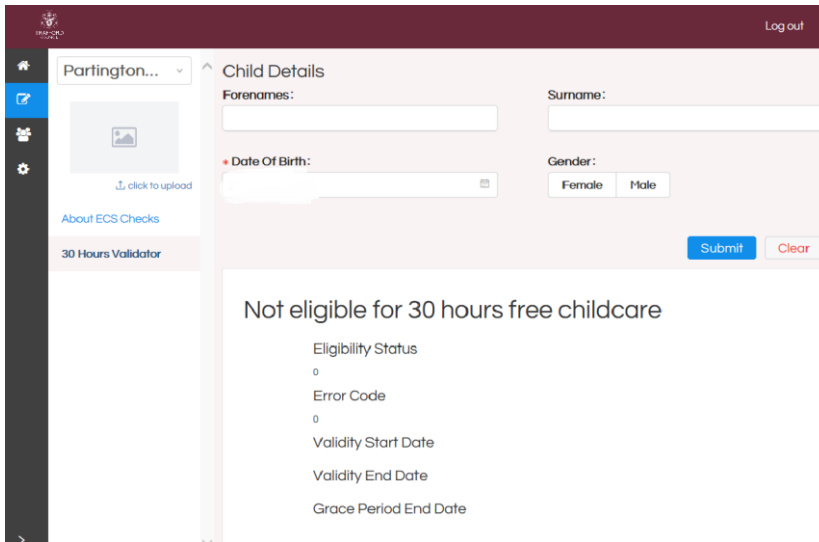
4. If you need to start again you can click the 'Clear' button to take out all the information you have entered.

5. When you have entered all the information, click the blue 'Submit' button to complete the

6. The results of the check appear below the 'Submit' button. If a code is valid you will see a message that looks like this example:



If a code is not valid you will see a message that looks like this example, below the Submit



The screenshot shows a web application interface for the '30 Hours Validator'. The top navigation bar includes a 'Log out' link. The main content area is titled 'Child Details' and contains several input fields: 'Forenames:', 'Surname:', 'Date Of Birth:', and 'Gender:' (with 'Female' and 'Male' radio buttons). Below these fields are 'Submit' and 'Clear' buttons. A message box displays the error: 'Not eligible for 30 hours free childcare'. Below this message, a list of fields is shown with empty values: 'Eligibility Status', 'Error Code', 'Validity Start Date', 'Validity End Date', and 'Grace Period End Date'. The left sidebar contains a dropdown menu with 'Partington...' selected, and links for 'About ECS Checks' and '30 Hours Validator'.

7. You should keep a copy of every check you do you for your records. This can be done by taking a screen shot of the page and saving it.

Tips for using the 30 Hours validator

- The system will alert you if the 30 hours code, national insurance number or child's date of birth is incorrect but it is best to make sure the information you get from the parent is accurate.
- Be fraud aware! You will never get an email from the hub with the details of a 30 hours check, all the results are on screen.
- It is important to keep a record of all the checks you do, even if the code is not valid. You may need to show the results to a parent or check back on them if your setting gets audited.
- You can't break The Hub! If you make a mistake, don't worry you can always use the 'Clear' button to take out all the information or you can submit another check. There is no limit on the number of checks you can do.

Contact details

If you have any queries about The Early Years Provider Hub or this guide, please contact **The Early Education Team:**



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