

September 2017

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## Provider Portal

Achieving for Children carried out training sessions, for providers, this month on how to use the updated version of the provider portal to validate 30 hour codes and claim funding for the universal 15 and extended 15 hours.

You can use the provider portal user guide to support you. The guide has step-by-step instructions and screenshots on how to complete the whole process to input claims. Click [here](#) to access the user guide, it is saved under "download the provider portal user guide".

## Problems with reconfirmed codes

At the moment a technical glitch with reconfirmed codes means that you may have trouble adding these codes to your claims for the extended hours.

Parents are required to reconfirm their eligibility for 30 hours via the HMRC system. If a parent does this within by the specified deadline (i.e. the code end date) the code will retain the original start date, which is the date on which the parent first applied for 30 hours.

However, if a parent misses the deadline to reconfirm eligibility for 30 hours they will then enter the grace period. If whilst in the grace period the parent realises and accesses the HMRC system and reconfirms eligibility, the code will be given a new start date and this will be the date that the code was been reconfirmed by the parent.

At the moment this is having implications on adding these codes to actuals claims on the provider portal. The portal is recognising these late reconfirmed codes as new codes due to the new start date. HMRC is looking into a solution for this. However in the meantime the early years team are putting in a process to allow these codes to be accepted by the portal.

**If this has happened with you whilst you have been inputting your actuals please let Nada Hassanatou know via email ([nada.hassanatou@achievingforchildren.org.uk](mailto:nada.hassanatou@achievingforchildren.org.uk)).**

# Upcoming events

## 1. School 30 hours workshop

This workshop is designed for all schools, including those that are not planning to offer 30 hours, as schools are likely to find themselves offering part of it. This is because parents are able to split the 30 hour entitlement between different settings. Meaning that even those schools that are not actively offering the 30 hours may find themselves in a situation where they may be offering part of the entitlement to eligible children.

It is really important for all schools to attend the workshop to understand how the 30 hours works and how it may impact your school to help you make an informed decision.

The workshop will be held at **Twickenham Training Centre on Friday 13 October, from 09.30am-12.30pm**. To book a place please visit [CPD online](#).

*There are places available for more than one staff member from each school to attend. It is preferable that the school's headteacher, business manager or early years lead attends the session.*

## 2. 30 hours workshop 2

The introduction of the 30 hours is likely to see providers working in partnership together. This can happen as part of a formal plan, but providers may also find themselves unknowingly sharing part of the entitlement with other providers. E.g. a child can be taking up the universal 15 hours at a preschool and the extended 15 hours with a childminder.

This first part of the workshop will look at the different partnership models and principles.

The second part will focus on good information sharing practices that providers (who are involved in the shared care of children) should develop.

The workshop will be held on **Wednesday 29 November, 2-4pm or 7-9pm at the King Charles Centre**. To book a place please visit [CPD Online](#).