

December 2017

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Beginning of term code audit

We have carried out the beginning of term audit of 30 hour codes. This means that the codes have gone through the eligibility checking system, which determines the current status of each individual 30 hour code that was **added to your autumn actuals**. To access this updated information you will need to log onto your provider portal account and go to the Autumn 2017/2018 actuals summary. Here you will be able to find out if there are any codes that:

- are in the grace period (this will be shown by an exclamation mark in a yellow triangle, as shown below)
- have been reconfirmed successfully and have an extended validity period (you will be able to see the new validity dates)

Please note as it is the beginning of the term it is important to:

- ✓ Perform a validity check on any new codes that you have for children that will begin to take up the extended hours at your setting from this term (i.e codes that were not added to the autumn actuals). You will be unable to claim the funding for any new codes that are already in the grace period at the time when the child starts taking up the extended hours at your setting.
- ✓ Check if any children previously on your headcount, for the extended hours, have not had their eligibility reconfirmed and still have a grace period end date of 31 December. Children with a grace period end date of 31 December will no longer be able to access the extended funding during the spring term.

Parent declaration form

It is important to remember to ask parents to resign the parent declaration form every term. If any information has changed parents will be required to complete and sign a new parent declaration form.

Please also ensure that any information regarding other settings that children attend are clearly noted and that parents have specified at which setting their child is taking up the universal and the extended hours.

You can find a copy of the parent declaration form on the [provider portal page](#) on the AfC Info website.

Extension to code start date for spring term funding

To allow parents, who may have been experiencing technical difficulties with obtaining their code, to be able to access the extended funding we are going to fund 30 hour places for the spring term for any parent who has a 30 hours code dated **11 January or earlier**. We will be unable to fund any places for codes dated after 11 January.

We ask you to please encourage parents to apply urgently (if they have not already done) so that they get their eligibility code by 11 January.

Upcoming events

Provider portal training sessions:

For PVI providers

- [Thursday 4 January, 7-9pm, at Twickenham Training Centre](#)
- [Monday 8 January, 7-9pm, at the King Charles Centre](#)

For maintained schools with nurseries

- [Friday 5 January, 09.30-11.30am, at Twickenham Training Centre](#)