



# **Early Years Portal Training**

## **Funded Early Education Eligibility Checks**



# Agenda

- Welcome and introductions – housekeeping / fire alarm
- IT equipment
- Data Protection & Information Security
- Using the portal
- **2 year old funded places**
- **2 year old process and eligibility checking**
- Demonstration
- 30 hours for 3 and 4 year olds
- Scenarios
- Feedback



# IT Equipment

- PC with Internet Connection
- Compatible web browser:
  - Internet Explorer 10 or Higher
  - Google Chrome (latest version)
  - Mozilla Firefox (latest version)
- Access to emails

Does everyone have these?



# What the law says about personal information

- It belongs to the individual it identifies
- We are required to keep only accurate data and only for as long as we need to
- It must never be disclosed inappropriately
- It must be held securely in all formats
- Declaration form on the Bolton Start Well Early Years Foundation for printing

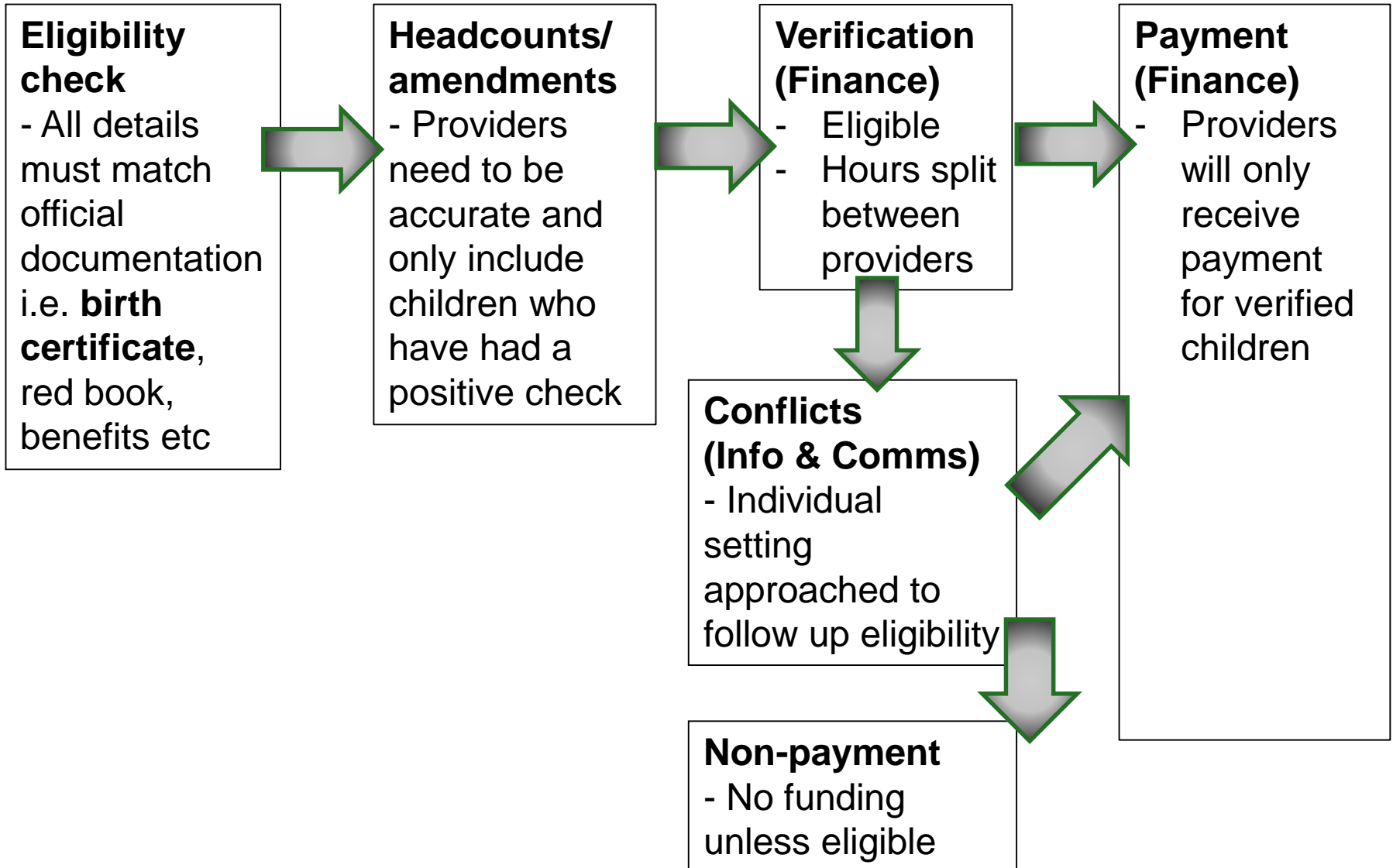
WE and YOU can be prosecuted

More information, Data Protection Act 1988

# Using the portal

- Must only be used for the purposes you are instructed
- Never share or disclose username or password details or put them on post it notes/keep in diaries etc – use ‘notes’ facility in outlook if you have the option
- Lock your computer when leaving your desk – even if it’s only for a minute
- Inform us if you change email address
- Owner/Managers responsibility for informing LA of any leavers or new starters (staff)

# Funded early education process



# 2 year old funded places

570 hours a year over no fewer than 38 weeks of the year (15 hours a week if taken over 38 weeks)

- Access through approved providers – in / out of Bolton
- Providers are asked to offer flexible provision
  - times and patterns to support parents needs v business models
- No sessions should be:
  - longer than 10 hours
  - delivered before 6am or after 8pm

## 2 year funded places cont...

### Parent in receipt of: (Economic)

- **Income Support**
- income-based **Jobseeker's Allowance (JSA)**
- income-related **Employment and Support Allowance (ESA)**
- **tax credits** and have an annual income under **£16,190 before tax**
- the **guaranteed element of State Pension Credit**
- the **Working Tax Credit 4-week run on** (the payment you get when you stop qualifying for Working Tax Credit)
- **Part 6 of the Immigration and Asylum Act**

### Children are also entitled to a place if: (Non-economic)

- they are **looked after by a local council**
- they have a current statement of **special education needs (SEN)** or an **education health and care plan**
- they get **Disability Living Allowance**
- they have *left care under a **special guardianship order, child arrangements order or adoption order***

### Families may also be eligible if funded through:

- **Universal Credit** – threshold came into effect February 2018, £15,400

**Whilst this is an economic criteria, the national system needs us to treat them as non-economic checks at the moment**

**All checks done through the Information and Communications team on 01204 332170**



# When can children benefit from the free places?

- Eligibility checks in the term as they turn 2
- Free places start in the term after their second birthday:

If their 2 <sup>nd</sup> birthday falls in between....	They can access their free place from ....
1 <sup>st</sup> September - 31 <sup>st</sup> December	Spring Term (January)
1 <sup>st</sup> January - 31 <sup>st</sup> March	Summer Term (April)
1 <sup>st</sup> April - 31 <sup>st</sup> August	Autumn Term (September)

# Checking eligibility and getting a place..

- Eligibility checks through:
  - Start Well Children’s Centres
  - Approved 2 year old providers
  - Other local authorities
  - Professionals working with families i.e. Health Visitor, Family Workers
- National eligibility checking system or hard copy evidence
- Red book / birth certificate - must be seen re proof of parent / child identity
- System only allows checks from the start of the term that the child turns 2
- We **cannot** do eligibility checks requested by parents over the phone
- If families are eligible:
  - The parent/carer will be given an eligibility letter
  - Parent registers with childcare provider
- We advise families to also register with their local Start Well Childrens Centre so they are in the loop locally!

# What evidence do families need to provide?

- Most eligibility checks will be automated using:
  - Parents name
  - Parents date of birth
  - Parents National Insurance (NI) number
- Manual checks need HMRC evidence i.e. TC602 letter – please remember that the system is updated on a weekly basis so the online checker/portal should be accurate. If a letter is presented, the date should be within no more than **4 weeks**
- Need to make sure that parents are showing the child's red book or birth certificate – **names on all documentation should match.**

# Non-Economic claim evidence

- **Child has a disability** – Disability Living Allowance letter to be presented at the Start Well Centre with the claimants identification i.e. passport, driving licence
- **Universal Credit** – UC statements to be presented at the Start Well Centre
- **Special Guardianship, Adoption, Residence Order** – copy of order to be presented at the Start Well Centre
- **Looked after children (LAC)** and **Special Educational Needs (SEN)** do not need further evidence as council records should verify these
- *If evidence is not submitted within 8 weeks, the application will be closed and parents will need to re-submit if needed. Providers responsibility to follow up with parents if no letter produced*



# Start Well Children Centres

- **Alexandra**, Blackledge Street, Bolton BL3 4BL  
Tel: 01204 337347
- **Great Lever**, Leonard Street, Bolton BL3 3AP  
Tel: 01204 337333
- **Kearsley**, Springfield Road, Kearsley BL4 8LZ  
Tel: 01204 334955
- **Oldhams**, Forfar Street, Bolton BL1 6RN  
Tel: 01204 334992 or 334979
- **Oxford Grove**, Shepherd Cross Street, Bolton BL1 3BH  
Tel: 01204 337090
- **Tonge**, Starkie Road, Bolton BL2 2ED  
Tel: 01204 336745

# Declaration / Enquiry

- Enquiry form formatted to follow the system (form on the Bolton Start Well Early Years Foundation)
- Provider **must** ensure the completed enquiry form is destroyed / shredded once the application is complete
- Provider Portal Declaration form is in place to confirm parent is happy for us to process their information through the portal - must be signed by the person taking the information and the parent – form to be retained securely by the provider (form is available via <http://www.boltonstartwell.org.uk/>)

# Logging in

[Home](#)

### Log In

Username

Password

Log In

[Forgotten your username?](#)

[Forgotten your password?](#)

### Welcome to the Provider Portal

To use this site it is **recommended** you use one of the following browsers:



Please enter your username

From here you **will be able to**:

- Undertake eligibility checks for two year old early education places
- Check the progress with two year old eligibility checks that you have undertaken
- Complete your headcount form for 2, 3 and 4 year old free education places.

If you need assistance, please feel free to download our **user guidance** that explains how to use the 2YO and Headcount services by clicking [here](#).

By using this Provider Portal you are agreeing to provide accurate information. Any personal information you give to us will be processed in accordance with the Data Protection Act 1998. The Council will only use your information for the purpose of your query for Two Year Old Funding and the Headcount. Bolton Council is required to report any cases of fraud or suspected fraud to other Government Departments. By using this portal you are agreeing to the [Terms & Conditions](#) found at the bottom of this page.

**Please note:** Most two year old early education / childcare checks go through a national database from the Department of Work and Pensions. For more information about the privacy of the information you are submitting, please consult our [Privacy Notice](#).

To help keep your information secure, the Provider Portal will log you out after **20 minutes** if there hasn't been any activity in your account.

# Assisted application

## Assisted Application

To carry out an assisted application, you will need:

### Parent / carer details:

- Name
- Date of birth
- National Insurance (NI) or NASS (National Asylum Seeker Support) Number

### Child's details:

- Name
- Date of birth
- Address

Please note that parent / carer information is required to undertake an eligibility check on the national database. Providers are reminded to check that the parent / carer details provided match the child's birth certificate or red book before undertaking an eligibility check.

**Please note:** You will not be able to change the child's date of birth or postcode later in this process, if you wish to do so you will need to start a new application from this point.

**Please check that the Parent/Carer is aware of the [Privacy Notice](#) before proceeding with this application. If the parent/carer is not happy with how Bolton Council will process the data provided as part of this application then you can click 'Cancel' to not submit an application.**

Child's Date of Birth  
(DD/MM/YYYY)

**i**  
The child's date of birth

Child's Postcode

Cancel

Continue



# Child's details

### Add Child

To progress this application, enter the details of the child below

**Please note:** You cannot change the child's date of birth or postcode from those which you entered on the previous screen. If you have made a mistake then please restart the application.

Forename \*



Child's legal forename

Surname \*

Gender \*

- Male  
 Female

Date of birth (dd/mm/yyyy)

Ethnicity \*

First Language \*

Postcode \*

Find Address

Enter Address Manually

\* Required field

Cancel

Continue

# Parent's details

## Enter Parent/Carer (Applicants) Information

To progress this application, enter the details of the applicant below:

Title 

Forename 

Surname 

Gender  Male  
 Female

Relationship 

Parental Responsibility  Yes  
 No

If the applicant has legal responsibility for this child, select Yes

**Address** Does the applicant live at the same address as the child? (If the answer is no then DO NOT proceed with this application. If the parent wants to query this or believes they are eligible then please refer them to the Families Information Service)

Yes The Archways, Le Mans Crescent, Bolton, BL1 1UA  
 No

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[Continue](#)

# Claim type

## Claim type

Here you can apply to receive funding for a two year old child.

This family is in receipt of at least one of the benefits below:

- Income Support
- Income based Jobseeker's Allowance (JSA)
- Income related Employment and Support Allowance (ESA)
- Guaranteed element of the State Pension Credit
- They receive funding under Part 6 of the Immigration & Asylum Act
- Child Tax Credit / Working Tax Credit and have an income of no more than £16,190
- Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

[Claim now](#)

This child meets at least one of the criteria below:

- They are looked after by the local authority
- They have a current Statement of SEN or an Education, Health & Care Plan (EHCP)
- They have left care through Special Guardianship or an Adoption or Residence Order
- They receive Disability Living Allowance (DLA)
- Their family receives Universal Credit
- The parent has provided you with an eligibility letter from another local authority

[Claim now](#)

# Criteria selection

## Criteria Selection

Select all of the criteria which applies to your application and please provide the details required.

**Looked After Child**- A "looked after child" is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function.

**Child has a Special Educational Need (SEN)**- Has a current statement of Special Educational Needs or an Education, Health and Care Plan.

**Adoption, Residence Order or Special Guardianship**- Children who have left care but are not able to return home (through adoption orders, residence orders or special guardianship). The applicant will need to provide an Adoption certificate or court papers which clearly outline arrangements. We will also need to see the applicants identification e.g. passport or driving license

**Child has a disability**- Is in receipt of Disability Living Allowance (DLA). You will need to submit evidence for this option. The applicant will need to provide a letter from HM Revenue & Customs confirming that you receive DLA for your child. we also need to see the applicants identification e.g. passport or driving license.

**Funding from Immigration & Asylum Act** - Select this option if the family receive funding under Part 6 of the Immigration & Asylum Act. The parent will need to visit a Start Well Children's Centre with a letter from the Home Office stating that they 'receive funding Under Part 6 of the Immigration & Asylum Act' – the letter will need to be within 4 weeks old. Please note that some letters say that the family receives funding under a particular section of the Immigration and Asylum Act – these can not be accepted. Only letters that specifically mention 'being in receipt of Part 6 Funding' will be accepted.

**Universal Credit**- Some families who receive Universal Credit do not show as being eligible on the automatic check. If they don't, these families will need to visit a children's centres with their Universal Credit Award Notice and the application reference number that will show on the next screen.

**Check Completed by Other LA** If a parent has had an eligibility check in another local authority area and provides you with a letter/evidence with their child's name and a unique identification number on, please type the local authority name and the ID number in the box below. Please do not include any confidential information

If the applicant needs to provide more information for their eligibility check, ask them to visit their local children's centre with the evidence to support their claim.

Their local children centre will be able to scan and send their evidence for them. **Providers are asked not to send confidential documents to us due to potential data protection issues.** A list of Bolton's Children's Centres can be found [here](#).

### I declare that:

- The applicant has confirmed that he/she has parental responsibility for the child named in this application.
- The applicant has confirmed that all information he/she has provided as part of this application is correct to the best of his/her knowledge.
- I have checked the child's birth certificate / red book to confirm that this parent is responsible for this child.
- I have checked with the applicant that he/she agrees that the information given can be shared locally for the benefit of their family.
- The applicant has confirmed that if they choose to receive notification about their application by email then they will treat the email in a secure manner and that they are responsible for the security of their email.
- The applicant has confirmed that they are happy for Bolton Council to process their data as outlined in the [Privacy Notice](#).

The parent/applicant has been made aware of these conditions and has confirmed that they are true.

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# Eligibility result - eligible

The screenshot displays the Bolton Council's Provider Portal. At the top left is the Bolton Council logo. The page title is "Bolton Council's Provider Portal (TES)". A green notification box in the top right corner states: "Send Eligibility Details to Email Address" with a checkmark, and "The email has been sent successfully". The main content area features a green header: "Eligibility Result - funded early education for two year old children". Below this, a green checkmark icon is followed by the text: "The check for eligibility for funded early education has confirmed that Joey Jones is eligible. The applicant will need to keep the information on this page for future reference." The application reference number is listed as "TYF-1701-VPEINYP1". Further down, it states: "Funding for early education for Joey Jones is available immediately. Funding will commence from the date, on or after 17/01/2017, when an early education placement is taken up with an approved provider." A note at the bottom of the main text area says: "The application reference above will help us with enquiries - please store it somewhere safe. If you have any further enquiries about your application or would like to take any further action please [contact us](#). Our contact details can be found on the 'Contact Us' page linked at the bottom of the screen." Below the text is a form titled "How would the applicant prefer to receive the eligibility details?" with two buttons: "By Email" (selected) and "Printed Copy". At the bottom left of the form area is a "Finish" button. The browser's address bar shows "donotreply@bolton.gov.uk" and the page title "Application for funded early education for a 2 year old c...". A taskbar window at the bottom right shows the application details.

# Eligibility result – not eligible

## Eligibility Result - funded early education for two year old children



Unfortunately we have been unable to confirm eligibility for your two year old funding application.

If this family believes that they meet the eligibility criteria, they can visit their local children's centre with any supporting paperwork (e.g. TC602 from HMRC or a letter from the Home Office showing that the family receives funding under Part 6 of the Immigration and Asylum Act).

Application reference number for your information:

TYF-1707-WOCVGD

## First Applicant

These were the details we used to determine your eligibility. If you think you incorrectly entered your details please use the edit details button to amend them.



Date of Birth (DD/MM/YYYY)

National Insurance No.

[Edit Applicant Details](#)

If you disagree with this result please do not hesitate to request help:

[Request Help](#)

The application reference above will help us with enquiries - please store it somewhere safe. If you have any further enquiries about your application or would like to take any further action please [contact us](#). Our contact details can be found on the 'Contact Us' page linked at the bottom of the screen.

[Finish](#)



# Out of Borough checks

- Check can be completed in Bolton
- Parent brings letter from Out of Borough. Complete non-economic claim using the option **Eligibility letter given by another authority**. In the summary box, input name of the authority and the reference number (this will be verified by the I & C Team)
- Parent does not have a letter – they can either request a copy via other Local Authority or provider to complete new check. You can also put the name of the LA stated by parent in the summary box and the I&C team will verify

# You will also get access to the 30hr code validation checker

## Run a new check

The Department for Education (DfE) provides an Eligibility Checking System (ECS) to allow you to check online and in real time the validity of eligibility codes issued by HMRC to working parents eligible for 30 Hours Free Childcare. You may only perform checks where the parent/carer has given consent for you to do so and when they have agreed that this check information can be shared with the Local Authority and any other providers the child attends.

Find a child

Child's Forename	Child's Surname	Child's Date of Birth *	Parent's NI Number *	30 Hours Eligibility Code *
<input type="text" value="e.g. John"/>	<input type="text" value="e.g. Smith"/>	<input type="text" value="e.g. 30/11/2012"/>	<input type="text" value="e.g. NM123456C"/>	<input type="text" value="e.g. 50001005014"/>
				<input type="button" value="Run Check"/>

- For **validating** parent codes
- **Information needs to be exactly as inputted on childcare choices** – if it doesn't match, result will come back as not eligible
- If a child already on your headcount, **will populate outcome of the check on the headcount**
- **Replaces the spreadsheet system** used initially
- **Access for all portal users.** User guidance will be on the Bolton Start Well Early Years Foundation website - an email will be sent out once accounts are all set up

**Remember:** Parents have eligibility checks at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk), our system is just to validate their code





# Demonstration in the test system

Getting on the system – username and password

Navigation

Reference number

# Support

- Portal account issues: Information Management  
[one.support@bolton.gov.uk](mailto:one.support@bolton.gov.uk)
- Funded place finance issues: Finance  
01204 337169
- User guides: Start Well website  
<http://www.boltonstartwell.org.uk/>
- Eligibility check queries: Information and  
Communications Team [families@bolton.gov.uk](mailto:families@bolton.gov.uk)  
01204 332170 / 332125 / 332198 / 338756