



## Briefing on 15-hour 2YO Eligibility Check for Families Receiving Some Additional Forms of Government Support

The way we deliver the 2-year-old entitlement is changing we can no longer issue parents with instant eligibility via Golden Ticket letters due to General Data Protection Regulation (GDPR).

Potentially eligible parents will still receive letters which will encourage them to visit their chosen early years provider to verify their eligibility. They can also check what childcare support they are entitled to here <https://www.childcarechoices.gov.uk/>.

Parents' who believe they are entitled to 15 hours of 2-year-old entitlement due to them receiving certain forms of government support can have their eligibility checked via your [Wizard](#) account. We hope you will agree that this gives you more autonomy in providing the free entitlement and managing your business. You can check the eligibility of parents at any point **from their child turning 2**. Eligible children can start the term after their 2<sup>nd</sup> birthday and not before.

### What you will see in your Wizard account

The screenshot shows a web interface for checking eligibility for 2-year-olds. On the left is a navigation menu with options: Home, Eligibility Checker (30Hrs), Eligibility Checker (2 year old) (highlighted), Check a child's eligibility for 2 Year's Old funding, 2YO Entitlement Summary, Payment Claim, DAF Claim, Funding Breakdown, Code of Practice, Provider Agreement, Key Dates, and Questions. The main content area is titled 'Check Eligibility for 2 Year Olds' and contains the following fields:

- Child's First Name:
- Child's Surname:
- Child's Date of Birth:
- Parent's Date of Birth:
- Parent's Surname:
- Parent's National Insurance Number:
- OR-
- National Asylum Support Service Number:
- 2YO Refs:

At the bottom of the page, there is a small text element: <https://earlyyears.northumberland.gov.uk/EligibilityChecker/Checker2YO.aspx> and a button labeled '3d consent from the parent/guardian'.



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**Summary of 2 year old checks**

These records are the 2 year old checks you have made, once a child is found eligible they remain so until they become eligible for 3 and 4 year old entitlement. For security reasons we only show the initials of the child.

**NOTE** Please ensure that you use the remove button to remove any records where children have now left.

2YO Ref	Child Firstname	Child Surname	Child date of birth	Eligibility	
X*****	X*****	X*****	18/10/2021	Eligible	<a href="#">Remove</a>
FR*****	BO*****	BO*****	01/11/2019	Eligible	<a href="#">Remove</a>

## What you need to do:

- Ensure you have fully completed parent declarations for all 3- and 4-year-olds in your provision.
- Run checks via Wizard for any 2 olds whose parents have consented to their information being checked by fully completing a parent declaration for your provision.
- To understand any actions, you can take to potentially resolve ineligible responses hover over the qualifier response in your summary of check for more information or explanation of qualifier results below.
- All other children should only be offered a place if the response is eligible.
- Remove any children from your summary of checks who are now accessing the working families entitlement or 3- and 4-year-old entitlement.
- Once a 2-year-old is found eligible they keep their entitlement until they become eligible for 3- and 4-year-old entitlement.
- A summary of checks is provided so you can keep track of eligible two-year-old codes to claim funding.
- Contact Sophie Downing [sophie.downing@northumberland.gov.uk](mailto:sophie.downing@northumberland.gov.uk) directly to discuss children eligible under criteria that is outside the economic eligibility criteria i.e. LAC (Looked After Child), adoption, special guardianship.

## Guidance for qualifier responses

**Pending - Keep checking** – It is not possible to provide a result for the check as all the information needed is not yet available. This issue should resolve within 4 – 6 weeks. The system will automatically keep checking for 6 weeks and update results when a change is found. Keep checking your summary of checks and you can offer free childcare beginning the term after the child's 2nd birthday when the result changes to Eligible.

**Manual process** – this means that it is not possible to determine eligibility using the ECS at this time. The applicant must be directed to provide manual evidence of eligibility which must be manually assessed. Please contact Sophie Downing [sophie.downing@northumberland.gov.uk](mailto:sophie.downing@northumberland.gov.uk) for advice.



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**Check data** – this means that the claimant details were not successfully matched to a living person on OGD systems. This is because of an error in one or more of the three input data items (**Parents NI Number, Date of Birth & Surname**). In this case, verify the personal data with the claimant.

**Found - Eligible** - offer 15 hours free childcare to start the term after the child's second birthday.

**Not Found** - Not Eligible

Any question, problems or queries contact [earlyyearsteam@northumberland.gov.uk](mailto:earlyyearsteam@northumberland.gov.uk)