RUN A NEW CHECK

The **Run A New Check** function allows you to check a 30 hours eligibility code in the Provider Portal.

1. On the Provider Portal home page select **30 Hours Free Childcare | Run a New Check** to display the **Run a new check** page.

2. **ALWAYS** search for the child's name first; this allows the system to link the code to the child's record on the funding claim. Enter a few characters from the child's name and any matching names will be listed below.

3. Click on the name of the required child in the list. The child's details will be copied into the check fields below.

4. Enter the parent's NI number and the eligibility code and click the **Run Check** button. If successful, the eligibility start and end dates will be displayed in a green panel along with the end date for the grace period.

Child's Forename *	Child's Surname *	Child's Date of Birth *	Parent's NI Number *	Eligibility Code *
Amy	Cornwell	11/12/2013	WM356790C	50001035020

Run Check

✔ Success !
This eligibility code is valid from 18-Aug-2017 to 20-Nov-2017, with a grace period to 31-Mar-2018.
HMRC will manage the notification to parents of the need to reconfirm their eligibility.

If the data is not matched a message will be displayed in a red panel. Check that the eligibility code, the NI number and child's date of birth are correct. If necessary, check this information with the parent. You may need to try an alternative (i.e. partner's) NI number. The details you check should match those entered when the parent applied for their code.

Child's Forename *	Child's Surname *	Child's Date of Birth *	Parent's NI Number *	Eligibility Code *
William	Brown	12/01/2014	BA135478A	60003402341

Run Check

⚠ Sorry, Not Eligible!
The checking service has responded that this code is not eligible, please confirm that all the details you have entered are correct.

Sometimes, a code will generate a successful result but say 'no term available'. Usually this means the parent/guardian needs to reconfirm their code.

Running An Ad Hoc Check

If a child is not found when you search for the name you can perform an ad hoc check by entering all the child's details in the check fields and pressing **Run Check.**

HOWEVER

A code checked this way will **NOT** be linked to the child's record on the funding claim. You will have to go through the process of searching for a child and re-checking the code as described in points 1-4 before you can add any extended hours for that child to the claim.