

# Peterborough Early Years Providers Funding Portal Guidance

Eligibility Checks

[www.peterborough.gov.uk](http://www.peterborough.gov.uk)



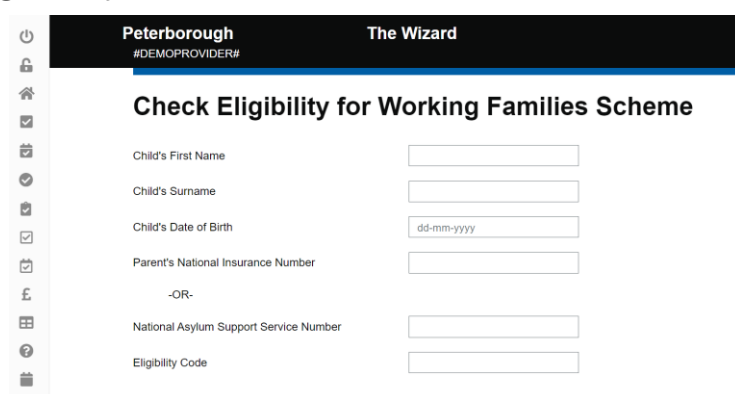
Login to the Wizard

# Working Parent Entitlement Codes

Eligible parents will provide you with their eligibility code, this is the child's unique 11-digit number which will have been issued by HMRC after parent/s have applied via HMRC's Childcare Service portal. You must also check eligibility by age via the child's birth certificate. You must have validated the code if you intend to claim funding, a funding claim will not be paid without a corresponding validity check.

Written consent is required from the parent for you to be able to receive confirmation and future notifications from the Authority of the validity of the parent's eligibility code. You should use the parent provider agreement which asks the parent for the necessary information and consents.

1. Log into your Wizard account using the credentials provided to you. Navigate to the working families eligibility checker on the left-hand pop out menu.
2. You will need the 11 digit eligibility code, parent National Insurance number and child's date of birth.



**Peterborough** #DEMOPROVIDER# **The Wizard**

**Check Eligibility for Working Families Scheme**

Child's First Name

Child's Surname

Child's Date of Birth

Parent's National Insurance Number

-OR-

National Asylum Support Service Number

Eligibility Code

3. Enter the details required:

[www.peterborough.gov.uk](http://www.peterborough.gov.uk)

If found and eligible, the system will store this check in your Working Families Entitlement Summary.

4. Summary of checks - Once you have checked a code the system stores it in your summary and updates its eligibility automatically every 48 hours.

It is essential that codes are checked for eligibility each term before you offer a child a place or confirm continuation of provision from a previous term.

Navigate to the working families summary of eligibility checks on the left-hand pop out menu.

A summary of checks is provided so you can keep track of eligible children and their codes to claim funding. You can filter by age range and term eligibility.

Phases of the working parent entitlement roll out in table below. Further information is available here: [Childcare Choices](#)

<b>From September 2024:</b> A child who turns 9 months of age between:	<b>Can access the Working Parent Entitlement from:</b>
1 <sup>st</sup> April and 31 <sup>st</sup> August 2024	1 <sup>st</sup> September 2024 (15 hour per week)
1 <sup>st</sup> September and 31 <sup>st</sup> December 2024	1 <sup>st</sup> January 2025 (15 hours per week)
1 <sup>st</sup> January and 31 <sup>st</sup> March 2025	1 <sup>st</sup> April 2025 (15 hours per week)
<b>From September 2025:</b> A child who turns 9 months of age between:	<b>Can access the Working Parent Entitlement from:</b>
1 <sup>st</sup> April and 31 <sup>st</sup> August 2025	1 <sup>st</sup> September 2025 (30 hour per week)
1 <sup>st</sup> September and 31 <sup>st</sup> December 2025	1 <sup>st</sup> January 2026 (30 hours per week)
1 <sup>st</sup> January and 31 <sup>st</sup> March 2026	1 <sup>st</sup> April 2026 (30 hours per week)

# Early Years Pupil Premium (EYPP) Eligibility Check Via Wizard

Additional funding of £0.68/hr for children from families who may be in receipt of certain benefits. Use the EYPP checker in your Wizard portal to check whether a child is eligible. This is an economic check, and so parents' details are required. A child who is or has been Looked After automatically qualifies but you will need to email [nurseryeducationfunding@peterborough.gov.uk](mailto:nurseryeducationfunding@peterborough.gov.uk) to request a manually generated code. A child must be in receipt of a funded entitlement to qualify for this.

Navigate to the EYPP Eligibility Checker in the pop out menu on the left hand side and enter the required information to complete the check.

The screenshot shows a web application interface for checking EYPP eligibility. On the left is a navigation menu with items like 'Home', '2YO Eligibility Checker', '2YO Entitlement Summary', 'EYPP Eligibility Checker' (highlighted), '30hrs Eligibility Checker', '30hrs Entitlement Summary', 'Payment Claim', 'DAF Claim', 'Funding Breakdown', 'Code of Practice', 'Provider Agreement', 'Key Dates', and 'Questions'. The main area is titled 'Check Eligibility for Early Years Pupil Premium (EYPP)'. It contains several input fields: 'Child's First Name', 'Child's Surname', 'Child's Date of Birth' (with a 'dd-mm-yyyy' placeholder), 'Parent's Date of Birth' (with a 'dd-mm-yyyy' placeholder), 'Parent's Surname', 'Parent's National Insurance Number', and 'National Asylum Support Service Number'. Below these fields is a question: 'Have you received consent from the parent/guardian?' with radio buttons for 'Yes' and 'No'.

## Guidance for qualifier responses:

**Not Found** - Not Eligible

**Found** - Eligible

**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 and update results when a change is found. Keep checking your summary of checks.

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

**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.

## What you need to do:

- Run checks via Wizard for any funded child whose parents have consented to their information being checked by fully completing a parent provider agreement for your provision.
- Once a child is found eligible, they keep their entitlement until they begin Reception.
- Ensure EYPP codes are entered on headcount to claim the funding.
- Contact [nurseryeducationfunding@peterborough.gov.uk](mailto:nurseryeducationfunding@peterborough.gov.uk) directly to discuss children eligible under criteria that is outside the economic eligibility criteria i.e. LAC (Looked After Child), adoption.
- Remove any children from your summary of checks who transition to Reception or leave your provision.