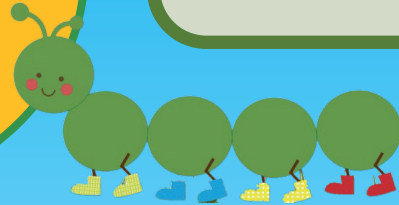


# Working Parent Entitlement Eligibility Code Process For Parents And Providers



## 1) PARENTS APPLY FOR AN ELIGIBILITY CODE THE TERM BEFORE THEY WANT A FUNDED PLACE

- Go to [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)
- If eligible they will receive a code starting with 50



## 2) PARENT GIVES THE ELIGIBILITY CODE TO THEIR CHILDCARE PROVIDER(S)

- The code must be passed to the provider as soon as possible after it is issued.

## 3) PROVIDER TO COLLECT THE CODE DETAILS THE TERM BEFORE THEY OFFER A FUNDED PLACE

- Consent and code details to be completed on the Parental Declaration Form

## 4) PROVIDER TO VALIDATE CODE VIA THE PROVIDER PORTAL

- Check the code start and end date match the eligible dates for the term to be funded

## 6) PARENTS TO RECONFIRM THEIR CODE AT THE VALIDITY END DATE, USUALLY EVERY 3 MONTHS

- Via their childcare account at: [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

## 5) PROVIDER TO OFFER A FUNDED PLACE TO THE CHILD

- Only when they know the Eligibility code is eligible for the term to be funded



Scan below for more information and to apply:

