



Reconfirmation of funding codes

Extended hours (30) funding

Parents and carers are required to re-confirm codes to access the above funding, every three months. The Childcare Services department sends alerts, directly to parents and carers to remind them to re-confirm codes before they expire or enter the 'grace period'.

The Early Years Provider Portal is designed to highlight when individual extended hours codes are approaching a reconfirmation period. *Providers have used this information to be proactive in reminding parent/carers to re-confirm codes within the designated timescales, for example by sending reminders or have speaking to parents directly.*

Tax-Free Childcare

The number of parents accessing the tax-free childcare system is steadily increasing, supporting more and more parent/carers to reduce their childcare costs. However, what people often don't realise is that they must also reconfirm the details on their tax-free childcare account every 3 months, to continue to receive the benefits of tax-free childcare.

This has the potential to be confusing for parent/carers who are also accessing extended hours funding, as the example below demonstrates;

Case study

- Mrs P received a text alert to highlight that her child's extended (30 hours) code was due for reconfirmation.
- When Mrs P attempted to reconfirm, she was informed that the code was, in fact, still valid for a further two months.
- Mrs P was confused and sought help from the local authority.

Conclusion

It transpired that the text alert Mrs P received from Childcare Services, had been in relation to her tax-free childcare account and not her extended (30) hours code. Unusually, she had set up the tax-free childcare account on a different occasion to the application for an extended hours code. Therefore, moving forward, dates for re-confirmations of these accounts will fall at different times, but always within 3 months from the date of set up.

If you have a parent/carers who has been alerted but believes their 30 hour code is still valid, please remind them to check which account the alert makes reference to, as it may be the tax-free childcare account

Where parent/carers miss the reconfirmation deadline for their tax-free childcare account they will be able to continue to pay into the account, however, the government will no longer contribute the top up payments until reconfirmation is complete.

Funding for two year olds

All eligible two year olds are issued a 'TY' code. Once providers have verified that the code is 'confirmed', it will remain valid until the child commences their universal 3 year funding. The TY code **does not** need to be reconfirmed and can be used by a new provider if the child changes settings, at any point before the universal 3 year funding starts.

Universal early education funding for 3 and 4 year olds

No code is required for universal early education funding.