

## Parent/Carer Guide

### TWO YEAR OLD FUNDING:

Parents need to apply for the 2 year old childcare funding online via the Lincolnshire County Council website Parent Portal – [www.lincolnshire.gov.uk/2yearolds](http://www.lincolnshire.gov.uk/2yearolds).

### THIRTY HOURS FUNDING (AGE 3/4YRS):

To apply for a 30 hour code visit <https://www.childcarechoices.gov.uk>.

To receive 30 hours funding you must apply for the 30 hour code before the start of term:

- To receive 30 hours from 1<sup>st</sup> September a 30 hours code must have been applied for by 31<sup>st</sup> August or before.
- To receive 30 hours from 1<sup>st</sup> January a 30 hours code must have been applied for by 31<sup>st</sup> December or before.
- To receive 30 hours from 1<sup>st</sup> April a 30 hours code must have been applied for by 31<sup>st</sup> March or before.

**CHILD DETAILS** – please fill out your child's details and provide your childcare provider with proof of age for your child, for example a birth certificate or passport.

**PARENT/CARER DETAILS** – Please fill out your details so we can check for any additional funding that your child may be entitled to. Early years Pupil Premium can provide additional resources for eligible children and 30 hours funding may be available for working parents.

**IMPORTANT** - To keep getting your 30 hours free childcare or Tax-Free Childcare, you must sign in every 3 months and confirm your details are up to date. Please sign in here: <https://www.gov.uk/sign-in-childcare-account>. You will be contacted via your HMRC Childcare account to renew your code.

**If you do not confirm your eligibility at least every 3 months, your funding may stop. Please note, the local authority do not remind parents to check their eligibility.**

**FUNDING DETAILS** – once you have confirmed a start date with your childcare provider, please fill out the hours you would like your child to attend. If your child also attends at another childcare provider please fill out the hours they attend there as well. Only fill out the extended hours box if you have an eligible 30 hour code.

If your child is moving providers please check if there is a notice period (often 4 weeks) and enter the date your notice period finishes. This is to ensure you are not being double funded.

**DISABILITY ACCESS FUNDING** – If your child is in receipt of disability living allowance then fill out this section. You will need to provide your childcare provider with a copy of your child's disability living allowance certificate. If your child attends 2 childcare providers you will need to nominate one to receive the annual grant of £615.

If you have any questions about this form, please contact the Early Years Entitlement team:

[EYE@lincolnshire.gov.uk](mailto:EYE@lincolnshire.gov.uk)