Checking 30 hour Eligibility End Dates and Grace Period End Dates

The **Expiration Dashboard** is used to alert providers about children who are nearing their eligibility end date and whose parents have not reconfirmed their eligibility. The provider must use this to remind parents to recheck their eligibility.
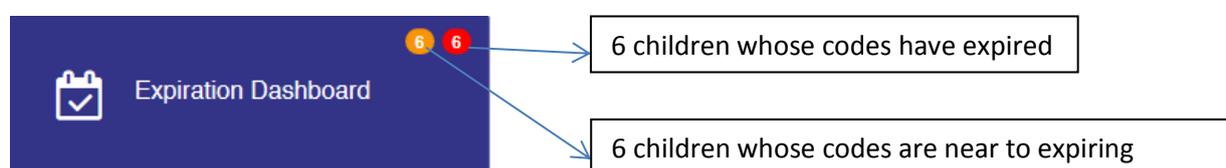
Parents **MUST** re confirm their eligibility before the expiry date has expired to ensure their extended hours funding continues.

Follow the steps below to access the **Expiration Dashboard:**
Login to the Portal

Click on the **30 Hours Free Childcare** icon

Click on **Expiration Dashboard**

	6 children whose codes have expired
	6 children whose codes are near to expiring

Colour coding is used to display the number of children whose Eligibility End Date has already expired or will expire within the next 28 days. The number of children falling within each category is displayed on the **Expiration Dashboard** icon as shown. The example above indicates that 6 children have eligibility codes that have already expired (red) and 6 children whose codes are about to expire in the next 28 days (amber). This is so you can prioritise the parents to contact.

When parents have reconfirmed their eligibility the child details will change to Green on the dashboard and go to the bottom of the list although please be aware that the system updates daily so you may not see the update until the following day. The list will always display in the order of Red, Amber and then Green and in date order of the eligible to date with the ones due to end soon at the top.

Displaying Children where their Eligibility codes are due to Expire

The **Expiration Dashboard** initially displays a list of children whose Grace Period ends in the next 180 days and further action is required.

Providers can filter the list of children displayed based on their Eligibility To or Grace Period End date.

> **NOTE:** The filters set on this page do not affect the numbers displayed on the **Expiration Dashboard** button or the **30 Hours Free Childcare** tile.

The Eligible To date is displaying using the following colours:

*Green – eligilbility or grace period ends after the number of days specified in the **Days** filter*
*Amber – eligibility or grace period ends within the number of days specified on the **Days** filter*
Red – eligbility or grace period has ended

For information on the Recheck Now, see page 4

Example:
Jess A – eligible from 28/06/2017 to 09/10/2017 with a grace period until 31/12/2017
Parents of Jess should have reconfirmed by 09/10/2017. The dashboard is saying that the parents haven't confirmed. Provider needs to chase the parent. If not reconfirmed they will not be eligible for funding for the spring period.

Sammy H – eligible from 01/08/2017 to 21/10/2017 with a grace period until 31/12/2017
Parents of Sammy need to confirm by 21/10/2017. The dashboard is showing Amber as they haven't yet confirmed but need to by that date. This will turn red if the parent hasn't confirmed by that date and green if they have confirmed and are still eligible.

Filters

The three filters, **Further Action Needed, Days** and **Eligibility Filter** can be changed as detailed below.

Further Action Needed:

Select an option from the **Further Action Needed** drop-down to display children needing further action, children not requiring further action or any children. Click Search

Days:

Enter the number of **Days** to be used in the **Eligibility Filter**. If you have a large number of children in your setting you may want to lower the number of days on this filter to ensure you are only showing those children who are coming to the end of their eligibility.

Click Search

TIP: *always make sure you are reviewing end dates up to either 31 December, 31 March or 31 August as these dates may affect eligibility for the 30 hour offer next funding period.*

Eligibility Filter:

Select one of the following:

Eligibility Ending in the next 30 days – important to review for all parents but very important for parents who have not made a claim for funding yet

Grace Period Ending in the next 30 days – important if grace period ends before 31 December, 31 March or 31 August as parents will not be able to claim next term without reconfirming their eligibility

Grace Period Expired in the last 30 days – important if grace period ends before 31 December, 31 March or 31 August as parents will not be able to claim next term without reconfirming their eligibility

Click Search

Recheck Now Option
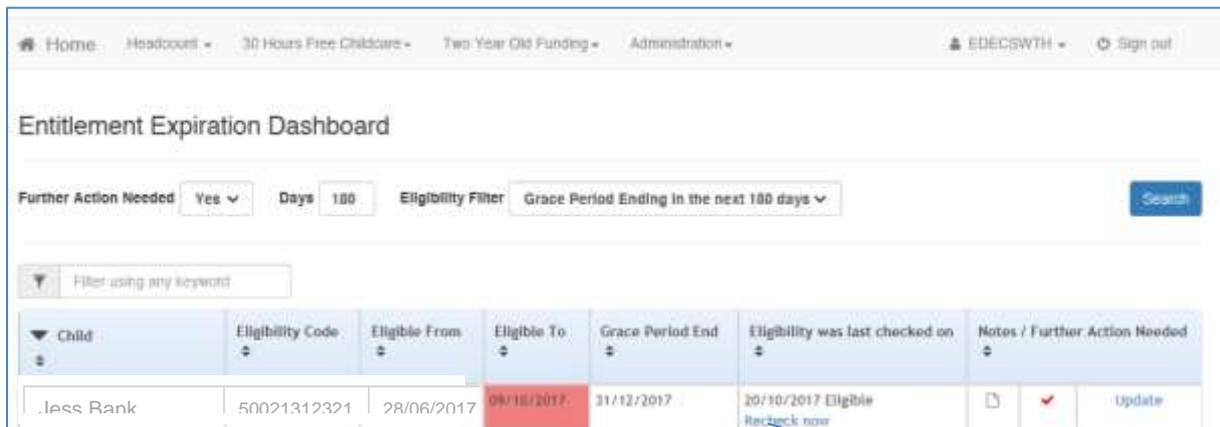
Recheck Now

If a parent has reconfirmed their eligibility but the dashboard is still indicating that it hasn't been done the provider can click on the **Recheck Now**. The system will update based on the information that the Parent has given to HMRC.

Please Note: Using the recheck now only views what the parent has already done. It does NOT recheck the eligibility code on behalf of the parent.

If a parent becomes **NOT Eligible** due a change of circumstances the **Update** link could be used to record relevant information in the **Notes / Further Action Needed** dialog and to set the flag so that they no longer receive alerts about the record.
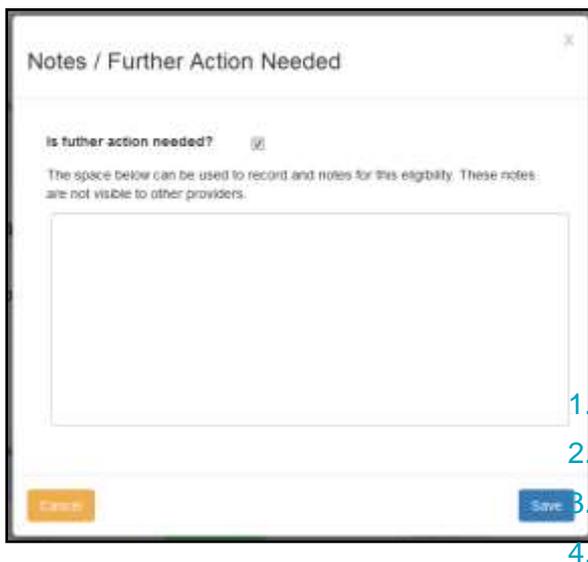
If required, deselect the **Is further action needed?** check box.

If required, enter notes.

Click the **Save** button.

1.
2.
3.
4.

If required, click the **Recheck now** link to perform an eligibility check and display the following dialog.

Click the **OK** button.