

THE APPLICATION PROCESS:

- Apply online at www.childcarechoices.gov.uk the term before you want the place to start
- Your eligibility will be checked by HMRC and, if you are eligible, a secure account will be opened
- You will get your 30 hours eligibility code through your secure account which you must give to your childcare provider. You will also need to give your childcare provider your name, your date of birth, your National Insurance Number and your child's date of birth.
- Your childcare provider will check your code is valid. You can then reserve a 30 hours place for the following term
- You need to reconfirm you are eligible **every 3 months** by logging into your secure account. You will be reminded by HMRC 4 weeks before the deadline.
- If you forget to reconfirm you must tell your childcare provider and reconfirm straightaway, otherwise you may lose your funded place.
- If your child has started a 30 hours place and you become ineligible or do not reconfirm, you can continue your place until the end of a 'grace period'

USEFUL CONTACTS:

For eligibility and online application enquiries please contact
HMRC's Customer Interaction Centre on 0300 123 4097

For more information about childcare providers in Warwickshire please
contact the Family Information Service on 0845 090 8044 or
www.warwickshire.gov.uk/fis

For general funding enquiries please contact the
Early Years Funding Team on 01926 742235 or 742233 or
www.warwickshire.gov.uk/childcarecosts