



## 30 Hours of Free Childcare – Step by Step Guide for Parents/Carers

The Childcare Act 2016 is delivering the Government's election manifesto commitment to giving families (where parents/carers are working and eligible) an entitlement to 30 Hours of Free Childcare for their three and four year olds.

Parents/carers are also able to apply for tax-free childcare.

Eligibility for this entitlement is determined by HMRC. If eligible, children will be entitled to an additional 15 Hours of Free Childcare on top of the Universal Entitlement of 15 hours (totalling up to 30 hours).

<b>Step 1</b>	<p><b>Look at the Kent County Council 30 Hours webpage</b>  <a href="https://www.kent.gov.uk/education-and-children/childcare-and-pre-school/free-childcare/30-hours-free-childcare">https://www.kent.gov.uk/education-and-children/childcare-and-pre-school/free-childcare/30-hours-free-childcare</a></p>
<b>Step 2</b>	<p>Check you meet the eligibility criteria for 30 Hours of Free Childcare and Tax-Free Childcare  <a href="http://www.childcarechoices.gov.uk">www.childcarechoices.gov.uk</a></p>
<b>Step 3</b>	<p>Set up an online Government Gateway account  <a href="https://childcare-support.tax.service.gov.uk/par/app/applynow">https://childcare-support.tax.service.gov.uk/par/app/applynow</a></p>
<b>Step 4</b>	<p>Apply for the extended entitlement here  <a href="https://childcare-support.tax.service.gov.uk/">https://childcare-support.tax.service.gov.uk/</a></p>
<b>Step 5</b>	<p>Visit the KCC online Childcare Information Directory  <a href="http://search3.openobjects.com/kb5/kent/directory/results.page?childcarechannel=0#">http://search3.openobjects.com/kb5/kent/directory/results.page?childcarechannel=0#</a>  for a list of providers taking part.</p> <p>The 30 Hours of Free Childcare entitlement can be split between more than one provider, though at no more than two sites in one day.</p> <p>Not all providers are able to offer the 30 Hours of Free Childcare entitlement and it is therefore not possible to guarantee a childcare place at a particular setting.</p> <p>Providers who do offer 30 Hours of Free Childcare are also able to decide <u>how</u> they deliver this so you are advised to speak to your childcare provider about how they are specifically able to deliver the 30 Hours of Free Childcare entitlement for you.</p>
<b>Step 6</b>	<p>You are required to complete a Parental Declaration Form provided by your childcare provider with your 11 digit code for each child accessing the additional hours.</p> <p><i>Any additional services or hours above entitlement must be agreed with your provider(s) and paid for by you.</i></p>

<b>Step 7</b>	Your provider(s) will confirm a place has been secured for your child(ren).
<b>Step 8</b>	<p>You <u>must</u> re-confirm eligibility every 3 months with HMRC.</p> <p>You are advised to make a note of the reconfirmation date rather than relying on a reminder from HMRC. Remember to check your spam or junk email folder regularly.</p> <p>To keep your 30 Hours of Free Childcare place next term, make sure your details are up to date <a href="http://www.gov.uk/childcareaccount">www.gov.uk/childcareaccount</a></p> <p>If you fail to reconfirm, 30 Hours of Free Childcare WILL STOP and you will revert to the universal 15 hours.</p>

Eligibility for the 30 Hours of Free Childcare will be determined by the HMRC eligibility checker.

If there are any issues in obtaining your eligibility code please call:

HMRC Customer Interaction Centre on **0300 123 4097**

For information on childcare services in Kent:

Kent Children and Families Information Service on **03000 41 23 23** [kentcfis@kent.gov.uk](mailto:kentcfis@kent.gov.uk)