

30 hours free childcare for 3 and 4 year olds - step by step guide

Apply now at
Childcare Choices
www.childcarechoices.gov.uk



Process of 30 hours Free Childcare

- 1** Check if you're eligible - apply to HMRC at www.childcarechoices.gov.uk
- 2** Check if you will be better off - before applying use the childcare calculator to check the best option for you at www.gov.uk/childcare-calculator.
- 3** Apply for 30 hours free childcare - there is one application for 30 hours free childcare and Tax Free Childcare: www.gov.uk/apply-30-hours-free-childcare. You must apply the term before you intend to access your 30 hours.
- 4** If you're eligible - an eligibility code will be issued and an online childcare account created.
- 5** Your eligibility code - give the code to your chosen provider along with;
 - National Insurance number
 - Child's date of birth
- 6** Verification check - your provider will carry out an eligibility code check with the Local Authority.
- 7** Arranging 30 hours - when the eligibility code is verified, you and your provider can arrange when the 30 hours.
- 8** Reconfirming your details - You will sign into your childcare account every 3 months to confirm your details or your code will expire. HMRC will send a reminder.
- 9** Local Authority audit - the LA will check eligibility of your code and will notify providers if you're no longer eligible.
- 10** 30 hour eligibility questions - Contact HMRC on 0300 123 4097.

When is my child eligible for a free place?

Child's 3rd birthday falls between:	Child will become eligible start of:
1 January and 31 March	Summer Term (April)
1 April and 31 August	Autumn Term (September)
1 September and 31 December	Spring Term (January)