

Providers “Step by Step” guide for working parents of eligible 2-year-old children



Step 1

Parents need to access the government website either directly or via the Childcare choice link and set up an account. The site directs parents on how to do this.

Step 2

Parents need to check if they are eligible by entering the required information. They will need to have the following details when applying

- National Insurance number
- Unique Taxpayer Reference (UTR) if self-employed
- UK birth certificate reference number (if the parent has one) of any children they applying for
- The date that they started or are due to start work (can be approximate if more than 3 months ago)

For further information of additional information the parent may be required to have please go to

[Apply for free childcare if you're working - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/links/childcare)

Step 3

If the parent is eligible they will receive a code. This needs to be taken to the childcare provider of their choice.



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Step 4

The childcare provider must confirm eligibility via the Eligibility Checking Service (ECS). This is accessed through the provider portal.

Step 5

Provider must remind parents that they need to reconfirm their eligibility every 3 months. Providers should monitor this to ensure parents do not fall out of eligibility or have entered the grace period.

Step 6

Providers must enter the details on the provider portal at headcount. Please note that the second opening of the provider portal after headcount date is for eligible disadvantaged 2-year-old children (EL2) only.

