

Following the announcement from the Department for Education regarding temporary codes for two-year-old funded childcare, NDNA has put together a quick steps guide for nurseries, explaining what to do if a parent's reconfirmation date is on or after 15 February.

1

PARENTS RECEIVE A LETTER FROM HMRC

If a parent has a child who is two on or before 31 March 2024, they will receive a letter with a temporary code.

2

PARENTS GIVE YOU THEIR CODE

You should process this as normal, confirming their place for April. The code will be valid to confirm the new funding.

3

PARENTS RECONFIRM THEIR CODE

Parents still have to reconfirm their code when their window opens and they will receive a digital code. They don't need to wait until this point to confirm their early years place.

4

PARENTS RESERVE A PLACE WHILE THEY WAIT

If a parent can provide evidence that they receive Tax-Free Childcare, they will automatically be eligible for the new entitlement. Parents will lose their ability to take up a funded place if they don't provide a code.

5

AMEND THE INVOICE IF YOU CAN

If providers can, amend invoices if you have issued them before a parent has received their code.

6

PARENTS FALLING OUT OF ELIGIBILITY

A small number of parents may fall out of eligibility in the time between receiving a temporary code and reconfirming their eligibility. There is a funding grace period between 1 April and 31 August which will be funded through the early years block of the DSG.

