

## **Quick step by step guide to the process confirming 30 Hours of free childcare for foster children**

1. Social workers review their caseloads and speak to the foster carers who they think meet the employment criteria and where they feel it may be appropriate for the child to attend up to 30 hours of free childcare.
2. The foster carers and the social worker complete the 30 hours of free childcare for foster children in Kent' application form. This can be found at <http://www.kelsi.org.uk/early-years/sufficiency-and-sustainability/free-early-education/30-hours-of-free-childcare>
3. The completed form is emailed to the designated person (the Children in Care Service Manager) to check and confirm eligibility for the extended entitlement based on the criteria being met and employment evidence being seen.
4. The designated person countersigns the form and emails it to KCC's Management Information (MI) Team at [eyfe@kent.gov.uk](mailto:eyfe@kent.gov.uk)
5. MI processes the application form and generate a unique 11 digit 30 hour code for the child, beginning with 400, and emails this to the primary foster carer and social worker. The email will confirm when the child can begin accessing their 30 hour place.  
**The application form must be received in plenty of time for MI to generate the code before the end of term cut off dates – 31 March/31 August/31 December.**
6. The primary foster carer takes their unique 30 hour eligibility code to their chosen early years provider and reserves the child's place for the start of the up and coming term.
7. The early years provider validates the code with MI through the normal process and submits a claim for the hours the child attends during the designated headcount weeks.

**All codes need reconfirming every 3 months to ensure the employment criteria is still being met and it is still in the best interest of the child to attend the additional childcare hours.**

8. MI will contact the primary foster carer and social worker after 2 months stating the family's circumstances need reconfirming to continue receiving the 30 hours of free childcare.
9. The foster carers and social worker complete the 'Reconfirmation Statement for 30 hours of free childcare for foster children in Kent' form.

This can be found at <http://www.kelsi.org.uk/early-years/sufficiency-and-sustainability/free-early-education/30-hours-of-free-childcare>

10. The completed form is emailed to the designated person (the Children in Care Service Manager) to check and confirm circumstances haven't changed and eligibility for the 30 hours of free childcare remains.
11. The designated person countersigns the form and emails it to KCC's Management Information (MI) Team at [eyfe@kent.gov.uk](mailto:eyfe@kent.gov.uk)
12. MI reconfirm the details on their system to update the code. The code is regenerated with a new start date, end date and grace period date.
13. MI email the foster carer and social worker to inform them of the new dates assigned to the code and confirm they are still eligible to receive the additional funding.
14. The primary foster carer informs their chosen early years provider that their 30 hour eligibility code has been renewed.
15. The early years provider allows the child to continue to access up to 30 hours of free childcare and checks the code through the Synergy provider portal to obtain the new dates for their information.