

Free Early Education for Two Year Olds

**Guidance notes for checking eligibility online for a
Free Early Education for Two Year Olds place**

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1. General

Please note: once you have pressed 'Submit' on the last page of the form you cannot make any further changes as this will be taken as your declaration that the information you have submitted is true and accurate.

If you are successful you can use the 'Save and print a pdf of the form' button found at the bottom of the last page of the online form. This will create a PDF of the details you have filled in which you can save and/or print as proof of the details you have entered up to that point.

If you are already receiving free early education for your two year old you **do not** need to re-apply. However if you are unsure please contact Childhood Support Services by emailing css@hertfordshire.gov.uk

2. Declaration and consent to use the online form

To access the online application form you will need to go to www.hertsdirect.org/twoyearoldfunding and on this page select the link **Access the two year old online application form.**

2.1 Before you start

You will first be asked to read some important information before you can continue. Once you have read the information please tick the box to continue.



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Funding application - Early education for two year olds

Important information before you start

If you are already receiving free early education for your two year old you **do not** need to re-apply if you are already receiving a place.

New applications - If you do not already receive free early education for your two year old, and want to see if you are eligible for a place, please tick the box to continue.

You will need your National Insurance number or your National Asylum Support Service (NASS) number. The form will check your eligibility for funding.

This is a new application:



2.2 Privacy Notice

You will then be asked to read our privacy notice and tick the box to confirm that you accept this.

Privacy Notice

Any personal data collected through this website will be treated as confidential under the principles of the Data Protection Act 1998.

Hertfordshire County Council will use the information submitted to assess your eligibility for free early education. We will not use the data for any other purpose, nor will we share your data with any third parties other than Hertfordshire children's centres and the Department for Education.

Please check the box to confirm you have read and accept this notice: *

2.3 Applicant consent

Finally you will be required to give your consent, by ticking a box, confirming you are happy that Hertfordshire County Council holds and uses your personal data for this application. This will also confirm that the information you give is true and correct.

Applicant Consent

You now need to tell us who you are and give us some personal information.

I agree that Hertfordshire County Council will use the information provided to process my application for free early education and will contact other sources as allowed by law to verify my initial, and ongoing, entitlement.

I confirm that the information I will supply is correct at the time of application.

I understand that this is an application for a two year old child to receive a Free Early Education place and that confirmation of eligibility does not guarantee a place at a particular early years setting.

I understand that Hertfordshire County Council may share details I supply with my local children's centre and they may offer further support services.

Please check the box to confirm your consent: *

2.4 Applicant type

You will then be asked if you are a Parent/Carer. If Yes you can just continue.

Applicant type	
Are you a parent/carer? *	Please select ▼
Does the child you are applying for live in Hertfordshire?	Please select ▼

If you choose No then you will be asked to fill in some more details as a Referrer

Referrer details	
Referrer's name: *	<input type="text"/>
Sector: *	Please select ▼
Name of service/setting: *	<input type="text"/>
Email *	<input type="text"/>
Telephone: *	<input type="text"/>

You will also be asked if the child you are applying for lives in Hertfordshire. If Yes you will continue, if No you will be asked if the child lives in Essex, Central Beds, Bedford, Luton, Southend or Suffolk. If not then we cannot fund the child you are applying for and you will have to approach that child's Local Authority.

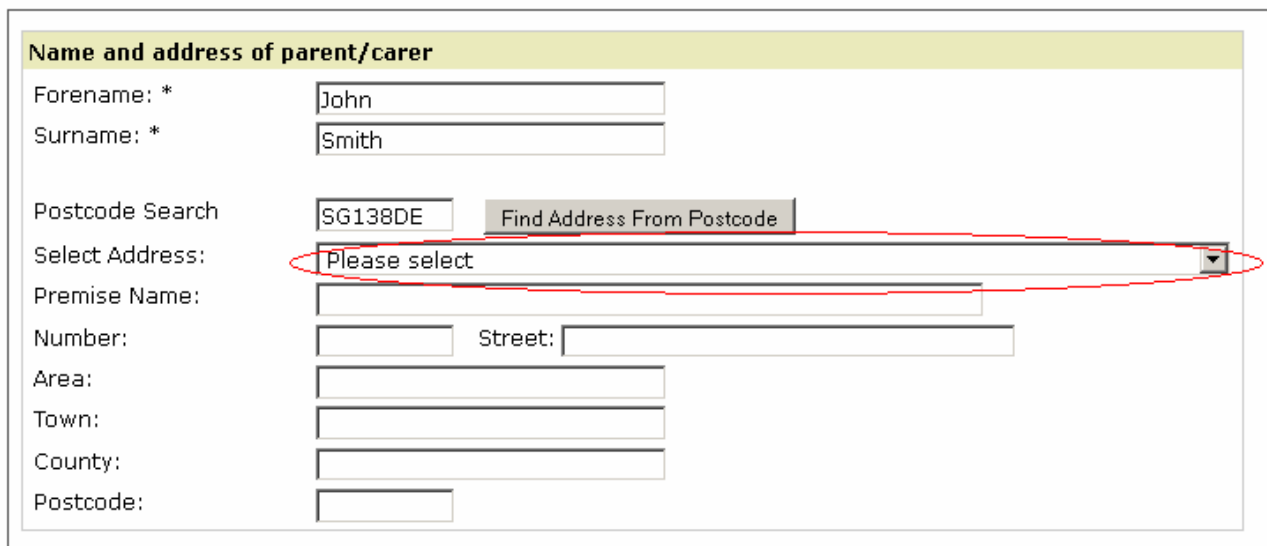
Other local authorities	
We offer free early education for two year olds to some residents of local authorities that are outside of Hertfordshire.	
Please select your local authority if it is shown in the list below.	
Local authority:	Please select ▼
	Please select
	Essex
	Central Beds
	Bedford
	Luton
	Southend
	Suffolk
	None of the above

3. Filling in your details

You will then be taken to the first page where you will be able to enter your details. Any field marked with a * is mandatory.

If you live in Hertfordshire you can use the Postcode Search to find your full address without having to fill in all the details.

You do this by filling in your postcode in the Postcode Search field, then click 'Find Address From Postcode'. You can then choose your address from the 'Select Address' dropdown and this will populate the form automatically.



The screenshot shows a form titled "Name and address of parent/carer" with the following fields:

- Forename: * (text input: John)
- Surname: * (text input: Smith)
- Postcode Search (text input: SG138DE) and Find Address From Postcode (button)
- Select Address: (dropdown menu: Please select)
- Premise Name: (text input)
- Number: (text input) and Street: (text input)
- Area: (text input)
- Town: (text input)
- County: (text input)
- Postcode: (text input)

The "Select Address" dropdown menu is circled in red.

You can then press 'Continue' to carry on.


3.1 Parent details

You will then be asked to give us a few more details. We require the parent/carers date of birth, National Insurance (NI) number or National Asylum Seekers Service (NASS) number if they have no NI number. We require this to check eligibility for the funding.

We also ask if the child is either adopted, looked after, has a special guardianship order or is staying in a refuge. This may also have a bearing on whether or not you may receive a free place.

Parent details

Please enter your date of birth and National Insurance number or, if you have been granted asylum in the UK, your National Asylum Support Service (NASS) number.

Date of Birth: * 

National Insurance number:


National Asylum Support Service number:

Is the child you are applying for: *

- Please select
- Adopted
- Looked After (i.e. in foster care)
- subject to a Special Guardianship Order
- staying in refuge
- None of the above

3.2 Child's details

Please then give the details of the child including their name and date of birth. If their address is the same as the parent/carer then you can use the 'Use parent's address' button to fill in the details.

Child's Details
Forename: *
Surname: *
Date of Birth * 

Postcode Search
Select Address:
House name:
Number: Street:
Area:
Town:
County:
Postcode:

3.3 Contact details

Finally you will be asked to supply some contact details for the parent/carer. Please give a telephone number and, if you have one, an email address to allow Hertfordshire County Council to contact you. Please also specify which method you would prefer to be contacted by.

Contact details
Telephone:
Email address:
Confirm email address:
What is your preferred contact method? *

Once you have filled in all these details press the 'Submit' button.

4. Confirmation of eligibility

4.1 Successful eligibility check

If you are successful you will be taken to the next screen which will give you your unique reference number. This message will also be emailed to you if you have supplied an email address.

Expiry date: 09/09/2013

Thank you - you are eligible for a free early education place for your two year old

Reference: XXXXX

You will need to take a copy of your approval for two year old funding either electronically or on paper to your chosen setting before the expiry date of **09/09/2013**. You can save a copy of the details by using the 'Save and print a pdf of this form' button.

If you have provided an email address the details will also be emailed to you.

Please contact your chosen setting before you take your proof of eligibility to them. They will be able to confirm whether they have a vacancy for your child at that time.

You can find settings that offer free early education places for two year olds by going to: www.hertsdirect.org/childcaredirectory

When you visit your chosen setting you will need to take along the child's NHS number.

<< Return to HertsDirect

Save and print a pdf of the form

You can also use the 'Save and print a pdf of the form' button to take a copy of Hertfordshire County Council's acknowledgement of eligibility.

Please then contact your chosen early years provider to confirm that they have a vacancy. You can find settings that offer free early education places for two year olds by going to the following web page: www.hertsdirect.org/childcaredirectory

You can also go to your local children's centre who can offer you advice and support: www.hertsdirect.org/childrenscentres

4.2 Eligibility check pending

If you have stated that the child you have applied for funding for is adopted, looked after, has a special guardianship order or is staying in a refuge you will see the following message.

Thank you - we will be in touch

Reference: **XXXXX**

We are currently checking the details you have submitted. We will contact you to confirm or decline your application when the checks have been completed.

Please make a note of the reference number above.

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If you have given an email you will also receive this message to the email address you supplied.

Please make note of the reference number, once we have confirmed your application details are correct, you will need to give this to a childcare provider on the two year old funding scheme to access a free place.

4.3 Unsuccessful eligibility check

If the eligibility checker could not confirm that the parent/carer is eligible under the benefit criteria, unfortunately a place cannot be offered to a child at the current time.

Please review and check the information you have submitted. If you are sure the information is correct that the applicant is eligible and believe the records are wrong, please go along to your local job centre and speak to an advisor who will ensure that your information is accurate.

You can find your local jobcentre by going to <https://www.gov.uk/contact-jobcentre-plus>

The Department of Work and Pensions will then update their records. At this point another application can be made for the child.

If you have recently started claiming benefits it may take up to two weeks for your details to be updated on the system. Please try again after this time.