

Birmingham City Council Online Eligibility Checking System (ECS)

For 30 hours, 2 year olds, Free School Meals and Early Years Pupil Premium

Guidance Notes for Early Education Entitlement Providers (EEE) including schools and academies.

This guidance will support EEE providers to use the Online Electronic Eligibility Checking System (ECS). The ECS was purchased by Birmingham City Council (BCC) to enable all EEE providers including schools and academies to check children's eligibility for Early Years Pupil Premium (EYPP), Free School Meal (FSM) and free two year old nursery provision. The ECS has now been upgraded to enable providers to check children's eligibility for **30 hours**. Feedback from Birmingham ECS users recommends that you have the ECS system open while you read these guidance notes.

Access to ECS for Providers

All current registered EEE providers including schools and academies have access to the ECS system **N.B.** The original set up email would have been sent some time ago so if you have not yet accessed the system please follow the guidance for 'forgotten password' in the next section. When a provider registers to deliver Early Education Entitlement the NEF team automatically arrange access to the system.

Each EEE registered provider is sent one activation email which comes from link2ict@service-now.com. The email provides you with a link to set your own password.

N.B. Please refer to the Data Protection Guide on EYMIS regarding the recommendations for secure passwords. Once you have set your password there is another link on the email that will take you to the ECS website to sign in.

This one activation email will provide you with access to ECS for two year old, FSM, EYPP and 30 hour eligibility.

To add or remove an ECS user or change an existing users details please complete the **ECS Remove or add a User or ECS Change of Details Form – Existing User** (available on EYMIS) and send it to earlyeducation@Birmingham.gov.uk Please include the name of your setting and your Impulse ID (if known) and state '**ECS – Change of User**' in the subject line.

How to use the ECS

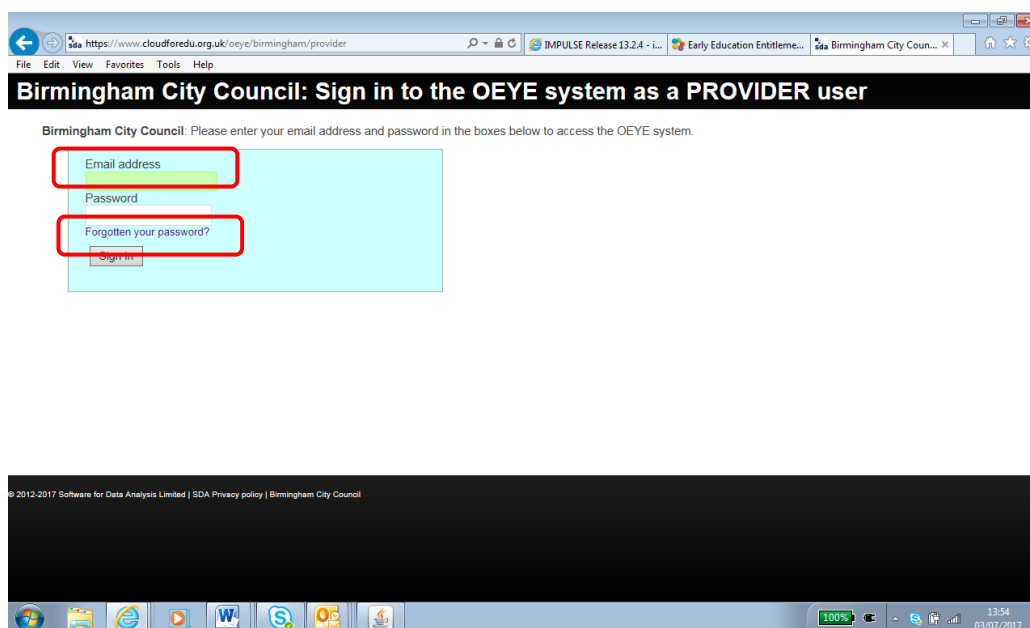
Go to the web site using the following link and log in:

<https://www.cloudforedu.org.uk/oeye/birmingham/provider>

Please do not google the ECS checker as you may be taken to the website of an ECS system for a different local authority.

Use the login details you would normally use for **2 Year Old eligibility** checks and / or **Early Years Pupil Premium** checks - this is the setting email address and a password that you have set up. For schools and academies that have not yet used the system the setting email used would be 'enquiry@.....' If your setting email address has changed you will need to follow the guidance on page 1 for to inform us about a change of details.

If you have forgotten your password you can enter your email address and click on '**Forgotten your password?**' This will send you an email with a link to change your password.



https://www.cloudforedu.org.uk/oeye/birmingham/provider

Birmingham City Council: Sign in to the OEYE system as a PROVIDER user

Birmingham City Council: Please enter your email address and password in the boxes below to access the OEYE system.

Email address

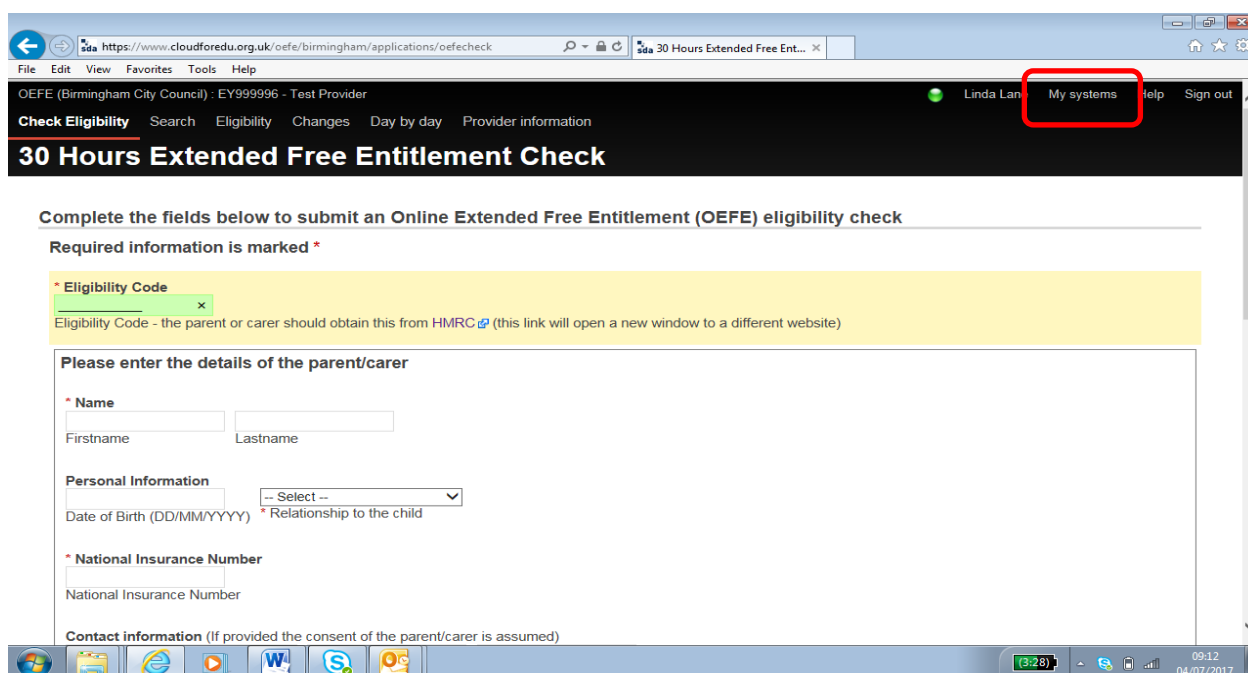
Password

Forgotten your password?

Sign in

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Once you have logged on to ECS you will automatically be on the page for 30 hours eligibility checks but you can switch between the, 2 year old eligibility, EYPP / FSM and 30 hours eligibility systems by using the **"My Systems"** tab. Please note the checker for Free School meals is the same checker for EYPP.



https://www.cloudforedu.org.uk/oe/birmingham/applications/oecheck

30 Hours Extended Free Ent...

OEFE (Birmingham City Council) - EY999996 - Test Provider

Linda Lan My systems help Sign out

Check Eligibility Search Eligibility Changes Day by day Provider information

30 Hours Extended Free Entitlement Check

Complete the fields below to submit an Online Extended Free Entitlement (OEFE) eligibility check

Required information is marked *

* Eligibility Code

Eligibility Code - the parent or carer should obtain this from HMRC (this link will open a new window to a different website)

Please enter the details of the parent/carers

* Name

Firstname Lastname

Personal Information

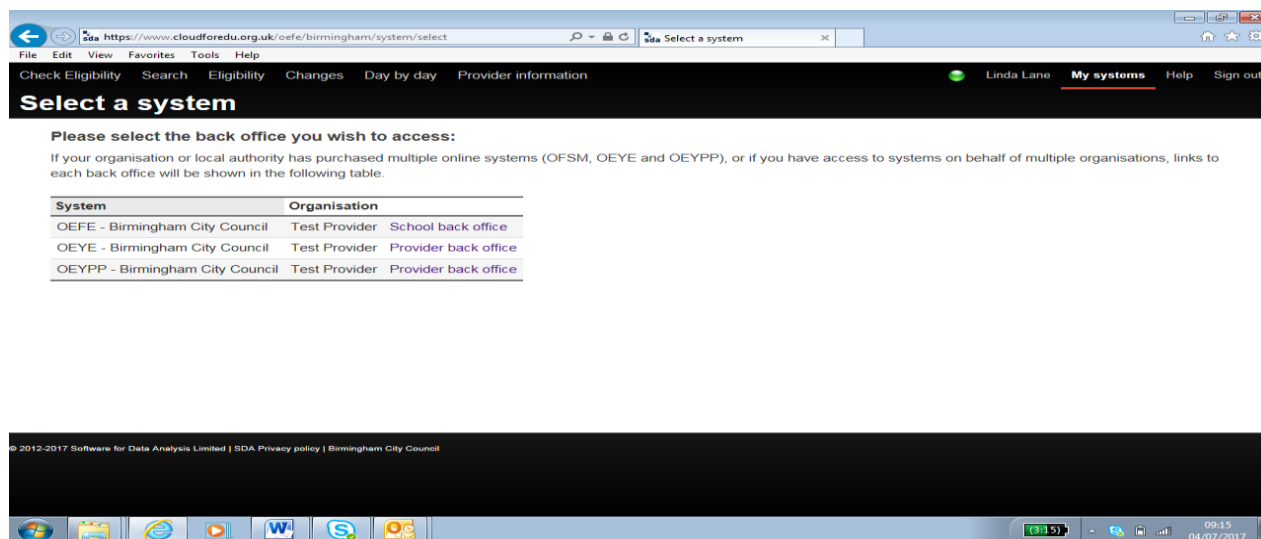
Date of Birth (DD/MM/YYYY) -- Select -- Relationship to the child

* National Insurance Number

National Insurance Number

Contact information (If provided the consent of the parent/carers is assumed)

When you click the 'My Systems' tab you will see the below:



OEFE is the 30 hours eligibility checker (**Please note this currently says 'School Back Office' but will change to say 'Provider Back Office'**)

OEYE is the 2 year old eligibility checker

OEYPP is the Early Years Pupil Premium checker and Free School Meals

30 Hours - How to validate an ECS code provided by a parent / carer

N.B. Eligible codes for a 30 hour place must be validated before a place is offered or claimed for. Codes must be validated by the following dates:

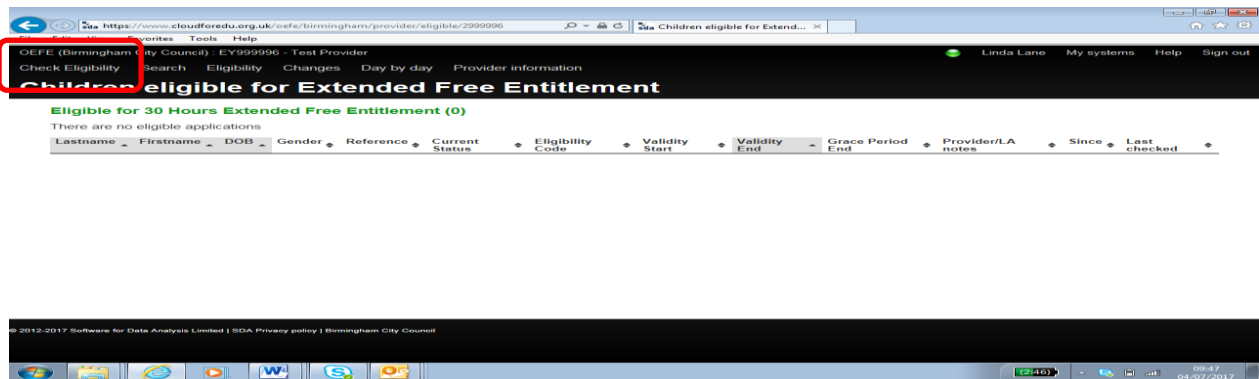
31st August – to access a place for Autumn Term

31st December – to access a place for Spring Term

31st March – to access a place for Summer Term

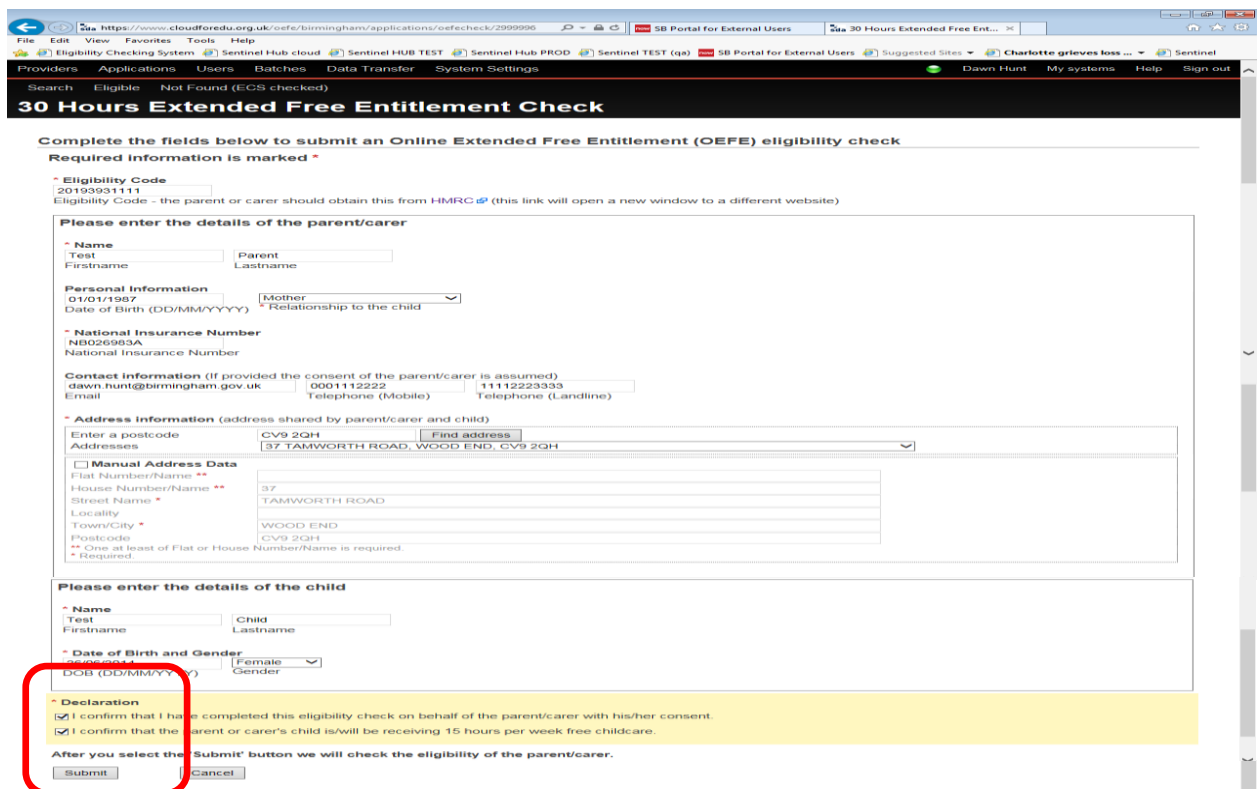
Click on My Systems and choose **OEFE**

Click on 'Check eligibility'



You will then be presented with a screen and you will need to enter the following details:

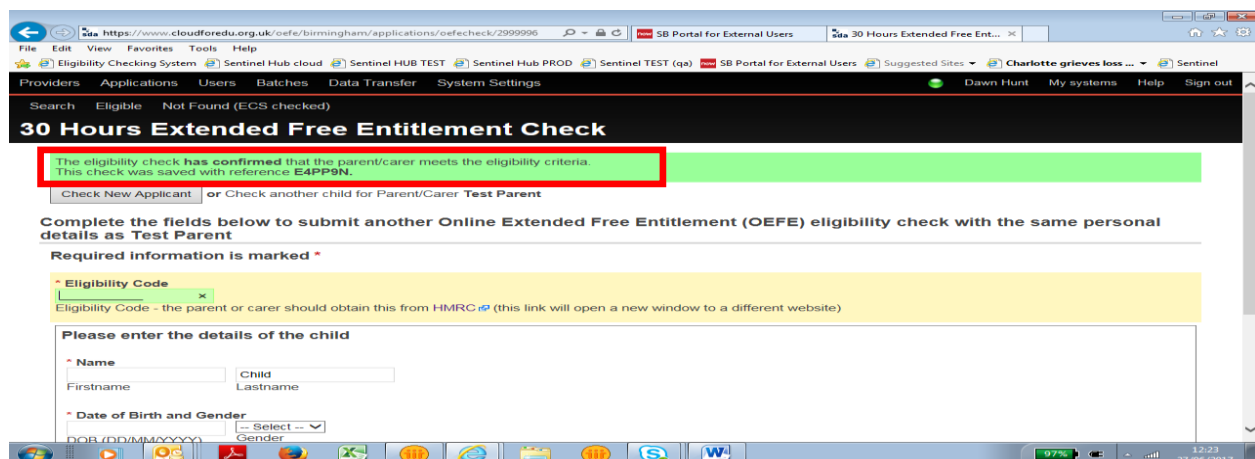
- 11 digit eligibility code provided by the parent
- Parents name, National Insurance number and address
- Child's name, DOB and gender



Once you have entered the information you will need to tick the declarations and click 'submit'.

When the check of the 11 digit code has been completed the following screen will be presented showing a reference code.

IMPORTANT NOTE: The reference code shown below is a reference for this SYSTEM ONLY and must not be used to replace the 11 digit code. From September 2017 you will need to enter the 11 digit code into the EEE Portal (Early Years providers only) when submitting your EEE headcount claim.



30 Hours Extended Free Entitlement Check

The eligibility check has confirmed that the parent/carer meets the eligibility criteria. This check was saved with reference E4PP9N.

Check New Applicant or Check another child for Parent/Carer Test Parent

Complete the fields below to submit another Online Extended Free Entitlement (OEFE) eligibility check with the same personal details as Test Parent

Required information is marked *

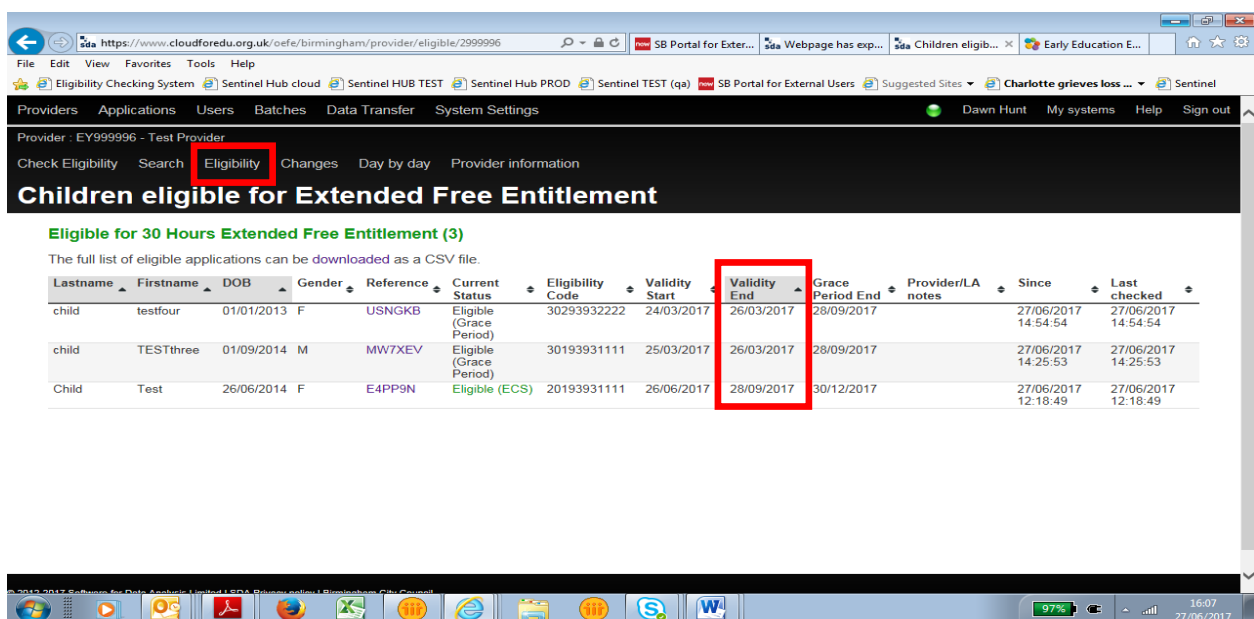
* Eligibility Code
Eligibility Code - the parent or carer should obtain this from HMRC (this link will open a new window to a different website)

Please enter the details of the child

* Name
Firstname Lastname

* Date of Birth and Gender
DOB (DD/MM/YYYY) Gender

To display all your eligible children click on **Eligibility** below and all the children you have validated will appear in the list:-



Provider: EY999996 - Test Provider

Check Eligibility Search **Eligibility** Changes Day by day Provider information

Children eligible for Extended Free Entitlement

Eligible for 30 Hours Extended Free Entitlement (3)

The full list of eligible applications can be downloaded as a CSV file.

Lastname	Firstname	DOB	Gender	Reference	Current Status	Eligibility Code	Validity Start	Validity End	Grace Period End	Provider/LA notes	Since	Last checked
child	testfour	01/01/2013	F	USNGKB	Eligible (Grace Period)	30293932222	24/03/2017	26/03/2017	28/09/2017		27/06/2017 14:54:54	27/06/2017 14:54:54
child	TESTthree	01/09/2014	M	MW7XEY	Eligible (Grace Period)	30193931111	25/03/2017	26/03/2017	28/09/2017		27/06/2017 14:25:53	27/06/2017 14:25:53
Child	Test	26/06/2014	F	E4PP9N	Eligible (ECS)	20193931111	26/06/2017	28/09/2017	30/12/2017		27/06/2017 12:18:49	27/06/2017 12:18:49

The system will display all the children you have checked in order of the '**Validity End**' date with the soonest date first. This is in order for you to keep a track of the children that will be going into the 'Grace Period' for funding. Parents will automatically be reminded by HMRC to re-check their eligibility; however we recommend that providers prompt parents also so that they don't lose their extended entitlement.

The system will automatically send providers an email to let you know when a child moves from the eligibility period to the grace period.

When a parent first applies to HMRC the validity period is unlikely to be exactly 3 months long because the system will randomly set a 'Validity End Date' between the 7th and 22nd of the month. When a parent reconfirms their eligibility via the HMRC Childcare Service, the extension to the validity period will be exactly three months long.

The 'Grace Period End Date' is applied from the end of a validity period i.e. the 'Validity End Date'. Currently, all parents with a 'Validity End Date' between 7/05/2017 and 21/10/2017 will get a 'Grace Period End Date' of 31/12/2017, so that would encompass all those applying between April and August.

False Codes

For codes identified as false, if providers believe that the parents meet the eligibility criteria they should take the following actions;

- Check that the National Insurance Number provided is correct or request the second parents National Insurance Number if applicable.
- Ensure that the eligibility code (DERN) provided is correct and matches the child's date of birth provided
- Resubmit a verification request with the correct data to earlyeducation@Birmingham.gov.uk
- If the details provided to the LA are correct and the claimant is still not found or showing as a FALSE verification parents will need to raise this issue with the HMRC Customer interaction Centre on 0300 123 4097 if they believe the family meet the eligibility criteria.

earlyeducation@Birmingham.gov.uk will let you know when a parent is no longer eligible for 30 hours and tell you when the grace period ends. A parent may also let you know when they are no longer eligible. You only need to take action once the Local Authority tells you a parent is no longer eligible.

2 Year Olds - How to validate an ECS code provided by a parent / carer

N.B. Eligibility for a 2 year old place must be confirmed before a place is offered or claimed for

Click on the **My Systems Tab** and click '**Provider Back Office**' for **OEYE**

Enter the reference number (ECS Code) the parent/carers has given you, the child's DOB and click Check

Check application Users

Search for application details

Reference

Child's DOB

Check

If the child is eligible you will see text with a Green background as below:

Application status is
Reference :
Child's DOB :
Child's Name :
Applicant's DOB :
Applicant's Name :

Application status is : Eligible (ECS)

If the child is not eligible you will see text with a Red background as below:

Search for application details

Application status is : Not Found (ECS Checked)

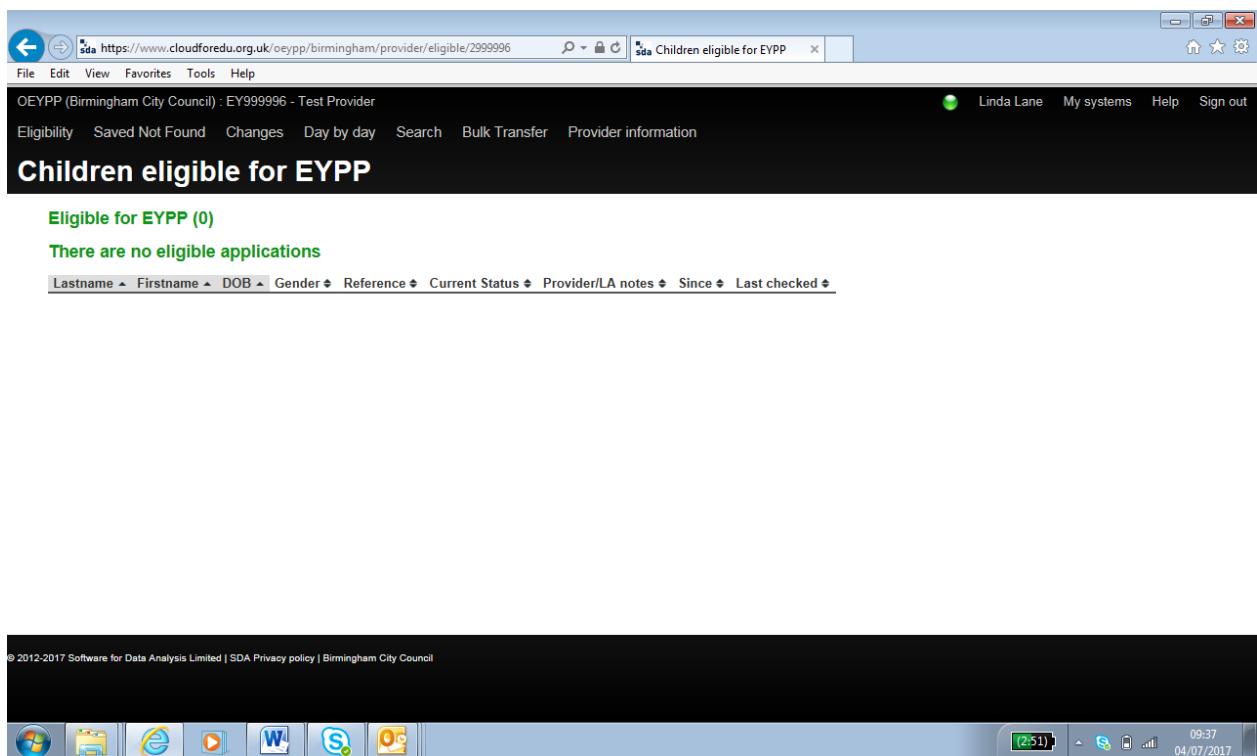
When a 2 year old application is returned as '**Not Found**' or '**Pending**' but you have seen evidence that the child is eligible you must email earlyeducation@birmingham.gov.uk stating the child's name, DOB and provide the ECS code and specifically state what you have seen to confirm eligibility (please do not attach any evidence). Please note that you will need to evidence eligibility of these applications when a EEE audit is undertaken.

EYPP / FSM - How to validate an ECS code provided by a parent / carer

N.B. Eligibility for EYPP or FSM must be confirmed before a place is offered or claimed for

Click on the My Systems Tab and choose **OEYPP**

Eligible applications will appear in the list



The screenshot shows a web browser window with the URL <https://www.cloudforedu.org.uk/oeyp/birmingham/provider/eligible/2999996>. The page title is "OEYPP (Birmingham City Council) : EY999996 - Test Provider". The user is logged in as "Linda Lane" with a green status indicator. The navigation menu includes "Eligibility", "Saved Not Found", "Changes", "Day by day", "Search", "Bulk Transfer", and "Provider information". The main heading is "Children eligible for EYPP". Below this, it says "Eligible for EYPP (0)" and "There are no eligible applications". A table header is visible with columns: "Surname", "Firstname", "DOB", "Gender", "Reference", "Current Status", "Provider/LA notes", "Since", and "Last checked". The footer of the application shows "© 2012-2017 Software for Data Analysis Limited | SDA Privacy policy | Birmingham City Council". The Windows taskbar at the bottom shows the date as 04/07/2017 and the time as 09:37.

Checking eligibility using ECS is dependent on parents first checking their children's eligibility on BCC's website – (see next page). With parent's permission providers can support parents to check their child's eligibility or complete an application on their parents' behalf for 2 year old EEE funding, EYPP and FSM. Providers cannot complete an application for 30 hours funding on behalf of parents – this must be completed by the parents.

Access to ECS for Parents to complete an eligibility application:

Parents should be signposted to www.childcarechoices.gov.uk for information about their childcare options.

The parent's eligibility checkers are available on the link below;

[Free childcare for 2 year olds | Free childcare and education for 2 to 4 year olds | Birmingham City Council](#)

Parents should be reminded that they need to enter the National Insurance Number and date of birth of the benefit claimant. The benefit claimant may be either parent. If the incorrect data is entered into the ECS the eligibility outcome will be false.

Once parents have checked their child's eligibility, if the child is eligible the ECS will produce an eligibility code, which can then be validated by EEE providers using the provider ECS.

For parents checking eligibility for EYPP or FSM, the ECS tool requires parents to select the EEE provider setting, which their child is attending. If eligible, the child's details will then be recorded on the providers ECS.