



The Federation of St Bede's & St Bernadette Catholic Schools

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Important general information for Parents accessing 30 hours childcare

First step for Parents

- Go online to HMRC childcare choices website to apply for 30 hours and/or Tax free childcare.
<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>
- Click on Apply for 30 hours free childcare
<https://childcare-support.tax.service.gov.uk/par/app/trialmessage>
- Fill in application answering all relevant questions.
- Get a DERN number.
- **If unsuccessful - END**

If successful – continue

- HMRC will send you an email stating you are successful.
- Go to parent secure page in HMRC to get your DERN number 5000XXXXXXX.
- Go to the childcare provider/school of your choice.
- Get a place and give DERN number to childcare provider/school.
- Childcare provider/school checks DERN number for start and end date.

Reconfirmation of DERN Number as end date approaches

- Reconfirmation is every 3 months on the parent account with HMRC.
- HMRC will send reminder email out 4 weeks to end date and 2 weeks to end date.

For Parent to reconfirm at HMRC:

1. Look for reconfirmation tab in secure account.
 2. Click on it and answer all questions.
 3. Submit.
 4. Await confirmation from HMRC, allow up to 5 working days.
- If reconfirmation is unsuccessful - The provider may withdraw the place.

The provider will check the 500XXXXXXX DERN number for the new End date.

This reconfirmation process should be done every 3 months.