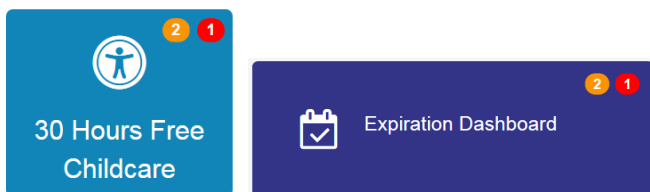


## USING THE EXPIRATION DASHBOARD

The **Expiration Dashboard** allows you to see which children are nearing their eligibility end date and whose parents have not yet reconfirmed their eligibility.

The system uses colour coding to show the number of children whose eligibility has already expired (displayed in red) or will expire in the next 28 days (displayed in amber). These numbers are displayed on the **30 Hours Free Childcare** tile on the Provider Portal home page and on the **Expiration Dashboard** button on the 30 Hour Entitlement Portal home page.



1. On the Provider Portal home page, select **30 Hours Free Childcare | Expiration Dashboard** to display the **Entitlement Expiration Dashboard** page.

Entitlement Expiration Dashboard

Further Action Needed: Any Days: 180 Eligibility Filter: Grace Period Ending in the next 180 days Search

Filter using any keyword

Child	Eligibility Code	Eligible From	Eligible To	Grace Period End	Eligibility was last checked on	Notes / Further Action Needed		
Adam Smith (02/04/2014)	50012934394	16/05/2017	16/08/2017	31/12/2017	30/08/2017 Eligible <a href="#">Recheck now</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Update</a>
Helen Jones (16/03/2014)	50012738112	10/06/2017	11/09/2017	31/12/2017	30/08/2017 Eligible <a href="#">Recheck now</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Update</a>
Louise Brown (12/11/2013)	10019920381	13/06/2017	15/09/2017	31/12/2017	30/08/2017 Eligible <a href="#">Recheck now</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Update</a>

2. Adjust the **Days** filter to show a wider (or narrower) date range.

Entitlement Expiration Dashboard

Further Action Needed: Any Days: 360 Eligibility Filter: Grace Period Ending in the next 360 days Search

Filter using any keyword

Child	Eligibility Code	Eligible From	Eligible To	Grace Period End	Eligibility was last checked on	Notes / Further Action Needed		
Adam Smith (02/04/2014)	50012934394	16/05/2017	16/08/2017	31/12/2017	30/08/2017 Eligible <a href="#">Recheck now</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Update</a>
Helen Jones (16/03/2014)	50012738112	10/06/2017	11/09/2017	31/12/2017	30/08/2017 Eligible <a href="#">Recheck now</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Update</a>
Louise Brown (12/11/2013)	10019920381	13/06/2017	15/09/2017	31/12/2017	30/08/2017 Eligible <a href="#">Recheck now</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Update</a>
Amy Cornwell (11/12/2013)	50001035020	18/08/2017	20/11/2017	31/03/2018	30/08/2017 Eligible <a href="#">Recheck now</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Update</a>
Amanda Kent (31/12/2013)	50001024001	18/08/2017	20/11/2017	31/03/2018	29/08/2017 Eligible <a href="#">Recheck now</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Update</a>

The background of the **Eligible To** field is displayed according to the following colour scheme:

- Red indicates that the eligibility code has expired;
- Amber indicates that the eligibility code will expire within the next 28 days;
- Green indicates that the eligibility code is more than 28 days from expiry.

## **Reconfirming Eligibility**

After you have run a new check on a given eligibility code you won't need to check it again when the parent reconfirms their entitlement. The system performs a daily check on all codes that are close to expiry to monitor whether the parent has reconfirmed. When eligibility is reconfirmed the new **Eligible To** date is displayed on the dashboard and the background changes from red/amber to green.

If a parent informs you that he/she has reconfirmed eligibility and the dashboard does not reflect this you can click the **Recheck Now** link to update the child's record.

You should check the Expiration Dashboard regularly so that you can keep track of those codes that are approaching expiry and remind parents to reconfirm their eligibility as soon as possible.

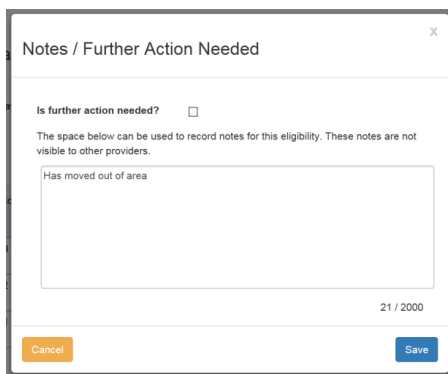
**It is essential that parents/guardians reconfirm their codes before the end of that funding period (March 31<sup>st</sup>, August 31<sup>st</sup> and December 31<sup>st</sup>). If parents reconfirm late the early years service cannot process this code through the system, and the parent will not be able to claim funding.**

Sometimes parents can continue to claim funding when they fall out of eligibility or do not renew their code in time. This is **ONLY** when a child has a grace period with a provider they have already been claiming extended hours with (ie a parent cannot start claiming extended hours in their grace period, if they haven't been previously with that provider).

## **Removing A Record From The Display**

If you no longer have an interest in a child's eligibility for the extended hours (e.g. if the child no longer attends your setting) then you can remove the record from the display by clicking the **Update** link.

A dialog box is displayed. Uncheck the **Is Further Action Needed?** box to remove the record from any future eligibility code checks. You can add a note in the text box.



In the Dashboard, the Notes icon changes to show that there is a note on the record. The Further Action Needed flag changes to a black cross:

Entitlement Expiration Dashboard

Further Action Needed: Any | Days: 180 | Eligibility Filter: Grace Period Ending in the next 180 days | Search

Filter using any keyword

Child	Eligibility Code	Eligible From	Eligible To	Grace Period End	Eligibility was last checked on	Notes / Further Action Needed
Adam Smith (02/04/2014)	50012934394	16/05/2017	16/08/2017	31/12/2017	30/08/2017 Eligible <a href="#">Recheck now</a>	<input checked="" type="checkbox"/> Update
Helen Jones (16/03/2014)	50012738112	10/06/2017	11/09/2017	31/12/2017	30/08/2017 Eligible <a href="#">Recheck now</a>	<input checked="" type="checkbox"/> Update
Louise Brown (12/11/2013)	10019920381	13/06/2017	15/09/2017	31/12/2017	30/08/2017 Eligible <a href="#">Recheck now</a>	<input checked="" type="checkbox"/> Update

To exclude the record from the display set the **Further Action Required** filter to Yes:

Entitlement Expiration Dashboard

Further Action Needed: Yes | Days: 180 | Eligibility Filter: Grace Period Ending in the next 180 days | Search

Filter using any keyword

Child	Eligibility Code	Eligible From	Eligible To	Grace Period End	Eligibility was last checked on	Notes / Further Action Needed
Adam Smith (02/04/2014)	50012934394	16/05/2017	16/08/2017	31/12/2017	30/08/2017 Eligible <a href="#">Recheck now</a>	<input checked="" type="checkbox"/> Update
Louise Brown (12/11/2013)	10019920381	13/06/2017	15/09/2017	31/12/2017	30/08/2017 Eligible <a href="#">Recheck now</a>	<input checked="" type="checkbox"/> Update

**REMEMBER:** If the child rejoins your setting the record will remain hidden until you to re-check the **Is Further Action Required?** flag in the dialog box.