REVIEW PREVIOUS CHECKS

The **Review Previous Checks** function allows you to review the results of previous checks for Working Parent Entitlement funding through the Provider Portal.

1. On the Provider Portal home page select Working Parent Entitlement | Review Previous Checks to display the Checks Run for Ages 2 to 5 Years 6 Months page

Checks Run for Ages 2 to 5 Years 6 Months										
Existing Child Checks										
Child's Forename 🗢	Child's Surname ≑	Child's Date of Birth ≎	Parent's NI Number 🗢	Eligibility Code ≑	Check Last Run \$	Eligible From \$	Eligible To \$	Grace Period End 🗢	Check Status 🗢	
William	Brown	12/01/2014	BA135478A	60003402341	30/08/2017	18/08/2017	20/11/2017	31/03/2018	Not Found	
Amy	Cornwell	11/12/2013	WM356790C	50001035020	30/08/2017	18/08/2017	20/11/2017	31/03/2018	Eligible	
Amanda	Kent	31/12/2013	JK335578A	50001024001	29/08/2017	18/08/2017	20/11/2017	31/03/2018	Eligible	
Ad-hoc Ch		Child's Data of	Describe MI	The shall be	Charlelant	CH-IL-	Filelite To	Carao Darlad	Charle	
Child's Forename 🕈	Child's Surname ≑	Child's Date of Birth ≑	Parent's NI Number 🕈	Eligibility Code 🗢	Check Last Run ≑	Eligible From 🗢	Eligible To \$	Grace Period End 🕏	Check Status 🗢	
Leonard	Cheshire	03/06/2014	JX812473D	10003445100	30/08/2017	18/08/2017	20/11/2017	31/03/2018	Not Foun	

Existing Child Checks are those where you searched for and selected the child's name before checking.

Ad Hoc Checks are those where you entered the child's details in full.

You can sort the list by clicking on the column headers.

2. If required, you can find a specific child by using the filter as shown below.

▼ Amy									
Existing C	hild Checks	5							
Child's Forename ≎	Child's Surname ≎	Child's Date of Birth ≎	Parent's NI Number 🗢	Eligibility Code \$	Check Last Run ≎	Eligible From ≎	Eligible To \$	Grace Period End ≎	Check Status \$
Amy	Cornwell	11/12/2013	WM356790C	50001035020	30/08/2017	18/08/2017	20/11/2017	31/03/2018	Eligible
Ad-hoc Ch	necks								
Child's	Child's	Child's Date of	Parent's NI	Eligibility	Check Last	Eligible	Eligible To	Grace Period	Check
Forename 🗘	Surname 🖨	Birth 🗘	Number 🗘	Code 🗘	Run 🗢	From \$	\$	End 🗘	Status 🖨

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