

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

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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 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
Leonard	Cheshire	03/06/2014	JX812473D	10003445100	30/08/2017	18/08/2017	20/11/2017	31/03/2018	Not Found

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.

Checks Run for Ages 2 to 5 Years 6 Months

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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
Amy	Cornwell	11/12/2013	WM356790C	50001035020	30/08/2017	18/08/2017	20/11/2017	31/03/2018	Eligible

Ad-hoc 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
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