Welcome to the Early Years Provider Hub.

You will receive an invitation to sign up to the Merton Early Years Provider Hub. The EY Hub will enable you to undertake ECS checks to validate eligibility for the extended entitlement (30 hours) and children in receipt of Early Years Pupil Premium (EYPP).

You will receive an automated email from no-reply@oohubmail.com. Do check your junk mail if you can’t immediately see it. Please follow the link to create a password and register. It will be important that you remember the password as you will need to log in each time you use the system.

Once you have created a password, you will need to login on the Hub website itself (the link in the email will stop working once you have registered). The website address is:

http://eyp.merton.gov.uk/

**IMPORTANT**: If the site is upgraded, providers will have to refresh their browser. Once you have logged in please **press Ctrl and F5 key together**, this will ensure that you are viewing the latest version.

Home Page

When you first log in you will land on your Home Page, like the one below. The menu bar is down the left hand side of the screen (dark grey).

If you wish to return to this page at any point you can do this by selecting the house icon that can be found at the top left of the screen, shown here.
ECS checks

30 hours Validator

This function allows you to complete a check with the Eligibility Checking Service (ECS) that a parent’s 30 hour (Extended Entitlement) code is active and that the child is eligible. This must be done before the child starts taking up their funded Extended Entitlement hours.

To start a check – click on the 30 hours validator link (circled below):

Before undertaking the check, you must make sure the parent signs their Parent Funding Agreement Form declaration giving you permission to complete the check.

Complete the form with the details from the parent. Take care to make sure you input the following information accurately:

- Eligibility code
- National insurance Number
- Child’s Date of Birth

Click the blue **Submit** button
Eligible Result

If the information is correct and the parent is eligible, the following will appear at the bottom of the screen. You may need to scroll down to see this.

Add the date checked to the Parent Funding Agreement Form for your records.

Validity Start Dates

This date must be before the start of the funding period in which the parent wants the child to take up their Extended Entitlement.

<table>
<thead>
<tr>
<th>A child born between:</th>
<th>Child will be eligible for funding from:</th>
<th>Validity Start Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 January to 31 March</td>
<td>1 April following the child’s third birthday</td>
<td>No later than 31 March</td>
</tr>
<tr>
<td>1 April to 31 August</td>
<td>1 September following the child’s third birthday</td>
<td>No later than 31 August</td>
</tr>
<tr>
<td>1 September to 31 December</td>
<td>1 January following the child’s third birthday</td>
<td>No later than 31 December</td>
</tr>
</tbody>
</table>

Validity End Date

This is the date by which the parent must reconfirm their eligibility via the Childcare Service.

Grace Period End Date

This is the date that a child can continue up to in a funded place if their parent’s employment circumstances change or if their parent fails to reconfirm their code via the Childcare Service before the end of the Validity End Date.

Any other result (e.g. Invalid DERN) means that information input into the checker on the EYP Hub is incorrect and cannot be validated. Please check all details carefully with the parent as they may have accidently provided the wrong details.

Please direct parents to the Childcare Service which issues the codes if they have any issues with eligibility at https://www.gov.uk/sign-in-childcare-account or they can call the Childcare Service on 0300 123 4097.
Not Eligible result

If a message of ‘Not Eligible’ appears please input the information again to make absolutely sure there were no errors in your data entry.

If you get a Not Eligible result again, this means that the code was previously eligible but has passed the Validity End Date. The parent will need to go back into their childcare service account to reconfirm their eligibility.

When you have finished validating codes, click on the house icon (see below) to return to your Home Page.

Early Years Pupil Premium (EYPP)

If you want to check the eligibility of a 3 or 4-year-old child for EYPP you can use the ECS checks option to do this.

Before starting the check, you must make sure the parent signs their Parent Funding Agreement Form declaration giving you permission to complete the check.

To undertake the check you will need the following details from the parent:

• Parents full name and date of birth
• National insurance Number or NASS Number
• Child’s full name and date of birth

Complete the form and click the blue Submit button.

Eligible Result

If the information is correct and the parent is eligible, a notification of eligibility will appear on screen with a green tick, as in the example for 30 hours validation checks on the previous page.
When you have finished making EYPP checks, click on the house icon (see below) to return to your Home Page.