

Help guide: Apply for 2 year old Free Childcare online

This is a step-by-step guide for how to apply. The application will take 15-30 minutes.

Before you start

- You must be a main carer of the child
- The child must live at your address
- You must have an email address, and be able to access it, to create an account and to receive the outcome of your application

Have these things ready

- Your National Insurance number or National Asylum Seekers Service number
- Your postcode
- Your child's date of birth
- Your date of birth
- Your email address

Important

It is critical that your National Insurance number or National Asylum Seekers Service number, your surname, and your date of birth are entered correctly, and match those held by Her Majesty's Revenue and Customs (HMRC) for your eligibility to be checked successfully.

If you have not made a previous application and wish to do so, proceed to [section 1](#).

If you have applied for a child in the past and want to apply for another, proceed to [section 2](#).

If your application for a child was previously declined but your circumstances have since changed, proceed to [section 3](#).

If you require assistance

Help to apply in person

- Contact your local [Family Hub](#) for an appointment

Speak to someone on the phone or by email

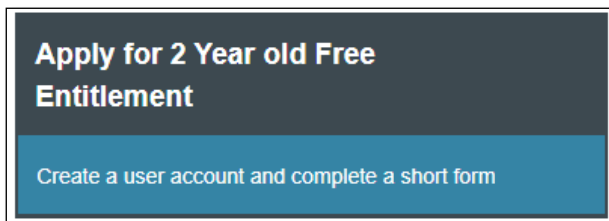
- Contact the [Family Information Service](#)

Note on internet browsers

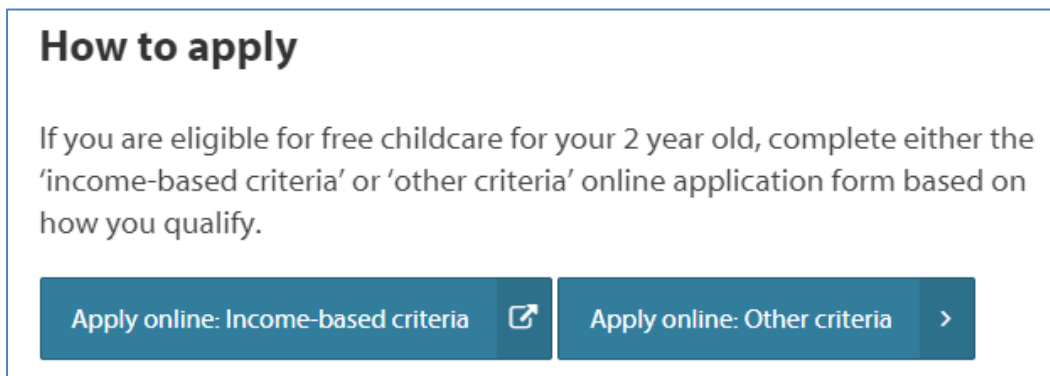
It is recommended you use an up to date internet browser. If you experience technical difficulties, try updating or use an alternative browser, such as Google Chrome, Microsoft Edge, Mozilla Firefox etc.

Section 1

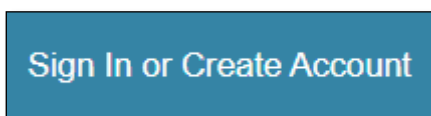
1. Go to westsussex.gov.uk/fis and choose 'Apply for 2 Year old Free Entitlement'.



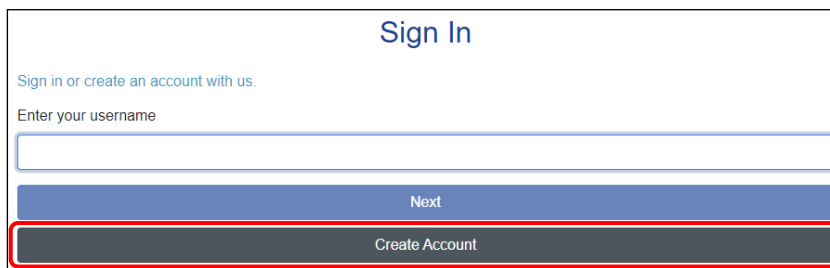
2. On the 'How To Apply' page, chose either 'Apply online: Income-based criteria' (continue to step 3) or 'Apply online: Other criteria' (complete the form that appears) depending on what criteria you are applying under.



3. Choose 'Create Account' from the menu at the top of the page.



4. Choose 'Create Account' on the Sign In page.



5. Enter your personal information as requested.

Note: Providing a telephone number will help us to contact you in the event of a query with your application.

The screenshot shows a 'Create Account' form with two main sections: 'Personal Details' and 'Contact Details'. The 'Personal Details' section includes fields for Title, Forename, Middle Name, and Surname. The 'Contact Details' section includes fields for Email Address, Confirm Email, Daytime Number, Evening Number, and Mobile Number. A red rounded rectangle highlights the input fields for Title, Forename, Middle Name, Surname, Email Address, Confirm Email, Daytime Number, Evening Number, and Mobile Number.

You do not need to enter your address at this stage.

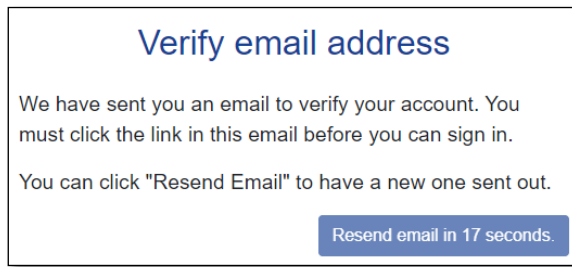
The screenshot shows an 'Address' section with a dropdown menu containing the text 'No address to display.' Below the dropdown is a blue button labeled 'Add Address'.

6. Create a password for your account and press the 'Create' button.

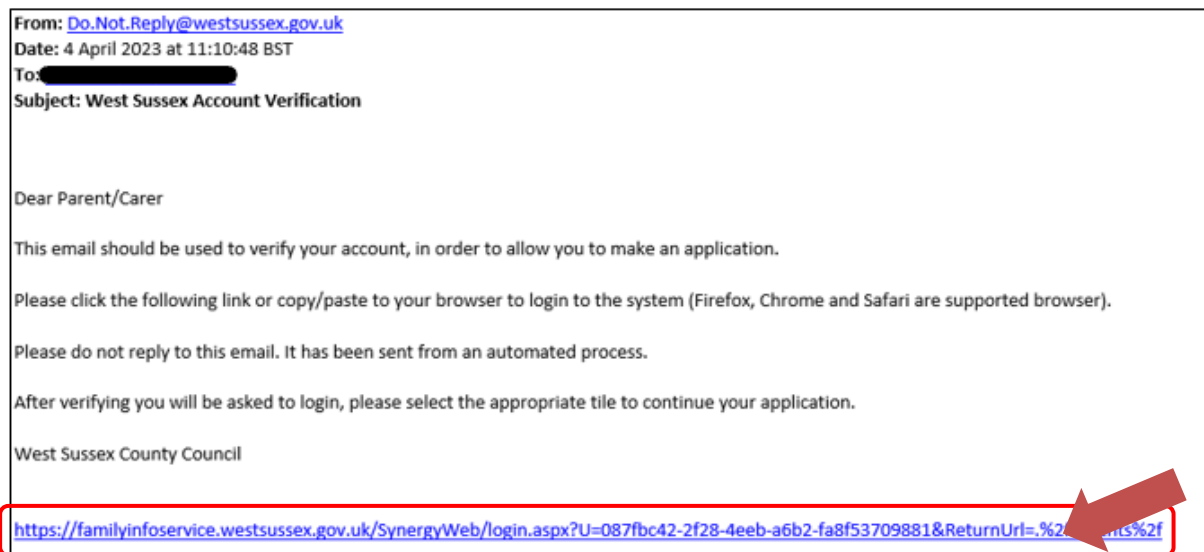
Note: Your password must be at least 8 characters long, with at least one special character and contain at least one uppercase letter and at least one number.

The screenshot shows an 'Account Security' form with two password fields: 'New Password' and 'Confirm Password'. Below the 'Confirm Password' field is the text 'Please confirm your password'. A blue button labeled 'Create' is located at the bottom right of the form, highlighted with a red rounded rectangle and a red arrow pointing to it.

7. A message displays telling you that an email has been sent to you.



8. Go to your email inbox, find the email from Do.Not.Reply@westsussex.gov.uk, and click the link at the end of the email.



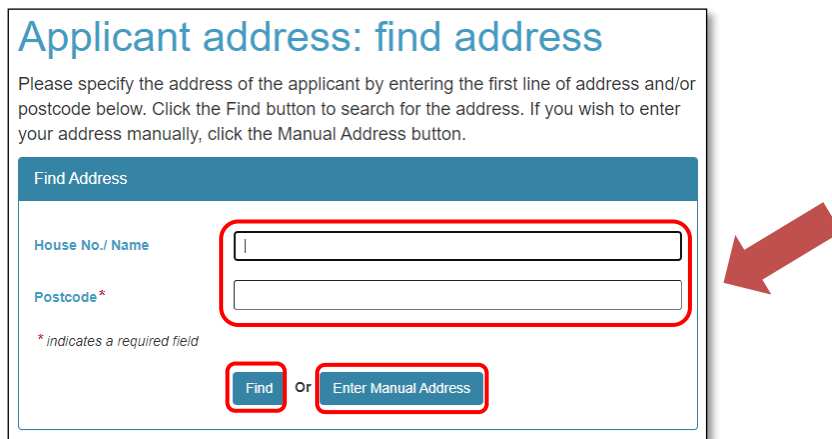
9. Your account is now verified, you will be taken to the 'Sign In' page where you need to enter your email address and password that you have just created.
10. Enter your email address as your username and press 'Next'.



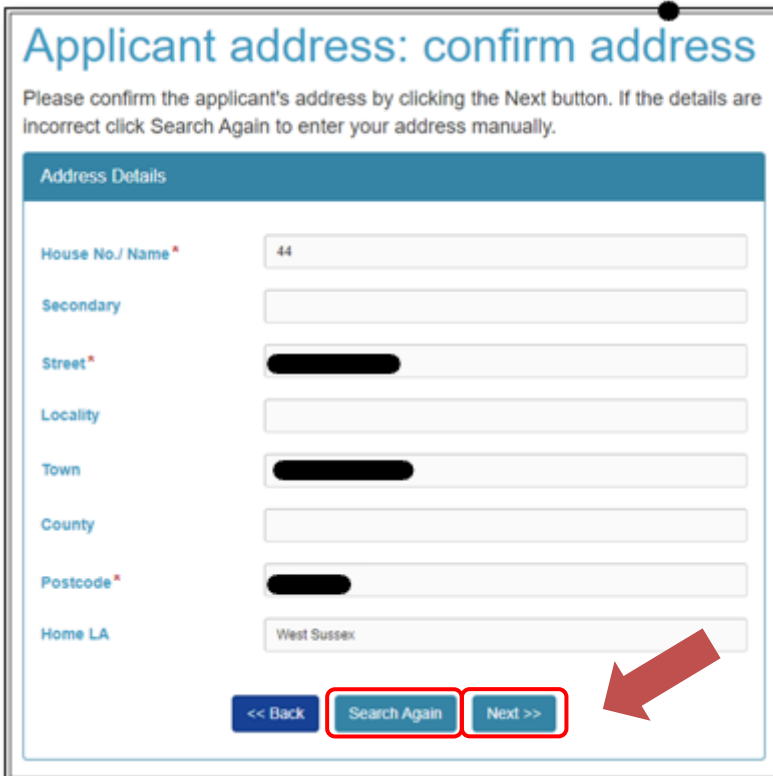
11. Enter your password and press 'Sign In'.



12. You are now signed in and need to provide your address. Enter your house name or number and your postcode and press 'Find'. You can also enter your address manually by pressing 'Enter Manual Address' if you wish to do so.



13. Press 'Next' to confirm that your address details are correct or 'Search Again' if you need to amend them.



14. Check your account details then press **'Confirm'** if all details are correct or **'Edit Applicant'** if you need to correct something.

Applicant account details confirmation

The information below is a confirmation of the details you have supplied to add a new account. If the information you have supplied is correct click the Confirm button to continue. To amend any of the details, click the appropriate heading to return to that section and update the information as necessary.

Applicant Details / Edit Applicant Details section

Title: Miss
Forename: [REDACTED]
Surname: [REDACTED]
Evening Phone: [REDACTED]
Daytime Phone: [REDACTED]
Mobile Phone: [REDACTED]
Email Address: example@example.com

Applicant Address / Edit Applicant Address section

House No./ Name: [REDACTED]
Street: [REDACTED]
Town: Chichester
Postcode: [REDACTED]

Cancel Confirm

15. Your account is now set up. In future, whenever you sign in you will see your **'Applicant Summary'** page, as shown below.

Now you need to add the child or children that you wish to apply for Free Childcare for 2 year olds for - press **'Add Child'**.

Applicant Summary

This screen shows a summary of all the Children and their Preferences. To add new children and preferences, use the appropriate buttons.

Below is a summary of all the children within the family that will be included in the Free Childcare for 2 year olds application. Before submitting an application, please only add children meeting the following criteria:

- A child born on or between 1 April and 31 August will become eligible for a free place from September, following their second birthday and can make an application from 1 April
- A child born on or between 1 September and 31 December will become eligible for a free place from January, following their second birthday and can make an application from 1 September
- A child born on or between 1 January and 31 March will become eligible for a free place from April, following their second birthday and can make an application from 1 January

To add new children to the application please click on 'Add Child'.

This screen shows a summary of all the children within the family that will be included in the Free Childcare for 2 Year Olds (EY) application. Before submitting a Free Childcare for 2 Year Olds (EY) application, please ensure all children who you are applying for 2 year old funding for within the family have been added. To add new children to the family, use the appropriate button.

Applicant

Miss [REDACTED]
52 - 55,
Chichester
[REDACTED]

View Details

Add Child

16. Add your child's name, date of birth and gender only, then press 'Next'.

Note: Do not change the default answers for 'LA' and 'Current School'

Child details

Please specify the details of the child you wish to make an application for and then click the Next button to continue. Fields marked with an asterisk are mandatory.

Please ensure you use the full legal name of the child (including child's middle name(s), as shown in the child's birth certificate or passport). For example, you may call the child Tom rather than legal name of Thomas.

Details

** Indicates a required field*

Forename*

Middlename

Surname*

DOB* (DD/MM/YYYY)

Gender* Male Female

Child address same as Applicant?

LA

Current School (Leave blank if not attending School)

17. Check your child's details and press 'Confirm' or press 'Back' if you need to change them.

Sign Out

Child details confirmation

The information below is a confirmation of the details you have supplied for the child. If the information you have supplied is correct click the Confirm button to continue. To amend any of the details, click the appropriate heading to return to that section and update the information as necessary.

Child Details [Edit Child Details section](#)

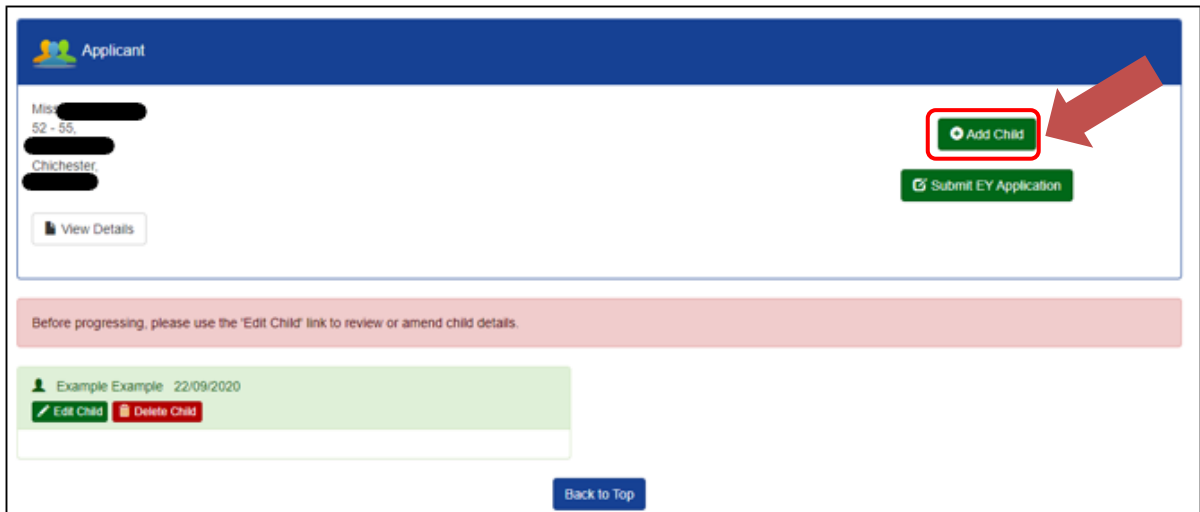
Forename: Example
Surname: Example
DOB: 22/09/2019
Gender: Female
Child address same as Applicant?: Yes

School Details [Edit School Details section](#)

Current School: Not currently at school

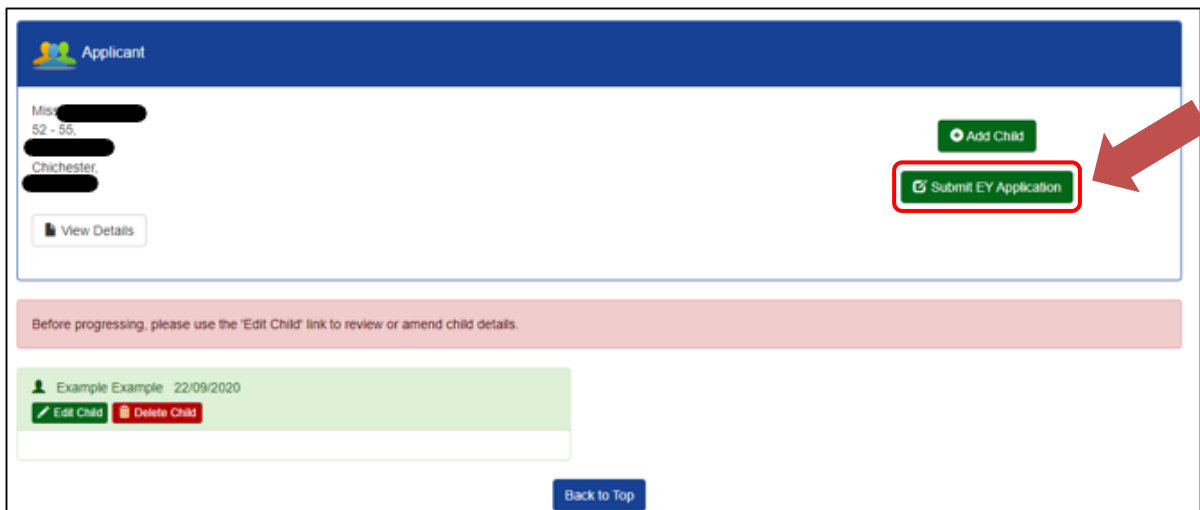
18. Your child now shows at the end of your Applicant Summary - if you have another child of eligible age that you wish to apply for, press the **'Add Child'** button again and enter their details.

Note: You do not need to add all of your children, only those you wish to make an application for at this time



The screenshot shows the 'Applicant' summary page. At the top, there is a blue header with the 'Applicant' title and a profile icon. Below this, the applicant's details are listed: 'Miss [redacted]', '52 - 55', and 'Chichester'. A 'View Details' button is located below the address. To the right of the details, there are two green buttons: 'Add Child' and 'Submit EY Application'. The 'Add Child' button is highlighted with a red rectangular box, and a red arrow points to it from the right. Below the applicant details, there is a pink horizontal bar with the text: 'Before progressing, please use the 'Edit Child' link to review or amend child details.' Underneath this bar, a child's details are shown in a green box: 'Example Example 22/09/2020'. Below the child details, there are two buttons: 'Edit Child' (green) and 'Delete Child' (red). At the bottom right of the page, there is a blue 'Back to Top' button.

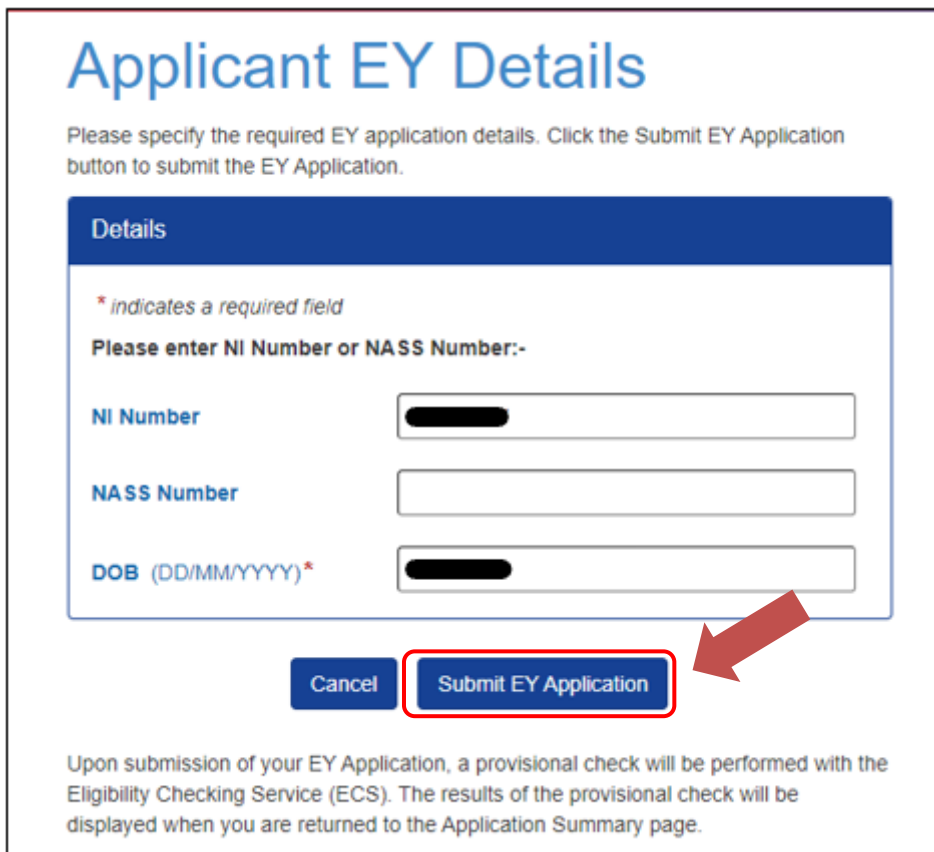
19. When you have entered all children that you wish to apply for Free Entitlement for 2 year old funding, press the **'Submit EY Application'** button.



This screenshot is identical to the one above, showing the 'Applicant' summary page. The layout and content are the same, but in this instance, the 'Submit EY Application' button is highlighted with a red rectangular box, and a red arrow points to it from the right.

20. Enter your NI (National Insurance) number or NASS (National Asylum Seekers Service) number, and your date of birth, then press 'Submit EY Application'.

Note: National Insurance number must be 9 characters long, with no spaces



Applicant EY Details

Please specify the required EY application details. Click the Submit EY Application button to submit the EY Application.

Details

* indicates a required field

Please enter NI Number or NASS Number:-

NI Number

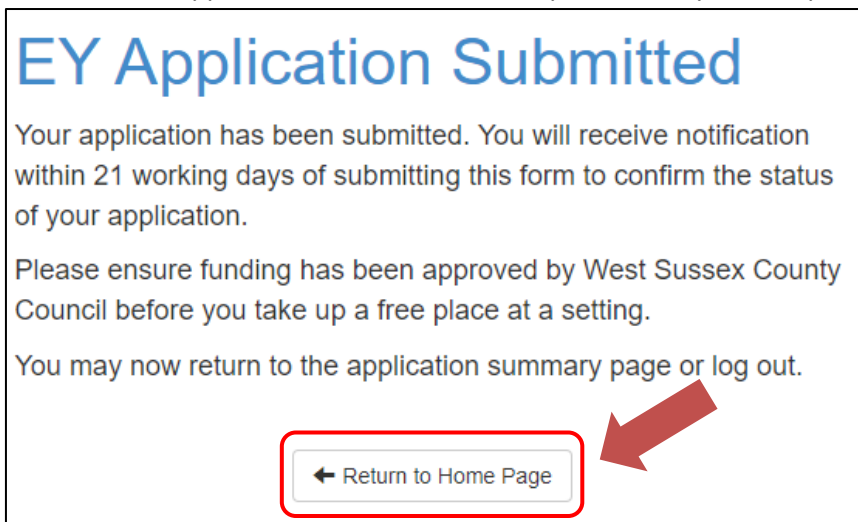
NASS Number

DOB (DD/MM/YYYY)*

Cancel

Upon submission of your EY Application, a provisional check will be performed with the Eligibility Checking Service (ECS). The results of the provisional check will be displayed when you are returned to the Application Summary page.

21. You have now applied – read the information provided to you then press 'Return to Home Page'.



EY Application Submitted

Your application has been submitted. You will receive notification within 21 working days of submitting this form to confirm the status of your application.

Please ensure funding has been approved by West Sussex County Council before you take up a free place at a setting.

You may now return to the application summary page or log out.

22. On your summary page you will see the results of a preliminary check of eligibility.

This preliminary check is for information only and no action is required by you - we will check your child's eligibility and let you know the outcome.

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Applicant

Mrs [redacted]
52 - 55,
[redacted]
Chichester

Last EY Application Date: 04/04/2023
Not Found
Unfortunately the automated checking facilities provided by the DfE have not been able to tell us at this time whether or not you are eligible for a Free Nursery Place. Your application has still been submitted - we will do a further

Add Child

Submit EY Application

23. Press the 'Sign Out' button which can be found on the top left hand corner of the page.

Applicant Summary

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[redacted]
Chichester

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Add Child

Submit EY Application

Section 2

If you previously applied for a child, you should apply for further children using the same account. [Sign in](#) and follow this guidance from step 15. Your username is your email address. If you have forgotten your password, recover it from the Sign In page.

Section 3

Your application will automatically be rechecked 4 weeks after you receive your original decline notification. If your circumstances have changed after five weeks or more since your original notification and you believe that you are now eligible, ensure that your details are up to date with HMRC before attempting to resubmit your application. When ready, [Sign in](#) and follow Step 19 of this guide to resubmit your application.

END