

# Application Process

## Applying through the childcare service



1

Malcolm wants to know more about the Government's childcare offer



2

Malcolm looks online for more information.



3

Malcolm applies through the childcare service. First, he is asked to confirm his identity.



4

Once his identity is confirmed, Malcolm completes the application.



5

Malcolm gets his child's eligibility code for 30 hours. He can also pay money for Tax-Free Childcare into his childcare account.



6

Malcolm takes his 30 hours eligibility code to his childcare provider.



7

His childcare provider contacts to the Local Authority to check the eligibility code



8

Every three months, Malcolm re-confirms eligibility through the childcare service



HM Revenue  
& Customs