

Application for Funded Childcare for Fostered Children

This form is only for children in foster care. If you are applying for your own children visit: www.gov.uk/help-with-childcare-costs.

Foster carers who are working outside of fostering may be able to access 15 funded hours of childcare (or 30 hours for 3 & 4 year olds) for their fostered children.

Criteria for Working Family Funding for foster children:

- Herefordshire is the Corporate Parent of the child; if the corporate parent is another Local Authority you must contact them for an application form.
- It's in the child's care plan that attending a childcare setting for the additional hours is in their best interest.
- All foster parents in the household are working outside of fostering, or if a couple, at least one parent is working and the other parent is in receipt of a qualifying benefit;
 - » They must be working, but earn less than £100,000 per year or;
 - » One foster parent must be working (as above) and the other foster parent must be in receipt of Incapacity Benefit, Severe Disablement Allowance, Carer's Allowance, Limited Capability for Work Benefit or contribution-based Employment and Support Allowance
- The foster parents are European Economic Area (EEA) nationals or have a visa allowing them to have access to public funds.
- The foster parents must live in England.
- The foster parents are working, but earning less than £100,000 net per year or;
- Non-foster parents in the household must meet the standard criteria for a 30 hour code:
 - » Working and earning the equivalent of 16 hours per week at the minimum wage/national living wage;
 - » Earning less than £100,000 per year; and
 - » British/Irish national or have a visa allowing them to have access to public funds.

Before applying:

- Speak to both your social worker and your child's social worker and confirm that the childcare offer is consistent with the child's care plan.
- Complete this application form with your supervising social worker, attach the required evidence and sign before submitting it to the Early Education Team

After applying:

- Herefordshire Council will confirm your eligibility, and if your application is successful, you will receive your eligibility code by email from eef@herefordshire.gov.uk.
- Please allow 3 weeks for this form to be received and processed.
- Your code can be used at any childcare provider that is registered to offer Early Years Education Funding within England the term after it has been issued.
- Your code will need to be renewed by the Local Authority every 3 months, and we may need to contact you or your social worker to confirm you still meet the criteria. If your circumstances change you may cease to be eligible, however, you will be able to access the additional hours until the end of the grace period, which is usually the end of term.
- If there are issues with your code at the childcare provider, please contact us on the email address above. Childcare Choices will not be able to help you with codes for foster children.

Section 1 – about you

1.1 Your details:

Title	
First name	
Last name	
Date of birth (DD/MM/YYYY)	
National Insurance number	
Address	
Postcode	
Email address**	

**We need your address and email to send you your eligibility code.

1.2 Are you a foster parent of the children named in this form?

- Yes
 No

1.3 Do you and the children live in England?

- Yes
 No

If no, speak to your local council about what childcare schemes are available in your area.

1.4 Is Herefordshire the corporate parent of the fostered child/ren?

- Yes
 No the corporate parent is:

1.5 Are you a British/Irish national?

- Yes
 No

1.7 Are you subject to immigration rules that prevent you from receiving public funds?

- Yes
 No

Section 2 – your employment details

2.1 Are you employed or self-employed outside your fostering responsibilities?

- Yes
 No

You can still answer yes if you are not currently working. For example, you are on parental leave or sick leave, or expect to start or re-start work in the next 31 days.

Evidence of employment within the last 3 months outside of fostering must be submitted with this application form.

For example, a copy of a payslip or contract of employment, or self-employed evidence in the form of your most recent tax return summary.

2.2. Do you expect to earn more than £100,000 in this tax year (April to March)?

- Yes
 No

If your income is over this amount, you cannot get an Eligibility Code for funded childcare

2.3 If you are not employed outside your fostering responsibilities, select any that apply to you:

- For Universal Credit purposes, I am assessed as having limited capability for work
 I receive National Insurance credits because of incapacity or limited capability for work
 I receive a Carer's Allowance
 I receive an Employment and Support Allowance
 I receive Incapacity Benefit
 I receive a Severe Disablement Allowance

If you get one of these benefits you may still be able to get funded childcare if you have a partner who holds additional employment outside their role as foster carer.

Evidence of benefits received must be submitted with this application form.

2.4 Do you have a partner who lives with you?

- Yes
 No

A person is your partner if you are married or in a civil partnership, and live together in the same household, or a couple who live together as if you are married or in a civil partnership.

If **Yes**: go to section 3.

If **No**: skip to section 6.

Section 3 – your partner

3.1 Your partner's details

Title	
First name	
Last name	
Date of birth (DD/MM/YYYY)	
National Insurance number	

3.2 Is your partner also a foster parent?

- Yes
 No

If **Yes**: go to section 4a.

If **No**: go to section 4b.

Section 4a – Partner's Employment details

4.1 Is your partner employed or self-employed outside their fostering responsibilities?

- Yes
 No

You can still answer "yes" if they are not currently working. For example, they are on parental leave or sick leave, or expect to start or re-start work in the next 31 days.

4.2 Does your partner work at least 16 hours per week at national/minimum wage?

- Yes
 No

4.2 Does your partner expect their total taxable income in this tax year (April to March) to be more than £100,000?

- Yes
 No

If their income is over this amount, you cannot get an Eligibility Code for funded childcare.

Evidence of employment within the last 3 months outside of fostering must be submitted with this application form, along with proof of income if your partner is not a foster carer. For example, a copy of payslip or contract of employment, or self-employed evidence in the form of your most recent tax return summary.

Now go to section 5.

Section 4b – Non-Foster Parent Partner’s Employment Details

As your partner is not a foster parent, they will need to meet the standard eligibility for funded childcare.

4.1 Is your partner employed or self-employed?

- Yes
- No

You can still answer “yes” if they are not currently working. For example, if they are on parental leave or sick leave, or expect to start or re-start work in the next 31 days.

4.2 If you answered “yes” to 4.1, which best applies to your partner, for the next 3 months:

- They are an apprentice and expect to earn at least £56 a week
- They are under 18 and expect to earn at least £64.80 a week
- They are 18 to 20 and expect to earn at least £89.60 a week
- They are 21 to 24 and expect to earn at least £112.80 a week
- They are 25 or over and expect to earn at least £120 a week
- They have started self-employment, less than 12 months ago
- They are self-employed (longer than 12 months) and have a variable income, which averaged across the year, meets the minimum income criterion for their age
- They are none of the above

4.3 If they are not employed (or answered ‘none of the above’ to question 4.2), then please select any that apply to your partner:

- For Universal Credit purposes, they are assessed as having limited capability for work
- They receive National Insurance credits because of incapacity or limited capability for work
- They receive a Carer’s Allowance
- They receive an Employment and Support Allowance
- They receive Incapacity Benefit
- They receive a Severe Disablement Allowance

If you get one of these benefits you may still be able to get funded childcare if you have a partner who holds additional employment outside their role as foster carer.

Evidence of benefits received must be submitted with this application form.

4.4 Does your partner expect their total taxable income in this tax year (March to April) to be more than £100,000?

Yes

No

If their income is over this amount, you cannot get an Eligibility Code for funded childcare.

Evidence of employment within the last 3 months outside of fostering must be submitted with this application form, along with proof of income if your partner is not a foster carer. For example, a copy of payslip or contract of employment, or self-employed evidence in the form of your most recent tax return summary.

Section 5 – the children who will get Funded Childcare

If you are fostering non-related children who could both be eligible for funded childcare you will need to complete a separate form for each child.

Children can access funded children from the term after they turn 9 months of age. You can apply no earlier than 10 weeks leading up to the start of term they will be able to access funding from. The funding stops when the child goes to reception, at the end of the term they turn five years of age or if the criteria is no longer met.

Children who turn 9 months of age between;	Funding can commence from:
1 st April and 31 st August	Autumn Term (September)
1 st September and 31 st December	Spring Term (January)
1 st January and 31 st March	Summer Term (April)

5.1 Foster child/ren details:

First name	Last name	Date of birth (DD/MM/YYYY)

Section 6 – Declaration

6.1 Your declaration:

I declare that I am applying for funded childcare, to enable me to work outside of fostering, and that the information I have given on this form is correct and complete.

I understand that my details and my partners, where applicable, will be used to apply for Early Years Pupil Premium and to confirm eligibility for funded childcare, as appropriate.

I have attached my proof of employment or evidence of the benefits I receive.

Signature	
Date (DD/MM/YYYY)	

6.2 Your partner's declaration:

I declare that I am applying for funded childcare, to enable me to work outside of fostering, and that the information I have given on this form is correct and complete.

I am a foster carer and have attached my proof of employment or evidence of the benefits I receive

I am not a foster carer and have attached proof of my employment and income

Signature	
Date (DD/MM/YYYY)	

Section 7 – Supervising Social Worker Declaration

7.1 I confirm that I support this application for funded childcare in respect of the fostered children listed in this application.

I declare that I have discussed how accessing funded hours is consistent with the care plan for the fostered child/ren listed in this application:

Name	
Signature	
Position	
Email Address	
Date (DD/MM/YYYY)	

Submitting the Application Form

Once the form has been completed in full, it must be submitted to the Early Years Systems Team with all the required evidence included. This can be via:

Email: EEF@herefordshire.gov.uk (sent by the Supervising Social Worker)

Post: The Early Education Funding Team
Auxilium House
Legion Way
Hereford
HR1 1LN

Privacy Notice

Herefordshire Council is the Data Controller for the information collected in relation to any applications made Early Education Funding. The legal basis for processing your information is our legal obligations under Childcare legislation including the Childcare Act 2006 and the Childcare Act 2016. Information that you supply to Herefordshire Council may be shared with Health, council teams or early years providers. Some data is processed on behalf of the council by Hoople, who carry out some of the council's financial work.

The local authority will use the information you provide in order to:

- Deliver our services and understand your needs
- Maintain and update your customer records or contact details
- Contact you were necessary in relation to the provision of this service
- Obtain your opinion and feedback about the services we provide
- Ensure that we fulfil our legal obligations

Your information may also be shared with other Local Authorities, Childcare Providers and the Department for Education for audit funding requirements or where there is a legal basis to do so. The information that you supply will be retained for 7 years after funding ceases in line with financial requirements.

Your rights

Under the Data Protection Act you have a right to make a request for a copy of some or all of your personal information we hold about you. We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate. Please help us to make sure that we have identified you correctly by letting us know when you change address or name, and tell us if any of your information we hold is wrong. Your data will be held and processed in line with data protection legislation. If you feel that your data is being handled incorrectly, you should speak to your childcare provider in the first instance.

How to contact the Information Commissioner's Office

Further information about all aspects of data protection is available from the Information Commissioner's Office (ICO). Contact details for the ICO are as follows: Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF
Telephone: 01625 545745 Email: mail@dataprotection.gov.uk Internet: www.ico.org.uk

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Submitted Evidence	Confirmed Y/N
Date form received:	
Evidence of employment has been submitted:	
<ul style="list-style-type: none"> • For foster carer 	
<ul style="list-style-type: none"> • For 2nd foster carer 	
Evidence of income has been submitted for non-foster carer, if relevant	
Application approved	
Name of approver:	Date
Date added to ECS:	

Code:	
Code Expiry Date:	
Date Code emailed to foster carer:	
Application not approved	
Refused by:	Date:
If application refused, foster carer emailed to confirm reasons for refusal:	
Details for refusal:	