

Application for 30 hours free childcare for foster children

Before applying:

Speak to the child's social worker before applying. If they agree, complete this form.

Once you and your partner have signed, the form must be counter-signed by your Social Worker or Family Support Worker. They should then return it to the NEF Team at nef@herefordshire.gov.uk

If your application is successful, you will get your eligibility code direct from Herefordshire Council.

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

Criteria for 30 hours free childcare 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.
- The child is eligible for 3 & 4 year old funding (term after their 3rd birthday), or will be in the next 10 weeks.
- 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;
- 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
 - EEA national or have a visa allowing them to have access to public funds.

Herefordshire Council will confirm your eligibility, and if your application is successful, you will receive your eligibility code by email from nef@herefordshire.gov.uk.

Please allow 3 weeks for these to be received and processed.

Once your code has been issued, it can be used at any childcare provider that is registered to offer Nursery Education Funding in any English Local Authority to access the additional hours.

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 your 30 hours free childcare 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.

1.3 Are you a European Economic Area (EEA) national?

- ☐ Yes
☐ No

This means you are from the UK, another European Union member state, Norway, Liechtenstein or Iceland.

1.4 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.

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 30 hours free 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 30 hours free childcare if you have a partner who holds additional employment outside their role as foster parent.

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 – Fostering 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.

★ Please provide a copy/scan of written relevant evidence of employment outside of fostering i.e. payslip or offer of employment.

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 30 hours free childcare.

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 30 hours 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 30 hours free childcare if you hold additional employment outside your role as foster parent.

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 your partner’s income is more than this you cannot get 30 hours free childcare.

Now go to section 5.

Section 5 – the children who will get 30 hours free childcare

If you are fostering non-related children who could both be eligible for 30 hours free childcare you will need to complete a separate form for each child.

Children can only start additional hours in line with 3 & 4 year old funding eligibility, which begins the term after their 3rd birthday. You can apply no earlier than 10 weeks leading up to the start of term they will be able to access universal funding, you can apply at any point the child is receiving 3 or 4 year old funding. The funding stops when the child goes to reception.

Children who turn three years of age between;	Term Three Year Old Funding commences:
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 children details:

First name	Last name	Date of birth (DD/MM/YYYY)	When do you expect the child in foster care to join a school reception year? MM/YYYY

Section 6 – declaration

6.1 Your declaration:

I declare that I am applying for 30 hours free childcare, to enable me to work outside of fostering, and that the information I have given on this form is correct and complete.

Signature	
Date (DD/MM/YYYY)	

6.2 Your partner's declaration:

I declare that I am applying for 30 hours free childcare, to enable me to work outside of fostering, and that the information I have given on this form is correct and complete.

Your partner's signature	
Date (DD/MM/YYYY)	

Data protection statement

Privacy Notice

Herefordshire Council is the Data Controller for the information collected in relation to any applications made for 2, 3 or 4 year old Nursery 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 where 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

Section 7 – Social Worker/Family Support Worker declaration

Before Herefordshire Council can issue you with a code, this form must be counter-signed by the Supervising Social Worker/Family Support Worker

I declare that I have seen evidence of employment outside fostering, and it has been discussed how this employment is consistent with the care plan for the foster child or children listed in this application.

7.1 I confirm that I support this application for 30 hours free childcare in respect of the foster children listed in this application.

Signature	
Position and contact details	
Date (DD/MM/YYYY)	

FOR OFFICIAL USE ONLY

Added to ECS by:	
Date Code emailed to Foster Parent	
Code Issued:	