

# 30 Hours funded childcare for children in foster care

**Application Form**



**SURREY**  
COUNTY COUNCIL

## Apply for up to 30 Hours funded childcare for children in foster care

Please read this guidance carefully before completing the application form.

Foster carers can apply for a 30 hour code for funded childcare via Surrey County Council however this needs to be consistent with the care plan for the foster child or children listed in the application.

All 3 and 4 year olds are eligible for 15 hours each week of universal funding but if eligible, you can also choose to have up to an additional 15 hours each week. You do not have to use all of the extra 15 hours of funding; for example, you could have 15 hours of universal funding and then claim for an additional 5 hours of funding, making a total of 20 hours each week.

Before Surrey County Council can issue you with a code, the form must be counter-signed by your Social Worker Manager and the Fostering Team Manager who has also seen the evidence of paid employment outside fostering and discussed how this employment is consistent with the care plan for the foster child or children listed in this application.

### Foster Carers' Eligibility Criteria

To qualify for 30 Hours Funded Childcare you must meet one of the following criteria:

- You are a single parent foster family and engage in paid work outside of your role as a foster carer.
- You are a two parent foster family and you both engage in paid work outside your roles as foster carers. If your partner is not a foster carer then they must be in qualifying paid work and earn a minimum of the equivalent of 16 hours at national minimum/national living wage.
- If in receipt of carer's allowance please discuss eligibility with the Early Years Commissioning Team on [eycommissioningteam@surreycc.gov.uk](mailto:eycommissioningteam@surreycc.gov.uk)

### Child's Eligibility Criteria

- The child can only receive the funding in the term after they turn three years of age.

Child's 3 <sup>rd</sup> birthday is between:	Eligible from:
1 September – 31 December	1 <sup>st</sup> January
1 January – 31 March	1 <sup>st</sup> April
1 April – 31 August	1 <sup>st</sup> September

### How to apply

- Speak to the child's Social worker before applying. If they agree, complete this form.
- Once you and if applicable, your partner have completed the form and signed the declaration, the form must be counter-signed by the Social Worker Manager.
- The Fostering Team Manager will see evidence of employment and counter-sign the form.
- The Social Worker Manager will pass the forms to the Early Years Commissioning Team [eycommissioningteam@surreycc.gov.uk](mailto:eycommissioningteam@surreycc.gov.uk) for review and to issue a 30 hour code.

## What happens next?

- If your application is successful, you will get your eligibility code from the Early Years Commissioning Team. This code will begin with the numbers 400 and will be 11 digits long. You will be given the following dates:
  - Validity Start date – this is the date your application was approved.
  - Validity end date – you should reconfirm your eligibility by this date
  - Grace period end date – this is the date that the additional funding will stop if you do not reconfirm your eligibility.
- You can only take up the additional hours in the funded period after you have applied. Please see below:

Apply between:

30 Hours Funded Childcare from:

1<sup>st</sup> September – 31<sup>st</sup> December

1<sup>st</sup> January

1<sup>st</sup> January – 31<sup>st</sup> March

1<sup>st</sup> April

1<sup>st</sup> April – 31<sup>st</sup> August

1<sup>st</sup> September

- You should then take this code to your chosen childcare provider and they will check the code's validity either through the Funded Early Education Portal. You can choose to use a childcare provider outside the county of Surrey, they will be able to check the code using their own checking systems.
- You will need to **reconfirm your eligibility every three months** with your social worker to discuss any changes in your eligibility and if the funding is still in line with the child's care plan. The Early Years Commissioning Team ([eycommissioningteam@surreycc.gov.uk](mailto:eycommissioningteam@surreycc.gov.uk)) will need to be informed of ongoing eligibility or falling out of eligibility.

## Where to get help

- If you are unsure whether you are eligible for 30 Hours funded childcare please contact your child's Social worker or the Early Years Commissioning team by email [eycommissioningteam@surreycc.gov.uk](mailto:eycommissioningteam@surreycc.gov.uk)
- The Educational Effectiveness Team or Early Years Commissioning team will be able to help you find suitable childcare in your area please email [eycommissioningteam@surreycc.gov.uk](mailto:eycommissioningteam@surreycc.gov.uk)

This form is only for children in foster care. If you are applying for your own children use the childcare service: [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

## Other information:

### Funded Early Education for Two Year Olds (FEET)

- Funded Early Education for Two year olds (FEET) offers eligible families up to 15 hours of funded early education and childcare a week for 38 weeks a year. Find out more about the criteria here [www.surreycc.gov.uk/feet](http://www.surreycc.gov.uk/feet)

### Funded Early Education for 3 and 4 Year Olds

- In England all three and four year olds are entitled to up to 15 hours of funded early education and childcare a week for up to 38 weeks a year. Find out more here [www.surreycc.gov.uk/fee](http://www.surreycc.gov.uk/fee)

### Paying for childcare

- Use the link here to find out other ways to help with childcare costs [www.surreycc.gov.uk/payingforchildcare](http://www.surreycc.gov.uk/payingforchildcare)

### Help and advice on choosing childcare

- What to consider when choosing childcare and checks to make before your first visit [www.surreycc.gov.uk/people-and-community/family-information-service/choosing-childcare-for-children-and-young-people/choosing-and-arranging-childcare](http://www.surreycc.gov.uk/people-and-community/family-information-service/choosing-childcare-for-children-and-young-people/choosing-and-arranging-childcare)

### Childcare finder

- Search for local childcare information quickly and easily with our online tool [www.surreycc.gov.uk/childcarefinder](http://www.surreycc.gov.uk/childcarefinder)

## Section 1 – about you

### 1.1 Your details

Questions	Answers
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 funded childcare eligibility code.

### 1.2 Are you a foster carer 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.

Please provide details of the job role and name of employer or nature of the work if self-employed:

Click or tap here to enter text.

### 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 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 30 hours funded childcare if you have a partner who holds additional employment outside their role as foster carer.

### 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 5.

## Section 3 – your partner

### 3.1 Your partner's details

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

## Section 4 – non-foster carer partner's employment details

As your partner is not a foster carer, 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.

Please provide details of the job role and name of employer or nature of the work if self-employed:

Click or tap here to enter text.

### 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 funded childcare if you hold additional employment outside your role as foster carer.

**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 funded childcare.

Now go to section 5.

## **Section 5 – the children who will get 30 hours funded childcare**

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

### **5.1 Foster children details:**

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



## Section 6 – declaration

### 6.1 Your declaration:

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

Questions	Answers
Your signature	
Date (DD/MM/YYYY)	

### 6.2 Your partner's declaration:

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

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

## Section 7 – Surrey declaration

Before Surrey County Council can issue you with a code, this form must be counter-signed by your Social Worker Manager and Fostering Team Manager who has seen the 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. Application form and supporting financial information to be sent to the Early Years Commissioning Team for review.

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

Questions	Answers
Social worker manager	
Position and contact details	
Date (DD/MM/YYYY)	

Questions	Answers
Fostering team manager	
Position and contact details	
Date (DD/MM/YYYY)	

## Data protection statement

### Personal Information Policy:

We respect your rights and are committed to ensure that we protect your details and the information about your dealings with us. In accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR), we will use your information for the purpose of processing your application for a nursery place.

We may share your information (but only the minimum amount of information necessary and only where it is lawful to do so) with Surrey County Council and other agencies

(including schools, other councils, central government departments, law enforcement agencies, statutory and judicial bodies, contractors that process data on our behalf and medical advisors). We may also use and disclose information that does not identify individuals for research and strategic development purposes. You can find out more about how we manage your data on our website.

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