30 Hours Funded Childcare for children in foster care

Application Form
Apply for up to 30 Hours Funded Childcare for children in foster care

Please read this guidance carefully before completing the application form.

From September 2018 Foster Parents can apply for a 30 hour code via Surrey County Council however this needs to be consistent with the care plan for the foster child or children listed in the application.

A child can take 15 hours of universal funding (all 3 and 4 years olds can have this) but also choose to have up to 15 additional hours. You don’t have to use all of the extra 15 hours of funding for example you could have 15 hours of universal funding and then you could claim for just 5 hours of the additional funding making a total of 20 hours per 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 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.

Foster Parents’ 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 parent
- You are a two parent foster family and you both engage in paid work outside your roles as foster parents. If your partner is not a foster parent 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 childcarebusinessadvice@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 3rd birthday is between:  

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<thead>
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<th>Eligible from:</th>
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<tbody>
<tr>
<td>January</td>
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<tr>
<td>April</td>
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<td>September</td>
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How to apply

- Speak to the child’s social worker before applying. If they agree, complete this form.
- Once you and your partner, if applicable, have completed the form and signed the declaration, the form must be counter-signed by the Social Worker Manager.
- Fostering Team Manager will see financial evidence and counter-sign the form
- Social Worker Manager will pass the forms on for review to the Finance and Practice Team and then a 30 hour code to be issued

What happens next?

- If your application is successful, you will get your eligibility code from the Early Years Finance and Practice 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 funding from:

  01 September – 31 December 01 January
  01 January - 31 March 01 April
  01 April – 31 August 01 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 or by sending it to the Early Years Finance and Practice Team. 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. Finance and Practice Team 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 and or the Early Years Commissioning team by email childcarebusinessadvice@surreycc.gov.uk

- The Supporting Children’s Team or Early Years Commissioning team will be able to help you find suitable childcare in your area please email childcarebusinessadvice@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.gov.uk/help-with-childcare-costs

Other information:

Funded Early Education for Two Year Olds (FEET)

- Free Early Education for Two year olds (FEET) offers eligible families up to 15 hours of free early education and childcare a week for 38 weeks a year. Find out more about the criteria here 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

Paying for childcare

- Use the link here to find out other ways to help with childcare costs 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

Childcare finder

- Search for local childcare information quickly and easily with our online tool www.surreycc.gov.uk/childcarefinder
Section 1 – about you

1.1 Your details:

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<tr>
<th>Title</th>
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<tr>
<td>First name</td>
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<tr>
<td>Last name</td>
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<td>Date of birth (DD/MM/YYYY)</td>
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<td>National Insurance number</td>
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<td>Address</td>
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<td>Postcode</td>
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<td>Email address</td>
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We need your address and email to send your 30 hours funded 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 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 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 5.
Section 3 – your partner

3.1 Your partner’s details

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<tr>
<td>First name</td>
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<td>Last name</td>
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<td>Date of birth (DD/MM/YYYY)</td>
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<td>National Insurance number</td>
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Section 4 – 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 funded 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 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:

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

<table>
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<th>Signature</th>
<th>Date (DD/MM/YYYY)</th>
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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.

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<tr>
<th>Your partner’s signature</th>
<th>Date (DD/MM/YYYY)</th>
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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 free childcare in respect of the foster children listed in this application.

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<thead>
<tr>
<th>Social Worker Manager</th>
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<td>Position and contact details</td>
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<td>Date (DD/MM/YYYY)</td>
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<table>
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<tr>
<th>Fostering Team Manager</th>
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<td>Position and contact details</td>
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<td>Date (DD/MM/YYYY)</td>
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Data protection statement

Data Protection Act 1998. Surrey County Council (the ‘Council’) respects your privacy rights and is committed to ensuring that it protects your details, the information about your dealings with the Council and other information available to the Council (‘your information’). In accordance with the Data Protection Act 1998, the Council will use your information, for the purpose of providing support to children, to (a) deal with your requests and administer its departmental functions, (b) meet its statutory obligations, and (c) prevent and detect fraud. The Council may share your information (but only the minimum amount of information necessary to do the above and only where it is lawful to do so) with appropriate departments and agencies in accordance with Multi Agency Information Sharing Protocol (MAISP). Further details including a copy of the MAISP can be found at www.surreycc.gov.uk. If you would like to apply for access to the information we hold about you please send a written request to: Finance & Practice Team, Family Support Service, Surrey County Council, Fairmount House, Bull Hill, Leatherhead, Surrey KT22 7AH.

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