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Shared Services
Partnership
Student Awards Services

Childcare Allowance

Frequently Asked Questions

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Application Process		
	Who is eligible to apply for the NHS Wales Childcare Allowance funding?	Students who are in receipt of, or who will be applying for an NHS Bursary can also apply for further financial help if they have to pay for registered childcare whilst they are attending their course. The allowance is intended as an additional means of help towards childcare costs but it will not cover all of your costs.
	How do I apply for the NHS Wales Childcare Allowance funding?	<p>Students who wish to apply for Childcare Allowance are required to have applied and been assessed for Dependants Allowance within a bursary application via their BOSS account.</p> <p>Students who have not yet applied for Dependants Allowance, will be asked to complete a new application to include Dependants Allowance via your online BOSS account.</p> <p>To consider your application for Childcare Allowance, we need to review and approve your Dependants Allowance application.</p> <p>In the 'Dependants Allowance Tab' of your main bursary application you will be asked questions about your dependent child(ren). If you answer 'yes' to this, a section, the 'Childcare Tab' will open and it will require details about your childcare provider(s).</p> <p>Once your BOSS application has been submitted, your Evidence Email will request that you download, print, and complete a 'Form CC1 - Childcare Allowance Application Form' for the relevant award period/academic year. The Childcare Forms can be found here: Additional Allowances - NHS Wales Shared Services Partnership.</p>
	Where do I send my Form CC1?	<p>Please send your completed Form CC1 to the following address: -</p> <p>DST-NWSSP-SAS.... [Insert your SAS Reference No. here] Cwmbran House Mamhilad Park Estate Pontypool NP4 0XS</p> <p>Please note - The address above is the only address you should use when sending in your form(s).</p> <p>When sending your form(s) please ensure you include:</p> <ul style="list-style-type: none"> - Your Student Coversheet which can be accessed in the 'Documents' section of your BOSS account.

		<ul style="list-style-type: none"> - Write your SAS reference (available on your BOSS account and Student Coversheet) above the first line of the address on the envelope.
	<p>What information do I need to provide on my NHS Wales Childcare Application form?</p>	<p>You need to ensure that all sections are completed as accurately as possible.</p> <p>Childcare costs can vary considerably depending on the type of childcare, the age of your child and the number of hours that you need, for example:</p> <ul style="list-style-type: none"> • Full Day Care/Childminder - You may have to pay your registered childcare provider every week even if your child/children do not attend due to holidays or sickness etc; or you may have to pay your childcare provider a retainer. Should this be the case, you should enter the childcare start date, the childcare end date, number of weeks required followed by your weekly cost. Should your costs vary at different times of the academic year then a separate entry should be made for each period; • Out of School Care - Should you require help with childcare costs for Before/After School Club only, you should enter the term dates for which childcare is required followed by your weekly cost. Should your costs vary at different times of the academic year then a separate entry should be made for each period; • Sessional day-care/Holiday Club - Should you require help with childcare costs during school holidays only, you should enter the dates, number of weeks for which childcare is required followed by your weekly cost. Should your costs vary at different times of the academic year then a separate entry should be made for each period.
	<p>Can my Childcare be backdated?</p>	<p>You can apply for the Childcare Allowance at any point throughout the academic year, however we are only able to backdate payments for a maximum of 4 weeks of receipt of your Form CC1.</p>
	<p>How will I know if my Childcare application has been accepted?</p>	<p>Once your Bursary has been assessed, the Childcare application your will enter a queue to be assessed. Once assessed, you will be contacted via email to inform you of your eligibility.</p>
	<p>I have received a Notification of Award through my BOSS account, however it does not include childcare. Please advise?</p>	<p>The Notification of Award issued through your BOSS account will confirm your Bursary Award only. If you are eligible for help towards your childcare costs, a separate Notification of Award will be issued to you via email. Please be aware: the Bursary assessment is completed first, before we consider your application for Childcare.</p>

	<p>How do you assess my application if I am part of a couple?</p>	<p>If you are part of a couple, we will need to determine if there is any income we need to take into consideration when assessing the Childcare Allowance, which we call assessable income. This is the figure left after deducting all possible disregards such as Tax, NI, life insurance, mortgage or rent. We also deduct £1000 for each dependent.</p> <p>Any assessable income left will be deducted from any possible Childcare Allowance award. Sometimes the figure left can be higher than the total of the estimated costs on the Form CC1 application that was submitted. This means you would not be entitled to any help with childcare costs as the assessable income figure wipes out any possible award.</p> <p>If the figure left is lower than the possible award you would be awarded the balance, so if your estimated costs were for example £5000, less 85% - £4250, the assessable income was £3000, you would be awarded the £1250 (difference between the 2 amounts) which would be paid by instalments over the award period. Please find further information here: Additional Allowances - NHS Wales Shared Services Partnership</p>
	<p>Do I need to apply for the NHS Wales Childcare Allowance each academic year?</p>	<p>Yes – For each academic year of study, you will need to complete and submit a new Form CC1 -Childcare Allowance application.</p> <p>In addition to submitting a Childcare Allowance application each academic year, you will also be asked periodically to arrange for your registered childcare provider to complete a Form CC2 - Confirmation of Childcare Payment to provide evidence of your actual weekly childcare costs.</p> <p>Section 1 should be completed by you and Section 2 of the form must be completed by your Registered Childcare Provider only to confirm the amounts you have paid for childcare.</p> <p>We will not pay your next childcare allowance instalment unless you have returned a completed form by the required date. If you return your form after this date, your next payment will be delayed. Please note that Student Awards Services will check your childcare costs with your Childcare Provider(s).</p>
	<p>I am the sole carer for my Children, what information do I need to provide to be considered for the NHS Wales Childcare Allowance?</p>	<p>If you are single, divorced, separated or widowed you will need to provide the following:</p> <ul style="list-style-type: none"> • Evidence of Child Benefit • Your latest complete Tax Credits Award Notice received from HM Revenue and Customs (HMRC) to confirm you are claiming Tax Credits as an individual or evidence of your Universal Credit Claim and latest Statement which shows all persons

		<p>included on the claim and everything that you have been assessed for.</p> <ul style="list-style-type: none"> • Your latest Council Tax Exemption received from your Local Council that confirms as a full-time student your property is exempt from Council Tax. However, if you are a 1st year student we will accept a copy of your bill which shows Single Person Discount. On commencement of your course your university will provide you with an exemption certificate; this certificate should be sent to your Local Council who in turn will provide you with a revised statement that will confirm you are exempt from making Council Tax payments, a copy of this will be required for the following academic years. • Students that reside with parents will need to provide supporting evidence for example, a copy of their parent's latest Council Tax statement that confirms address of applicant.
	Am I entitled to qualify for Child Tax Credit?	<p>If you're responsible for at least one child or young person, you may qualify for Child Tax Credit.</p> <p>Key points for consideration:</p> <ul style="list-style-type: none"> • Students do not have to be working to qualify for Child Tax Credit. • Child Tax Credit will not affect your entitlement to Childcare Allowance • If you work, but are on a low income, you may qualify for Working Tax Credit. • You can often get both types of tax credits. Working Tax Credit contains a childcare element, which currently pays 70% of registered or approved childcare costs. • Students in Higher Education, including NHS Students, are not normally entitled to claim Working Tax Credit themselves unless they work 16 hours or more per week. <p>Please note: if you, your spouse, civil partner or partner receive the childcare element of the Working Tax Credit, Universal Credit or tax free childcare from HMRC, you will not be eligible for the NHS Wales Childcare Allowance.</p> <p>If your current notice of award states that you are in receipt of the childcare element of Working Tax Credit and you decide that you wish to receive NHS funding it will be necessary for you to contact HMRC to request an updated notice that will confirm you no longer have qualifying childcare costs.</p>

		Further online information about Child or Working Tax Credit is available at www.gov.uk/browse/benefits/tax-credits or by telephoning the tax credits helpline directly on 0345 300 3900.
	I am in receipt of additional help with Childcare costs, do I need to declare this on my NHS Wales Childcare Allowance application form?	If you are in receipt of any other help with childcare costs, this will need to be declared in order for us to establish if we need to incorporate it in the assessment.
Childcare Provider(s)		
	I have more than one Childcare Provider, do I need to complete multiple forms?	Yes, if you have more than one childcare provider, you will be required to complete a separate Form CC1 for each provider.
	Can I use any Childcare provider?	You must use a childminder or day-care provider registered by the Care Inspectorate Wales (CIW) under part of the Children Act 1989 (b). In England, childminders and day-care providers are registered by the Office for Standards in Education (OFSTED), or you must use a provider who has been approved by a specially accredited organisation.
	Are there any exceptions as to when Childcare Allowance cannot be claimed?	<p>You should only enter the details of the child/children that will be in receipt of registered or approved childcare however, childcare allowance cannot be claimed if:</p> <ul style="list-style-type: none"> The childcare provider is a direct relative* of the child or children being claimed for and they are: <ul style="list-style-type: none"> Providing care for the child/children in the child's own home; Providing care away from the child's home but care is wholly or mainly for the child/children for whom childcare allowance is being claimed. *Direct relative means a parent, grandparent, aunt or uncle, brother or sister, or a step-parent of the child/children. A relative is not necessarily a 'blood' relative. If you have a partner, it also includes their relatives. <p>Registered childcare providers are inspected by CIW (or OFSTED in England) which is part of the Welsh Government. They will have a registration number if registered with either authority. Your Family's Information Service will confirm if your provider is registered.</p> <p>Registered childcare includes registered childminders, nurseries, playgroups, crèches, holiday play schemes and open access play provision. These types of childcare are usually for children under eight, but children aged eight and over who attend schemes that also</p>

		<p>cater for children under eight are also eligible for the allowance because they are attending registered childcare.</p> <p>Registered childcare may also include day-care provided by a Local Authority or by some schools on school premises when the children are looked after in their parents' absence outside school hours.</p> <p>Approved childcare is childcare that is approved by a specially accredited organisations, Quality Assurance (QA) scheme.</p> <p>The childcare provider looks after one or more children aged between 8 and 14 (aged 16 or under if the child has registered special needs) for payment for more than two hours in any day.</p> <p>A childcare provider who gains approval from an accredited organisations' QA scheme is given written confirmation of the approval. Approval is granted for a fixed period (not more than two years) and the childcare provider will be given a reference number. At present the only relevant schemes that are used in Wales are the 'Aiming High' scheme for out of school clubs and the 'Quality in Play' scheme for play settings.</p> <p>For further information on 'Aiming High' contact Clybiau Plant Cymru Kids Clubs, telephone 029 2074 1000. For further information on 'Quality in Play' contact Play Wales, telephone 029 2048 6050.</p>
	<p>I am unsure what dates to enter for the Childcare Start date?</p>	<p>The childcare start date entered should not be before the first day of the month in which your course commences i.e. (1st January, 1st March or 1st September).</p> <p>The childcare must be provided by a registered or approved childcare provider and the child must be aged 14 or under (aged 16 or under if the child has registered special needs), before the beginning of the school academic year, this being 1st September.</p>
Free Early Years Education		
	<p>What is 'Free Early Years Education?</p>	<p>All three and four year olds are entitled to a free part time early education place. This applies until they reach compulsory school age (the term following their fifth birthday).</p>
	<p>Is there a minimum number of weeks the sessions should be provided?</p>	<p>There is no minimum to the number of weeks in a year the sessions should be provided.</p>
	<p>Is this service free?</p>	<p>Although this service is free, you may be charged fees for any services that exceed the minimum entitlement.</p>

	<p>Where can Free Nursery Education take place?</p>	<p>Free nursery education can take place in nurseries, playgroups, preschools, private day nurseries or with a childminder. However, not all nurseries, schools or playgroups take part in the scheme.</p> <p>You can find out more information with regards to your child's eligibility for a Free Early Years education place through your Local Family Information Services.</p>
	<p>I am receiving the Free Early Years Education, can I also receive the NHS Wales Childcare Allowance?</p>	<p>If you receive Free Early Years education for your child or children you cannot receive the NHS Wales Childcare Allowance for the periods or sessions of childcare for which Free Early Years education applies.</p> <p>However, you may claim for any additional or extra hours that are not covered by the free sessions.</p> <p>For example:</p> <p><i>If your childcare costs per week are £100 in total, but £30 of this is paid by the Early Years Education Scheme, you should only declare, and claim for, the remaining £70 per week on your application for help with childcare costs.</i></p>
	<p>I am waiting for a refund for a payment I made towards my Childs Early Years Education, do I need to include this cost in the NHS Wales Childcare Allowance application form?</p>	<p>Some Early Years education providers may ask you to make a payment for your child's free early year's education, which will later be refunded to you.</p> <p>If you are expecting a refund for your childcare from another source, please indicate this in your application for help with childcare costs, but do not include this amount in your claim.</p>
<h2>Change in Circumstances</h2>		
	<p>What happens if my Childcare provider changes?</p>	<p>It is important that you inform us as soon as possible if your childcare needs or childcare provider(s) change to ensure that you are receiving the correct childcare allowance.</p> <p>If you do not, you could receive an incorrect amount and will have to repay any overpayments.</p> <p>If you have had a change to your provider or costs, you will need to notify us as soon as possible and complete a Form CC3 Change of Circumstances / Provider Costs for your childcare provider to confirm your actual childcare costs up until your child/children's last</p>

	<p>day of attendance. The form can be found here: Additional Allowances - NHS Wales Shared Services Partnership</p> <p>The completed Form alongside your Student Coversheet will need to be sent to the following address: -</p> <p>DST-NWSSP-SAS.... [Insert your SAS Reference No. here] Cwmbran House Mamhilad Park Estate Pontypool NP4 0XS</p> <p>Once received your application will go in a queue to be assessed.</p>
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<p>I have applied for the NHS Wales Childcare Award, however my circumstances have now changed, what do I do?</p>	<p>If, after having applied for Childcare Allowance you:</p> <ul style="list-style-type: none"> • Permanently withdraw or temporary suspend your studies • Change your Childcare Provider • Wish to add an additional childcare provider, or • Need to add another child or children to your Childcare Allowance for whom you have not previously claimed • Move address – you will need to completed a change of circumstances on your BOSS account but also inform the Childcare Team in case documents are to be sent to you before the change of circumstances is processed. <p>You should inform us as soon as possible, as this will affect your entitlement.</p> <p>To let us know of any changes in costs or provider, please download, complete and return the Form CC3 which can be found here: Additional Allowances - NHS Wales Shared Services Partnership</p>
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Childcare Allowance Rates

<p>Is the Childcare Allowance subject to means testing?</p>	<p>Yes – The NHS Wales Childcare Allowance is a means tested allowance.</p>
<p>What does 'Means Tested' and 'Non Means Tested' mean?</p>	<p>The Means Tested element of the Bursary is assessed against the total taxable income of the student's parent(s) (or parent and their spouse/partner/civil partner) or partner/ spouse as declared on the application and evidenced in the supporting documents provided.</p> <p>The Non -Means Tested grant is not assessed against any taxable income and is a grant that is payable as long as all other eligibility criteria is met.</p>
<p>How much NHS Wales Childcare</p>	<p>How much you will receive will depend on the income available to you and your family.</p>

Allowance will I receive?	If eligible, the NHS Wales Childcare Allowance pays up to 85% of your actual registered or approved childcare costs to a net maximum amount of £128.78 per week for one child and £209.95 per week for two or more children . Any amount you are awarded is non- taxable.
How is the NHS Wales Childcare Allowance calculated?	The NHS Wales Childcare allowance is calculated based on individual circumstances and the amount awarded will depend on the income available to you and your family. Your entitlement to an NHS Wales Childcare Allowance will be based on the initial information and evidence that you provide for your application for an NHS Wales Bursary.
Payment Queries	
When is the Childcare Allowance payable from?	The childcare allowance is payable from the course start date in the 1st year to the end of that award period . It can be claimed for up to 52 weeks for subsequent award periods as long as you are on the course. For students in their final year of training the allowance can only be paid up to the last day of attendance on the course.
When is the NHS Wales Childcare Allowance paid?	<p>Childcare allowance is usually paid in 12 monthly instalments along with your NHS Wales Bursary payment paid directly by your University.</p> <p>The university is responsible for administering the NHS Wales Bursary along with any additional allowances. As such, it is their decision on the amount of instalments and frequency of payments.</p> <p>For further information regarding payment dates, we ask that you contact the Finance department within your University.</p>
How is the NHS Wales Childcare Allowance paid?	Your University is responsible for making payments directly to yourself. For further information, please contact the Finance department within your University who will be able to advise you further.
I have queried the Payment dates with my University, but they are saying they have not received my Payment schedule – why is this?	<p>This may be because the award is yet to be approved or the payment schedule is yet to be sent to the University. Payment Schedules are sent to the University on a weekly basis so there may be a small delay between the award being approved and the University notified.</p> <p>On a weekly basis, we send Payment Schedules to the Universities with a list of Student names and what payment should be made. As</p>

		soon as your application has been approved and the award completed, your details will be sent across to your University on the next available weekly report.
	How has my Childcare Award been calculated?	<p>As soon as your standard Bursary has been approved, you will be emailed a full breakdown of the payments you can expect across the financial year.</p> <p>For Childcare Allowances, we are only able to send an initial email detailing the total payment amount you have been awarded for the year. Should you require an additional breakdown of the payments for your Childcare Award, you will need to send a request in writing to abm.sas@wales.nhs.uk.</p>
	Does the amount of Childcare Award change over the year?	<p>The Childcare Allowance payments will only change if there has been a change to the cost of your Childcare.</p> <p>If your situation changes at any point in the year, be that an increase or decrease to the amount of money you pay your childcare provider, then you will need to let us know in order for us to reassess your application.</p>
	I have applied for the Childcare Allowance, however I can't see it listed on my confirmation letter, why is that?	<p>The current way in which we process applications is, that your Standard Bursary Application has to be assessed and approved first before we can review any further application for allowances.</p> <p>For example, only when your initial standard Bursary application has been approved and you have received your Notification of Award, will your Childcare Allowance application be reviewed. This can take up to an additional 20 working days to approve. Once your Childcare Application has been received, you will receive a further email detailing the amount you have been awarded. Further information can also be found via your online BOSS account. Due to the ongoing restriction caused by COVID-9, we are currently not issuing any communication via post.</p>
	Why have my payments stopped?	<p>Payments may have stopped for several reasons: -</p> <ul style="list-style-type: none"> - Permanent withdrawal or temporary suspension - Non-receipt of your Form CC2 confirming your actual Childcare costs. - We have not received a new application from you for the latest Academic year. Before the start of each Academic year, a new application must be completed and submitted to secure any future funding.