

# Childcare Allowance

## Frequently Asked Questions

### Sections:

1. Application Process
2. Childcare Provider(s)
3. Free Early Years Education
4. Change in circumstances
5. Childcare Allowance Rates
6. Payment Queries



Questions	Response
<b>1. Application Process</b>	
<p>Who is eligible to apply for the NHS Wales Childcare Allowance funding?</p>	<p>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.</p>
<p>How do I apply for the NHS Wales Childcare Allowance funding?</p>	<p>Students who wish to apply for Childcare Allowance can do so on the online Bursary application.</p>

<p>What information do I need to provide for Childcare costs</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"> <li>• <b>Full Day Care/Childminder</b> - 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.</li> <li>• <b>Out of School Care</b> - 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.</li> <li>• <b>Sessional day-care/Holiday Club</b> - Should you require help with childcare costs during school holidays only, you should enter the number of weeks and the average weekly cost.</li> </ul>
<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 to the start of the academic year and for the maximum number of weeks the course runs for, confirmed by your University.</p>
<p>How will I know if my Childcare application has been approved?</p>	<p>This will be shown on your NHS Wales Bursary Notification of Award</p>
<p>I have received a Notification of Award however it does not include childcare. Please advise?</p>	<p>When you apply for the childcare allowance, we contact your provider to verify the costs so we can check it against the amount you have declared. If they don't respond in 5 days or there is a query, we will approve your Bursary without this allowance until any queries are resolved, we would then reassess you to include the allowance should you be eligible.</p>

	<p>How do you assess my application if I am part of a couple?</p>	<p>Your application is means assessed on household income, please refer to the guidance Section 1 of this document of how residual income will affect the outcome of the assessment.</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. If you wish to claim for the Childcare Allowance, you would need to complete that section of the online Bursary application declaring the average cost for the number of weeks on the course.</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>The Bursary application includes a section to complete should you require childcare allowance. You would need to complete this and upload the evidence as required.</p>

	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 for us to establish if we need to incorporate it in the assessment.
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## 2. Childcare Provider(s)

	I have more than one Childcare Provider, how do I include this in my application.	On your online application you can enter each provider and the child/children they will be caring for. You don't have to enter the provider more than once, if they are caring for more than one child select all the children on that section.
	Can I use any Childcare provider?	<p>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.</p> <p>Some After/Out of School clubs are not registered if they run for 2 hours or less, if you could upload a letter from the setting to confirm this and we will be able to consider this on your application.</p>
	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 <b>cannot</b> be claimed if:</p> <ul style="list-style-type: none"> <li>• The childcare provider is a <b>direct relative</b>* of the child or children being claimed for and they are: <ul style="list-style-type: none"> <li>- Providing care for the child/children in the child's own home;</li> <li>- 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.</li> <li>- *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.</li> </ul> </li> </ul> <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 how many weeks to enter on the application.</p>	<p>The Childcare Allowance as with the Bursary &amp; Dependents Allowance is assessed on the number of weeks in attendance on the course for each academic year, which your University confirms to NHS Wales.</p> <p>You must enter the AVERAGE cost for the number of weeks you are claiming for. You need to add up the costs and divide by the number of weeks resulting in the average to enter on the application.</p> <p>We then contact your provider to verify the details entered, if they correspond, we will process the award. If not we will contact yourself or the provider as required to resolve any issues.</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>
<h3 style="background-color: #92d050; padding: 5px;">3. Free Early Years Education</h3>		
	<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 <b>cannot</b> 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><b>For example:</b></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, <b>but do not include this amount in your claim.</b></p>
<h2>4. Change in Circumstances</h2>		
	<p>What happens if my Childcare provider changes?</p>	<p>Please log into your online account and upload a letter to explain the change and amend the childcare allowance section with the new providers details and delete the old. The average cost entered will need to reflect the costs of both providers for the total number of weeks applied for.</p> <p><b>For example:</b> if the costs with one provider are £100 per week for 20 weeks and £200 per week for 22 weeks if the course is 42 weeks in total, you would need to add up all the £100's and all the £200's and with that total divide by 42 to obtain the average cost to enter on the application.</p>

	I have applied for the NHS Wales Childcare Award, however my circumstances have now changed, what do I do?	Log into your account and amend the online application to reflect the change and upload a letter and evidence to support the change.
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## 5. Childcare Allowance Rates

	Is the Childcare Allowance subject to means testing?	Yes – The NHS Wales Childcare Allowance is a means tested allowance.
	What does 'Means Tested' and 'Non Means Tested' mean?	<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>
	How much NHS Wales Childcare Allowance will I receive?	<p>How much you will receive will depend on the income available to you and your family.</p> <p>If eligible, the NHS Wales Childcare Allowance pays up to 85% of your actual registered or approved childcare costs to a <b>net maximum amount of £128.78 per week for one child and £209.95 per week for two or more children</b>. Any amount you are awarded is non- taxable.</p>

	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.
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## 6. Payment Queries

	When is the Childcare Allowance payable from?	The Childcare Allowance is payable for the maximum number of weeks 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>
	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>
	Why have my payments stopped?	<p>Payments may have stopped for several reasons: -</p> <ul style="list-style-type: none"><li>- Permanent withdrawal or temporary suspension</li><li>- As a result of audit checks and for example, your provider confirms you haven't made correct payments.</li><li>- If you commence Maternity leave you can't claim for Childcare Allowance whilst not attending the course.</li></ul>