

## **Student Awards Services contact details:**

**Website:** [nwssp.nhs.wales/ourservices/student-awards-services](http://nwssp.nhs.wales/ourservices/student-awards-services)

**Email:** [abm.sas@wales.nhs.uk](mailto:abm.sas@wales.nhs.uk)

**Telephone:** 029 2090 5380

**Twitter:** @NWSSPSAS

## **Information and Notes for Guidance on completing your Application**

### **Childcare Provider(s) or Childcare needs**

**You can only apply for Childcare Allowance if you have firstly applied for Dependants Allowance through your online BOSS account.**

#### **Changes to your Childcare provider or Childcare needs**

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. If you do not, you could receive an incorrect amount and will have to repay any overpayments.

If, after having applied for Childcare Allowance you:

- Leave or suspend 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.

You should inform us as soon as possible, as this will affect your entitlement.

You should do this by downloading completing a Form CC3 from this link: [Childcare Forms](#)

#### **Childcare Payments Form (CC2)**

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 Confirmation of Childcare Payment forms (CC2) to provide evidence of your actual weekly childcare costs. 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.

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).

If you have notified us of a change to a new registered childcare provider, please contact us to request a Confirmation of Childcare Payments form (CC2) for your childcare provider to confirm your actual childcare costs up until your child/children's last day of attendance.

## **Fraud**

If you knowingly withhold information, or provide false information, in order to receive more Childcare Allowance than you are entitled to, you will be committing fraud. If at any time we suspect that a claim is fraudulent a referral will be made to NHS Counter Fraud Services (CFS) Wales for further investigation.

If you suspect that someone may be claiming childcare costs fraudulently, you can use the Freephone **NHS Fraud and Corruption Reporting Line (FCRL) 0800 028 40 60** to pass on information anonymously. All calls are treated in confidence and investigated by professionally trained staff.

If a person is found to be guilty of fraud following an investigation, they may be liable to prosecution and/or civil proceedings.

### **For example:**

*A student nurse inflated the cost of her childcare in order to receive a greater amount for her Childcare Allowance. An audit later discovered the discrepancy and the matter was referred to NHS Counter Fraud Services for investigation. She was later charged with fraud by false representation, contrary to Section 2 of the Fraud Act 2006, she pleaded guilty and was ordered to undertake 120 hours of unpaid work and to repay the amount of £4,213.23.*