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Information and Notes for Guidance on completing your Application

Useful Information regarding Childcare

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

These notes are to assist you in completing your Application for an NHS Wales Childcare Allowance and are for guidance and information only. All awards will be subject to the NHS Wales Bursary Scheme.

If you are single, divorced, separated or widowed you will need to provide:

- Evidence of Child Benefit
- A full photocopy (8 pages) of your latest Tax Credits Award Notice received from HM Revenue and Customs (HMR&C) that confirms you are claiming Tax Credits as an individual (see also note 6) and/or a FULL copy of your Universal Credit Statement which shows all persons included on the claim and everything that you have been assessed for.
- A photocopy of your 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 photocopy of their parent's latest Council Tax statement that confirms address of applicant.

Tax Credits/Universal Credits are payments from the Government.

If you're responsible for at least one child or young person, you may qualify for Child Tax Credit. 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. 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. 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.

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.

Childcare

NHS Wales does not fund the use of a Nanny/Private Nanny

In line with Welsh Government regulations, the provider must be registered with CIW or Ofsted as a childminder/childminding service, Nanny's are regarded as a Child Carer

"Approved" nannies are different from "registered services" and not regulated/inspected in the same way, therefore are unable to be used as a 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.

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:

- The childcare provider is a **direct relative*** of the child or children being claimed for and they are:
- 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.
- 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. 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 cater for children under eight are also eligible for the allowance because they are attending registered childcare. Registered childcare may also include daycare 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.

- Approved childcare is childcare that is approved by a specially accredited organisations, Quality Assurance (QA) scheme. 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. 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. 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.

The childcare start date entered should not be before the first day of the month in which your course commences. 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.

Childcare Allowance

The Childcare Allowance is subject to means testing for all students in the same way as the Dependents Allowance. How much you will receive will depend on the income available to you and your family. 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.

Childcare allowance is calculated individually and the amount awarded will depend on your circumstances and the income available to you and your family. Your entitlement to an NHS Wales Childcare Allowance will be based on the initial information that you provided on your application for an NHS Wales Bursary.

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.

Childcare allowance is usually paid in 12 monthly instalments along with your NHS Wales Bursary payment. You must enter each child's name and your weekly registered childcare costs (after taking off other grants for childcare), **for the current academic year only**.



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:

- **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 daycare/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

Free Early Years Education

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). In Wales, the place should be provided for at least ten hours a week. There is no minimum to the number of weeks in a year the sessions should be provided. Although this service is free, you may be charged fees for any services that exceed the minimum entitlement.

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. 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.

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. However, you may claim for any additional or extra hours that are not covered by the free sessions, for example:

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.

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. 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.**

Please note 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.

Our contact details are listed above should you wish to get in touch to discuss anything further.