

## Apply for 30 hours free childcare for foster children

**Please Note:** This form is **only** for foster parents. If you are applying for your own children use the childcare service: [www.gov.uk/help-with-childcare-costs](http://www.gov.uk/help-with-childcare-costs).

### How to apply

- Speak to your supervising social worker and the child's social worker before applying. If they agree, complete this form.
- Once you and your partner (if you have one) have signed, the form must be counter-signed by your child's social worker and their Manager (referred to as the designated person). You will also need to give the child's social worker evidence of eligibility.
- If your partner is not a foster parent you will need to check that they meet the eligibility criteria and can provide acceptable evidence of eligibility by looking in Appendix 1 at the end of this form. The child's social worker will need to see this evidence and verify it with Family Information Service before signing off the application.
- **The fully completed form must be submitted to [familyinfo@solihull.gov.uk](mailto:familyinfo@solihull.gov.uk) by the child's social worker in advance of the termly deadline.**

### When to apply

Applications must be processed the term before you want to take up the additional funded hours. **Completed applications must be received and processed by Solihull Family Information Service before the deadlines set nationally by HMRC or we will be unable to access the additional funding for you for the entire term.**

To access a place in:	Completed applications must be sent to FIS by the child's social worker before:
September term	23 August
January term	23 December
April term	24 March

### Next steps

If your application is successful, you will be sent an email with your eligibility code from Solihull Family Information Service (FIS). You will need to give this code to your chosen childcare provider to be able to access the extended hours from the following term.

If you have any questions, please contact Solihull FIS on 0800 389 8667 or [familyinfo@solihull.gov.uk](mailto:familyinfo@solihull.gov.uk)

## Section 1 – about you

Your details:

<b>Title</b>	
<b>First name</b>	
<b>Last name</b>	
<b>Date of birth (DD/MM/YYYY)</b>	
<b>National Insurance number</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Telephone number</b>	
<b>Email address</b>	

We need your address and email to send your 30 hours free childcare eligibility code.

1.1 Are you a foster parent of the children named in this form?

- Yes
- No

1.2 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 British/Irish national?

- Yes
- No

1.4 If you have answered “no” to 1.3 please tick any that apply, if none of these apply you cannot get 30hrs free childcare:

- Have you acquired settled or pre-settled status through the EU Settlement Scheme (EUSS)
- Have you made an application through the EUSS and are waiting for a decision, or
- Are you appealing a decision on your EUSS application?

1.5 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 free 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 a foster carer.

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

<b>Title</b>	
<b>First name</b>	
<b>Last name</b>	
<b>Date of birth (DD/MM/YYYY)</b>	
<b>National Insurance number</b>	

### 3.2 Is your partner also a foster parent?

- Yes
- No

If **Yes**: go to section 4.

If **No**: please check that they meet the criteria and can provide acceptable evidence of eligibility by looking in Appendix 1 at the end of this form. The child's social worker will need to see this evidence before they can sign off your application and will verify the evidence with Family Information Service.

## Section 4 – partner's employment details

### 4.1 Is your partner employed or self-employed outside their fostering responsibilities?

- Yes
- No

You can still answer yes if they are not currently working. For example, they are on parental leave or sick leave, or expect to start or re-start work in the next 31 days.

### 4.2 Does your partner expect their total taxable income in this tax year (April to March) to be more than £100,000?

- Yes
- No

If their income is over this amount you **cannot** get 30 hours free childcare.

Now go to section 5.

## Section 5 – the children who will get 30 hours free childcare

If you are fostering non-related children who could both be eligible for 30 hours free childcare you will need to complete a separate form for each child as they will each require a separate code

### 5.1 Foster children details:

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

### 5.2 Child's placement:

Is the child/children placed with you as prospective adopters?

- Yes
- No

If the child is placed for adoption with you then you **cannot** apply through the Foster Carer's scheme. As prospective adopters you must meet the criteria for parents accessing the scheme and apply through the national childcare service. More information is available [here](#).

### 5.3 Childcare details:

If the child / children are already attending the childcare setting where you would like to take up the additional hours please put the name, address and phone number below:

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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.

<b>Signature</b>	
<b>Date (DD/MM/YYYY)</b>	

### 6.2 Your partner's 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.

<b>Your partner's signature</b>	
<b>Date (DD/MM/YYYY)</b>	

## Section 7 – SMBC Social Care Declarations

Before Solihull MBC can issue you with a code, this form must be counter-signed by your Child's Social Worker and the Children's Social Work Manager who is the 'designated person'.

### (a) Children's Social Worker's Declaration

#### Children's Social Worker

I declare that I have seen evidence of employment outside of fostering. **Please tick to confirm**

I declare that for a partner who is not a foster carer I have checked and verified with FIS that they meet the national eligibility criteria. **Please tick to confirm**

I declare that accessing 30hrs extended childcare is consistent with the care plan for the foster child or children listed in this application. **Please tick to confirm**

<b>Name</b>	
<b>Contact Number</b>	
<b>Email address</b>	
<b>Date Agreed (DD/MM/YYYY)</b>	

## Designated Person's declaration

### Children's Social Work Team Manager – Designated Person

I confirm that I support this application for 30 hours free childcare in respect of the foster child/ren listed in this application. **Please tick to confirm**

<b>Name</b>	
<b>Signature</b>	
<b>Position</b>	
<b>Contact Number</b>	
<b>Email address</b>	
<b>Date Agreed (DD/MM/YYYY)</b>	

The child's social worker should scan and return the completed form as soon as possible by email to [familyinfo@solihull.gov.uk](mailto:familyinfo@solihull.gov.uk) as there are termly deadlines that have to be adhered to for a 30hr code to be issued so that it can then be used to take up a place the following term.

#### Data protection statement

<http://www.solihull.gov.uk/About-the-Council/Data-protection-FOI>

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#### In all cases

Before making an application the child's social worker (CSW) must agree that accessing additional childcare is consistent with the child's care plan. The CSW will need to sign the application form confirming this and to confirm that they have seen evidence that the foster care / carers meet the employment eligibility criteria.

The designated person (CSW Team Manager) must then complete the declaration confirming this on the application form before submitting it to Family Information Service (FIS) via [familyinfo@solihull.gov.uk](mailto:familyinfo@solihull.gov.uk).

#### For the foster carer/s

The child's social worker needs to see evidence that the foster carer is working outside of their fostering role.

#### Acceptable evidence includes:

- Most recent pay slip
- Most recent P60 if self employed
- An average of the 3 most recent pay slips if the foster carer is on a zero hours contract (If required to evidence a salary or to evidence earnings are below the threshold of £100 000 per year)

***NOTE – Evidence of this does not need to be sent with the application as the CSW has verified they have seen this by signing the declaration on the application form.***

#### For a partner who is not a foster carer

The CSW will need to contact FIS to confirm that a partner who is not a foster carer meets the national eligibility criteria. In their discussions with the fostering household the CSW will need to ask to see evidence that will be shared with FIS to verify that the partner is either:

1. Working and earning a minimum of the equivalent of 16 hours a week at the National Minimum or Living Wage (includes income received from tax credits or Universal Credit) but not earning more than £100,000 per year.

#### Acceptable evidence includes:

- Most recent pay slip
- Most recent P60 if self employed
- An average of the 3 most recent pay slips if the partner is on a zero hours contract (If required to evidence that the average salary falls within the thresholds above).



2. Not working due to having a disability or significant caring responsibility resulting in them being in receipt of one of the below qualifying benefits:
- Paid leave such as maternal leave or paternal leave
  - Statutory sick pay
  - For Universal Credit purposes, are assessed as having limited capability for work.
  - National Insurance credits because of incapacity or limited capability for work
  - Carer's Allowance
  - Employment and Support Allowance
  - Incapacity Benefit or a Severe Disablement Allowance.

Acceptable evidence includes an award letter/benefits statement showing that they are currently in receipt of one of the above benefits.

***NOTE – Evidence does need to be sent with the application for the partner who is not a foster carer for FIS to verify before the application can be processed.***

## **For applicants who are not a British or Irish National**

Applicants can not usually access the extended funded hours if they are not a British or Irish National.

An exception to this is if any of the following apply:

- they have acquired settled or pre-settled status through the EU Settlement Scheme (EUSS)
- they have made an application through the EUSS and are waiting for a decision
- they are appealing a decision on their EUSS application.

In this case the Foster Carer/s will need to provide evidence in the form of written or email confirmation from the Home Office. Some EEA citizens may be able to confirm their status on-line.

The applicant must also confirm that they are not subject to any immigration rules preventing them from receiving public funds

***NOTE – Evidence does need to be sent with the application before the application can be processed.***