

Acceptable Evidence

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 also to confirm that they have seen evidence that the foster care / carers meet the employment eligibility criteria.

The designated person (Children's Social Work 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.

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 Family Information Service (FIS) to confirm that a partner who is not a foster carer meets the 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 these benefits.

If you have any queries regarding acceptable evidence for a non foster carer please contact FIS on 0800 389 8667.

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.

How to apply

Applications can be scanned and sent by email to familyinfo@solihull.gov.uk

For any queries regarding the application or evidence of working please call the FIS on 0800 389 8667 or email familyinfo@solihull.gov.uk

Please note – Solihull FIS will process the application within 2 weeks of receiving it and issue the foster carer with a confirmation email containing their eligibility code.

The children's social work manager (designated person) and child's social worker will be copied into the email to confirm the application has been approved.

Please note a 30hr code will need to be applied for and issued before the termly cut-off date to be able to be used for 30hrs care during the following term. See below:

Application Deadline	Code issuing cut-off date	Term that care can start
23 rd August	31 st August	Autumn term starting in September.
23 rd December	31 st December	Spring term starting in January
24 th March	31 st March	Summer term starting in April

Please note early education funding term dates change annually and usually reflect the school term dates.

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Solihull Family Information Service

Call: 0800 389 8667

Email: familyinfo@solihull.gov.uk

Web: www.solihull.gov.uk/familyinfo



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