

Checklist for 30hrs Application for children in foster care

1. Foster carer to:

- check with child's social worker that it is appropriate for the child to access additional childcare.
- check evidence sheet in Appendix 1 of application form and check that both foster carers or foster carer and partner meet the criteria for 30hrs and can provide one piece of evidence for each person.
- complete sections 1-6 of 30hrs application form and then send it to child's social worker along with the evidence for each person.

2. Child's social worker:

- checks the evidence is valid as per the evidence sheet for both foster carers
- contacts FIS if the partner is not a foster carer so that they can verify that they meet the national eligibility criteria for 30hrs
- checks that sections 1-6 of the application form have been completed in full.
- completes the declaration in section 7a of the application form
- passes the form to their team manager to sign it off. (Children's social work team manager is the designated person).

3. Children's social work team manager:

- completes the declaration in section 7b
- scans and emails the completed form to Family Information Service via familyinfo@solihull.gov.uk before the application deadline for the term. (see below).

4. Family Information Service:

- checks the application has been completed fully and correctly.
- checks the cut-off date for the term has been met (see below)
- enters the application details onto the ECS and issues the 30hrs code
- emails the 30hrs code to the foster carer, child's social worker and children's social work team manager.
- offers to support the foster carer to book their childcare place if needed.

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 start dates change annually and usually reflect the school term dates.