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# Application form for 30 hours free childcare for foster children

**This application process is for children in the care of the local authority only. If you are a friend or family member who has become the guardian of a child or there is a Special Guardianship Order in place you should make your application through HMRC at:** [**www.childcarechoices.gov.uk**](http://www.childcarechoices.gov.uk)

**In order to be eligible to apply for the 30 hours extended entitlement you and your partner (if you have one) must be working outside of your role as a foster carer and be able to evidence this with pay slips, etc and the offer must be consistent with the child’s care plan.**

1. Before applying for the 30 hours extended entitlement funding you must speak to the child’s social worker to confirm that the offer is consistent with the child’s care plan. If the child’s social worker agrees, complete this form.
2. Upon completion you and your partner (if you have one) must sign the form.
3. The form also needs to be counter-signed by your child’s social worker before submission.
4. Submit your completed application by email to [enquiries.30hours@derbyshire.gov.uk](mailto:enquiries.30hours@derbyshire.gov.uk) together with evidence of employment, for example, copies of payslips for the last three months; a letter confirming you have a start date within the next 31 days, evidence of being in receipt of certain benefits. You can also submit your application by post to, The Sufficiency Team, Early Years Service, County Hall, 88 Smedley St, Matlock DE4 3AG
5. If your application is successful, you will receive your 11 digit eligibility code by e-mail from Derbyshire County Council within 10 working days of the ECS Administrator receiving the form.
6. The code will be valid from the beginning of the term following that on which the completed application was received by the ECS Administrator.

For further information email [enquiries.30hours@derbyshire.gov.uk](mailto:enquiries.30hours@derbyshire.gov.uk).

**This application form is only for foster carers**. 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).

## Section 1 – about you

1.1 Your details:

|  |  |
| --- | --- |
| **Title** |  |
| **First name** |  |
| **Last name** |  |
| **Date of birth (DD/MM/YYYY)** |  |
| **National Insurance number** |  |
| **Address** |  |
| **Postcode** |  |
| **Email address** |  |

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

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

Yes

No

1.3 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:

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 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

|  |  |
| --- | --- |
| **Title** |  |
| **First name** |  |
| **Last name** |  |
| **Date of birth (DD/MM/YYYY)** |  |
| **National Insurance number** |  |

3.2 Is your partner also a foster parent?

Yes

No

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

If **No**: please contact your local authority (see page 1) who will help you further.

## 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.

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** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## 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.

|  |  |
| --- | --- |
| **Signature** |  |
| **Date (DD/MM/YYYY)** |  |

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.

|  |  |
| --- | --- |
| **Your partner’s signature** |  |
| **Date (DD/MM/YYYY)** |  |

## Section 7 – Child’s social worker declaration

Before Derbyshire County Council can issue you with a code, this form must be counter-signed by the child’s social worker.

I declare that I have seen evidence of employment outside fostering, and it has been discussed how this employment is consistent with the care plan for the foster child or children listed in this application.

7.1 I confirm that I support this application for 30 hours free childcare in respect of the foster children listed in this application.

|  |  |
| --- | --- |
| **Signature** |  |
| **Position and contact details** |  |
| **Date (DD/MM/YYYY)** |  |

| Data protection statement  The data provided by foster carers to the local authority will be used to confirm eligibility for the 30 hours entitlement only.  All information provided by foster carers or their social workers will be stored electronically. All paper application forms or supplementary evidence will be shredded. This information will be securely stored electronically for an indefinite period. Access to this information is restricted. |
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