

Apply for Working Parent free Childcare Entitlement for Foster Children

This form is solely to be used by foster parents wishing to apply for 30 hours free childcare for foster children in their care.

Who can apply?

Foster parents who meet the following criteria:

- ❖ That accessing the extended hours is consistent with the child's care plan, placing the child at the centre of the process and decision making, and
 - That, in single parent foster families, the foster parent engages in paid work outside their role as a foster parent.
 - And in two parent foster families, both partners engage in paid work outside their role as a foster parent. If one partner is not a foster parent then they must be in qualifying paid work and earn a minimum of the equivalent to 16 hours at national minimum/national living wage.

There is no requirement on the type of work or number of hours that a foster parent must work in order to access the 30 hours and there is no minimum earnings limit.

Foster parents must speak to 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 the child's social worker.

The following documents must be submitted with the application form to the assigned Social Worker for verification and eligibility:

- ❖ Current payslip – if in paid work
- ❖ Job offer letter – if returning to work within 31 days
- ❖ Tax return – if self employed
- ❖ Evidence of working the equivalent of 16 hours at national minimum/national living wage if one partner is not a foster parent

And:

- ❖ Childs care plan

When can you start to claim your 30 hours free childcare?

A foster parent can take up the 30 hours free childcare:

- ❖ at the start of the term following the child's third birthday and
- ❖ at the start of the term after they have received an eligibility code as follows:

Date parent receives eligibility code	Child can take up a funded place
Between 1 January to 31 March	the term starting after 1 April
Between 1 April to 31 August	the term starting after 1 September
Between 1 September to 31 December	between 1 September to 31 December

The application process:

Your application will be assessed by Enfield Council. If the designated person, either the child Social Worker, supervising Social Worker or Independent Reviewing Officer is not satisfied that accessing 30 hours is consistent with the child's care plan, then the child will **not** be able to take up a 30-hour place and no code will be issued.

Application forms will be assessed within 4 weeks from receipt of application.

All sections must be completed and signed by the relevant people.

Ensure all supporting documentation required is submitted with the application form.

All supporting documentation will be stored securely by the assigned Foster Service team

Please return your fully completed application form and supporting documentation to:
Foster Service Team Manager.

Receiving a 30-hour Eligibility code:

If your application is successful, Enfield Council Early Years Funding Team will generate a valid code for foster parents to take to their chosen early year's provider. The child's assigned Social Worker will also be informed when a 30-hour code has been issued.

Reconfirmation:

Foster parents will be required to reconfirm eligibility every three months by completing a simple declaration form supported by the following evidence:

- ❖ Updated evidence of earnings engaging in paid work outside their role as a foster parent.
- ❖ Confirmation that accessing 30 hours is still consistent with the child's care plan

The Early Years Funding Team will inform parents 4 weeks before they need to reconfirm their eligibility.

Appeals process:

If foster parents are unhappy about the decision made by the local authority, please seek resolution through your assigned Social Worker or through the local authority complaints process.

Data protection statement

Data Protection - Early Years and Childcare Data Protection Statement:

The information you provide within portal is subject to the provisions of the Data Protection Act and is collected on behalf of Enfield Council as the Data Controller. It will be used for the purposes of identifying children who are registered for funding with providers and to carry out other statutory functions for which Enfield Council is responsible. We may share this information with other organisations and departments within Enfield Council in receipt of/or handling public funding. Enfield Council must protect public funds and so may use the information you have provided on this form to **prevent and detect fraud**. For further information on how your data will be used please use link <https://new.enfield.gov.uk/if/gdpr/>

Speak to 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 the assigned Social Worker. Get more information at - [30 Hours – Informed Families \(enfield.gov.uk\)](https://www.enfield.gov.uk/30-hours-informed-families)
If your application is successful, you will get your eligibility code from Early Years Funding team, Enfield Council.

If you need more help contact our Informed Families team – if@enfield.gov.uk
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.

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 free childcare eligibility code.

Please tick the relevant box for each question.

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.

1.4 Are you a British/Irish national?

- Yes
 No

1.5 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?

1.6 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 employed or self-employed but not currently working (for example, if you are on parental leave or sick leave), or if you 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 the working parent free childcare entitlement.

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 the working parent free childcare entitlement 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 3) 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 the working parent free childcare entitlement

Now go to section 5.

Section 5 – the children who will get free childcare

If you are fostering non-related children who could both be eligible for the working parent free childcare entitlement you will need to complete a separate form for each child.

5.1 Foster children’s 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 the working parent free childcare entitlement 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 the working parent free childcare entitlement 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 – Assigned Social Worker declaration

Before Enfield Early Years Funding Team can issue you with a code, this form must be counter-signed by the assigned Social Worker.

7.1 I declare that I have seen evidence of employment outside fostering, and I am satisfied that the foster parent(s) engaging in paid work other than as a foster parent is consistent with the care plan(s) for the foster child(ren) listed in this application.

7.2 I confirm that I support this application for the working parent free childcare entitlement in respect of the foster child(ren) listed in this application.

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

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