

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.

How to apply

- Speak to your supervising social worker and the child's social worker before applying. If they agree, complete sections 1-6 of this form.
- Once you (and your partner if you have one) have signed the form send it to the child's social worker and send them evidence that you meet the eligibility criteria (see appendix 1).

The child's social worker will need complete section 7 of the form and sign a declaration to confirm that they have seen evidence of your eligibility.

- The fully completed form must be submitted to 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 by the child's social worker to familyinfo@solihull.gov.uk by:
April term 2024	23 March 2024
September term 2024	23th August 2024
January term 2025	18th December 2024

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

Section 1 – about you

Your details:

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

We need your 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 but are on parental leave or sick leave.
You can still answer yes if you are starting or re-starting 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

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 check that your partner meets 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 and discuss it with the Family Information Service before they can submit your application.

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.

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:

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)	

Please talk to the child's social worker before submitting your application. You can then send them this form along with the evidence of your eligibility (see appendix).

The child's social worker will need to complete section 7 of this form if they are happy to do so and send the fully completed application form.

We must receive the fully completed application form from the child's social worker before the termly deadline to be able to access the extra childcare funding for you.

Section 7 – SMBC Social Care Declaration

Before Solihull MBC can issue you with a code, this form must be counter-signed by your Child's Social Worker who is the 'designated person'. The designated person is responsible for checking the eligibility of the fostering family (see appendix 1)

Children's Social Worker's Declaration

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

I declare that I have seen evidence that the fostering family meet the eligibility criteria to access the additional childcare funding in one of the following ways:

- The foster carer (or both foster carers if a two foster carer household) is in paid employment outside of their fostering role/s. The foster carer is earning under £100, 000 per year (or under £100, 000 each if a two foster carer household)
- One foster carer meets the above criteria **and** the other foster carer does not work but receives one of the qualifying financial benefits (see appendix 1).

In this case I have advised FIS and sent them a copy of the evidence

- The foster carer is in paid employment outside of their fostering role and earning under £100,000 per year

and

their partner who is not a foster carer is in is employment earning a minimum of the equivalent of 16 hours per week at minimum wage but less than £100, 000 per year

In this case I have advised FIS and sent them a copy of the evidence

or

their partner who is not a foster carer receives one of the qualifying financial benefits (see appendix 1)

In this case I have advised FIS and sent them a copy of the evidence

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

The child's social worker should scan and return the completed form as soon as possible by email to 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>

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.

They must then send the fully completed application form 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)

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).

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

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 to FIS in this circumstance. Without this we can not process the application

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.

Acceptable evidence includes 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 to FIS in this circumstance. Without this we can not process the application

Updated: January 2024