

## 30 hours free childcare for three and four year olds in foster care

Children who are in foster care, where their foster parent(s) meet the eligibility criteria, can now receive 30 hours (1140 hours per year) free childcare if it is in the best interests of the child.

30 hours free childcare is called the “extended entitlement”. All three and four year olds are entitled to 15 hours (570 hours per year) free childcare (the “universal entitlement”).

### **For a child to be eligible the following criteria must be met:**

- The child’s social worker must agree that taking up the extended entitlement is consistent with the child’s care plan
- In single parent foster families, the foster parent must be engaging in some paid work (including self-employment) in addition to their role as a foster parent. They can also be on maternity, paternity or adoption leave, or sick leave, or expect to start work or re-start work in the next 31 days
- In two parent families where both parents are foster carers, both must be engaging in some paid work (including self-employment) outside their role as a foster parent, or if one partner is not working they must be in receipt of qualifying benefits.
- In two parent families where one partner is not a foster parent, the foster parent must be engaging in some paid work (including self-employment) outside their role as a foster parent. In addition the partner who is not a foster parent must be working and earning the equivalent of at least 16 hours per week at national minimum wage, or be in receipt of qualify benefits. Their income must not exceed £100,000 per year. Either partner can also be on maternity, paternity or adoption leave, or sick leave, or expect to start work or re-start work in the next 31 days

### **How to apply**

- Foster parent should complete the attached form. This **MUST** be signed by the child’s social worker in order to show agreement that the extended entitlement is in the best interests of the child
- The social worker will confirm that the foster parent(s) meet the eligibility criteria as outlined above

- Foster parent(s), and the foster parent's partner (if applicable) will need to provide evidence to the social worker regarding their paid work or benefits. This could include pay slips, a job offer letter, evidence of self-employment (such as a tax return), or proof of qualifying benefits, or evidence that they are on maternity, paternity or adoption leave, or evidence that they are on sick leave, or evidence that they expect to start work or re-start work in the next 31 days
- The social worker will then send the completed form to the Family Information Service who will issue a letter of eligibility with an 11 digit code and provide this to the foster parent(s) and the social worker

### What happens next?

If foster parent(s) need help with finding a childcare place, they should contact the Family Hubs service on 01273 293545.

Once a childcare place has been found, foster parent(s) should give their code to their childcare provider.

Foster parent(s) will need to re-confirm their eligibility every three months. At least four weeks before the deadline for re-confirmation, the Early Years and Childcare team will contact the foster parent(s) and the social worker to remind them that they need to re-confirm eligibility.

For more information about 15 and 30 hours free childcare, see our **15 and 30 hours free childcare** factsheet. Available at [www.familyinfobrighton.org.uk](http://www.familyinfobrighton.org.uk)

**For further information, help and advice, ring Family Hubs on 01273 293545, or email [childcare@brighton-hove.gov.uk](mailto:childcare@brighton-hove.gov.uk)**

## Application process

Children are eligible from the term after their third birthday. See the table below for when children can start in a place, and the deadline for the application form.

Child's third birthday falls between	Form needs to be sent	Child can start their 30 hours free childcare
1 <sup>st</sup> January – 31 <sup>st</sup> March	By 31 <sup>st</sup> March	On 1 <sup>st</sup> April
1 <sup>st</sup> April – 31 <sup>st</sup> August	By 31 <sup>st</sup> August	On 1 <sup>st</sup> September
1 <sup>st</sup> September – 31 <sup>st</sup> December	By 31 <sup>st</sup> December	On 1 <sup>st</sup> January

## Application form for 30 hours free childcare for children in foster care

### Use this form if:

- **You are a foster carer who is a lone parent**
- **You have a partner who is also a foster carer**

- Before completing this form, speak to the child's social worker as they must agree that the extended entitlement (30 hours free childcare) is in the best interests of the child
- Remember that all three and four year olds can have the universal entitlement (15 hours free childcare)
- Make sure that both you and your partner have signed the form and that the child's social worker has signed the declaration
- The social worker will give this form to the Early Years and Childcare team who will issue you a code to give to your childcare provider

If you need any help or advice, contact Family Hubs on 01273 293545, or [childcare@brighton-hove.gov.uk](mailto:childcare@brighton-hove.gov.uk)

### Privacy Notice

Brighton & Hove City Council is the data controller for purposes of the EU General Data Protection Regulation and any UK laws supplementary to this, and is registered as a data controller with the Information Commissioner's Office (ICO) under registration number Z5840053.

Brighton & Hove City Council is committed to protecting your personal information. As a data controller we have a responsibility to make sure you know why and how your personal information is being collected in accordance with relevant data protection law.

#### **Why we are processing your data**

We are collecting your data for the purpose of:

- Checking eligibility for 30 hours free childcare

We have a legal basis for collecting this data as we have a legal obligation under the Childcare Acts 2006 and 2016.

#### **Your information rights**

- You have the right to access a copy of the data held about you and an explanation of the purpose for it.
- If you believe that information held is inaccurate, you have the right to request that it be changed.

#### **Further information**

##### Further information

If you wish to exercise any of your information rights, please contact our Data Protection team on 01273 295959 or [data.protection@brighton-hove.gov.uk](mailto:data.protection@brighton-hove.gov.uk)  
Brighton & Hove city council has appointed a Data Protection officer (DPO) in conjunction with East Sussex county council and Surrey county council. The DPO may be contacted on [gdpr@brighton-hove.gov.uk](mailto:gdpr@brighton-hove.gov.uk)

## Section 1 – About you

First name	
Last name	
Date of birth	
National Insurance Number	
Address	
Postcode	
Email address	
Telephone contact	

1a. Are you the foster parent of the child named in this form?

Yes

No - You cannot get 30 hours free childcare

1b. Are you a European Economic Area (EEA) national? (this means you are from the UK, another European state, Norway, Liechtenstein or Iceland)

Yes

No - You cannot get 30 hours free childcare

1c. Are you subject to immigration rules that prevent you from receiving public funds?

Yes - You cannot get 30 hours free childcare

No

## Section 2 – Your employment details

2a. Are you employed or self-employed outside your fostering responsibilities?

Yes (You can answer yes if you are not currently working but are on maternity, paternity or adoption leave, or sick leave, or expect to start work or re-start work in the next 31 days)

No – You cannot get 30 hours free childcare

## Section 3 – About your partner If you do NOT have a partner go to section 5

If your partner is **NOT a foster carer**, you need to complete a different application form. Please ask your social worker for a copy, or ring the Family Information Service on 01273 293545

3a. Please provide your partner's details in the table below

First name	
Last name	
Date of birth	
National Insurance number	

## Section 4 – Your partner's employment details

4a. Is your partner employed or self-employed?

Yes (You can answer yes if your partner is not are not currently working but is on maternity, paternity or adoption leave, or sick leave, or if they expect to start work or re-start work in the next 31 days)

No – Go to 4b

4b. If your partner is **NOT** employed in addition to their fostering responsibilities, you may still be eligible if they get one of the benefits listed below.

Please tick any of the statements below that apply to your partner	Please tick
For Universal Credit purposes, they are assessed as having limited capability for work	
They receive National Insurance credits because of incapacity or limited capability for work	
They receive Carer's Allowance	
They receive Employment and Support Allowance (ESA)	
They receive Incapacity Benefit	
They receive a Severe Disablement Allowance	

**Section 5 – About the child(ren) who will get 30 hours free childcare**

5a. Please give the child(ren)'s details below

First name	Last name	Date of birth	When do you expect them to start reception class in school?

**Section 6 – Declaration**

**6a. Your declaration**

I declare that I am applying for 30 hours free childcare (the extended entitlement) for my foster child and that the information that I have given in this form is correct.

<b>Your signature:</b>	
<b>Date:</b>	

<b>Your partner's signature:</b>	
<b>Date:</b>	

**Now give this form to your foster child(ren)'s social worker so that they can sign section 7 and check your evidence.**

**Section 7 - Social worker's declaration**

I declare that I am the social worker for the child(ren) named in this form and that I have seen evidence of employment in addition to fostering, or proof of eligible benefits. I have agreed with the foster parents that their employment is consistent with the care plan for the foster child(ren).

I confirm that I support this application for the extended entitlement for the child(ren) listed in this application.

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Tel</b>	
<b>Email</b>	

**Once signed, you can return this form by:**

- Scanning and emailing to [childcare@brighton-hove.gov.uk](mailto:childcare@brighton-hove.gov.uk)
- Posting to FREEPOST FREE CHILDCARE

**Section 7 – Early Years and Childcare team use only**

<b>Submission date</b>	
<b>Start date</b>	
<b>Reconfirm date</b>	
<b>Validity date End</b>	
<b>Grace period End</b>	
<b>ELIGIBILITY CODE</b>	



## Application form for 30 hours free childcare for children in foster care

**Use this form if you have a partner who is NOT a foster parent**

- Before completing this form, speak to the child's social worker as they must agree that the extended entitlement (30 hours free childcare) is in the best interests of the child
- Remember that all three and four year olds can have the universal entitlement (15 hours free childcare)
- Make sure that both you and your partner have signed the form and that the child's social worker has signed the declaration
- The social worker will give this form to the Early Years and Childcare team who will issue you a code to give to your childcare provider

If you need any help or advice, contact the Family Hubs on 01273 293545, or [childcare@brighton-hove.gov.uk](mailto:childcare@brighton-hove.gov.uk)

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Last name	
Date of birth	
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Address	
Postcode	
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Yes

No - You cannot get 30 hours free childcare

1b. Are you a European Economic Area (EEA) national? (this means you are from the UK, another European state, Norway, Liechtenstein or Iceland)

Yes

No - You cannot get 30 hours free childcare

1c. Are you subject to immigration rules that prevent you from receiving public funds?

Yes - You cannot get 30 hours free childcare

No

## Section 2 – Your employment details

2a. Are you employed or self-employed in addition to your fostering responsibilities?

Yes (You can answer yes if you are not currently working but are on maternity, paternity or adoption leave, or sick leave, or expect to start work or re-start work in the next 31 days)

No – You cannot get 30 hours free childcare

### Section 3 – Your partner (who is not a foster carer)

If your partner **is a foster carer**, or you **do NOT have a partner**, you need to complete a different application form. Please ask your social worker for a copy or ring Family Hubs on 01273 293545.

3a. Please provide your partner's details in the table below

First name	
Last name	
Date of birth	
National Insurance number	

### Section 4 – Your partner's employment details

4a. Is your partner employed or self-employed?

- Yes – Go to 4b (You can answer yes if they are not currently working but are on maternity, paternity or adoption leave, or if they expect to start work or re-start work in the next 31 days)
- No – Go to 4c

4b. If you answered yes, which of the following best describes your partner's situation for the next three months?

Please tick the statement that applies to your partner	Please tick
They are an apprentice and expect to earn at least £56 per week	
They are under 18 and expect to earn at least £56 per week	
They are 18 – 20 and expect to earn at least £64.80 per week	
They are 21 – 24 and expect to earn at least £112.80 per week	
They are 25 or over and expect to earn at least £120 per week	
They have started self-employment, less than 12 months ago	
They have been self-employed for more than 12 months and on average earn the weekly income related to their age as above.	
They are on maternity, paternity or adoption leave	
They are on sick leave	
They expect to start work or re-start work in the next 31 days	
None of the above	

4c. If they are not employed, or you answered “none of the above” to the previous question, then please select any of the statements below that apply to your partner.

Please tick any of the statements below that apply to your partner	Please tick
For Universal Credit purposes, they are assessed as having limited capability for work	
They receive National Insurance credits because of incapacity or limited capability for work	
They receive Carer’s Allowance	
They receive Employment and Support Allowance (ESA)	
They receive Incapacity Benefit	
They receive a Severe Disablement Allowance	

4d. Does your partner expect their total taxable income this tax year (April to March) to be more than £100,000?

- Yes – You cannot get 30 hours free childcare
- No

**Section 5 – About the child(ren) who will get 30 hours free childcare**

5a. Please give the child(ren)’s details below

First name	Last name	Date of birth	When do you expect them to start reception class in school?

## Section 6 – Declaration

### 6a. Your declaration

I declare that I am applying for 30 hours free childcare (the extended entitlement) for my foster child and that the information that I have given in this form is correct.

<b>Your signature:</b>	
<b>Date:</b>	

<b>Your partner's signature:</b>	
<b>Date:</b>	

**Now give this form to your foster child(ren)'s social worker so that they can sign section 7 and check your evidence.**

## Section 7 - Social worker's declaration

I declare that I am the social worker for the child(ren) named in this form and that I have seen evidence of employment in addition to fostering, or proof of eligible benefits. I have agreed with the foster parents that their employment is consistent with the care plan for the foster child(ren).

I confirm that I support this application for the extended entitlement for the child(ren) listed in this application.

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Tel</b>	
<b>Email</b>	

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### Evidence Checklist for Social Worker

	Eligibility criteria	Evidence required	
<p>Foster parent whose partner is not a foster parent</p>	<p>Foster parent needs to be doing <u>some</u> paid work (including on maternity, paternity or adoption leave, or sick leave, or starting or re-starting work in the next 31 days) in addition to foster caring. For foster parent, there is <u>no minimum earnings requirement or maximum income limit</u></p> <p>AND</p> <p>Partner (non-foster parent) needs to be working (including on maternity, paternity or adoption leave, or sick leave, or starting or re-starting work in the next 31 days) and meeting <u>minimum earnings requirement and not exceeding maximum income limit</u></p> <p>OR</p> <p>Foster carer needs to be doing <u>some</u> paid work (including on maternity, paternity or adoption leave, or sick leave, or starting or re-starting work in the next 31 days) in addition to foster caring (as above), and partner (non-foster parent) needs to be claiming an eligible benefit</p>	<p>Foster parent – payslip, proof of maternity, paternity, or adoption leave, or sick leave. Offer letter for work to start (or return to work) within next 31 days, tax return if self-employed</p> <p>Partner (non-foster parent) – payslip, proof of maternity, paternity, or adoption leave, or sick leave. Offer letter for work to start (or return to work) within next 31 days, tax return if self-employed <u>and</u> proof that earnings meet the <u>minimum earnings requirement and do not exceed the maximum income limit</u></p> <p>As above for foster parent- and benefits awards letter for partner (non-foster parent)</p>	