# Crest mono

# Accessing the Working Parent Early Years Entitlements for Children in Foster Care

# Application Form

Please speak to the child’s Social Worker before completing this application form and submit it if they agree.

Once you and your partner (if you have one) have signed, the form must be counter-signed by the Designated Person, which is your Supervising Social Worker. They will assess your application.

If your application is successful, you will get your eligibility code, from the Early Years Funding Team, who are holding the ECS Foster Care Administrator role for Nottingham City Council for these applications.

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](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 eligibility code for the early years entitlements.

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 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 early years entitlements.

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 early years entitlements 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 4A

If **No:** go to Section 4B

## Section 4A –Partner’s (Foster Parent) 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 early years entitlements.

Please go to Section 5.

## Section 4B – Partner’s (Non-Foster Parent) Employment Details

As your partner is not a foster parent, they will need to meet the standard eligibility criteria for working parents to be able to access the early years entitlements.

4.3 Is your partner employed or self-employed?

Yes – please go to question 4.4

No – please go to question 4.5

You can still answer yes if they are not currently working. For example, if they are on parental leave or sick leave or expect to start or re-start work in the next 31 days.

4.4 If you answered “Yes” to 4.3, which best applies to your partner, for the next 3 months:

 They are an apprentice and expect to earn at least £56 a week

 They are under 18 and expect to earn at least £64.80 a week

 They are 18 to 20 and expect to earn at least £89.60 a week

 They are 21 to 24 and expect to earn at least £112.80 a week

 They are 25 or over and expect to earn at least £120 a week

 They have started self-employment, less than 12 months ago

 They are self-employed (longer than 12 months) and have a variable income, which averaged across the year, meets the minimum income criterion for their age

 They are none of the above – please go to question 4.5

Please go to question 4.6

4.5 If you answered “No” to question 4.3 or ‘none of the above’ to question 4.4, then please select any that apply to your partner:

 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 a Carer’s Allowance

 They receive an Employment and Support Allowance

 They receive Incapacity Benefit

 They receive a Severe Disablement Allowance

If you get one of these benefits you may still be able to get the working parent early years entitlement if you hold additional employment outside your role as foster parent.

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

Yes

No

If your partner’s income is over this amount, you cannot get the working parent early years entitlements.

## Section 5 – The children who will get the early years entitlements provision

If you are fostering non-related children who could both be eligible for the working parent early years entitlements, 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 the working parent early years 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 early years 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)** |  |

\*Applicable if the partner is also a Foster Parent

### Section 7 Declaration by the Designated Person (Foster Parents Supervising Social Worker)

Before Nottingham City Council can issue you with a code, this form must be counter-signed by the Foster Parents Supervising Social Worker.

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 it is consistent with the care plan(s) for the foster child(ren) listed in this application.

7.1 I confirm that I support this application for the working parent early years entitlement in respect of the foster child(ren) listed in this application.

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

Please return this form to [earlyyears@nottinghamcity.gov.uk](mailto:earlyyears@nottinghamcity.gov.uk)

| **Data protection statement**  *Nottingham City Council collects, holds and processes information, including personal information to allow it to provide services effectively. To access NCC Privacy Statement please go to:* [*www.nottinghamcity.gov.uk/privacy-statement/*](http://www.nottinghamcity.gov.uk/privacy-statement/) |
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