**Application for funded childcare for children placed with foster carers**

Children in foster care who are aged 9 months – 23 months, may be eligible for 15 hours per week, and children aged 3-4 years old may also be eligible for an additional 15 hours per week (this is known as 30 hours extended childcare) dependent on the foster carers circumstances. From September 2025, the 15 hours for eligible children under the age of 3 will expand to 30 hours, meaning eligible children will receive 30 hours per week of funded childcare from 9 months to school age.

**Please note:**

* You must speak to the child’s social worker if you wish to make an application. Foster carers must meet a set of eligibility criteria and you need agreement that engaging in paid work outside your role as a foster parent is consistent with the child's care plan~~.~~
* The child's social worker must check to see if you meet the criteria before completing this form.  Further information and FAQ's about this can be found at [Funded Childcare for Foster Carers](https://www.lancashire.gov.uk/children-education-families/early-years-childcare-and-family-support/paying-for-childcare/funded-childcare-for-foster-carers/)
* Once you and your partner (if you have one) have completed this form, you must supply evidence of paid employment outside of your fostering responsibilities /qualifying benefits this can be in the form of pay slips or employment contracts/evidence of the qualifying benefits, or if you are recently self-employed, evidence of your registration with HMRC. The completed form and your employment/benefits evidence must be seen by the child's social worker who will check, countersign, and return the form electronically to the Early Education Funding team at Lancashire County Council.
* Once your application has been processed, if eligible you will receive an email from [fee234@lancashire.gov.uk](mailto:fee234@lancashire.gov.uk) confirming your 11-digit eligibility code beginning with ‘400’, your code 'start date' and 'end date'. You must present the 11-digit code to your chosen early year's provider, who will validate the code and offer you a funded place. You will need to reconfirm your eligibility every 3 months. You will receive a reminder to reconfirm your eligibility nearer the time of the end date.
* This form should only be used to apply for funded childcare for a child you are fostering. If you are applying for funded childcare for your own children use the government childcare service: [Help paying for childcare - GOV.UK (www.gov.uk)](https://www.gov.uk/help-with-childcare-costs)
* When a child has been placed with the prospective adoptive parent(s) but the formal adoption order has not yet been granted by the courts, the parent(s) are no longer considered to be the child’s foster parents (and any fostering allowance ceases).  In these cases, the prospective adopter(s) must apply for working family funding through the Childcare Service rather than via the local authority as they are no longer foster parents.
* Once an adoption order for the child has been granted by the court, the parent(s) apply for working family entitlement through the Childcare Service, in the same way as other parents.
* If the child is 'looked after' by another local authority\* (i.e. LCC are not the corporate parent) the application must be made to that local authority, as they are responsible for checking eligibility, not LCC. \*Where the other local authority is in Wales, Scotland or Northern Ireland, the Local Authority where the child is currently living will be responsible for checking the child's eligibility.

**Section 1: About you (child's primary foster carer)**

**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 email address to send you confirmation of eligibility for working family funded childcare and your 11-digit eligibility code.

**Please tick the relevant box for each question.**

**1.2 Are you a foster carer of the child named in this form?**

Yes

No

**1.3 Do you and the child 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

**If you have answered 'no' to 1.4 please confirm your status below**

**Foster parents will need to provide evidence that they have either successfully received confirmation of EUSS, have applied for EUSS or are appealing a refusal for EUSS. This can be in the form of written or email confirmation from the Home Office.**

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 of 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 working family funded 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 the working family funded 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 6.

**Section 3: Your partner (if applicable)**

**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 carer?**

Yes

No

If **Yes**: Please complete **Section 4**

If **No**: Please complete **Section 5**

**Section 4: Partner’s employment details**

**4.1 Is your partner employed or self-employed outside of 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 working family funded childcare.

**4.3 If they are not employed 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 they get one of these benefits you may still be able to get working family funded childcare if you hold additional employment outside your role as foster parent.

**Now go to section 6**

**Section 5: Non-foster parent partner’s employment details**

**This section only needs to be completed if your partner (if applicable) is not a foster parent.**

As your partner is not a foster parent, they will need to meet the standard eligibility for working family childcare.

**5.1** Is your partner employed or self-employed?

Yes

No

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.

**5.2** If you answered 'Yes' to 5.1, which best applies to your partner, for the next 3 months:

 They are an apprentice and expect to earn at least £68.80 a week

 They are under 18 and expect to earn at least £73.92 a week

 They are 18 to 20 and expect to earn at least £104.96 a week

 They are 21 to 22 and expect to earn at least £133.76 a week

 They are 23 or over and expect to earn at least £142.56 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

**5.3** If they are not employed (or answered ‘none of the above’ to question 5.2), 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 they get one of these benefits you may still be able to get working family funded childcare if you hold additional employment outside your role as foster parent.

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

Yes

No

If their income is over this amount you cannot get working family funded childcare.

**Now go to section 6**

**Section 6: The child who will get funded childcare**

**Please note:** If you are fostering non-related children who could both be eligible for working family funded childcare you will need to complete a separate form for each child.

**6.1 Foster child details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **First name** | **Last name** | **Date of birth (DD/MM/YYYY)** | **When do you expect the child to join a school reception year?**  **MM/YYYY** |
|  |  |  |  |
|  |  |  |  |

**6.2 Details of the child's social worker:**

|  |  |
| --- | --- |
| **Social worker name** |  |
| **Telephone number** |  |
| **Email address** |  |

**Please note:** We need the child’s social worker contact details in case there are further questions regarding the details submitted on this form.

**Section 7 – declaration**

**7.1 Your declaration:**

I declare that I am applying for working family funded childcare and that the information I have given on this form is correct and complete.

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

**7.2 Your partner’s declaration:**

I declare that I am applying for working family funded childcare and that the information I have given on this form is correct and complete.

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

**Important:** Before we can issue you with an eligibility code, this form must be counter-signed by the child's social worker to ensure the eligibility criteria has been met.

### To be Completed by Childs Social Worker

**Section 8 – Social worker declaration**

**8.1 Confirmation of foster child's details**

|  |  |
| --- | --- |
| **Foster Childs Name** |  |
| **Liquid Logic Number** |  |

**8.2 Employment / Qualifying benefits evidence seen**

**IMPORTANT NOTE:**

**You must ensure you have seen the evidence of employment outside the fostering role for both the primary foster carer and their partner (if applicable). Where the partner is not a foster carer, you must ensure the evidence demonstrates they meet the criteria as specified in section 5.2 to 5.4.**

I declare that I have seen evidence of paid employment outside the carers fostering responsibilities and agree that attending an early year's provision for up to 30 hours of funded childcare a week is consistent with the care plan for the foster child named in this application.

|  |  |
| --- | --- |
| **Foster Carers Name** |  |
| **Type of Evidence Seen** | Payslip  Employment contract  If Self-employed – tax return for the last financial year  Offer of employment letter to commence work in the next 31 days  Evidence of qualifying benefit as listed in 2.3 – **please specify. A copy/evidence of the qualifying benefits MUST be included with this application form**  Other – **please specify** |

|  |  |
| --- | --- |
| **Partner's Name** |  |
| **Type of Evidence Seen** | Payslip  Employment contract  If Self-employed – tax return for the last financial year  Offer of employment letter to commence work in the next 31 days  Evidence of qualifying benefit as listed in 4.3 or 5.3 – **please specify. A copy/evidence of the qualifying benefits MUST be included with this application form**  Other – **please specify** |

**8.3 Child's Social Worker's declaration:**

I confirm that I am the child's social worker and that I support this application for the working families entitlement in respect of the foster child named in this application.

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Telephone** |  |
| **Email Address** |  |
| **Date (DD/MM/YYYY)** |  |

**Please note:** This form must be submitted to [fee234@lancashire.gov.uk](mailto:fee234@lancashire.gov.uk) using a Lancashire County Council email address from the child's social worker.

| **Data protection statement**  We work in an integrated way with other children’s services teams in Lancashire and with partner organisations to ensure we deliver the best possible outcomes for children, young people and families.  We collect and use personal information to comply with our legal obligations under section 537A of the Education Act 1996, section 83 of the Children Act 1989, and to carry out tasks in the public interest. If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment).  We use your information to: check and calculate your entitlement to early education funding; meet statutory requirements and enable financial and policy compliance checks within Early Years Settings.  We may share your information with: teams within Lancashire County Council to improve outcomes for children and young people; providers of local authority services; schools; local or central government bodies; and partner organisations where necessary.  By completing this form, you are acknowledging that you understand how your information will be used.  Lancashire County Councils privacy notice is available here [www.lancashire.gov.uk/data-protection](http://www.lancashire.gov.uk/data-protection) |
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