**Reconfirmation Statement for funded childcare for children placed with foster carers**

To continue to receive the working family funded childcare for a foster child in your care, you **must reconfirm your details every three months** to ensure you still meet the eligibility criteria. This form must be completed and sent back Lancashire County Councils Early Years Entitlement Team before your code expires. If this form is not received before the code end date you will only be able to continue accessing the funded childcare until the end of your grace period.

**Please note:**

* You must speak to the child’s social worker if you wish to reconfirm. 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/)
* If your circumstances have changed since the original working family funded childcare application was completed, you must complete a new application form. 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 you remain 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 new 'end date' and 'grace period end date'. You must present the 11-digit code to your chosen early year's provider, who will validate the renewed code.
* This form should only be used to apply for working family funded childcare for a child you are fostering. If you are applying for working family 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 funded childcare 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 Childcare Choices 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 (primary foster carer)**

* 1. **Your details:**

|  |  |
| --- | --- |
| **Title** |  |
| **First name** |  |
| **Last name** |  |
| **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 Has your employment status changed since the original working family funded childcare application was completed?**

Yes

No

If **Yes**: Please speak to the child’s social worker, and if applicable complete a new funded childcare application.

**Section 2– your partner** **(if applicable)**

**2.1 Your partner’s details**

|  |  |
| --- | --- |
| **Title** |  |
| **First name** |  |
| **Last name** |  |

**2.2 Has your partner’s employment status changed since the original working family funded childcare application was completed?**

Yes

No

If **Yes**: Please speak to the child’s social worker, and if applicable complete a new funded childcare application.

**Section 3 – The child who will get funded childcare**

**3.1 Foster child details:**

|  |  |  |
| --- | --- | --- |
| **First name** | **Last name** | **Date of birth (DD/MM/YYYY)** |
|  |  |  |
|  |  |  |

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

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

**Section 4 – declaration**

**4.1 Your declaration:**

I declare that the information I have given on this form is correct and complete and I am reconfirming my details to revalidate the child’s eligibility for the working family funded childcare.

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

**4.2 Your partner’s declaration:**

I declare that the information I have given on this form is correct and complete and I am reconfirming my details to revalidate the child’s eligibility for the working family funded childcare.

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

**To be completed by the child's social worker**

**Section 5 – Social worker declaration**

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

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

**5.2 Employment / Qualifying benefits evidence seen**

**IMPORTANT NOTE: You must ensure you have seen the latest evidence of employment outside the fostering role for both the primary foster carer and their partner (if applicable), even if the foster carer's and their partner's (where applicable) circumstances have not changed since the original application.**

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** |

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

I declare 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** |  |
| **Signature** |  |
| **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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