**Application for the working parent entitlement for foster children in Kent**

The Working Parent Entitlement for children of working parents is up to 1140 hours a year and is also over no fewer than 38 weeks and up to 52 weeks per year. This also equates to up to 30 hours a week or fewer for those children who stretch their entitlement over more than 38 weeks per year.

Further information can also be found at <https://www.kelsi.org.uk/early-years/sufficiency-and-sustainability/free-early-education/the-working-families-entitlement>

| **Effective date** | **Age** | **Total yearly hours** |
| --- | --- | --- |
| From 1 April 2024 | 2 Year olds | 570 |
| 3&4 year olds | 1140 \**570 hours from universal entitlement* |
|  | | |
| From 1 September 2024 | 9 months and above | 570 |
| 2 Year olds | 570 |
| 3&4 year olds | 1140 \**570 hours from universal entitlement* |
|  | | |
| From 1 September 2025 | 9 months and above | 1140 |
| 2 Year olds | 1140 |
| 3&4 year olds | 1140 \**570 hours from universal entitlement* |

Once you and your partner have completed this form, you must supply evidence of paid employment outside of your fostering responsibilities, this can be in the form of pay slips or employment contracts. The completed form and your employment evidence must be sent to the child’s social worker who will check the form and forward onto the Children in Care Service Manager to be agreed and countersigned.

**The Manager who countersigns this form is the designated person to approve eligibility for the working parents entitlement for the child.**

If your application is successful, it will be sent to KCC’s Management Information Team to process. You will receive an email from [miearlyyears@kent.gov.uk](mailto:miearlyyears@kent.gov.uk) confirming eligibility and containing your unique 11 digit eligibility code beginning with ‘400’. You must take this code to your chosen Early Years Provider, who will validate the code and a reserve a working parent entitlement place for your child.

**This form is only for foster carers.** If you are applying for the working parent entitlement for your own children use the government childcare service: [www.gov.uk/help-with-childcare-costs](http://www.gov.uk/help-with-childcare-costs)

## Section 1 – about you (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 the working parents entitlement childcare and your 11-digit eligibility code.

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.

1.3 Are you a British/Irish national?

Yes

No

1.4 If you have 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?

None of the Above

1.5 Are you subject to immigration rules that prevent you from receiving public funds?

Yes

No

1.6 Are you the prospective adoptive parent(s) for this child?

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 not currently working. For example, you are on parental leave or sick leave, or 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 entitlement.

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 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 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 carer?

Yes

No

If **Yes**: go to section 4.

If **No**: please contact your social worker who will help you further as you may still be eligible under different criteria.

## 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 the working parent entitlement.

Now go to section 5.

## Section 5 – the child who will get the working parent entitlement

If you are fostering non-related children who could both be eligible for the working parent entitlement you will need to complete a separate form for each child.

5.1 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** |
|  |  |  |  |

5.2 Social worker details:

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

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

### Section 6 – declaration

6.1 Your declaration:

I declare that I am applying for the working parent entitlement 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 entitlement and that the information I have given on this form is correct and complete.

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

**Important:** Before KCC’s Management Information Team can issue you with an eligibility code, this form must be counter-signed by the Children in Care Service Manager to ensure the eligibility criteria has been met. Please speak to your social worker to ensure the form is passed to the correct designated person to obtain the countersignature needed to confirm eligibility.

### Section 7 – designated person declaration

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

|  |  |
| --- | --- |
| **Type of evidence seen** |  |
| **Date (DD/MM/YYY)** |  |

7.2 I confirm that I support this application for the working parent entitlement in respect of the foster child named in this application.

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

| **Data protection statement**  We work in an integrated way with other children’s services teams in KCC and with partner organisations to ensure we deliver the best possible outcomes for children, young people and families in Kent.  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 entitlement to Free 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 Kent County Council to improve outcomes for children and young people; commissioned providers of local authority services; schools; local or central government bodies; and partner organisations signed up to the Kent & Medway Information Sharing Agreement, where necessary, which may include social workers, health visitors, midwives, housing providers, Police, school nurses, doctors and mental health workers.  By completing this form, you are acknowledging that you understand how your information will be used. To see KCC’s privacy statement, [click here](http://www.kent.gov.uk/about-the-council/about-the-website/privacy-statement). |
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