
Working Tax Credit

- Help with the costs of childcare

The background of the slide is an abstract composition of various geometric shapes and patterns. It features overlapping translucent bands in shades of pink, blue, and yellow. There are also intricate, pixelated patterns in blue, yellow, and black scattered throughout. The overall effect is a vibrant, multi-layered digital aesthetic.

We have a range of services for people with disabilities, including guidance in Braille, audio and large print

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If you work and pay for childcare you may be able to get extra help with the costs. This is the childcare element of Working Tax Credit.

This guide tells you:

- who can claim
- when to claim
- what childcare you can claim for and
- changes you need to tell us about if you are already claiming help with your child



When to



To get help with your childcare costs in Wales your childcare provider must be one of the following:

- registered with the Care and Social Services Inspectorate Wales
- a school that provides childcare out of school hours and on school premises
- a local authority that provides childcare out of school hours
- a care worker or nurse from an agency registered for providing care in the home, for example, a domiciliary care worker
- someone approved by the Approval of Child Care Providers (Wales) Scheme 2007 providing childcare in the child's home, or if several children are being looked after, in one of the children's homes.

If an approved foster carer looks after your child

To get help with your childcare costs in Scotland, your childcare provider must be one of the following:

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Northern Ireland and Crown Servants working abroad

Northern Ireland

To get help with your childcare costs in Northern Ireland, your childcare provider must be one of the following:

- registered with a Health and Social Services Trust
- a school that provides out of school hours childcare on the school premises
- an Education and Library Board that provides out of school hours childcare
- a person approved by the Approval of Home Child Care Providers (Northern Ireland) 2006 Scheme, providing childcare in the child's home.

If an approved foster carer looks after your child

You can claim help with your childcare costs if you use an approved foster carer but the childcare must be for a child who is not the carer's foster child. The foster carer must be registered with a Health and Social Services Trust.



You can get help with up

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When to claim

You can claim help with your childcare costs:

- as soon as you start paying childcare costs or
- if you have arranged a childcare provider, up to seven days before the childcare starts or
- even if you need the childcare for only a short time –

You need to claim help with childcare costs within three months of when you start to pay them – we can't pay you for any costs you have paid before that.

What information will we need from you?

As part of your claim, whether you are filling in the tax credits claim form or phoning our Helpline, we will need from you:

- contact details for your childcare provider including their
 - name
 - address, including postcode
 - phone number
 - name of registering or approving body
 - registration number

If you've been using childcare for less than a year

If you're already using childcare

Use this table to help you work out your average weekly costs.

**You pay weekly -
always the same amount**

Take the total amount you pay each week and divide it by 7 to find your average weekly costs.

Example - You always pay the same amount

Karim pays his childminder £50 a week, so his average weekly costs are £50 a week.

If you've just arranged childcare - due to start in the next seven days

Ask your provider for a written estimate of how much they will charge you and use that amount to work out your average weekly costs.

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If you've been using childcare for a year or more - and pay different amounts

Sometimes you may pay - or expect to pay - different amounts for childcare.

For example, you regular rd .rhild are, fbdK@tUimfdK@tUed子1dbgj子1dbikmKdK@pddrhj子1dbfjgiiKdK@ttU子1dbgjgdhKdK@tUi子1dbiekdmKdK@tyU子1dbiefmiKdK@pddrhj子

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Your childcare provider stops being registered or approved

For example:

- your childcare provider's registration with Ofsted has been withdrawn
- your childcare provider has decided not to renew their registration.

You stop using the service

Your average weekly childcare costs go up by £10 or more

If you pay the same amount every week, this means:

In each week, for four weeks in a row, your new average weekly costs are at least £10 higher than your old average weekly costs.

If you don't pay weekly, or you pay different amounts, this means:

Your new average weekly childcare costs are at least £10 higher than your old average weekly costs.

The help for your childcare will increase from the first week of the change.

See **pages 16 and 17** for more information and examples.

If you don't tell us about your childcare costs going up on time you may not get as much tax credits as you should. To get any increase backdated to the week in which your costs first increased you must tell us within three months of that the change.

What if the change in my childcare costs is less than £10 a week?

This is not a relevant change and you do not have to tell us.

three months

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Your childcare costs might go up or down.

How you work out changes in your childcare costs will depend on how you worked out your average weekly childcare costs in the first place.

If you always pay the same amount

You pay weekly

Work out your new average weekly costs – **see page 12** for how to do this.

Compare your new average weekly costs with the old average you gave us. If it's different

by £10 a week or more, and the difference is £10 or more, you may be eligible for a change in your childcare costs.

Examples - childcare costs go up by more than £10 a week

Example 1

Pat's average weekly costs are £50. Then his costs drop for six weeks to £45 a week. He can ignore this, as the change is less than £10 a week. ~~the £5 a week. the~~

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To avoid building up an overpayment of tax credits, please report the change to us as early as possible. You don't have to wait for four weeks if you are sure the change will last.

For example, if you are now using less childcare because your child has started school.

If you

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What if you change childcare provider?

If you

These notes are for guidance only and reflect the position at the time of writing. They do not affect any right of appeal.

Customer Information Team
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