



## Housing Benefit and Council Tax Reduction Child Care Costs

**Important Information - Please Read Carefully Before Completing This Form**

**You may be entitled to extra Housing Benefit and Council Tax Reduction if you and your partner are working more than 16 hours a week and pay a Registered Childminder, or other professional carer, to look after your children.**

Please answer the questions on this form and send it back to us as soon as possible.

**Please complete one form for each child and remember to sign this form on the back.**

### Section 1 - About Yourself

Surname

First Name

Address

Postcode

Name of child

### Section 2 - Child Care Provider

Please indicate the type of child care that is being provided by ticking the appropriate box below

Registered Childminder

Registered Nursery

Registered Playscheme

Out of hours club at school

Out of hours club run by a Local Authority

Nursery or Playscheme on Government property

Other (Please give details)

## Section 2 - Child Care Provider (cont.)

Name of provider

Address

  
  


Postcode

Telephone number

Date child care with this provider started

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## Section 3 - About Your Child Care Costs (normal week)

Please complete this section indicating the days your child attends childcare during a normal week

	Monday	Tuesday	Wednesday	Thursday	Friday
Hours per day	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Charge per hour	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Charge for meals	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
*Any other charges	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
<b>Total daily charge</b>	<b>£ <input type="text"/></b>	<b>£ <input type="text"/></b>	<b>£ <input type="text"/></b>	<b>£ <input type="text"/></b>	<b>£ <input type="text"/></b>

\*Please tell me what these charges cover

## Section 4 - About Your Child Care Costs (school holidays)

You only need to complete this section if your child care is different during the school holidays

	Monday	Tuesday	Wednesday	Thursday	Friday
Hours per day	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Charge per hour	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Charge for meals	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
*Any other charges	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
<b>Total daily charge</b>	<b>£ <input type="text"/></b>	<b>£ <input type="text"/></b>	<b>£ <input type="text"/></b>	<b>£ <input type="text"/></b>	<b>£ <input type="text"/></b>

\*Please tell me what these charges cover

### Section 5 - Child Care Grant

Does your child get any form of grant towards their childcare? Yes  No

If yes please specify what it is

How much do they receive

£  per

### Section 6 - About Your Charges

How often do you pay your child care (please tick)

Weekly

4 Weekly

Calender monthly

Other

Please state payment frequency

Are there any times during the year when you do not pay full fees

Yes

No

If yes complete the section below (please tick)

Reduced when it is a bank holiday

How much do you pay

£

Reduced when you take holidays from work

Do you pay half fees or no fees

How many holidays do you have per year

days

If the charges have changed since you last provided details, confirm the date they increased / decreased

/  /

### Section 7 - Estimated Child Care Charges

If you cannot give details of all of the charges you actually pay because your child has started with a new childminder or nursery, please give us an estimated weekly / monthly amount.

Amount

£

every

### Section 8 - Future Payments

Are your child care payments likely to change in the future eg because your child will be turning 3 years old and you will therefore qualify for an Early Learning grant.

Yes

No

If yes please give details

### Section 9 - Declaration

- I declare to the best of my knowledge the information given is true and complete.
- I understand that to give false information may lead to prosecution.
- You may check any of the information I have given.
- I will notify in writing any change in my child care costs immediately.

Signature

Date

### Section 10 - Childminders or Nursery Managers Declaration

Please check the information given on this form and complete the declaration below.

I certify that to the best of my knowledge the information given on this form is correct and complete.

Signature

Date

Full name

Position

Daytime Telephone Number

Registering Local Authority

Local Authority Registration Number

Thank you for your help. Please pass the form back to the person who gave it to you.

### Office use only

Benefit Ref:

Date of issue:

Notes: