



North Tyneside Council

Housing Benefit and Council Tax Support

Childcare Costs Form

Claimants who pay for Childcare

Office use only

UPRN:

Claim no.

This form is to be used if your child or children are looked after by a registered childminder or attend an approved playgroup, nursery or after-school club. We can disregard an amount for childcare costs from your weekly income:

- up to £175 for one child
- up to £300 for 2 or more children

Please complete in full sections 1, 2, 3 of the form. Please ask your childcare provider to complete section 4, if appropriate (see proof required).

If you have more than one child and your children have different childcare arrangements in place, please complete a separate form for each child.

Section 1

Full name

Address

Name of child or children

Section 2

Name and address of the playgroup/nursery or childminder.

Telephone number of childcare provider

Registration number

Date childcare commenced

How much do you pay per week?

Please provide a full breakdown if costs vary over the year. E.g. costs may vary during term time and holiday time. Please specify the amount you pay separately for each child listed.

How many weeks per year do your child or children spend in childcare? Please specify separately the no. of weeks childcare is provided for each child listed.

Proof required

When the conditions are satisfied we can only apply the childcare disregard to your claim for Housing Benefit/Council Tax Support if we have received proof of your childcare.

There are two options:

We need a letter from your childcare provider showing the amount you pay and confirmation of the number of weeks per year that childcare is provided.

Or

Alternatively, you can ask your childcare provider to sign the declaration below (in section 4) and if available stamp this form to confirm all the details you have provided are correct. We will contact your childminder to confirm the information on this form is correct. If you do not wish your childminder to be contacted please attach proof of your childcare costs to this form.

How we work it out

It may help to know how we work out the weekly cost of your childcare and why we need all this information.

Generally we multiply the cost of your childcare by the number of weeks childcare is provided and then divide by 52 to get an average weekly figure.

The weekly figure is the amount we disregard as far as possible from your earnings and if necessary any Working Tax Credit and Child Tax Credit you or your partner receive. The disregard cannot be made from any other income.

Ensuring that sufficient proof is provided may lead to you receiving more Housing Benefit and/or Council Tax Support or could make a difference to whether you qualify.

Section 3

I declare that the information on this form is correct and complete. I understand that it is an offence to give false information to obtain benefit and to enable another person to obtain benefit.

Signature of the person who is claiming

Date

Section 4

Childcare Provider Declaration

I declare that the information on this form is correct and complete. I understand that it is an offence to give false information to obtain benefit and to enable another person to obtain benefit.

Childcare provider's signature

Full name

Job position

Official business stamp
(If available)

Date