



HM Revenue  
& Customs

# Child Tax Credit support for a child who is informally living with you

**Where it is likely that they would otherwise be looked after by an authority. An authority means a Health and Social Care Trust**

**Please note there is a separate form for England, Scotland and Wales claimants. This is for Northern Ireland claimants only.**

From 6 April 2017, support through Child Tax Credit will generally only be available for the first two children you are responsible for. Child Tax Credit will continue to pay for all children born before that date.

For the purposes of this form, by “child” we mean anyone aged under 16, or a young person aged under 20 who enrolled on, accepted or started full-time non-advanced education such as A-levels or approved training before they turned 19.

There are exceptions where there are more than two children. These are detailed at **[www.gov.uk/hmrc/ctc-exceptions](http://www.gov.uk/hmrc/ctc-exceptions)**

One of those exceptions applies where a child comes to live with you either:

- in a formal caring arrangement, for example, appointment as guardian – see the **Getting extra support** section on the next page for the full list of these, or
- informally, and it is likely they would otherwise be looked after by an authority.

## Getting extra support

You may be able to get extra support when you already have two children if you are caring for a child who would likely otherwise be looked after by an authority. If you think this applies in your circumstances you can apply for this exception by:

- providing evidence of a formal caring arrangement. An exception applies if you have in place (or had in place up to the child's 16th birthday and they have lived with you continuously since) any of the following arrangements in respect of the relevant child:

### **Northern Ireland:**

Residence Order  
Appointment as guardian  
Entitlement to Guardian's Allowance

### **England and Wales:**

Child Arrangement Order  
Appointment as guardian  
Special Guardianship Order  
Entitlement to Guardian's Allowance

### **Scotland:**

Kinship Care Order  
Appointment as guardian  
Permanence Order (which grants one or more parental responsibilities or parental rights in the claimant)  
Entitlement to Guardian's Allowance

or

- completing **Part 1** of the form below and asking a registered social worker, who you should contact in their professional capacity, to fill in **Parts 2** and **3**. This is to give us the evidence we need to support you further.

Any information you provide to HMRC will be kept in line with data protection standards. If you are able to receive this extra support, the reason for the exception will not appear in any future benefit notifications.

Please note – a registered social worker will generally be required to visit your home, who may undertake additional authority assessments relating to the caring arrangement.

## How to approach a registered social worker

If you are not already in contact with a registered social worker, please contact your authority.

You can find your authority by inputting your post code at <http://servicefinder.hscni.net>

## If you don't fill in and return the form

You may not receive additional benefit for a third or subsequent child unless one of the other exceptions applies. These are detailed at [www.gov.uk/hmrc/ctc-exceptions](http://www.gov.uk/hmrc/ctc-exceptions)

If you are a new claimant to Child Tax Credit you'll get the extra amount for any children born before 6 April 2017. Any third or subsequent children born after this date will not receive this extra amount unless one of the other exceptions applies to that child.

If you are having difficulties with this form see **More information**.

### **More information**

For more information on how to make a Child Tax Credit claim for this exception, go to **[www.gov.uk/hmrc/ctc-exceptions](https://www.gov.uk/hmrc/ctc-exceptions)** for further information and guidance, or call the Tax Credit Helpline: **0345 300 3900**.

### **Equality and diversity**

We are committed to treating people fairly, regardless of their disability, ethnicity, sex, sexual orientation, transgender status, marital or civil partnership status, age, religion or beliefs. Please contact us if you have any concerns.

# Support for a child who would likely be looked after by an authority if they were not being informally cared for by the claimant form

Please fill in this form and return it to us. This will help us give you full support.

You should fill in **Part 1** and ask someone else to fill in **Parts 2** and **3**.

**Parts 2** and **3** should be completed by a registered social worker you have previously spoken to or are now speaking with in their professional capacity about the circumstances in which you have taken on the care of the child. They'll need to confirm that if this child were not being cared for by you, it is likely that they would be looked after by an authority.

Please write in **black ink** and use CAPITAL LETTERS.

## Part 1: Your details

Your name

National Insurance (NI) number

|             |             |             |             |             |             |             |             |
|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Letters     |             | Numbers     |             |             |             |             | Letter      |
| <div></div> | <div></div> | <div></div> | <div></div> | <div></div> | <div></div> | <div></div> | <div></div> |

Address

Postcode

Please now pass this form to the professional to complete **Parts 2** and **3**.

There is third party guidance at [www.nidirect.gov.uk](http://www.nidirect.gov.uk)

## Part 2: Registered social worker's contact details

Name

Job title

Authority

Phone number

Address

|          |
|----------|
|          |
|          |
|          |
| Postcode |

## Part 3: Registered social worker declaration

**I confirm that**

The claimant (name)

contacted me on

|   |   |
|---|---|
| / | / |
|---|---|

regarding the circumstances in which (child's name)

has come to live with the claimant.

**Based on the meeting(s) I have had with the claimant in the course of my professional duties, and any other relevant information available to me, I confirm that:**

(Please tick the boxes below if they apply.)

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | The claimant has undertaken the care of the child who is normally living with them on an informal basis, <b>and</b>   |
| <input type="checkbox"/> | The circumstances of the child are such that, if they were not currently in the care of the claimant, it is likely that they would be looked after by an authority. |

**Signature**

**Date**

|   |   |
|---|---|
| / | / |
|---|---|

**Registration number**

HM Revenue and Customs may contact you to confirm authentication.

## **What to do now**

### **To support your claim for Child Tax Credits**

Send the form to

Exceptions

HM Revenue and Customs

BX9 1HZ

You may wish to ask for a proof of posting.