



HM Revenue  
& Customs



Department  
for Work &  
Pensions

# Support for a child who is informally living with you

## Where it is likely that they would otherwise be looked after by a local authority

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

From 6 April 2017, support through Child Tax Credit, Universal Credit or Income Support payments will generally only be available for the first two children you are responsible for. In general, you will continue to receive a child amount 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) and [www.gov.uk/guidance/universal-credit-and-families-with-more-than-2-children-information-for-claimants](http://www.gov.uk/guidance/universal-credit-and-families-with-more-than-2-children-information-for-claimants)

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

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

## Getting additional support

You may be able to get additional support if you are caring for a child or children where it is likely they would otherwise be looked after by a local authority.

If you think this applies to you, you can apply for this exception by:

- providing documents 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:

### **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

### **Northern Ireland:**

Residence Order  
Appointment as guardian  
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 information we need to support you further.

Any information you provide will be kept in line with data protection standards. If you can get this additional support, the reason for the exception will not appear in any future benefit notifications.

## How to approach a registered social worker

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

If you are in a County Council area, it is that council you will need to contact. You can find your local authority by inputting your postcode at [www.gov.uk/find-local-council](http://www.gov.uk/find-local-council)

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

You may not receive the additional amount for the child or children unless one of the other exceptions applies. These are detailed at [www.gov.uk/hmrc/ctc-exceptions](http://www.gov.uk/hmrc/ctc-exceptions) and [www.gov.uk/guidance/universal-credit-and-families-with-more-than-2-children-information-for-claimants](http://www.gov.uk/guidance/universal-credit-and-families-with-more-than-2-children-information-for-claimants)

If you are a Child Tax Credit or Universal Credit claimant you'll get the additional amount for any children born before 6 April 2017. Any third or subsequent children born after this date will not receive this additional 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 claim for this exception:

**If you are claiming Universal Credit** contact your work coach or case manager.

**If you are claiming Child Tax Credit** go to [www.gov.uk/child-tax-credit](http://www.gov.uk/child-tax-credit) for further information and guidance, or call the Tax Credit Helpline on **0345 300 3900**.

**If you are claiming Income Support** go to [www.gov.uk/income-support](http://www.gov.uk/income-support) for further information and guidance.

## **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 a local 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 otherwise be looked after by a local authority.

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

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## Part 1: Your details

Name

National Insurance (NI) number

Letters	Numbers	Letter
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>

Address

<input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode

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

There is third party guidance at

[www.gov.uk/government/publications/support-for-a-child-who-is-informally-living-with-you](http://www.gov.uk/government/publications/support-for-a-child-who-is-informally-living-with-you)

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

Name

Job title

Local authority

Phone number

Address

<input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode

### Part 3: Registered social worker declaration

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:

The claimant has undertaken the care of the child who is normally living with them on an informal basis.

No

Yes

**and**

The circumstances of the child are such that, if they were not in the care of the claimant, it is likely that they would otherwise be looked after by a local authority.

No

Yes

**I confirm that**

Claimant's name

contacted me on

**Regarding the circumstances in which the child came to live with them**

Child's name

Child's date of birth

The date the child came to live with the claimant

Any other information

**Signature**

**Date**

**Registration number**

HM Revenue and Customs or DWP may contact you to confirm authentication.

## **What to do now**

What you do with the form now depends which benefit you are claiming.

### **Child Tax Credit**

Send the form to:

Exceptions

HM Revenue and Customs

BX9 1HZ

You may wish to ask for a proof of posting.

### **Universal Credit**

A case manager should have informed you of the process for returning the form during your phone conversation when you were directed to this form.

If you are a Full Service claimant, give the form to your work coach or as directed by your case manager.

If you are a Live Service claimant, send the form to:

Freepost RTEU-LGUJ-SZLG Universal Credit

Post Handling Site B

Wolverhampton

WV99 1AJ

You may wish to ask for a proof of posting.

### **Income support**

Give the form to your work coach or return it to the address they tell you.