

Application for Academic Year 2014 to 2015

01/09/14 - 31/08/15

Applying for Care to Learn - An Introduction

You should read this Introduction and the Guidance Notes before applying. You must apply for Care to Learn each academic year to continue to receive payments.

Who can claim Care to Learn?

Your details

To be eligible you must:

- have started your course or study programme before you turn **20**
- be the parent or main carer **and** be in receipt of Child Benefit for the child(ren)
- be living and studying in England
- meet the residency criteria. Read **pages 6 to 8** of the Guidance Notes before completing this form.

IMPORTANT: If you do not meet these criteria do not apply for this scheme.

Your course

You must be on, or thinking about starting, a course or study programme in England that has some public funding. Your Learning Provider will be able to tell you if it has. Your options include:

- courses in schools, colleges and academies
- apprenticeships (non-waged only)
- courses in your community e.g. at Children's Centres.

Care to Learn is intended to enable a Young Parent to return to education after the birth of a child(ren) by providing funding for childcare i.e. the Young Parent is engaged in education and therefore not able to provide care for their child(ren). Suitable education can include short courses as well as longer ones; this does not have to lead to a qualification.

Your Childcare Provision

You must use childcare that is:

- registered on the Early Years Register with either Ofsted or an Ofsted registered childminder agency; or
- registered on the compulsory and/or voluntary part of the General Childcare Register with either Ofsted or an Ofsted registered childminder agency; or
- registered with Ofsted as a school that also offers childcare provision such as breakfast or after school clubs; or
- specialist provision on the Care Quality Commission's register if general childcare provision is not suitable for the child. These cases are considered on a case-by-case basis.

Your Childcare Provider will be able to tell you if they are registered with Ofsted, an Ofsted registered childminder agency or the Care Quality Commission.

If you wish to use a Childcare Provider who is related to the child (e.g. a grandmother, aunt or step-parent) the Childcare Provider must live apart from the child, be registered as above and must be providing childcare services for other children they are not related to.

If you have more than one Childcare Provider, you will need to complete another application form.

IMPORTANT: Payments

Care to Learn payments cannot be made until we have received all the information we need from the Young Parent, the Learning Provider and the Childcare Provider.

If we receive the application within 28 days of the start of the course or study programme, payments may be backdated to the start of the course or study programme. If we receive the application after the 28 day period, payments will begin from the Monday of the week the application is received by the Learner Support Service.

Government funded early education places and childcare tax credits

Local authorities have a duty to secure 570 hours a year of government funded early education over no fewer than 38 weeks of the year for all three and four year olds and eligible two year olds. From September 2014 a two year old will be eligible for an early education place if any of the following criteria apply:

- they meet the eligibility criteria also used for free school meals;
- their families receive Working Tax credits and have annual gross earnings of no more than £16,190 per year;
- they have a current statement of SEN or an Education, Health and Care plan;
- they are entitled to Disability Living Allowance;
- they are looked after by the local authority; or
- they have left care through special guardianship or an adoption or residence order.

It is expected that young parents should access this entitlement before applying for funding from Care to Learn. Young parents may apply for Care to Learn for support to cover any extra hours (over and above their funded early education entitlement) to complete their course.

How much support is available?

Care to Learn will pay up to a **maximum of £160 per child per week** (or up to £175 per child per week if you live in a London borough). The London boroughs are:


Barking & Dagenham, Barnet, Bexley, Brent, Bromley, Camden, City of London, Croydon, Ealing, Enfield, Greenwich, Hackney, Hammersmith & Fulham, Haringey, Harrow, Havering, Hillingdon, Hounslow, Islington, Kensington & Chelsea, Kingston Upon Thames, Lambeth, Lewisham, Merton, Newham, Redbridge, Richmond Upon Thames, Southwark, Sutton, Tower Hamlets, Waltham Forest, Wandsworth, Westminster.

Additional help

If you need **help to complete this form**, you can:

- call us on **0800 121 8989** between 9.00am and 5.00pm Monday to Friday
- Minicom: **0800 917 6048** between 9.00am and 5.00pm Monday to Friday
- email us at C2L@efalearnersupport.co.uk
- visit our website at www.gov.uk/care-to-learn
- ask your Support Worker or other adviser.

Filling in this form

- Use the Guidance Notes to help you fill in this form
- Fill in the form using **BLACK INK** and in **BLOCK CAPITALS**
- Mark boxes clearly, like this: 
- Write as clearly as you can. If we cannot read the form, we will send it back to you
- When you send the application, do not fold the form.

IMPORTANT: All parts of this form must be completed in full as Care to Learn payments cannot be made until we have received all the information we need from you, your Learning Provider and your Childcare Provider. Photocopied / scanned forms will not be accepted.

Checklist

Before you return your form to the Learner Support Service, make sure that:

- you have answered all questions in Young Parent Details (Part A)
- your Learning Provider has answered all questions in Learning Provider Details (Part B)
- your Childcare Provider has answered all questions in Childcare Provider Details (Part C)
- all the evidence required to support your application has been provided.

Please return the completed form to:

**Freepost RSLX-CAZR-RHLY
LEARNER SUPPORT SERVICE
BIRMINGHAM
B24 9FD**

You will normally receive a reply within three weeks. If you do not hear from us **within three weeks** call us on **0800 121 8989**.

Young Parent Details (Part A)

Part A - to be filled in by the Young Parent

IMPORTANT: Payments

Care to Learn payments cannot be made until we have received all the information we need from you, your Learning Provider and your Childcare Provider.

If you are eligible, we will backdate payments to the start of your course or study programme if we receive your application within 28 days of your course starting. If we receive your application after the 28 day period, payments will begin from the Monday of the week the application is received by the Learner Support Service.

A1 - Your name

Surname / Family Name:

First Name(s):

A2 - Your date of birth

Date of Birth:

D

D

M

M

Y

Y

Y

Y

You must have started your course or study programme before you turn 20 - see page 6 of the Guidance Notes for details.

A3 - Your home address

House No. / Flat No. / Name:

Street / Road:

Town / City:

County:

Postcode:

A4 - Your contact details

Email Address:

Home Phone Number:

Mobile Number:

How would you like us to contact you?

X

Email

X

Home Phone

X

Mobile Phone

X

Post

A5 to A10 - Residency conditions

You must live and study in England to be eligible for Care to Learn.

PLEASE NOTE we may carry out checks with the Home Office and/or ask you to submit evidence to confirm your immigration status. For help filling in the residency questions, see **pages 6 to 8** of the Guidance Notes.

A5

Are you a British Citizen?

X

Yes

Go to A11

X

No

Go to A6

A6

Are you a national of a country in the European Economic Area (EEA)?

X

Yes

Go to A11

X

No

Go to A7

A7

What is your immigration status in the UK? (mark one box only)

X

I am an asylum seeker

Go to A8

X

I have refugee status

Go to A11

X

I have been granted Humanitarian Protection

Go to A11

X

I have been granted Discretionary Leave

Go to A11

X

I have been granted Indefinite Leave to Remain

Go to A11

X

I have been granted Indefinite Leave to Enter

Go to A11

X

I have been granted Limited Leave to Remain

Go to A11

X

I have been granted Limited Leave to Enter

Go to A11

X

I have been granted Leave Outside The Rules

Go to A11

A8

Will you be 18 years old or over on the date your course starts in the 2014 to 2015 academic year?

X

Yes

Go to A9

X

No

Go to A11

A9

Are you a Care Leaver?

X

Yes

You must enclose an original letter from your Local Authority to confirm this. Go to A11.

X

No

Go to A10

A10

Are you continuing on the same course, at the same level, that you were on in the 2013 to 2014 academic year?

X

Yes

Go to A11

X

No

You are not eligible for Care to Learn

A11 - Child(ren)'s details

Tell us about the child(ren) who require childcare below

Child 1

Family Name:

First Name(s):

Date of Birth (or date child is due)

Child 2

Family Name:

First Name(s):

Date of Birth (or date child is due)

Child 3

Family Name:

First Name(s):

Date of Birth (or date child is due)

Call us on **0800 121 8989** if you have additional children who require childcare.

You must take a copy of the birth certificate or proof of Child Benefit for the child(ren) named above to your Learning Provider.

A12 - Your relationship to the child(ren)

Are you the main carer **and** claiming or in receipt of Child Benefit for the child(ren)?

☒ Yes

☒ No

If 'No' you are not eligible for Care to Learn

If someone else is already claiming Care to Learn for the child(ren), you are not eligible for Care to Learn.

Are you claiming as the father of the child(ren)?

☒ Yes

☒ No

If you answered 'Yes' to either of these questions, enter details of the child(ren)'s mother below.

Is anyone else claiming Care to Learn for the child(ren)?

☒ Yes

☒ No

Surname / Family Name:

First Name(s):

Date of Birth:

A13 - Support Worker details (if applicable)

Enter their details below. Your Support Worker will be contacted if there are any queries with your application.

Name of Support Worker:

Organisation:

House No. / Building Name:

Street / Road:

Town / City:

Postcode:

Email Address:

Phone Number:

Mobile Number:

A14 - Your additional travel costs

If your childcare costs are less than the Care to Learn **weekly maximum amount of £160 per child** (or £175 per child if you live in a London borough) then we may be able to help you with any additional travel costs between your home and your Childcare Provider(s). However, the combined total of your weekly childcare costs and your weekly travel costs must not be more than the Care to Learn weekly maximum amount. Travel costs will not be paid where the Childcare Provider is on the same site as the Learning Provider. If you need help with the cost of travel, mark the **Yes** box below. See **page 9** of the Guidance Notes.

Will you have to pay additional travel costs to take your child(ren) to / from your Childcare Provider(s)?

☒ Yes

You will need to speak to your Learning Provider who will agree any travel costs with you and enter the details in question **B13**.

☒ No

A15 - Equal opportunities monitoring (see page 10 of the Guidance Notes)

Are you: ☒ Male ☒ Female ☒ Prefer not to say

Do you consider yourself to have a disability? ☒ Yes ☒ No ☒ Prefer not to say

How would you describe your ethnic origin?

White

☒ British

☒ Irish

☒ Gypsy, traveller or Irish traveller

☒ Any other white background

Black or Black British

☒ African

☒ Caribbean

☒ Any other black background

Mixed

☒ White and black Caribbean

☒ White and black African

☒ White and Asian

☒ Any other mixed background

Asian or Asian British

☒ Indian

☒ Pakistani

☒ Bangladeshi

☒ Any other Asian background

Chinese or other ethnic group

☒ Chinese

☒ Prefer not to say

☒ Any other

A16 - Privacy Notice and Young Parent Declaration (see page 10 of the Guidance Notes)

Privacy Notice

For the purposes of the Data Protection Act 1998, the Department for Education (DfE) is the data controller for any personal data that is supplied on this application form. This information will be processed by the Learner Support Service on behalf of the Education Funding Agency (EFA), an executive agency of the DfE, in order to consider your eligibility to receive Care to Learn funding.

Any personal data received will be held confidentially and only shared with other relevant organisations to assess your eligibility for funding and/or the prevention of fraud. Any other sharing of personal data will only take place where the law allows.

The EFA values your views on the education or training you receive and uses feedback to help bring about improvements for students. Young Parents may be contacted by mail and/or telephone and asked to take part in surveys which will enable the EFA to monitor its performance, improve the quality of its services and plan future provision.

Mark this box if you **DO NOT** wish to be contacted by the EFA to take part in surveys and research. 

Further information about the EFA can be found at <https://www.gov.uk/government/organisations/education-funding-agency>

Young Parent Declaration

If you give false or incomplete information, we may refer the matter to the Police. You could face prosecution and we will seek to recover any payments you are not eligible for. As part of our assessment process we may sample application forms and may ask for further evidence. If that evidence is not provided, we may stop any future payments and seek repayment of anything paid.

I have read and understood the Guidance Notes including the privacy notice above and declare that the information given on this form is correct and complete to the best of my knowledge and belief.

I understand that:

- I need confirmation from the Learner Support Service that my application has been approved before any Care to Learn payments can be made to my Childcare Provider(s) / childminder agency for the costs of childcare support
- I may only claim Care to Learn payments if I fulfil the residency conditions in the Guidance Notes and I confirm that the details given at questions **A5 to A10** are correct
- I must be the main carer **and** claiming or be in receipt of Child Benefit for the child(ren)
- the Learner Support Service may need to contact and share information with my Learning Provider, Careers Adviser, teenage pregnancy adviser and/or other Support Worker (where appropriate) and my Childcare Provider(s) / childminder agency as required for the purposes of confirming the details of my application and attendance monitoring
- I will tell the Learner Support Service **immediately** if I stop attending, or change, my course / study programme
- I will tell the Learner Support Service **immediately** if I stop taking my child(ren) to the Childcare Provider(s) or change Childcare Provider(s) / childminder agency
- I will tell the Learner Support Service **immediately** if I discover that my Childcare Provision or childminder agency has been de-registered by Ofsted or the Care Quality Commission
- I will tell the Learner Support Service **immediately** if my claim for Child Benefit is refused or I am no longer in receipt of Child Benefit for the child(ren)
- I am not receiving funding for this childcare from any other source e.g. government funded early education places or childcare tax credits and I will tell the Learner Support Service **immediately** if I become eligible for childcare funding from any other source
- the information I provide may be used for audit, research or evaluation purposes and that I may be contacted for further information regarding my application
- the information I have given may be shared with other relevant agencies or organisations for the purposes of assessing my eligibility for funding and/or the prevention of fraud.

IMPORTANT: By submitting this form you are agreeing to all the conditions and eligibility criteria of the Care to Learn scheme outlined in the application form and application form Guidance Notes. You are also consenting to the Learner Support Service contacting you in order to discuss your eligibility for funding or any of the information provided.

Now ask your Learning Provider to complete Part B and then ask your Childcare Provider / childminder agency to complete Part C. If you have more than one Childcare Provider, you will need to complete another application form. Parts A, B and C of this form must be completed in full as Care to Learn payments cannot be made until we have received all the information we need from you, your Learning Provider and your Childcare Provider / childminder agency.

Learning Provider Details (Part B)

Part B - to be filled in by the Learning Provider (see page 11 of the Guidance Notes)

IMPORTANT: Payments

Care to Learn payments cannot be made until we have received all the information we need from the Young Parent, the Learning Provider and the Childcare Provider / childminder agency.

If we receive the application within 28 days of the start of the course or study programme, payments may be backdated to the start of the course or study programme. If we receive the application after the 28 day period, payments will begin from the Monday of the week the application is received by the Learner Support Service.

B1 - Learning Provider details

If you have a Care to Learn Learning Provider Reference **enter it below** and do not fill in questions **B1** and **B2**.
If you do not have a Care to Learn Learning Provider Reference or your details have changed you must fill in questions **B1** and **B2** in full.

Care to Learn Learning Provider Reference:

Name of Learning Provider / Organisation:

House No. / Building Name:

Street / Road:

Town / City:

Postcode:

Main Phone Number:

Email Address:

Learning Provider Type:

☒ FE College

☒ Sixth Form College or School Sixth Form

☒ School

☒ Academy

☒ Training Provider

☒ Other (please state)

B2 - Name of the Learning Provider contact who will be confirming the Young Parent's attendance

This should be the person responsible for completing Care to Learn attendance monitoring forms for this Young Parent. Attendance monitoring forms for this Young Parent must be completed and returned every month to the Learner Support Service. Failure to complete and submit attendance monitoring forms will result in payments being withheld.

Contact Name:

Job Title:

Phone Number:

Mobile Number:

Email Address:

B12 - Young Parent's child(ren) (see page 12 of the Guidance Notes)

I have seen a copy of the birth certificate or proof of Child Benefit for the child(ren) named in question **A11**.

Child 1: ☒ Yes ☒ No Child 2: ☒ Yes ☒ No Child 3: ☒ Yes ☒ No

B13 - Young Parent's additional travel costs (if applicable)

If the Young Parent has marked the Yes box at question A14 you must discuss and agree with them any additional travel costs from their home to their Childcare Provider(s) and enter the details below. These must be necessary and reasonable based on your local knowledge, including taking account of any free or concessionary travel arrangements that may apply. The Young Parent should use the cheapest means of transport available. If the Young Parent has more than one Childcare Provider, ensure that the travel costs claimed cover all Childcare Providers. If the Young Parent is claiming travel costs, payments will be made to you to pass on to the Young Parent or to arrange travel on their behalf. Mileage costs are calculated using a rate of 23p per mile. See pages 12 to 13 of the Guidance Notes. The combined total of the Young Parent's weekly childcare costs and travel costs must not exceed the Care to Learn weekly maximum amount.

Type of transport used:

☒ Bus ☒ Train ☒ Other (please state)

Cost **per week** by the cheapest means:

£ . p

☒ Car - provide number of **additional** miles travelled per week: miles

Start date of travel claim:

End date of travel claim:

B14 - Learning Provider Bank or Building Society account details

To receive Care to Learn administration fees and travel payments (if applicable) you must have a Bank or Building Society account that will accept BACS payments, as this is the only method of payment used.

Have you received Care to Learn payments during or since the 2010 to 2011 academic year?

☒ Yes

If your account details are the same, we will continue to make payments into this account. You do not need to send us an account statement or other evidence. Now go to the declaration at **B15**.

If your account details have changed, enter the new details below and send us the evidence required (see below).

☒ No

Enter the account details below and send us the evidence required (see below).

IMPORTANT: Bank or Building Society account evidence

If you enter your account details below, you must provide an account statement, letter or form from your Bank or Building Society that shows the name and address of your organisation, account name, sort code, account number and roll number (if applicable). Send us a clear and complete photocopy. Incomplete or incorrect Bank or Building Society account evidence will delay processing of the application.

If you prefer to send your Bank or Building Society account details and evidence separately, call us on 0300 303 8610.

Account Name (as it appears on your statement):

Name of Bank / Building Society:

Branch:

Sort Code:

- -

Account Number:

Roll Number:

If you have a Building Society account, enter the roll or reference number (if applicable). Enter this exactly as it appears on your statement and include any hyphens (-) or slashes (/) that are shown as part of the number.

B15 - Learning Provider Declaration

I hereby certify that:

- the details given are true and accurate to the best of my knowledge
- I have seen a copy of the birth certificate or proof of Child Benefit to confirm that the Young Parent has a dependant child(ren) as stated in question **A11** of this form, and recorded the details of this documentation for audit purposes
- the Young Parent has been accepted on, or is awaiting the outcome of their application for, an eligible course or study programme in England
- the Young Parent is, or will be, in attendance at this Learning Provider for the period stated in question **B10** or **B11**
- any travel costs being claimed are additional travel costs that are necessary to take the Young Parent's child(ren) to and from childcare, and are reasonable based on my local knowledge, as confirmed in question **B13**
- I have provided the Learner Support Service with my Bank or Building Society account details, and have submitted suitable evidence, if appropriate
- I agree to complete and return monthly attendance monitoring forms to the Learner Support Service. I understand that if I do not complete and submit attendance monitoring forms, childcare and travel payments will be withheld until attendance is confirmed
- I agree to make travel payments to the Young Parent, where appropriate, and to keep records of this for audit purposes
- I will notify the Learner Support Service **immediately** on **0300 303 8610** if the Young Parent ceases to attend their course or study programme
- I will inform the Learner Support Service **immediately** on **0300 303 8610** if the Young Parent's Childcare Provider / childminder agency becomes de-registered by Ofsted or the Care Quality Commission.

IMPORTANT: By submitting this form you are agreeing to all the conditions and eligibility criteria of the Care to Learn scheme outlined in the application form and application form Guidance Notes.

Name of Student Support Officer or equivalent:

Job Title:

Signature:

(To be signed by the Student Support Officer or equivalent)

Date:

If the Young Parent's Childcare Provider / childminder agency has not already done so, they now need to complete Part C of this application. Parts A, B and C of this application must be fully completed before it is returned to the Learner Support Service. Care to Learn payments cannot be made until we have received all the information we need from you, the Young Parent and the Childcare Provider / childminder agency.

C2L 2014/15

C3 - Childminder agency details (if applicable)

If you have a Care to Learn childminder agency reference **enter it below** and do not fill in the rest of question **C3**. If you do not have a Care to Learn childminder agency reference or your details have changed you must fill in question **C3** in full.

Care to Learn childminder agency reference:

Name of childminder agency:

House / Flat No. / Building:

Street / Road:

Town / City:

Postcode:

Contact Name:

Main Phone Number:

Email Address:

C4 - Registration details

Childcare Provider / childminder agency Ofsted registration number:

We will independently verify the registration details with Ofsted

Enclose a copy of the Ofsted certificate unless you have already provided a copy to the Learner Support Service during or since the 2011 to 2012 academic year.

School's Unique Reference Number (URN):

Schools **do not** need to provide their Ofsted registration number or a copy of their certificate.

Care Quality Commission (CQC) Service Number:

What type of childcare will be provided to the Young Parent's child(ren)? (mark one box only)

☒ Pre-School Playgroup

☒ Out of School Club

☒ Childminder

☒ Day Nursery

☒ Crèche

☒ Other (please state)

C5 to C7 - Child(ren)'s details

C5 Tell us which of the child(ren) named in question **A11** will be receiving childcare (you should check the dates of birth stated at **A11** against the information you hold):

Child 1

Full Name:

Child 2

Full Name:

Child 3

Full Name:

If the person providing the childcare is related to any of the children named above, they must:

- live at a different address to them; and
- be providing registered childcare to other children they are not related to.

C6 Is the person providing the childcare related to any of the children named above? ☒ Yes

[Go to C7](#)

☒ No

[Go to C8](#)

C7 How many children receiving childcare are not related to the Childcare Provider?

C8 - Childcare placement details

Enter the dates childcare will be provided for the child(ren) named in question **C5**:

Start Date

End Date

Child 1:

Child 2:

Child 3:

We will pay a maximum deposit of £250 per child. This will be deducted from the first payment of childcare fees. We will pay a maximum registration fee of £80 per child. Childcare Providers should charge Care to Learn applicants no more than any other parent.

If a **deposit** is required, enter amount **per child** £ .

If a **registration fee** is charged, enter amount **per child** £ .

C9 - Childcare hours

Local authorities have a duty to secure 570 hours a year of government funded early education over no fewer than 38 weeks of the year for all three and four year olds and eligible two year olds. From September 2014 a two year old will be eligible for an early education place if they meet any one of the criteria shown on page 2 of the Introduction.

It is expected that young parents should access this entitlement before applying for funding from Care to Learn. Young parents may apply for Care to Learn for support to cover any extra hours (over and above their funded early education entitlement) to complete their course.

How many hours of childcare (rounded to the nearest hour) will be provided per week for each child named in question **C5**? This must exclude any hours funded from another source.

Child 1: Child 2: Child 3:

C10 to C13 - Childcare fees

Childcare Providers should charge Care to Learn applicants no more than any other parent. Care to Learn will pay up to a maximum of £160 per child per week (or up to £175 per child per week if the Young Parent lives in a London borough).

C10 How are childcare places charged for? (mark one box only) ☒ by the hour ☒ by half day ☒ by full day ☒ by full week

C11 How much will be charged during term time per child **per week**?

Child 1: £ .
 Child 2: £ .
 Child 3: £ .

This must be the amount claimed from Care to Learn and must exclude any childcare funding received from another source.

C12 Are half terms and holidays charged for?

☒ Yes

Go to C13

☒ No

Go to C14

C13 How much is charged during half terms and holidays per child **per week**?

Child 1: £ .
 Child 2: £ .
 Child 3: £ .

This must be the amount claimed from Care to Learn and must exclude any childcare funding received from another source.

Summer Retainers must be applied for separately.

C14 - Bank or Building Society account details

IMPORTANT: If you are a childminder registered with a childminder agency and you have confirmed (at question C2) that the childminder agency is responsible for the administration of this application, the Bank Account details entered below must be those of the childminder agency.

Care to Learn payments can only be paid by BACS.

Have Care to Learn payments been received during or since the 2010 to 2011 academic year?

☒ Yes

If the account details are the same, we will continue to make payments into this account. Do not send us an account statement or other evidence. Now go to question **C15**.

If the account details have changed, enter the new details below and send us the evidence required (see below).

☒ No

Enter the account details below and send us the evidence required (see below).

IMPORTANT: Bank or Building Society account evidence

If account details are entered below, an account statement, letter or form from your Bank or Building Society that shows the name and address of your organisation, account name, sort code, account number and roll number (if applicable) must be provided. The name and address on the evidence should match those on the Ofsted certificate unless you are registered with a childminder agency (we will verify these details with the childminder agency). If they do not match call us on 0300 303 8610. Send us a clear and complete photocopy. Incomplete or incorrect Bank or Building Society account evidence will delay processing of the application.

If you prefer to send your Bank or Building Society account details and evidence separately, call us on 0300 303 8610.

Account Name (as it appears on your statement):

Name of Bank / Building Society:

Branch:

Sort Code:

 - -

Account Number:

Roll Number:

If this is a Building Society account, enter the roll or reference number (if applicable). Enter this exactly as it appears on the statement and include any hyphens (-) or slashes (/) that are shown as part of the number.

C15 - Childminding Network (if applicable)

If a network such as the Professional Association for Childcare and Early Years or a childminder agency helped to arrange this childminding, enter their details below.

Network or childminder agency name:

Contact Name:

House No. / Building Name:

Street / Road:

Town / City:

Postcode:

Phone Number:

Email Address:

Name of Childminder:

C16 - Childcare Provider or childminder agency Declaration

If you give false or incomplete information, we may refer the matter to the Police. You could face prosecution and we will seek to recover any payments you are not eligible for. As part of our assessment process we may sample application forms and may ask for further evidence. If that evidence is not provided, we may stop any future payments and seek repayment of anything paid.

I hereby certify that:

- I understand that I need confirmation from the Learner Support Service that the **application has been approved** before any Care to Learn payments can be made
- I understand that **backdated payments** will only be made if the application is received by the Learner Support Service within 28 days of the Young Parent's course start date
- the details given are true and accurate to the best of my knowledge
- I have agreed that childcare will be provided for the child(ren) named in question **C5** at the charges stated in questions **C8** and **C10** to **C13**
- funding is not being received for this childcare from any other source e.g. free early education places or childcare tax credits and I will tell the Learner Support Service **immediately** if funding is received from any other source for this childcare
- I am registered with Ofsted or a childminder agency to specifically provide childcare and have provided the Learner Support Service with a copy of the Ofsted certificate or registration details **or** I am a school providing childcare in an out of school club and have supplied the school's Unique Reference Number **or** I am a carer registered with the Care Quality Commission (CQC) and have supplied the CQC Service Number
- I will inform the Learner Support Service **immediately** on **0300 303 8610** if I am de-registered by Ofsted, the childminder agency **or** the CQC
- the childcare fees being claimed through Care to Learn are no higher than those charged to any other parents
- I will contact the Learner Support Service on **0300 303 8610** if there are any **changes to the childcare fees** being claimed through Care to Learn
- additional charges to the Young Parent will not be made unless these are agreed in advance
- I have provided the Learner Support Service with the required Bank or Building Society account details, and have submitted suitable evidence, if appropriate
- I will inform the Learner Support Service **immediately** on **0300 303 8610** if childcare ceases to be provided for the child(ren) named in question **C5** or if the child(ren) stops attending
- I understand that if attendance monitoring forms are not completed and returned monthly, childcare payments will be withheld until attendance is confirmed
- I agree that the EFA and its agents may have access to my records for audit and evaluation purposes.

IMPORTANT: By submitting this form you are agreeing to all the conditions and eligibility criteria of the Care to Learn scheme outlined in the application form and application form Guidance Notes.

Name:

Job Title:

Signature:

Date:

If the Young Parent's Learning Provider has not already done so, they now need to complete Part B of this application. Parts A, B and C of this application must be fully completed before it is returned to the Learner Support Service. You will normally receive a reply within three weeks. If you do not hear from us within three weeks call us on 0300 303 8610.