

Childcare Offer for Wales
Change of Circumstance Notification Form

This form is to be completed by the parent/guardian of the child eligible for the Childcare Offer in Wales only in the event of a change if circumstance. You must inform us if any of your circumstances change that may impact upon your eligibility for the offer. Please use this form to do so and provide relevant evidence to support your eligibility, such as letter of employment, payslips etc.

We understand that you may fall out of eligibility; therefore to provide stability for both children and childcare providers, and to give you the opportunity to become eligible again, you will still be able to access the offer for a limited amount of time, if you fall out of eligibility. For this purpose you will be granted a temporary exemption period from the day on which your circumstances change.

If you fall out of eligibility for the offer it is your responsibility to inform both Caerphilly County Borough Council and your childcare provider that your circumstances have changed. Should your circumstances change and you do not immediately inform Caerphilly County Borough Council, your temporary exemption period will still run from the point at which you stopped being eligible for the offer.

At the point your temporary exemption period ends you will no longer be able to access the offer, and you will become responsible for paying all costs associated with using that childcare provider.

Once we have received and processed this form we will inform both you and your childcare provider if the temporary exemption period applies and the date in which this will take effect.

Child's Details:

Eligibility Code	
Name of Parent/Legal Guardian One	
Name of Parent/Legal Guardian Two	
Name of Childcare provider/s the child is attending	

Our circumstances have changed, but I may still be eligible - Please tick any relevant boxes and complete the relevant information:

	Parent/ Legal Guardian One	Parent/ Legal Guardian Two
1. I have become unemployed, but I am seeking alternative employment	<input type="checkbox"/>	<input type="checkbox"/>
Date you became unemployed:		
2. My employer or hours of employment has changed, however I am still working the equivalent of at least 16 hours at national living wage or national minimum wage	<input type="checkbox"/>	<input type="checkbox"/>
3. The benefits I receive, as declared in the application form, have changed	<input type="checkbox"/>	<input type="checkbox"/>
Date of change:		
Are you receiving alternative benefits or employment? Please provide details		
4. We have moved house but still reside in Wales	<input type="checkbox"/>	<input type="checkbox"/>
Do you still reside in Caerphilly County Borough?		
Date moved into new address:		
New Address:		
Will your Childcare provider change? Please provide details		
5. One parent / legal Guardian has moved out of the household, and I am the only adult living in the household	<input type="checkbox"/>	<input type="checkbox"/>
Date of change:		
6. Another adult has moved into the household	<input type="checkbox"/>	<input type="checkbox"/>
<p><i><u>If another adult has moved into the household, please complete a new Childcare Offer for Wales application form, please contact the Family Information Service to receive a form</u></i></p>		

Our circumstances have changed and we may no longer be eligible - Please tick any relevant boxes and complete the relevant information:

	Parent/ Legal Guardian One	Parent/ Legal Guardian Two
1. I have become unemployed and I am not seeking further employment	<input type="checkbox"/>	<input type="checkbox"/>
Date you became unemployed:		
2. My hours of employment have reduced and I am no longer working the equivalent of at least 16 hours at national living wage or national minimum wage	<input type="checkbox"/>	<input type="checkbox"/>
Date of change:		
3. We have moved house and no longer reside in Wales	<input type="checkbox"/>	<input type="checkbox"/>
Date moved into new address:		
New Address:		
Will your Childcare provider change? Please provide details		

Some other change of circumstance (Please provide details in the box below)	<input type="checkbox"/>
Please provide further details of the change.	
If you would like further guidance please contact on the Family Information Service on 01443 863232	

Please note that we are temporarily unable to receive printed paper copies of this form via the post or any other physical delivery methods, therefore you must submit this form electronically and email it to:

childcareoffer@caerphilly.gov.uk

This form will only be accepted where the parent or guardian has been copied in to the request using the email address provided to us on their application.