

Childcare Offer for Wales – A guide for Parents / Guardians 2020-2021

Apply for the Childcare Offer for Wales on the Caerphilly Council website:

www.caerphilly.gov.uk/childcareoffer

Refer to the same page for details on when to apply

You will receive the outcome of your application via email. If you are eligible for the Childcare Offer for Wales you will receive an eligibility code.

This email is only confirming your eligibility for the Childcare Offer for Wales - your funding has not started.

Take your eligibility code to your Childcare Provider and complete an Individual Child Placement Form with them. You will need the child's birth certificate or passport as proof of date of birth. Please note bookings should only be made for intended attendance (not retainers) and deadlines may apply.

Your Childcare Provider will submit the Individual Child Placement Form to us.

We aim to process your Individual Child Placement Form within 20 working days of receipt of the form. In peak periods this may take longer. If the form is incomplete this may delay the process.

We will send you and the Childcare Provider a Placement Confirmation email confirming the hours we will fund under the Childcare Offer for Wales and confirm when this funding will commence.

The funding will only be administered from the date confirmed on this email

You will receive an email each term requesting confirmation that your situation and key information has not changed. Please see deadline dates listed below. If your situation has changed you must complete the Change of Circumstance Form (available on our website) and supply new evidence. You will also need to submit new evidence if selected as part of our Spot Check process.

Please note if you do not respond to the Spot Check email your application will be closed and funding will cease.

If you wish to change your pre-approved hours/holidays provision, complete the relevant Individual Child Placement Form with your chosen provider.
Deadline dates apply (see below).

To end your placement, earlier than the pre-approved end date, please first inform your provider directly, they will then complete an End of Placement form. If you are ending your placement due to change in eligibility please complete a Change of Circumstance Form to close full application.

To add a new childcare provider whilst keeping your existing pre-approved providers please complete another ICP
You cannot exceed your total entitlement.

Important: Re-confirmation and Spot Checks

You will receive an email each term requesting confirmation that your situation and key information has not changed. If your situation has changed you must complete the Change of Circumstance form and supply new evidence. You will also need to submit new evidence if selected as part of our Spot Check process.

Information
Re-confirmation and Spot Check emails will be sent to the email address you have provided on your application. Please check your Junk emails before notifying us if you do not receive an email.
Please note if you do not respond to the Re-confirmation and Spot Check emails your application will be closed and funding will cease.

Childcare Offer - Individual Child Placement Form **Submission Deadline Dates** **For Academic Year 2020-2021***

Due the scale of the scheme, failure to meet these deadlines will unfortunately result in term time changes being delayed to the following month and holiday bookings being declined.

Month	Pay Period (Monday - Sunday)	Deadline Date for ICP'S, Amendments & Holidays if any that month	No. of Term Time Weeks	No. of Holiday Weeks
Sept-20	31/08/2020 to 04/10/2020	23/09/2020	5	0
Sept-20	31/08/2020 to 04/10/2020	Any form received after the 23/09/2020 and before the 30/09/2020 will be processed in the October payment	5	0
Oct-20	05/10/2020 to 01/11/2020	21/10/2020	3	1
Nov-20	02/11/2020 to 06/12/2020	25/11/2020	5	0
Dec-20	07/12/2020 to 03/01/2021	09/12/2020	2	2

*** Once the deadline dates for January to March become available, they will be sent electronically to all providers.**