

Two-year-old funding

This guide can help referrers check that parents/carers are meeting ONE of the qualifying criteria

Economic criteria:

Parents can go to www.suffolk.gov.uk/two to check if they are eligible under the economic criteria.

If their child is eligible, the parent will be given a reference number, which they give to their chosen childcare provider. The provider will check the reference number is valid by going to www.suffolk.gov.uk/two

Income Support

Parents receive an entitlement letter from Jobcentre Plus which confirms receipt of Income Support. Alternatively, you can ask to see their bank statement which will show a regular payment from **DWP IS**. If the parent has neither of these they will need to contact Jobcentre Plus for a copy of the letter.

Income based Jobseeker's Allowance

Parents receive an entitlement letter from Jobcentre Plus which confirms receipt of Income Based Jobseeker's Allowance. A copy of the letter can be obtained by the parent from Jobcentre Plus.

Income related Employment Support Allowance

Parents receive an entitlement letter from Jobcentre Plus which confirms receipt of Income Related Employment Support Allowance. A copy of the letter can be obtained from Jobcentre Plus by the parent.

Child Tax Credit and/or Working Tax Credit and earn no more than £16,190

Parents receive an award letter from HM Revenue and Customs. If the family receive child tax credit *and/or* working tax credit and the annual income shown is less than £16,190 they qualify for funding. An example of an award letter from HM Revenue and Customs is included at the end of this guide. This shows where to find the information on the letter.

So the family have to score two 'ticks' to qualify under these criteria:

Criteria:	Can you tick?
Family receive child tax credit and / or working tax credit	
Income, shown on the HMRC Award Letter, is less than £16,190*	

*PLEASE NOTE – the total received by both carers must be less than £16,190

The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

Parents may have an award letter stating this but often they do not. If they do not you can call Suffolk Family Information Service: 0345 60 800 33, who will obtain the information from HM Revenue and Customs on your behalf and send you an email with the information.

Guaranteed Element of State Pension Credit

Parents receive a Pension Credit Award Notice (M1000) from the Pension Service which confirms receipt of the Guaranteed element of State Pension Credit. A copy of the award letter can be obtained by the parent from the Pension Service.

Universal Credit

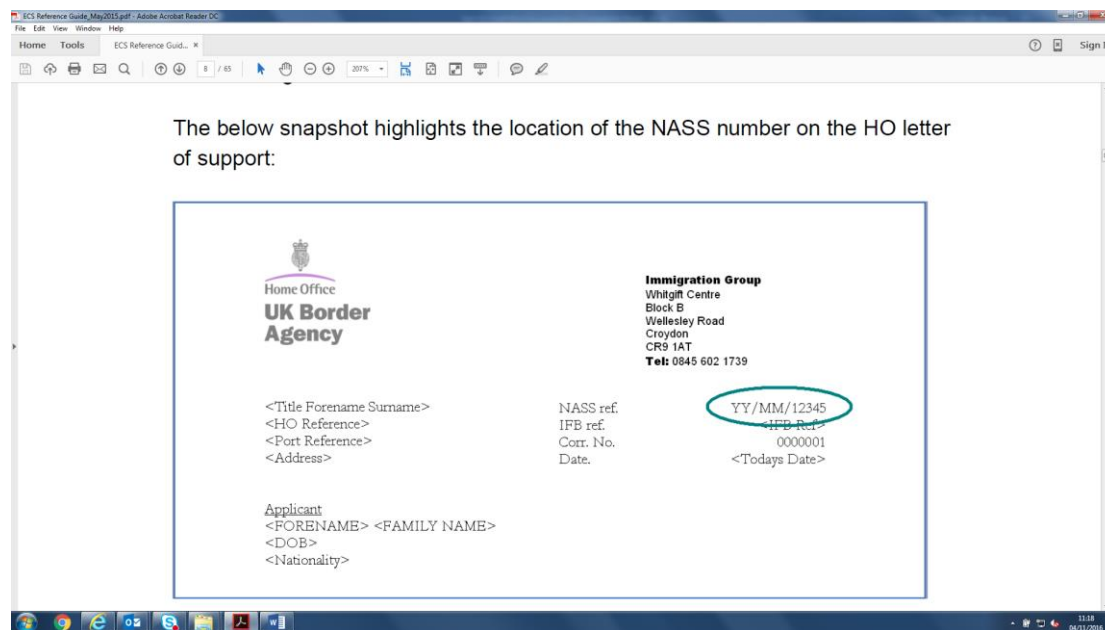
Parents receive a letter (UC371) from Jobcentre Plus which confirms receipt of Universal Credit. A copy of the award letter can be obtained by the parent from Jobcentre Plus.

Support under Part 6 of the Immigration and Asylum Act 1999

Parents receive a supporting letter from the Home Office which confirms status and National Asylum Support Service (NASS) reference number.

Where can I find a National Asylum Support Service (NASS) reference number?

The NASS number will be shown on the Asylum Seeker letter of support from the Home Office (HO). The number is shown on the right-hand side of the letter below the address, and is referred to as the NASS Reference. It has 9 digits and is usually shown in the following format: YY/MM/12345.



What format does a NASS number have to be entered into the system?

A NASS number should be entered as a 9-digit number. If there are any separators (/) in the number, they should not be entered e.g. if the NASS number is 12/12/12345 then it should be entered as 121212345.

Non-economic (other) criteria:

All 2-year-olds who are looked after by their local authority (Child in Care – C.I.C) or have left care through adoption or a Special Guardianship (SGO), Residence (RO) or Child Arrangements Order (CAO) are eligible

Carers will have an Adoption Certificate, Special Guardianship Order, Residence or Child Arrangements Order if the child has left care.

Child Protection (CP) or Child in Need (CIN) or Referred to CiN Team

If any of these apply you must have a completed 2-year-old Funding Application form which must be verified by a member of the Early Years and Childcare Service.

The child has a statement of special educational needs (SEN) or an Education, Health, and Care Plan (EHCP)

Parent will have a paper copy of their child's statement of educational needs / Education, Health, and Care Plan


The *child* attracts Disability Living Allowance (DLA)

Parent will have an award letter from Disability and Carers Service.

Example of HM Revenue and Customs Award letter

Proof of Eligibility: Working Tax Credit – economic criteria

All families receiving Working Tax Credits are given an annual awards letter which is sometimes referred to as a TC602a. Providers will need to request the most up to date copy and keep a copy of the following two pages. The page below evidences the family receives Working Tax Credit (see ringed item).



Helpline 0345 300 3900
Minicom/Textphone 0345 300 3909
For our opening hours go to
www.hmrc.gov.uk or phone us.

TCO PRESTON 5
TCO
GOVERNMENT BUILDINGS
PRESTON
LANCS
PR1 0YP

Date 23 May 2013

Provisional tax credits for 06/04/2013 to 05/04/2014

National Insurance number
National Insurance number

Please ensure this is the most recent paperwork?

Summary

This is not a decision about your entitlement to tax credits. The amounts shown on this form are provisional.

Tax credit for the period - see Part 2

Working Tax Credit	£1974.04
Child Tax Credit	£3270.40

Amounts still to be paid to you for the period shown above - see Part 3

Working Tax Credit to	£1152.12
Child Tax Credit to	£2834.55

Tax credits are based on your personal circumstances and income for the whole tax year. After the end of the tax year, when all the information is known, we make a final decision about how much you are entitled to receive.

Part 1 shows your circumstances, including your income. Please check this part and tell us immediately if anything is wrong, missing or has changed.

Part 2 is for information. It shows how we calculate your tax credits.

Part 3 gives details about any payments we will make for the period shown above.

Your rights and obligations

Your *Charter* explains what you can expect from us and what we expect from you. For more information go to www.hmrc.gov.uk/charter

Why we are writing to you

We are reviewing the information you have given us. The amount of your award may change once we have completed our review but for now any payments we are making are shown in **Part 3**.

Do they receive WTC ?

This second page will evidence the gross household income. This figure as indicated below must be under the £16,190 threshold:

What to do now

We still need you to complete, sign and return the tax credits Declaration form we sent you by 31/07/2013 at the latest. If you do not we may ask you to pay back all the tax credits paid this year and any overpaid amount for the previous year.

If your payments have gone down

If you cannot meet your essential living expenses because your payments have gone down, please contact us. We may be able to make extra payments.

Other help you may get

Receiving tax credits may mean you can get other benefits that are not provided by us. For more information, please phone the Helpline.

The information below may help you apply.

The income we have used to calculate your tax credits is £13036.00.

Is the income used to calculate the Tax Credits less than £16,190?

Part 1 Personal circumstances

Your tax credits are based on your personal circumstances. We hold the following details on 21/05/2013. Please tell us immediately if anything is wrong, missing or incomplete because if you receive more money than you are entitled to, you will have to pay the money back.

Claimants

Your tax credits are based on you being part of a couple. If you have separated, please tell us. You may be able to make a new claim to tax credits, either on your own or as part of a new couple.

Tax credits take account of the hours you work. We need to know whether you work

- less than 16 hours a week
- between 16 – 23 hours a week
- between 24 – 29 hours a week
- 30 hours a week or more.

Tell us if your hours change so you move from one of the above groups into another.

For couples with children it is your joint working hours that count, but one partner must work at least 16 hours a week.

Qualifying children and young people

Childcare costs

You have no qualifying childcare costs. If you start to pay for childcare and you qualify for Working Tax Credit you may be able to claim the childcare element of Working Tax Credit. Contact us for details.