

# Funded childcare for two-year-olds

## Application form guidance for referrers

### Who is eligible to receive funded childcare for two-year-olds?

Families in receipt of:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Child Tax Credit and/or Working Tax Credit and earn no more than £16,190
- The guaranteed element of State Pension Credit
- Support under Part 6 of the Immigration and Asylum Act 1999
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)
- Universal Credit (if child was born on or after 1/1/16 and starts a place on or after 1/4/18 - summer term 2018 or later. The net annual earnings limit is £15,400, assessed over a relevant period (of 1 to 3 complete monthly assessment periods) immediately preceding the date of the request for a place).

Or

The child:

- Receives Disability Living Allowance (DLA)
- Has a statement of special educational needs (SEN) or an education, health and care plan (EHC)

A child who has left care through:

- Special Guardianship Order
- Adoption
- Residence or Child Arrangements Order

A child who is subject to:

- Child Protection (CP)
- Child in Need (CIN) plan (due to safeguarding)
- Referred to Child in Need (CIN) team, but did not meet the threshold
- Is a Child in Care (CiC)

**Please note:** For children eligible due to their CP, CIN status a completed 2-Year-Old Funding Application must be signed by a Quality and Access Worker or other member of the Early Years Childcare Service at Suffolk County Council to verify eligibility under this criterion.

### When can a two-year-old child start 15 hours of funded childcare?

The earliest a child can take up the funded entitlement is the term **after** their 2<sup>nd</sup> birthday.

If a child's date of birth falls between the dates shown below	He or she can have funded childcare from the beginning of:
1 <sup>st</sup> January and 31 <sup>st</sup> March	Summer Term (April)
1 <sup>st</sup> April and 31 <sup>st</sup> August	Autumn Term (September)
1 <sup>st</sup> Sept and 31 <sup>st</sup> Dec	Spring Term (January)

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### How many weeks does the funding cover?

The offer is 15 hours per week for 38 weeks (term time) of the year.

Childcare providers may be able to offer parents a pattern of hours which “stretch” their child’s entitlement by taking fewer funded hours a week over more weeks of the year.

### How to apply

Parents can check if they are eligible (under the economic criteria) by going to: [www.Suffolk.gov.uk/two](http://www.Suffolk.gov.uk/two). If eligible, the checker will provide the parent with a unique reference number. If the parent has chosen a childcare provider, they should take this number to the provider. There is no need for you to complete a form.

If the parent is eligible under non- economic criteria and/or needs support to choose a childcare provider, please complete the 2-Year-Old Funding Application form.

### How to complete the form

Complete sections 1 to 6 as fully as possible.

**Sections 4:** Assist the parent to use the electronic checker: [www.Suffolk.gov.uk/two](http://www.Suffolk.gov.uk/two). Alternatively, the parent can provide proof of receipt of benefit, a photocopy of which must be attached to the form. Please see the ‘How to check benefits’ guide.

**Section 5:** If the child is a Child in Care (CiC) or has left care through special guardianship (SGO) or through an adoption, residence (RO) or child arrangements order (CAO) a photocopy of the order must be attached to the form.

If the child is eligible due to CP, CIN (safeguarding) the Early Years Staff are able to check this.

**Section 6:** Add your name and contact details as we may need to contact you.

**Section 7:** Do not complete this section. The Early Years and Childcare Service must complete this.

### Return forms to:

By secure email to [BrokerageInbox@suffolk.gov.uk](mailto:BrokerageInbox@suffolk.gov.uk)

Please remember to request a secure email first, when you receive the secure you can then attach the application form.

**Please do not send forms directly to the childcare provider.**

### For further information contact:

Email [BrokerageInbox@suffolk.gov.uk](mailto:BrokerageInbox@suffolk.gov.uk) or  
call Suffolk Family Information Service: 0345 60 800 33 and leave us a message.