

This guide can help childcare professional 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 provider. The provider can check the reference number is valid by going to www.suffolk.gov.uk/two and following these steps:

This means that there will be no need to complete a '2-year-old funding' form.

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 by the parent from Jobcentre Plus.

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.

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.

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

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.

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)

If any of these apply you must have a completed 2-year-old Funding Application form from a professional working with the family or a member of the Early Years and Childcare Service 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 ?

