

NHSBSA Student Services

Hesketh House
200-220 Broadway
Fleetwood
FY7 9AS

Tel: 0300 330 1342

Email: swbccr@nhsbsa.nhs.uk

Website: www.nhsbsa.nhs.uk/social-work-students

Dear student,

**Social Work Bursary – Confirmation of childcare costs
Term 3: 8 May 2023 to 27 August 2023**

In order to ensure you are receiving the correct amount of Childcare Allowance, we need to know your actual costs for the above period.

You must complete Part 1 of the enclosed form and ask your childcare provider to confirm the weekly costs charged to you by completing parts 2 and 3. **Do not include any costs covered by Free Early Education** (where applicable).

If you have used more than one childcare provider during this period, separate forms should be completed **by each provider**.

We will not be able to release your next term's Childcare Allowance payment until we have received confirmation of this term's costs, so you should email your completed forms to swbccr@nhsbsa.nhs.uk as soon as possible.

If you have any queries regarding this request, you can contact us using the details shown above.

Yours sincerely

NHSBSA Student Services

Part 1

Student name:

Personal reference number:

Preferred contact number*:

Email address*:

*In case of query

I declare that the information I have given on this form is a complete and accurate record of the childcare costs I have incurred for this period. I understand and accept that if I provide false or misleading information the Childcare Allowance I receive may be withdrawn.

I consent to NHSBSA Student Services contacting the childcare provider detailed on this form to verify the information provided.

I understand that I must retain all of my childcare receipts as these may be requested by NHSBSA Student Services at any point during my academic year for random sample checking. I understand and accept that if I do not provide these when asked, all of the Childcare Allowance paid to me for that period will be raised as an overpayment and I will have to repay it to NHSBSA Student Services.

I understand that:
the administration of Social Work Bursary and the responsibility for counter fraud and security management in the NHS are both responsibilities of the NHS Business Services Authority.

NHSBSA Student Services may share the information on this form with the NHSBSA Loss and Fraud Prevention Team (LFP), Department of Health and Social Care (DHSC) and NHS Counter Fraud Authority (NHSCFA) for the purposes of the prevention, detection, investigation and prosecution of fraud or any other unlawful activity affecting the NHS.

Signature Print name

Date

Part 2 - Confirmation of childcare costs

To be completed by the provider

Name(s) of the child or children being cared for												
Date from	Date to	Amount charged						Number of children	Official use only			
08/05/2023	14/05/2023	£					.					
15/05/2023	21/05/2023	£					.					
22/05/2023	28/05/2023	£					.					
29/05/2023	04/06/2023	£					.					
05/06/2023	11/06/2023	£					.					
12/06/2023	18/06/2023	£					.					
19/06/2023	25/06/2023	£					.					
26/06/2023	02/07/2023	£					.					
03/07/2023	09/07/2023	£					.					
10/07/2023	16/07/2023	£					.					
17/07/2023	23/07/2023	£					.					
24/07/2023	30/07/2023	£					.					
31/07/2023	06/08/2023	£					.					
07/08/2023	13/08/2023	£					.					
14/08/2023	20/08/2023	£					.					
21/08/2023	27/08/2023	£					.					
Total paid for this period:		£					.					

Part 3 - Childcare provider declaration

I declare that the information I have given on this form is complete and accurate.
I confirm that I have agreed to provide childcare for the child named on this form and the payments charged for this period are correct.

I consent to Student Services contacting me to verify any of the information provided on this form and I agree to provide documentary evidence, if requested by Student Services, to confirm that the person named on this form has incurred the amounts stated overleaf.

I understand that NHSBSA Student Services may share the information on this form with the NHS Counter Fraud Authority (NHSCFA), the NHSBSA Fraud Team and the Department of Health and Social Care Anti-Fraud Team for the purposes of the prevention, detection, investigation and prosecution of fraud or any other unlawful activity affecting the NHS, including Social Work Bursaries.

Name of childcare provider and organisation name (if different)

Signature

Print name

Date

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Childcare provider official stamp - attach letterhead or compliments slip if no stamp