

Childcare reconciliation form

Quarter Two: 28 November 2016 – 26 February 2017

Please ask your childcare provider to complete the table on the next page detailing the fees for your childcare in the period specified above. If you have used more than one childcare provider in this period **you must use a separate form for each of them**. You **must** include your student coversheet when you post your form/s to us. If you, your spouse, partner or civil partner are in receipt of Working Tax Credits **and** you did not send your current Tax Credit award letter with your main bursary application, please also provide this as we will be unable to reconcile your childcare costs without it.

Please post your completed form/s to: **NHS Student Bursaries, Childcare, PO Box 2253, Bolton BL6 9HX** (note that this is a different address to where you sent your NHS Bursary supporting evidence). Please also enclose a pre-paid, self addressed Special Delivery envelope for your Tax Credit award letter to be returned to you securely. This will also enable you to track the return of your letter.

The deadline for us to receive everything is 31 March 2017. Your Childcare Allowance payments will be put on hold if you miss the deadline. If you send your reconciliation paperwork to any other address than the one above, your Childcare Allowance payments will be suspended until your paperwork has been reallocated and your childcare costs have been reconciled.

Student and childcare provider details (please complete in full)

Student name	<input type="text"/>	SBA number	<input type="text"/>
Provider name	<input type="text"/>	Ofsted number	<input type="text"/>
Provider postal address	<input type="text"/>		
Provider email address	<input type="text"/>		

Student declaration

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 I understand and accept that if I provide false or misleading information the Childcare Allowance I receive may be withdrawn.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 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 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 Student Services.

I understand that Student Services may share the information on this form with NHS Protect for the purposes of the prevention, detection, investigation and prosecution of fraud or any other unlawful activity affecting the NHS.

Signature	<input type="text"/>	Print name	<input type="text"/>
Date	<input type="text"/>	Tel number	<input type="text"/>

Details of child/ren cared for and costs

Your childcare provider must complete the section below in full.

Any government funded childcare should not be included in the costs below e.g. the free 15 hours scheme.

Details of child(ren) of the student named above that you have cared for in the period 28 November 2016 to 26 February 2017.			Fees incurred by the student in each individual week. Please also specify how many children you have cared for each week.				
Forename	Surname	Date of birth	Date from	Date to	Week	No. of children cared for	Fees incurred
			28/11/2016	04/12/2016	14		
			05/12/2016	11/12/2016	15		
			12/12/2016	18/12/2016	16		
			19/12/2016	25/12/2016	17		
			26/12/2016	01/01/2017	18		
			02/01/2017	08/01/2017	19		
			09/01/2017	15/01/2017	20		
			16/01/2017	22/01/2017	21		
			23/01/2017	29/01/2017	22		
			30/01/2017	05/02/2017	23		
			06/02/2017	12/02/2017	24		
			13/02/2017	19/02/2017	25		
			20/02/2017	26/02/2017	26		

Are you (as the childcare provider) a relation to the child(ren) named on this form?
<input type="checkbox"/> Yes <input type="checkbox"/> No

Childcare provider declaration

I declare that the information I have given on this form is complete and accurate and that, where it is a requirement, I am registered with Ofsted (or its equivalent if based outside England) as a childminder or provider of day or out-of-hours school care for the child(ren) named on this form.

I confirm that I have agreed to provide childcare for the child(ren) 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 Student Services may share the information on this form with NHS Protect for the purposes of the prevention, detection, investigation and prosecution of fraud or any other unlawful activity affecting the NHS.

Signature	<input type="text"/>	Print name	<input type="text"/>	Stamp	<input style="width: 150px; height: 40px;" type="text"/>
Date	<input type="text"/>	Tel number	<input type="text"/>		

What happens next?

Once a separate form has been completed by each of the childcare providers that you have used in this period, please return all of the forms **along with your student coversheet** (which you can print from your [Bursary Online Support System \(BOSS\) account](#)).

We will then use this information to reconcile the Childcare Allowance you have received for this period against the actual childcare costs you have incurred. This will result in one of three outcomes:

1. **Overpaid:** If there is a difference between your original estimate and the actual costs you have incurred for this period and it is determined that you have been paid more Childcare Allowance than you are entitled to, you will have incurred an overpayment for the difference. We will then amend any future Childcare Allowance payments due to you in your current academic year based on either the revised estimate of your childcare costs (provided by you on the last page/s of this form) for the remaining weeks of this academic year **or** on the weekly average of your actual costs in the reconciliation period covered by this form.
2. **Underpaid:** If there is a difference between your original estimate and the actual costs you have incurred for this period and it is determined that you have received less Childcare Allowance than you are entitled to, you will receive an underpayment for the difference. In these cases we will not amend any future Childcare Allowance payments due to you in this academic year unless you request us to do so. You will receive the underpayment as a one off lump sum on the next available payment run.
3. **No change:** If there is no difference between your original estimate and the actual costs you have incurred for this period and it is determined that you have received the correct amount of Childcare Allowance, we will not amend any future Childcare Allowance payments due to you in this academic year.

If we need to amend any future Childcare Allowance payments, we will always use the weekly average unless you tell us your costs have increased or decreased by ticking the box below and completing the table on the next page/s.

I have provided a revised weekly estimate of my childcare costs on the next page/s:	<input type="checkbox"/>
Comments (please tell us why these changes have occurred)	

For further information regarding the childcare reconciliation process, please see the [Ask Us](#) section of our website.

Revised estimate: 27 February 2017 – 25 February 2018

Student name	<input type="text"/>	SBA number	<input type="text"/>
Provider name	<input type="text"/>	Ofsted number	<input type="text"/>

If there is no change to your childcare costs, this section does not need to be completed. However, if you are telling us about a change in your childcare costs, please complete the table in full (i.e. all weeks) up to the end of **your** current academic year. Any weeks left blank will be taken as zero.

Date from	Date to	No of children	Total fees incurred
27/02/2017	05/03/2017		
06/03/2017	12/03/2017		
13/03/2017	19/03/2017		
20/03/2017	26/03/2017		
27/03/2017	02/04/2017		
03/04/2017	09/04/2017		
10/04/2017	16/04/2017		
17/04/2017	23/04/2017		
24/04/2017	30/04/2017		
01/05/2017	07/05/2017		
08/05/2017	14/05/2017		
15/05/2017	21/05/2017		
22/05/2017	28/05/2017		
29/05/2017	04/06/2017		
05/06/2017	11/06/2017		
12/06/2017	18/06/2017		
19/06/2017	25/06/2017		
26/06/2017	02/07/2017		
03/07/2017	09/07/2017		
10/07/2017	16/07/2017		
17/07/2017	23/07/2017		
24/07/2017	30/07/2017		
31/01/2017	06/08/2017		
07/08/2017	13/08/2017		
14/08/2017	20/08/2017		
21/08/2017	27/08/2017		
28/08/2017	03/09/2017		
04/09/2017	10/09/2017		
11/09/2017	17/09/2017		
18/09/2017	24/09/2017		
25/09/2017	01/10/2017		
02/10/2017	08/10/2017		
09/10/2017	15/10/2017		
16/10/2017	22/10/2017		
23/10/2017	29/10/2017		
30/10/2017	05/11/2017		
06/11/2017	12/11/2017		
13/11/2017	19/11/2017		

20/11/2017	26/11/2017		
27/11/2017	03/12/2017		
04/12/2017	10/12/2017		
11/12/2017	17/12/2017		
18/12/2017	24/12/2017		
25/12/2017	31/12/2017		
01/01/2018	07/01/2018		
08/01/2018	14/01/2018		
15/01/2018	21/01/2018		
22/01/2018	28/01/2018		
29/01/2018	04/02/2018		
05/02/2018	11/02/2018		
12/02/2018	18/02/2018		
19/02/2018	25/02/2018		