

Childcare reconciliation form

Quarter Three: 27 February 2017 – 28 May 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. Please also provide your complete Tax Credit Award letter for the current academic year.

Please post your completed form/s to: **NHS Student Bursaries, Childcare, PO Box 2253, Bolton BL6 9HX**. (This is a different address to where you sent your NHS Bursary supporting evidence.)

The deadline for us to receive everything is **30 June 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 I understand and accept that if I provide false or misleading information the Childcare Allowance I receive may be withdrawn.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 27 February 2017 to 28 May 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 |
| | | | 27/02/2017 | 05/03/2017 | 1 | | |
| | | | 06/03/2017 | 12/03/2017 | 2 | | |
| | | | 13/03/2017 | 19/03/2017 | 3 | | |
| | | | 20/03/2017 | 26/03/2017 | 4 | | |
| | | | 27/03/2017 | 02/04/2017 | 5 | | |
| | | | 03/04/2017 | 09/04/2017 | 6 | | |
| | | | 10/04/2017 | 16/04/2017 | 7 | | |
| | | | 17/04/2017 | 23/04/2017 | 8 | | |
| | | | 24/04/2017 | 30/04/2017 | 9 | | |
| | | | 01/05/2017 | 07/04/2017 | 10 | | |
| | | | 08/05/2017 | 14/05/2017 | 11 | | |
| | | | 15/05/2017 | 21/05/2017 | 12 | | |
| | | | 22/05/2017 | 28/05/2017 | 13 | | |

| 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 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: 29 May 2017 – 27 May 2018

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

This section should be completed if you are telling us about a change in your childcare costs. Please complete the table up to the end of **your** current academic year.

| Date from | Date to | No of children | Total fees incurred |
|------------|------------|----------------|---------------------|
| 29/05/2017 | 05/06/2017 | | |
| 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 | | |
| 31/07/2017 | 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 | | |
| 16/01/2018 | 21/01/2018 | | |
| 23/01/2018 | 28/01/2018 | | |
| 30/01/2018 | 04/02/2018 | | |
| 05/02/2018 | 11/02/2018 | | |
| 12/02/2018 | 18/02/2018 | | |
| 19/02/2018 | 25/02/2018 | | |

| | | | |
|------------|------------|--|--|
| 26/02/2018 | 04/03/2018 | | |
| 05/03/2018 | 11/03/2018 | | |
| 12/03/2018 | 18/03/2018 | | |
| 19/03/2018 | 25/03/2018 | | |
| 26/03/2018 | 01/04/2018 | | |
| 02/04/2018 | 08/04/2018 | | |
| 09/04/2018 | 15/04/2018 | | |
| 16/04/2018 | 22/04/2018 | | |
| 23/04/2018 | 29/04/2018 | | |
| 30/04/2018 | 06/05/2018 | | |
| 07/05/2018 | 13/05/2018 | | |
| 14/05/2018 | 20/05/2018 | | |
| 21/05/2018 | 27/05/2018 | | |

Data Protection Privacy notice

The NHS Business Services Authority (NHSBSA) is responsible for this service.

Why we process your information

We will use the information you provide to:

- process your application for payment,
- detect and prevent fraud and mistakes and
- analyse general trends and correlations to support more effective planning of NHS services.

By law we must process this information on behalf of the NHS.

Your information will not be transferred outside the *European Economic Area*.

Sharing your personal information

To prevent, detect and investigate fraud and errors, we may share your information to check the records of:

- Higher Education Institutions
- HM Revenue and Customs
- The Home Office
- Student Loans Company
- Bodies performing functions on behalf of the above organisations

Information may be shared with the Department of Health and Social Care for the purposes of investigating and prosecution of fraud, or any other unlawful activity affecting the NHS.

Information may be shared with the Cabinet Office in relation to the National Fraud Initiative, which matches electronic data within and between public and private sector bodies to prevent and detect fraud.

Anonymised information relating to your equality and diversity may also be shared with the Department of Health and Social Care to monitor the compliance with Equality law.

Keeping your personal information

Your personal data will be deleted from our systems and files no later than seven years after your final payment has been completed.

Your rights

The information you provided will be managed as required by Data Protection law including the General Data Protection Regulations (GDPR).

You have the right to:

- receive a copy of the information the NHSBSA hold about you
- request your information be changed if you believe it was not correct at the time you provided it

From the 25 May 2018 you have the right to:

- request that your information be deleted if you believe the NHSBSA are keeping it for longer than necessary

Find out more about your rights and how we process information

www.nhsbsa.nhs.uk/our-policies/privacy.