

Childcare Reconciliation Form

Quarter One: 03 September 2018 – 02 December 2018

Please ask your childcare provider to complete the table on the next page detailing the fees for the period specified above. **You will need to use a separate form for each childcare provider** you have used in the period and provide your complete Tax Credit Award letter for the current academic year.

You **must** include your student coversheet when you post your form(s) to us. Completed form(s) should be sent to: **NHS Student Bursaries, Childcare, PO Box 2253, Bolton BL6 9HX.**

The deadline for us to receive your completed form and supporting evidence is **31 December 2018** and your Childcare Allowance payments will be suspended if you do not meet this deadline.

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 do not provide evidence to support the costs I have incurred, or if I provide false or misleading information, the Childcare Allowance and other bursary payments I receive may be withdrawn.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 and that if I do not provide these when asked, Student Services will suspend my Childcare Allowance and other bursary payments until I provide the required documentation.

I understand that Student Services may share the information on this form with the NHS Counter Fraud Authority 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 03 September 2018 to 02 December 2018.			Fees incurred by the student in each individual week. Please also specify how many of their children you cared for each week.				
Forename	Surname	Date of birth	Date from	Date to	Week	No. of children cared for	Fees incurred
			03/09/2018	09/09/2018	1		
			10/09/2018	16/09/2018	2		
			17/09/2018	23/09/2018	3		
			24/09/2018	30/09/2018	4		
			01/10/2018	07/10/2018	5		
			08/10/2018	14/10/2018	6		
			15/10/2018	21/10/2018	7		
			22/10/2018	28/10/2018	8		
			29/10/2018	04/11/2018	9		
			05/11/2018	11/11/2018	10		
			12/11/2018	18/11/2018	11		
			19/11/2018	25/11/2018	12		
			26/11/2018	02/12/2018	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 Counter Fraud Authority 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 you have been paid more Childcare Allowance than you are entitled to, you will have incurred an overpayment for the difference. This will be recovered from your future bursary payments. If your remaining bursary payments will not cover the full amount, an overpayment will be raised via our finance team for the outstanding balance. We will amend any future Childcare Allowance payments due 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 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 in this academic year unless you request us to do so. You will receive the underpayment as a one off payment 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 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: 03 December 2018 – 01 December 2019

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 this table in full (i.e. all weeks) up to the end of **your** current academic year.

Any weeks left blank with no explanation will be assumed as zero.

Date from	Date to	No of children	Total fees incurred
03/12/2018	09/12/2018		
10/12/2018	16/12/2018		
17/12/2018	23/12/2018		
24/12/2018	30/12/2018		
31/12/2018	06/01/2019		
07/01/2019	13/01/2019		
14/01/2019	20/01/2019		
21/01/2019	27/01/2019		
28/01/2019	03/02/2019		
04/02/2019	10/02/2019		
11/02/2019	17/02/2019		
18/02/2019	24/02/2019		
25/02/2019	03/03/2019		
04/03/2019	10/03/2019		
11/03/2019	17/03/2019		
18/03/2019	24/03/2019		
25/03/2019	31/03/2019		
01/04/2019	07/04/2019		
08/04/2019	14/04/2019		
15/04/2019	21/04/2019		
22/04/2019	28/04/2019		
29/04/2019	05/05/2019		
06/05/2019	12/05/2019		
13/05/2019	19/05/2019		
20/05/2019	26/05/2019		
27/05/2019	02/06/2019		
03/06/2019	09/06/2019		
10/06/2019	16/06/2019		
17/06/2019	23/06/2019		
24/06/2019	30/06/2019		
01/07/2019	07/07/2019		
08/07/2019	14/07/2019		
15/07/2019	21/07/2019		
22/07/2019	28/07/2019		
29/07/2019	04/08/2019		
05/08/2019	11/08/2019		
12/08/2019	18/08/2019		
19/08/2019	25/08/2019		
26/08/2019	01/09/2019		

02/09/2019	08/09/2019		
09/09/2019	15/09/2019		
16/09/2019	22/09/2019		
23/09/2019	29/09/2019		
30/09/2019	06/10/2019		
07/10/2019	13/10/2019		
14/10/2019	20/10/2019		
21/10/2019	27/10/2019		
28/10/2019	03/11/2019		
04/11/2019	10/11/2019		
11/11/2019	17/11/2019		
18/11/2019	24/11/2019		
25/11/2019	01/12/2019		