

Childcare Reconciliation Form

Quarter One: 02 September 2019 – 01 December 2019

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 2019** 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or if I provide false or misleading information, the Childcare Allowance and other bursary payments I receive may be withdrawn.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 02 September 2019 to 01 December 2019.			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
			02/09/2019	08/09/2019	1		
			09/09/2019	15/09/2019	2		
			16/09/2019	22/09/2019	3		
			23/09/2019	29/09/2019	4		
			30/09/2019	06/10/2019	5		
			07/10/2019	13/10/2019	6		
			14/10/2019	20/10/2019	7		
			21/10/2019	27/10/2019	8		
			28/10/2019	03/11/2019	9		
			04/11/2019	10/11/2019	10		
			11/11/2019	17/11/2019	11		
			18/11/2019	24/11/2019	12		
			25/11/2019	01/12/2019	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: 02 December 2019 – 01 November 2020

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
02/12/2019	08/12/2019		
09/12/2019	15/12/2019		
16/12/2019	22/12/2019		
23/12/2019	29/12/2019		
30/12/2019	05/01/2020		
06/01/2020	12/01/2020		
13/01/2020	19/01/2020		
20/01/2020	26/01/2020		
27/01/2020	02/02/2020		
03/02/2020	09/02/2020		
10/02/2020	16/02/2020		
17/02/2020	23/02/2020		
24/02/2020	01/03/2020		
02/03/2020	08/03/2020		
09/03/2020	15/03/2020		
16/03/2020	22/03/2020		
23/03/2020	29/03/2020		
30/03/2020	05/04/2020		
06/04/2020	12/04/2020		
13/04/2020	19/04/2020		
20/04/2020	26/04/2020		
27/04/2020	03/05/2020		
04/05/2020	10/05/2020		
11/05/2020	17/05/2020		
18/05/2020	24/05/2020		
25/05/2020	31/05/2020		
01/06/2020	07/06/2020		
08/06/2020	14/06/2020		
15/06/2020	21/06/2020		
22/06/2020	28/06/2020		
29/06/2020	05/07/2020		
06/07/2020	12/07/2020		
13/07/2020	19/07/2020		
20/07/2020	26/07/2020		
27/07/2020	02/08/2020		
03/08/2020	09/08/2020		
10/08/2020	16/08/2020		
17/08/2020	23/08/2020		
24/08/2020	30/08/2020		

31/08/2020	06/09/2020		
07/09/2020	13/09/2020		
14/09/2020	20/09/2020		
21/09/2020	27/09/2020		
28/09/2020	04/10/2020		
05/10/2020	11/10/2020		
12/10/2020	18/10/2020		
19/10/2020	25/10/2020		
26/10/2020	01/11/2020		