

Defence Instructions and Notices	
(Not to be communicated beyond Crown Servants, and Government Contractors, without Authority)	
Title	30 hours free childcare for working parents (Service Personnel and entitled Civilians) with children aged 3 and 4 years
Audience	All Service Personnel and entitled Civilians overseas with children aged 3 and 4 years where both parents work at least 16 hours each per week and have a weekly income equivalent to 16 hours at the National Minimum or Living Wage; single Service policy branches
Applies	1 September 2017
Expires	One year from publication
Replaces	2017DIN01-122
Reference	2019DIN01-114
Released	August 2019 - UPDATED JUNE 2020
Channel	01 Personnel
Content	Policy for the additional free childcare entitlement in overseas locations for eligible working parents (Service Personnel and entitled Civilians) of children aged 3 and 4 years
Sponsor/ Business owner	Directorate Children & Young People
Contact	DCYP Policy Team - (DCYP-DCYP-Mailbox@mod.gov.uk)
Keywords	Childcare; Tax-Free Childcare; working parents; TFC; Childcare vouchers; eligibility; HMRC; AFCVS; Overseas Nursery Authority
Local Keywords	N/A
Annexes	Annex A – Application Form
Related Info	(www) – www.childcarechoices.gov.uk (www) – www.gov.uk/30-hours-free-childcare (DIN) – Overseas Nursery Authority (ONA) (DIN) – Tax-Free Childcare (TFC) Scheme (DIN) – Armed Forces Childcare Voucher Scheme
Classification	OFFICIAL

Extended Free Childcare Entitlement in Overseas Locations

Background

1. In overseas locations the Ministry of Defence (MOD) provides services (or access to services) that, so far as is reasonably practicable, conform in type, scope and standard to that required by legislation in England (but paying due regard to the equivalent legislation in the Devolved Administrations).

2. The 2006 Childcare Act provided for 15 hours of childcare per week for 38 weeks of the year for children aged 3 and 4 years free of charge. In overseas locations the MOD currently delivers this entitlement through places at MOD-provided settings or through access to the MOD Overseas Nursery Authority (ONA).

3. The 2016 Childcare Act provides for an extension of the current entitlement and offers an additional 15 hours per week for 38 weeks of the year of free childcare for children that are eligible, with effect from 1 September 2017.

Entitlement

4. The additional entitlement was introduced by government on 1 September 2017 across England and is mirrored in MOD locations overseas, using the eligibility criteria defined under the 2016 Childcare Act above.

5. The additional entitlement has been trialled across England prior to the rollout on 1 September 2017. The MOD entitlement will not be backdated to include these periods.

6. In overseas locations where the MOD-provided settings have sufficient capacity, the additional entitlement will be provided through those settings, free of charge. Free childcare cannot be claimed when using childminders or nannies.

7. In overseas locations where there are no MOD-provided settings, or where MOD-provided settings lack sufficient capacity, the additional entitlement will be provided through ONA.

8. The entitlement applies to eligible Service Personnel and entitled Civilians only. The latter means UK Based Civil Servants posted overseas or Specially Recruited for Overseas Service. Fee-paying contractors cannot apply.

Eligibility Criteria for the additional 15 Hours

9. The MOD currently delivers 15 hours per week for 38 weeks of the year free early education to all Regular Service Personnel, Reserve Personnel undertaking Full Time Reserve Service (Full Commitment) (FTRS FC) and entitled Civilians who are assigned overseas where they are accompanied by their eligible children, through places at MOD-provided settings or through access to ONA.

10. In order to be eligible for the additional 15 hours of free childcare both parents must be in paid employment (or a sole parent in a lone parent family), working at least 16 hours each per week and have a weekly income equivalent to 16 hours at the National Minimum or Living Wage. Current hourly rates can be found at gov.uk. These limits are measured for eligibility purposes on average over a period of three months (13 weeks; in line with HMRC guidelines) on a reasonable expectation basis.

11. Parents working less than 16 hours per week or with an income of less than 16 hours at the National Minimum or Living Wage are not eligible for the additional entitlement.

12. Self-employed parents must provide at least 3 months official business accounts (including receipts/invoices showing earnings). Self-employed parents with a newly registered business will have to provide at least 3 months proof of earnings prior to becoming eligible for the additional entitlement.

13. In order to be eligible for the additional 15 hours of free childcare, the maximum income per parent is £100,000.00 per annum.

14. For Dependants working overseas who pay Income Tax to HMRC or devolved equivalents, confirmation of eligibility is required from their employer (DBS).
15. For Dependants working overseas as Locally Engaged Civilians (LECs) not paying Income Tax to HMRC or devolved equivalents, it will be the responsibility of the local Command through the LEC employer or agency, to confirm their eligibility.
16. Dependants working overseas on the local economy will be required to provide proof from their employer in order to confirm their eligibility.
17. To ensure stability for children, parents and providers, the government has introduced a grace period should families cease to be eligible, before the existing entitlement is withdrawn. This grace period will be mirrored, where reasonably practicable, by the MOD.

How to Apply

18. If you currently qualify for the free 15 hours in a MOD-provided setting and fulfil the above eligibility criteria for the additional 15 hours entitlement, please complete Annex A to this DIN and forward to the contact on the Application Form.
19. If you qualify for ONA and fulfil the above eligibility criteria for the additional 15 hours entitlement, please complete Annex A alongside your application for ONA and forward to the address on the Application Form.

Returning to the UK

20. Parents should be aware that in overseas locations the MOD funds the free childcare entitlement, and prior to being posted back to the UK, parents should read the country specific instructions below, to find out what their entitlement will be and what they need to do to apply. England, Scotland, Wales and Northern Ireland offer differing entitlements and the application process may vary.

Moving to England

21. Parents are unable to apply for 30 hours free childcare online whilst posted outside of England. To allow parents to not lose out on this entitlement, a manual process has been put in place to ensure parents can access the 30 hours code. This enables parents to plan for their return.
22. Parents who are due to return to England, after a term deadline, but are aware of this move prior to a term deadline, can apply for a manual 30 hours code for their return. Parents must call the Childcare Service helpline on 0300 123 4097 and request a manual application. Information on term deadlines and when to apply can be found below.
23. HMRC will determine eligibility for the scheme by completing a manual application at the time of the call. If all eligibility criteria are met, the parent will need to provide HMRC with evidence of returning to England. This evidence will be in the form of an assignment order or civilian posting notice. When this document is received and verified by HMRC, the parent will be issued with a manual 30 hours code to the email address supplied when completing the application. HMRC will provide details of where to send documents at time of application.

24. The 30 hours code can be given to the childcare provider prior to, or, upon their return to England.

25. Parents can apply for a 30 hours code from when their child is aged 2 years and 36 weeks. Children qualify from the term following their third birthday.

When your child turns 3	When they can get 30 hours from	Recommended time to apply
1 September to 31 December	1 January	15 October to 30 November
1 January to 31 March	1 April	15 January to 28 February
1 April to 31 August	1 September	15 June to 31 July

26. Parents can apply outside of these recommended dates, but they might not receive their code in time. Parents must have a valid code by the end of the month before a new term starts. **30 hours codes are not valid overseas.**

Moving to Scotland

27. The Scottish Government has pledged to increase paid-for nursery places from the current 16 hours to 30 hours for children aged 3 and 4, and eligible two-year-olds, by August 2020. Please visit Scottish government pages for the latest information, <https://www.mygov.scot/childcare-costs-help/funded-early-learning-and-childcare/>.

Moving to Wales

28. Wales provides 30 hours a week of free early education and childcare for working parents of children aged 3 and 4 years for 48 weeks of the year. Applications are dealt with directly by each Local Authority's Family Information Service (FIS) where the parents reside, <https://gov.wales/find-your-local-family-information-service>.

Moving to Northern Ireland

29. Parents of children aged 3 and 4 years can apply to receive 12.5 hours per week of free, also known as funded, preschool education. This allocation can only be taken over 2.5 hours per day, 5 days a week, during term time. Places are provided by nursery schools, primary schools with nursery units and some voluntary and private providers. The places cannot be provided by childminders. Please visit <https://www.nidirect.gov.uk/information-and-services/parents/childcare> for further information.

APPLICATION FOR 30 HOURS FREE CHILDCARE FOR WORKING PARENTS

To be completed by working parents eligible for the 30 hours free childcare for children aged 3 and 4 overseas in:

MOD Early Years Foundation settings Non-MOD settings (please tick as appropriate)

PART A – Privacy Statement

1. Personal data recorded on this form is collected for processing purposes only in line with the General Data Protection Regulations (GDPR), Article 6(1)(e); Data Protection Act (DPA) 2018 and not shared with third parties.
2. Processing of this data is necessary for application screening and refund approval where applicable.

PART B - to be completed by the applicant and spouse

1. Particulars of applicant

Full Name:	Rank/Title:
Service/Staff number:	
Unit name and address:	

2. Particulars of spouse

Full Name:	Rank/Title:
Staff/Employee Number: <i>(if self-employed, please include your Company Registration No and copy of your business licence)</i>	
Employment details: <i>(include name and address of employer/employment agency. If self-employed, please enter your registered business address)</i>	

OFFICIAL – SENSITIVE – PERSONAL (when completed)

Hours worked per week:	Hourly Rate (or weekly salary):
<i>(provide copy of employment contract where possible or letter of employment (including start date). If self-employed, please provide at least 3 months business accounts showing proof of earnings)</i>	

3. Child's particulars

Name:	D.O.B.:
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4. Early Years Foundation Stage Setting

Name and address of setting:	
Start date at setting:	

PART C - to be completed by the applicant and spouse

5. Declaration

I/We* herewith confirm that the above details are correct and that, over the next three months period, I am/we are expecting to work a minimum of 16 hours per week each, with a weekly wage equivalent to 16 hours at the National Minimum or Living Wage.

I/We* understand that it is my/our responsibility to inform the nursery and DCYP as soon as our circumstances change. (please delete as appropriate)

Signature of Applicant _____
[electronic signature is acceptable]

Signature of Spouse _____
[electronic signature is acceptable]

Date _____

RECONFIRMATION OF CIRCUMSTANCES (*parents to reconfirm details every three months*)

I/We* herewith confirm that my/our circumstances have not changed and over the next three months I/we are expecting to work a minimum of 16 hours per week each, with a weekly wage equivalent to 16 hours at the National Minimum or Living Wage. (please delete as appropriate)

Signature of Applicant _____
[electronic signature is acceptable]

Signature of Spouse _____
[electronic signature is acceptable]

Date _____

SUBMITTING APPLICATIONS

MOD Settings: Completed forms should be forwarded to the relevant MOD school/nursery.

Non-MOD Settings: Applications for 30 hours free childcare in non-MOD settings need to accompany an application for ONA.