

## WCCF Childcare Request Form

Eligible for WCCF- evidence will be required see annex attached	<b>Parent/Carers Name:</b>	
	<b>Parent/Carers Address:</b>	
	<b>Relationship to child/ children</b>	
	<b>1<sup>st</sup> Child's Name</b>	
	<b>2<sup>nd</sup> Child's Name</b>	
	<b>1<sup>st</sup> Child's D.O.B</b>	
	<b>2<sup>nd</sup> Child's D.O.B</b>	
	<b>Contact Telephone Number</b>	
	<b>Please tick all that applies below</b>	<b>Evidence Verified</b> <b>Yes</b> <b>No</b>
Eligible for WCCF- evidence will be required see annex attached	<b><u>OPTION A (for any Centre)</u></b> <b>In receipt of:</b> Income Support/Unemployed and registered for JSA (Income Based), ESA or Universal Credit.	
	<b>AND MEET EITHER A, B OR C BELOW:</b>	
	A )Engaged in part time (less than 16 hours per week) paid voluntary/community development work	
	B) Engaged in vocational or educational development or training	
	C) Engaged in personal development training	
	<b>OR</b> Within the last 12 months, progressed into employment following a period of unemployment	
	<b><u>OPTION B (First Steps &amp; W C D only)</u></b> Participants in a WCCF / European Social Fund Employment Programme.	

**I declare that the information and supporting evidence I have provided in this request form is, to the best of my knowledge true and accurate.**

*In keeping with General Data Protection Regulation 2018 (GDPR) I agree:*

*To the Women's Centre holding this WCCF Request Form and supporting evidence for a period of fourteen months after the end of the current financial year (grant period) to comply with our current 'Contract for Funding'.*

**AND**

*That the Department for Communities (DfC) may from time to time inspect any WCCF Childcare Request Form and its supporting evidence, as this is part of the process of agreeing and reimbursing the cost of childcare to the Women's Centre.*

**Parent/Carer Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Evidence Criteria

	Examples of Evidence	Type of evidence produced	Witness Signature And Date
<b>OPTION A (for any Centre)</b> In receipt of Income Support / Unemployed and registered for JSA Income Based, ESA or Universal Credit.	A letter from Jobs and Benefits Office must be provided for proof of this.		
<b>AND MEET EITHER A, B OR C BELOW:</b>			
A) Engaged in part time (less than 16 hours per week) paid voluntary/community development work	A letter from your employer verifying your contracted hours will be required		
B) Engaged in vocational or educational development or training	A letter of enrolment from your course provider will be required verifying the length of the course you are undertaking		
C) Engaged in personal development training	A letter of enrolment from your course provider will be required verifying the length of the course you are undertaking		
<b>OR</b>			
Within the last 12 months, progressed into employment following a period of unemployment	A letter of evidence will need to be provided by your employer		
<b>OPTION B (First Steps &amp; W C D only)</b> Participants in a WCCF / ESF Employment Programme.			
Are participating in an ESF Employment Programme delivered through a Women's Centre	Evidence of ESF registration/participation		

**PLEASE PHOTOCOPY AND GIVE PARENT CARER COPY**

<p><b>Office Use only:</b></p> <p>Request received on.....</p> <p>Signed..... Date.....</p>
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## WCCF 2-hour childcare places

Course   1  

Name of Parent/Carer:	
Name of Course parent/carer engaged in	
Duration of Course (number of weeks and dates)	
How many children in need of WCCF places?	
How many WCCF 2-hour childcare places required?	
How many 2-hour WCCF places were used/filled over the duration of the course?	

Course   2  

Name of Parent/carer:	
Name of Course parent/carer engaged in	
Duration of Course (number of weeks and dates)	
How many children in need of WCCF places?	
How many WCCF 2-hour childcare places required?	
How many 2-hour WCCF places were used/filled over the duration of the course?	

*Please attach additional sheets as required for additional*