

## Applying for the Childcare Offer for Wales – A guide for Providers

Complete the **Childcare Provider Registration Form and DBS Record Form**  
and return them to [childcareoffer@caerphilly.gov.uk](mailto:childcareoffer@caerphilly.gov.uk)

Nicola Greenway, Childcare Development Officer, will contact you **via email** to support you to complete the **Funding Agreement, which enables you to become a Childcare Provider.**

**Following receipt of your bank details, we will set you up as a supplier in order for you to receive payments. We will also provide you with guidance and documents you will need to provide placements through the Childcare Offer for Wales.**

**Parents/Guardian eligible for the Childcare Offer for Wales will receive an eligibility code.** Parents/carers will need to provide you with their child's eligibility code and once you have the child's eligibility code you must complete an Individual Child Placement Form electronically with the parent/carer. **The parent must then be copied into the email when submitting the ICP Form, to the [childcareoffer@caerphilly.gov.uk](mailto:childcareoffer@caerphilly.gov.uk) inbox in order for us to approve the booking.**  
(deadlines apply – please see below)

**We aim to process your Individual Child Placement Form within 20 working days of receipt of the form. In peak periods this may take longer. If you fail to submit sufficient evidence or the form is incomplete this may delay the process.**

We will send you and the parent/carer an email confirming the hours we will fund under the Childcare Offer for Wales and confirm when this funding will commence.

**The funding will only be administered from the date confirmed in this email.**

You will receive your individual Register Template on a monthly basis. Please submit your registers in line with the guidance provided.

To amend a booking or add holiday weeks you must complete a new Individual Child Placement form. The parent must be copied into this email in order for us to approve the changes.  
(deadlines apply – please see below)

**If a parent wishes to end their Childcare Offer placement earlier than their pre-approved end date, it is the parent's responsibility to inform you.**  
**You will then need to complete an End of Placement Form.**  
**We will send a confirmation via email to you with the confirmed End of Placement details.**

**Childcare Offer Payment Dates**  
**Academic Year 2021-22**

Month	Pay Period (Monday - Sunday)	Deadline for ICP'S, Amendments	Payment date for Providers	No. of Term Time Weeks	No. of Holiday Weeks	Deadline for submitting the register
Sept-21	06/09/2021 - 03/10/2021	17/09/2021	01/10/2021	4	0	08/10/2021
		24/09/2021	01/11/2021			
Oct-21	04/10/2021 - 31/10/2021	18/10/2022	01/11/2021	3	1	05/11/2021
		22/10/2021	01/12/2021			
Nov-21	01/11/2021 - 05/12/2021	15/11/2021	01/12/2021	5	0	10/12/2021
		26/11/2021	17/12/2021			
Dec-21	06/12/2021 - 02/01/2022	06/12/2021	17/12/2021	2	2	14/01/2021
		24/12/2021	01/02/2022			
Jan-22	03/01/2022 - 06/02/2022	14/01/2022	01/02/2022	5	0	11/02/2022
		28/01/2022	01/03/2022			
Feb-22	07/02/2022 - 06/03/2022	14/02/2022	01/03/2022	3	1	11/03/2022
		25/02/2022	04/04/2022			
Mar-22	07/03/2022 - 03/04/2022	14/03/2022	04/04/2022	4	0	08/04/2022

**Payment date for Providers:** This is the date you will be paid each month

**Number of Term Time Weeks:** This is the number of term time weeks you will be paid for, for the month in question

**Number of Holiday weeks:** This is the number of holiday weeks you will be paid for, for the month in question.

It's important to note that all payments reflect booked hours. Booked hours are the hours that you have had a confirmation email for.

Confirmation emails contain the ICP Funding approved date. This date is when your funding will be paid from.

Requests for back payments for changes that come in after deadlines will not be paid.

When payments are being processed you will receive an automatic email from our payment system. This email informs you of the amount we have paid. Please wait for your remittance advice from [childcareoffer@caerphilly.gov.uk](mailto:childcareoffer@caerphilly.gov.uk) explaining how this payment is broken down.

If the payment is not what you are expecting please reply to the email, and your questions will be answered within 20 working days.