



Ministry
of Defence

Wraparound Childcare (WAC) scheme

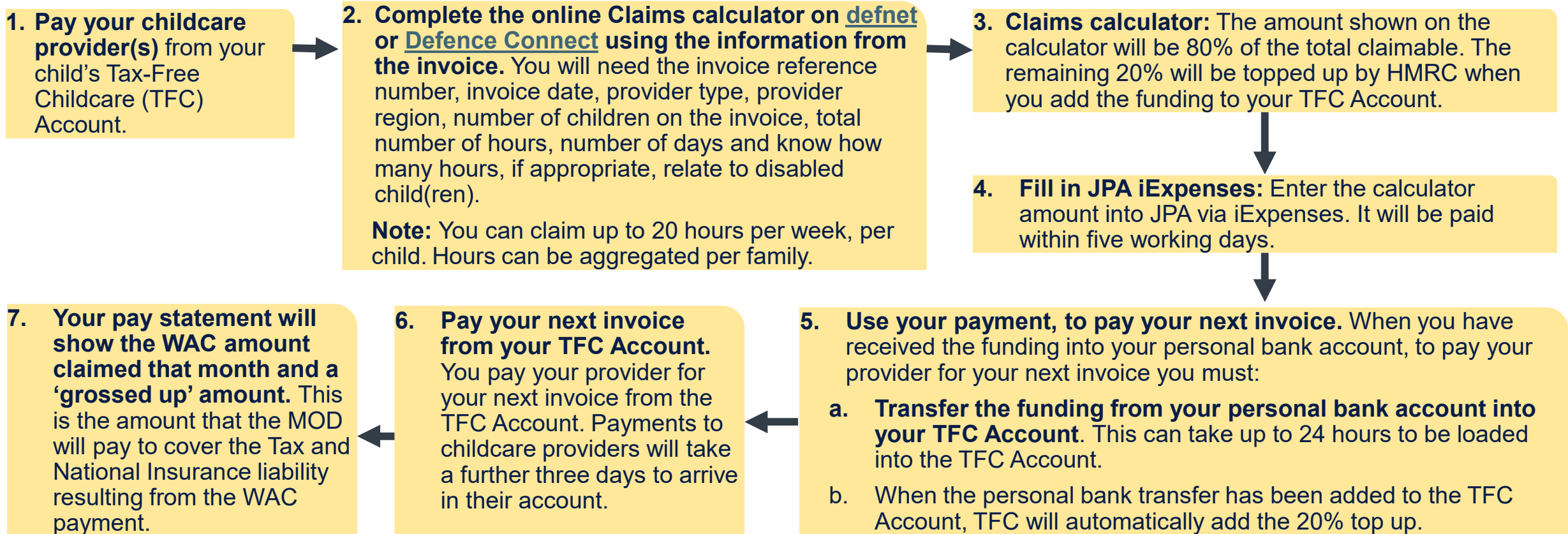
How to claim

Autumn 2022

How to claim

Before submitting a claim for WAC funding, you must:

- Check your eligibility for the Wraparound Childcare Full UK Rollout, read the 'Eligibility criteria' information on the [Discover my Benefits](#) website.
- Check if WAC will best support your family financially. Read the 'Tax-Free Childcare - Salary Sacrifice information' on the [Discover my Benefits](#) website.
- Register to claim WAC funding by completing the Registration form, available from 1 September on [defnet](#) or [Defence Connect](#).



Further information about your claim

- ➔ **No claims can be submitted before personnel get an email stating they are eligible to claim, *and* both the parent and provider have a TFC account.**
- ➔ **Until 31 December 2022, claims can be backdated to the start date of the autumn term.** From 1 January 2023, claims can be backdated to the date the TFC account was applied for.
- ➔ **Personnel must make sure they have enough money to pay their first WAC payment** to their chosen provider. The refund for this and future payments will need to be transferred to their TFC account. Personnel must make sure that they can cover the cost of their first payment without causing financial difficulty. The refunds will always be one month in arrears. The final WAC payment will not need to be transferred to their TFC account.
- ➔ **The following must be kept as evidence for audit for 2 years** from the claim:
 - Invoices (or equivalent)
 - Screenshot of proof of payment from the TFC Account to the provider (this is only retained in the TFC account for 12 months, so will need to be kept separately in case of audit).
 - PDF of claims calculator workings.
- ➔ A Self-Service User Guide (SSUG) on the claims process can be found on the [Defence Childcare portal](#) from early September 2022.
- ➔ The online Claims calculator is available on [defnet](#) and [Defence Connect](#).

An example claim

To work out the claim, the following information is required to complete the online calculator: the dates the invoice covers, the invoice total, the number of hours per child, type and location of provider.

An invoice totalling £640 for 2 children for a school-based provider in North Yorkshire for 4 hours per day over 20 days, at an hourly rate of £4 would be worked out as follows:

4 hours x £3.97 (the capped rate for a school based provider in Yorkshire / The Humber) x 20 days x 2 children. The calculator will work out what 80% of this is, which is the total amount claimable.

In this example this would be $4 \times 3.97 \times 20 \times 2 = 635.20$. The calculator will work out 80% as $= £508.16$

Once the total is received and added to the TFC account, this will be topped up to £635.16. So the Service Personnel will pay £4.84 towards their childcare in this example.

Regional funding

The WAC funding is capped at regional hourly rates based on the average costs included in the [Coram Childcare Survey](#) (England, Scotland and Wales), [and the Northern Ireland childcare cost survey](#).

- **Schools** Includes registered wraparound childcare provided in a group setting by professionals who are not the child's parent or carer. For example, providers may be run by private companies, nurseries, schools, sports and youth clubs, or voluntary organisations such as charities.
- **Childminders** A childminder is a registered child carer who works with children for more than two hours a day in their own home. This maximum hourly rate also includes registered nannies. It excludes all types of informal childcare (e.g. grandparents, friends, babysitters).

2022DIN01-079 available on [defnet](#) or [Defence Connect](#) provides a breakdown of the current hourly rates for both schools and childminders.

Breakdown of local authorities within each region

East Midlands	East of England	Yorkshire and the Humber	Greater London	
Derbyshire	Norfolk	South Yorkshire	London, inner	London, outer
Nottinghamshire	Suffolk	West Yorkshire	Camden, Hackney, Hammersmith and Fulham, Islington, Kensington and Chelsea, Lambeth, Lewisham, Southwark, Tower Hamlets, Wandsworth, Westminster	Barking and Dagenham, Barnet, Bexley, Brent, Bromley, Croydon, Ealing, Enfield, Greenwich, Harrow, Havering, Hillingdon, Hounslow, Kingston upon Thames, Merton, Redbridge, Richmond upon Thames, Sutton, and Waltham Forest
Lincolnshire	Cambridgeshire	North Yorkshire (Excluding Redcar & Cleveland and Middlesbrough)		
Leicestershire	Essex	East Riding of Yorkshire		
Rutland	Hertfordshire			
Northamptonshire	Bedfordshire			

Breakdown of local authorities within each region

North East	North West	South East	South West	West Midlands
Northumberland	Cheshire	Berkshire	Somerset	Herefordshire
Tyne and Wear	Cumbria	Buckinghamshire	Bristol	Shropshire
Durham	Greater Manchester	East Sussex	Gloucestershire	Staffordshire
North Yorkshire (Redcar & Cleveland and Middlesbrough)	Lancashire	Hampshire	Wiltshire	Warwickshire
	Merseyside	Isle of Wight	Dorset	Worcestershire
		Kent	Devon	
		Oxfordshire	Cornwall	
		Surrey		
		West Sussex		