



Free Child Care Scheme - Requirements

- Parent 1 is always considered as the mother when the mother is available
- Free childcare hours are always calculated on the Parent 1 employment hours
- For a normal application applied by the mother and father we require the below:
 - Mother's recently dated declaration duly signed by the employer and specifying weekly working hours, her last payslips and father's declaration from employer which has to be recently dated and duly signed
- In the case that one of the parent is self employed we require the below:
 - The declaration has to be done by the self employed person specifying the weekly working hours and has to be recently dated.
 - In the case that the self employment has just started a month before applying for the FCS – we require the Jobsplus receipt which is the confirmation of the registration of the self employment
 - In the case that the self employment has started any month during the year applying for the FCS – we require last receipt of NI contributions paid by the Inland Revenue Department
 - In the case that the self employment has started in the previous years when applying for the FCS – we require the most recent tax return from the Inland Revenue Department
- When the Parent 1 is applying for the FCS as a single mother and the father is registered as unknown father on the birth certificate, we do not require any information from the father, but the birth certificate needs to be submitted along with the mother's employment declaration and her last 3 payslips
- When the Parent 1 is applying for the FCS as a single mother and the father is registered as the father on the birth certificate and for a reason or another the parents are no longer together we require the below:
- If the parents are on good terms together, they can apply for the FCS as 2 parents signing the application form and submitting the declarations of employments and payslips as requested.
- If the parents are not on good terms together and mother is stating that she has the sole care and custody of the child – we can only accept this application if a court decree or 'rikors' will be submitted along with the mother's declaration and her last 3 payslips. In this case father's details are to be left blank.

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- If mother availed herself only from the 18 weeks of maternity leave and returned back to work straight afterwards, her last 3 payslips still need to be submitted as during maternity leave, payslips will be issued. The declaration has to specify the period of maternity leave and the date of returning back to employment.
- If mother availed herself from parental leave after maternity leave, payslips are not required. However, the declaration has to specify the period of maternity leave, the period of parental leave and the date of returning back to employment.
- If either of the parents are in education and not in employment, we require a declaration or course time table specifying the course details and the end date of course. An application form of the course is not accepted.

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