



Ministry
of Defence

4 -11 years old Wraparound Childcare (WAC)

Information pack



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4 October 2021	V 1.0	
03 November 2021	V1.1	Pilot expansion to Lincolnshire Cluster and Woowich Cluster added. New detail added in red font.

Foreword

The Wraparound Childcare pilot for the Armed Forces is an important programme for Defence and one that the Secretary of State for Defence, Ben Wallace, is taking a close personal interest in.

Childcare issues are regular themes in the Families Continuous Attitude Survey (FAMCAS) and are regularly highlighted by the chain of command and the Family Federations. Childcare has also been highlighted as a key concern in The Selous Report. This pilot programme will help us start to address some of these concerns.

People lie at the heart of operational capability; attracting and retaining the right numbers of capable, motivated individuals to deliver Defence outputs is critical. This is dependent upon maintaining a credible and realistic offer that earns and retains the trust of people in Defence. In order to achieve this, all personnel must be confident that,

not only will they be treated fairly, but also that their families will be treated fairly. This includes providing them with the appropriate flexibility and freedom to bring up their children while they serve.

The pilot is one of many steps that Defence has taken to make the Armed Forces a more modern, inclusive, and family friendly employer.

This pack provides you with the information that you will find useful to ensure payment for your wraparound childcare, as well as many frequently asked questions.

If you need further guidance, please feel free to contact your unit HR team / UPO / admin office for any queries about claims. If you have questions about the policy contact People-AFFS-WAC-PILOT-Mailbox@mod.gov.uk

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Welcome

Welcome to the Wraparound Childcare pilot

We would like to welcome you to, and thank you for, taking part in this pilot for funded term time Wraparound Childcare (WAC) for 4 to 11 year old Service children.

This pack is designed to give you a better understanding of the pilot and answer any questions you may have. If you need further guidance please feel free to contact the Defence Childcare Support Team at: People-AFFS-WAC-Pilot-Mailbox@mod.gov.uk

Why is the MOD funding WAC?

Childcare is a concern that has been and continues to be raised on behalf of military families by the Families Federations (Fam Feds) and other stakeholders. The concern has been reflected in recent surveys carried out by the Fam Feds, in the wider Armed Forces Continuous Attitude Survey, (AFCAS) and the Families Continuous Attitude Survey, (FAMCAS).

Feedback from AFCAS and FAMCAS highlighted that a lack of affordable childcare has a significant impact on partner employment, which can influence Service personnel's decision whether to stay or leave the Armed Forces.

In recognition of the disadvantage that some Service families can face when trying to access wraparound childcare and the impact that this may have on retention, the Secretary of State for Defence has laid out his intention for free WAC for Service children aged 4 – 11 years old, during term time.

The aim of the pilot is to help inform whether the proposal of funding WAC cost meets the objectives of removing some of the issues that Service families face around childcare, in an effective manner and helping to improve the offer in support of Service retention.

Where are the pilots being held?

There are pilots at RAF High Wycombe and RAF Halton which started September 2020; Plymouth area and Catterick Garrison which started January 2021; **a Lincolnshire Cluster and a Woolwich Cluster which started September 2021.**

How long will the pilots last?

Families that join the WAC pilots within the eligibility window for that pilot, can continue to claim WAC funding so long as they remain eligible, until July 2022, or Full UK Rollout of the WAC Scheme, whichever is earliest. Parents who choose to take part in the pilot need to be aware that the pilot will end in July 2022, therefore childcare costs after the pilot ends will be payable by the parents. A decision about Full UK Rollout for all eligible Service personnel will be made before the end of July 2022 although it may be possible that this will be brought forward; either way parents will be kept informed.



Who is eligible to take part in the pilots?

To be able to take part in the pilots there are certain eligibility criteria that must be met. These include:

- The pilots are open to Service personnel (Regulars and Full Time Reserve Service (FTRS) Full Commitment (FC) only) who have completed Phase 1 training until their termination date (TX) or the end of pilot date; whichever is sooner.
- Both parents (or a sole parent in a lone parent family), must be in paid employment or starting or re-starting work within the next 31 days, 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](https://gov.uk). Parents earning over £100,000 will not be eligible for this pilot.
- A Service child in the context of this pilot is a child who the Service person has financial responsibility for, and lives with the Service person for the majority of the time; unless separated due to Service commitments (deployment, residential courses) or when on unaccompanied assignments. Where the child is normally resident with their other natural parent the Service person will be unable to claim WAC funding. All children must be recorded on JPA; if the child is not recorded on JPA then WAC funding cannot be claimed. Foster children are not eligible for WAC funding.
- Any 4 -11-year old children attending school (including home schooling) are eligible. Children will become eligible to claim WAC once they have turned 4 and attend school. This will usually be in Reception Class. Most children start school full-time in the September after

their fourth birthday. Children remain eligible until the end of the academic year in which they turn 11. Typically, their last day of primary school education.

- Service personnel (**Tri-Service**) with assignment orders at RAF High Wycombe and RAF Halton between 1 September 2020 and 31 July 2021, in the Plymouth area and Catterick Garrison between 1 January 2021 and 31 December 2021, **at the Lincolnshire and Woolwich Clusters between 1 September 2021 and 31 May 2022.**



How many hours and what costs will the WAC pilot cover?

The WAC pilot will cover the cost of up to 20 hours per week of before and after school care during term time only, at a regional capped rate. Any costs above this will be payable by the parent. A table of regional capped rates can be found at the end of this pack.

Which childcare providers can be used for WAC pilot?

You can choose your own provider, but they must be OFSTED registered (or equivalent). The MOD will not recommend providers and the relationship will remain between parent and provider.

Region Specific details

RAF High Wycombe and RAF Halton

Applications closed on 31 July 2021, families that are currently participating in this pilot can continue to do so up to 31 July 2022 or the formal Full UK Rollout date, whichever is earliest, for as long as they remain eligible. There will be no new applications accepted to join the pilot at RAF High Wycombe or RAF Halton after 31 July 2021. For an application to be accepted the Service child must be aged four and be at school before this date. This applies equally to the siblings of Service children, or the siblings of Service children already participating in the pilot.

Changes to the payment method:

From 01 September 2021 parents will have the choice to continue with their current payment methods of HR1108 claims / direct to provider payments (some providers will not accept direct payments from September 2021), or claiming via the Service parent's JPA. All pilot participants received an email **dated 14 October 2021** with further details to inform them of the process.

From 01 January 2022 all pilot participants will be required to submit a claim for WAC funding via the Service parents JPA.

Plymouth area and Catterick Garrison

Eligible Service personnel assigned to these areas must submit a pilot participant form ([Plymouth area form](#), [Catterick Garrison form](#) (Defence Intranet access required)), which can be accepted until 31 December 2021. Families that are currently participating in or have joined the Plymouth and Catterick pilots before 31st December 2021 can continue to do so up to 31 July 2022, or the formal Full UK Rollout date, whichever is earliest, for as long as they remain eligible.

Changes to the payment method:

From 01 September 2021 all new pilot participants will be required to pay for their wraparound childcare and submit a HR1108 form to claim the funding as a reimbursement (with the exception of siblings being added to the pilot where the provider is paid directly by the MOD for other siblings). Participants that joined the pilot prior to this will be able to continue with their current payment method until January 2022. Some providers will no longer accept direct payments from September 2021, if the provider does not accept direct payments from the MOD, parents will be required to pay for their WAC and submit a HR1108 claim form to the DCST. All pilot participants received an email **dated 14 October 2021** with further details to inform them of the process.

From 01 January 2022 all pilot participants will be required to submit a claim for WAC funding via the Service parents JPA.

Lincolnshire Cluster

Eligible Service personnel assigned to a UIN within the Lincolnshire Cluster from 1 September 2021 to 31 May 2022, must submit a [pilot participant form](#). Once eligibility has been checked by the HR focal points, SP will receive an email stating the date that they can start claiming WAC funding. This will be the date that the pilot participation form was submitted, applications will

also be approved where eligibility is apparent from the start of the Autumn term. Where eligibility is apparent from the start of the pilot, SP can submit backdated claims to the date they became eligible, upto a maximum of 90 days.

From the start of the pilot, the Serving parent must submit their WAC funding claims via JPA.

Woolwich Cluster

Eligible Service personnel assigned to a UIN within the Woolwich Cluster from 1 September 2021 to 31 May 2022, must submit a [pilot participant form](#), this confirms that they have checked and meet the eligibility criteria for claiming WAC funding. Where eligibility is apparent from the start of the pilot, SP can submit backdated claims to the date they became eligible, upto a maximum of 90 days.

From the start of the pilot, the Serving parent must submit their WAC funding claims via JPA.

Maximum allowable hourly claim by region and provider

	School	Childminders
	Maximum Hourly Rate	Maximum Hourly Rate
East Midlands	£3.97	£3.94
East of England	£4.09	£4.73
London, inner	£3.96	£7.09
London, outer	£4.81	£5.99
North East	£4.17	£3.78
North West	£3.45	£3.88
South East	£4.90	£4.99
South West	£3.88	£5.03
West Midlands	£4.52	£4.54
Yorkshire / The Humber	£3.51	£4.04
Scotland	£4.19	£4.19
Wales	£3.61	£3.61
Northern Ireland	£5.00	£5.00

Rate set at the regional average cost by provider as reported by Coram and NI childcare cost survey – updated September 2021¹

¹ Average cost of WAC per hour (breakfast/after school clubs – based on one hour before and three hours after school per day = 20 hours per week. Source (for England, Scotland and Wales): [Coram Childcare Survey](#); Source (for NI): [Northern Ireland Childcare Cost Survey](#)

How to claim WAC funding

Lincolnshire and Woolwich Clusters

- Check that you are eligible by reading the full eligibility criteria found in the DIN for the area you are assigned to [Pages - 01-personnel \(sharepoint.com\)](#) or on Discover my Benefits.
- New applicants must submit a pilot participation form. [Lincolnshire Cluster participant form](#)
- [Woolwich Cluster participant form](#).



SP assigned to the Lincolnshire Cluster will receive a confirmation email from their HR team, which informs them of the date that they can start to claim WAC funding (date of submission of their participation form / backdated to the start of the Autumn term where eligibility is apparent, up to a maximum of 90 days).

SP assigned to the Woolwich Cluster will be able to start claiming from the date of submission of their participant form. Where eligibility is apparent, they will be able to backdate claims to the start of the Autumn term, up to a maximum of 90 days.



The Serving parent must claim WAC funding via JPA.

After paying for your WAC, use the WAC Invoice Claims Calculator on the WAC portals on [Defnet](#) or [Defence Connect](#) to see how much you can claim (up to 20 hours per week per child, based on the area capped rate and how many hours you are claiming for). You will need to know the area of the WAC provider, the type of provider, how many hours and how many school days you are claiming for.



If you pay using your TFC Account, you will be able to claim 80% of eligible amount. The remaining 20% will be provided by HMRC when you add the funding to your TFC Account. There is an example on page 10.



If you pay by any other method, you will be able to claim 100% of eligible amount.



When the WAC Invoice Claims Calculator has worked out how much you can claim, this amount should be entered into JPA. This will be authorised by an expense authoriser if the amount exceeds the collar.



If you are using different providers, you will need to submit a claim on JPA for each invoice.

How to claim WAC funding

RAF High Wycome, RAF Halton, Plymouth area, Catterick Garrison

- Check that you are eligible by reading the full eligibility criteria found in the DIN for the area you are assigned to [Pages - 01-personnel \(sharepoint.com\)](#) or on Discover my Benefits.
- New applicants must submit a pilot participation form for [Plymouth area](#) or [Catterick Garrison](#).

Once eligibility has been assessed, if successful, you will be contacted by the DCST who will issue your WAC reference number and authority to claim.

If you joined the pilot **prior to** September 2021, you can choose to continue with your current payment method or submit an iExpense claim via the Serving parent's JPA.

If you joined the pilot **from** September 2021, you must pay your WAC provider; you can then claim any eligible costs back in one of the following ways:

1. Submit an HR1108 form along with your proof of payment and invoice / screen shots of online bookings to PEOPLE-AFFS-WAC-PILOT-MAILBOX@mod.gov.uk
2. Submit an iExpense claim via the Serving parent's JPA.

From 01 January 2022

The Serving parent must claim WAC funding via JPA.

After paying for your WAC, use the WAC Invoice Claims Calculator on the WAC portals on [Defnet](#) or [Defence Connect](#) to see how much you can claim (up to 20 hours per week per child, based on the area capped rate and how many hours you are claiming for). You will need to know the area of the WAC provider, the type of provider, how many hours and how many school days you are claiming for.

If you pay using your TFC Account, you will be able to claim 80% of eligible amount. The remaining 20% will be provided by HMRC when you add the funding to your TFC Account. There is an example on page 8.

If you pay by any other method, you will be able to claim 100% of eligible amount.

When the WAC Invoice Claims Calculator has worked out how much you can claim, this amount should be entered into JPA. This will be authorised by an expense authoriser if the amount exceeds the collar.

If you are using different providers, you will need to submit a claim on JPA for each invoice.

An example of a TFC claim

To work out what you can claim, the calculator will ask for the following information from the invoice: today's date, the invoice date, invoice reference number, invoice total, number of children, number of hours, the number of school days, type of provider, the Country the provider is in, the area the provider is in.

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 £3.51 (the capped rate for a school-based provider in Yorkshire / the Humber) x 20 days x 2 children, it will work out what 80% of this is, which is the amount that you need to enter into your JPA claim.

In this example this would be $4 \times 3.51 \times 20 \times 2 = 561.60$, the calculator will then work out 80% of this = £449.28. This is the amount that would be entered into JPA for this claim, once added to the TFC Account this will be topped up to £561.60.

Things you should also know

- You must make sure that you have enough money to pay your first WAC payment without causing financial difficulty.
- The payments for HR1108 claims will take up to 30 days from being processed by the DCST to appear in the bank account stated on the claim form.
- The funding will take 5 working days from authorisation on JPA to be paid into personal bank accounts. For guidance on how to submit the claim on JPA iExpenses please see the Self Service User Guide (SSUG) on the WAC portals on [Defnet](#) and [Defence Connect](#).
- Your refunds will always be one payment in arrears.
- The following must be kept as evidence for audit for 2 years from the claim:
 - WAC Invoice Claims Calculator screen shot/print out.
 - Invoices (or equivalent)
 - Screen Shot of proof of payment from TFC Account.
- If paying by TFC:
 - Transfer the funding from your personal bank account into your TFC Account. This can take up to 24 hours to be loaded into your TFC Account.
 - When your personal bank transfer has been added to your TFC Account, HMRC will automatically add your 20% top up.
 - Now pay your provider from your TFC Account. Payments to childcare providers will take a further three days to arrive in their account.
 - Your final WAC refund will not need to be transferred to your TFC Account.

Frequently Asked Questions

Questions	Answers
1. What is Wraparound Childcare?	Childcare received before and / or after the school day during term time only. In Wales this is known as 'Out of School Care', in Scotland it is known as 'School Aged Childcare'.
2. Who is eligible to claim WAC funding?	<p>To be eligible to claim WAC funding the following eligibility criteria must be met:</p> <ul style="list-style-type: none"> – At least one partner (or single parent) is serving as an Armed Forces Regular (including Full Time Reserve Service Full Commitment). – Dependent children aged 4 - 11 years old must attend school (including home schooled children) and be living with the Serving person for the majority of the time, except where separated for Service reasons(deployment, residential courses) or when on unaccompanied assignments. – Foster children are not eligible for WAC funding. – Partner must be in paid employment, starting or re-starting work within the next 31 days and have a weekly income equivalent to 16 hours at the National Minimum or Living Wage. – Both partners must each have an adjusted net income of £100,000 or less per annum. – WAC provider must be Ofsted (or equivalent) registered (includes schools and childminders).
3. What is the deadline for applying to take part in the pilot?	<p>The deadline to apply for the pilots are:</p> <p>RAF High Wycombe and RAF Halton 31 July 2021</p> <p>Plymouth area 31 December 2021</p> <p>Catterick Garrison 31 December 2021</p> <p>Lincolnshire Cluster 31 May 2022</p> <p>Woolwich Cluster 31 May 2022</p>
4. Am I eligible if I work in the pilot area but do not belong to the lead Service?	The pilots are Tri-Service, providing eligibility criteria is met, SP will be eligible to take part no matter which Service they belong to.
5. If SP are parented at a pilot area but located away from that area,	SP would need to be located at their permanent accounting base and therefore someone who is parented at a pilot site would not be eligible to take part.

are they eligible to claim WAC funding?	
6. I use a salary sacrifice scheme to pay for my WAC, can I claim WAC funding?	Parents can remain in a salary sacrifice scheme while taking part in the WAC pilot. The vouchers can be used to pay for WAC or could be used for holiday care. If parents choose to leave the AFCVS they must note that they cannot re-join the scheme.
7. If a parent leaves the AFCVS with a certain amount of vouchers purchased and unused: a. How long do they have to spend the vouchers? b. Do they have to spend all their vouchers before they are able to start using their TFC account? c. Will they be able to claim for a refund for any unused vouchers?	Parents can remain in the AFCVS while taking part in the WAC pilot, vouchers could be used for holiday care. Parents cannot be in the AFCVS and use TFC. If parents choose to leave the AFCVS for any reason (including to claim WAC funding) they must note that they cannot re-join the scheme. SP could use the childcare calculator on GOV.UK to help make an informed decision. a. There is no limit on when they need to spend the vouchers, as they have been received prior to them joining the TFC scheme. b. No, they do not. c. Yes, they can do this, and the vouchers would be paid back through salary as per the normal process.
8. Do I have to have a TFC Account to be able to claim WAC funding?	At this stage of the pilot, having a TFC Account is encouraged and is a considered eligibility factor in the Full UK Rollout proposal.
9. Can civilian email addresses be used on the pilot participant form?	Pilot participant forms must contain an MOD email address, a civilian email address may also be supplied.
10. Do we need to be married to claim WAC funding?	SP do not need to be married to be eligible to claim WAC funding.
11. If my partner is not working, can I claim WAC funding?	Partners must be in paid employment, starting or re-starting work within the next 31 days and have a weekly income equivalent to 16 hours at the National Minimum or Living Wage. If a partner can't work and is in receipt of certain Government allowances, they will be able to claim WAC funding if all the other eligibility criteria are met.
12. What is the definition of a dependent child?	A Service child in the context of this scheme is a child who the Service person has financial responsibility for, and the child lives with the Service person for the majority of the time; unless

	separated due to Service commitments (deployment, residential courses) or when on unaccompanied assignments. Where the child is normally resident with their other natural parent the Service person will be unable to claim WAC funding. All children must be recorded on JPA; if the child is not recorded on JPA then WAC funding cannot be claimed.
13. What is the process if the child is not recorded on JPA?	To be eligible to claim WAC funding, Service personnel must ensure their children are recorded on JPA, your Service HR department will be able to assist with this.
14. Why are foster children not eligible to join the WAC Scheme?	WAC eligibility is based on Tax-Free Childcare (TFC) criteria set by HMRC, part of the eligibility criteria for TFC is that the parent has responsibility for the child. Fostered children are 'looked after children' and the Local Authority (LA) is responsible for them. The way the LA delivers its responsibility is by employing foster carers, but the LA remains responsible for the child.
15. Is there a maximum number of children who can be accepted onto the WAC pilot?	There is no maximum number of children that can be accepted, as long as the eligibility criteria are met.
16. Is there a maximum number of children per family who can claim the 20 hrs per week?	There is no maximum of number of children per family as long as the eligibility criteria are met.
17. What age range are children eligible?	Children will become eligible to claim WAC funding once they have turned 4 and attend school, including home school. In England, Wales and Northern Ireland this may be in Reception class. In Scotland, this may be Nursery. Most children start school full-time in September after their 4th birthday. Children remain eligible until the end of the academic year in which they turn 11, typically, their last day of primary school education.
18. My child is 4, I have chosen to defer their school start date until they reach compulsory school age, they attend a registered setting full time, am I able to claim?	No. The WAC funding can only be claimed for children who have turned 4 and have begun attending school.
19. Will claiming WAC funding for my 4 -11-	Claiming WAC funding will not affect any claims for 15 / 30 hours TFC funding received for your younger children.

year-old child(ren) have an effect on my claim for 15 / 30 hour funding for my 3 – 4 year old child(ren)?	
20. Will children over 11 years old with Special Education Needs and Disabilities (SEND) be eligible?	The age limit for all children on the pilot is 4-11-years old. There is no separate provision for children with SEN. Disabled children are eligible for extra WAC funding if they receive a Disability Living Allowance (DLA, including the new Scottish DLS), Personal Independence Payment (PIP) or Armed Forces Independent Payment (AFIP), or are certified severely sight-impaired by an ophthalmologist.
21. Are children with a Special Education Needs and Disabilities (SEND) that attend special schools eligible?	Yes, as long as the eligibility criteria are met.
22. Do children at Boarding school qualify for the funding?	No, for the purpose of the WAC Scheme, children must live at home and attend school (including home school).
23. If Service personnel or their partner are on maternity leave, are they still eligible?	If they are on paid maternity leave, they will be eligible. If they are unpaid maternity leave, they will not be eligible.
24. If Service personnel or their partner are on a career break, are they eligible?	No, they will not be eligible. Both parents (or sole parent in a lone parent family) must be in paid employment and have a weekly income equivalent to 16 hours at the National Minimum or Living Wage.
25. What can parents claim?	The cost of up to 20 hours per week of WAC funding, including before and after school clubs, per child during term time only. Providers must be OFSTED (or equivalent) inspected providers. The cost is capped using the regional average and maximum hours rate. If meals or activities are a cost on top of the cost of childcare, this is payable by the parent.
26. Are we able to claim for more than 20 hours when SP are deployed or away on exercise?	No, the maximum number of hours that can be claimed is 20 hours per week, per child, during term time only.
27. What types of providers are included?	Registered providers include:

	<ul style="list-style-type: none"> – 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. Excludes all types of informal childcare (e.g., grandparents, friends, babysitters, etc.). – 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. Excludes all types of informal childcare (e.g., grandparents, friends, babysitters, etc.).
28. Is the rate based on a national average? Costs can vary from area to area, is there an x-factor for the more expensive areas?	Costs are based on the <u>Coram</u> (England, Scotland and Wales) and <u>Northern Ireland Childcare cost survey</u> . There is no x-factor for more expensive options. A copy of the rates can be found at the end of this information pack. If you are unsure which area your provider comes under, use this <u>postcode checker</u> to find out which county they are in, you can then search the table at the end of this information pack to find out which area they are in and what the rate is for that area.
29. If the provider costs more than the regional hourly rate, are we ok to proceed?	You can only claim up to maximum rate for the area the provider is in. Anything over and above this rate, you would have to fund yourself. Claims are calculated on an hourly basis.
30. I use multiple different providers that charge different rates, how do I work out my claim?	Please see the 'How to Claim WAC funding' flow chart on page 9 of this welcome pack, which explains how to work out and submit your claim.
31. If I change providers who do I need to inform?	If you change providers you will need to inform the DCST of the new provider's details including the provider hours and costs <u>PEOPLE-AFFS-WAC-PILOT-MAILBOX@mod.gov.uk</u> All providers must be registered with Ofsted (or equivalent).
32. If I join the WAC Scheme and then get relocated, who do I need to inform?	To be eligible to take part in the pilot you must be assigned to one of the pilot areas, if you are relocated outside of the pilot areas, you need to inform the DCST <u>PEOPLE-AFFS-WAC-PILOT-MAILBOX@mod.gov.uk</u> You may be entitled to a period of protections as stated in the DIN for your pilot area <u>Pages - 01- personnel – (sharepoint.com)</u>
33. How do I make a claim for WAC funding?	Before making any claims, please see the 'How to claim WAC funding' flow chart on page 9 of this information pack. It contains all the information you need to decide whether you want to make a claim and how to submit a WAC claim.

<p>34. If a parent earns £100K or more and the other earns less than £100K, do they qualify for the WAC Scheme?</p>	<p>No, if either parent earns £100K or more they do not qualify for the WAC Scheme. If both parents earn less than £100K each, however, they will be eligible to claim WAC so long as they meet the minimum earning criteria. The upper income limit for WAC funding is based on the £100K figure dictated by HMRC in terms of TFC eligibility (this is also where the personal allowance starts to decrease). Parents not eligible for TFC will not be able to claim WAC funding.</p>
<p>35. How are WAC claims paid and is there a tax implication if paid into wages?</p>	<p>Please see the 'How to claim WAC funding' section at page 9 of this information pack for the ways that the funding is paid. WAC funding is not paid into wages. The MOD will settle the Tax and National Insurance contributions arising from payments made by the WAC by way of a departmental PAYE Settlement Agreement (PSA) with HMRC until 31 August 2022.</p>
<p>36. If parents are separated or divorced, which income is the qualifying trigger for WAC funding?</p>	<p>WAC eligibility is based on Tax-Free Childcare (TFC) criteria set by HMRC. Income tests apply to the applicant and their partner, if any. Partner means someone you live with as husband and wife (or equivalent). If one parent has moved out, they don't count as partner for the other parent. But anyone else who has moved in does. To qualify, the child will have to be living with the Service parent for the majority of the time except where separated due to Service commitments (deployment, residential courses) or when on unaccompanied assignment, and the child must be recorded as a dependent child on JPA.</p>
<p>37. If our circumstances change and we no longer meet all of the eligibility criteria, who do we inform?</p>	<p>Any changes in circumstances which result in SP or any member of the household no longer being eligible to take part in the WAC pilots, must be reported to the DCST PEOPLE-AFFS-WAC-PILOT-MAILBOX@mod.gov.uk If SP knowingly submit a fraudulent claim they will be subject to administrative or disciplinary action. Continuation of receipt of WAC payments may be offered in certain circumstances as laid out in Annex D of the WAC pilot DINs.</p>
<p>38. What happens when the Service person leaves the Armed Forces?</p>	<p>If the Service person voluntarily leaves the Armed Forces or is dismissed from Service, eligibility stops no later than on the last day of Service.</p>
<p>39. What happens if the Service person is medically discharged?</p>	<p>If a Service person is medically discharged, then they would retain the benefit until the end of the pilot, or six months from the discharge date, whichever is longer (assuming the child remains eligible).</p>

40. If a Service parent dies in Service, will children remain eligible?	If a Service person dies in Service, then their child would retain the benefit until the end of the pilot or for six months, whichever is the longer (assuming the child remains eligible).
41. If a Service parent deploys and a partner has to give up work, will eligibility for the scheme stop?	The entitlement would stop; not because the Service person is deployed, but because both parents must be working (or taking up work in the next 31 days). Generally, were the Service person to be deployed, they would continue to be eligible to take part in the scheme so long as their partner continues in work. If a Service person's partner's eligibility changes, and they no longer meet the eligibility criteria, the eligible child will continue to be eligible for WAC funding either for a further six weeks or up to the end of the academic term in which the change in eligibility occurs, provided neither date extends beyond the end of the pilot period, in which case that date shall apply.
42. If I no longer want to claim WAC funding, who do I need to inform?	If you decide to withdraw from the WAC pilot you will need to inform the DCST PEOPLE-AFFS-WAC-PILOT-MAILBOX@mod.gov.uk
43. My partner is in full time education; will we be eligible to claim WAC funding?	At present, in line with existing Government policy, you will not be eligible to claim WAC funding.
44. My partner is on an apprenticeship; will we be eligible to claim WAC funding?	If your partner earns the equivalent of 16 hours at the National Minimum Wage for apprentices, you will be eligible to claim WAC funding.
45. Do families need to live on base to claim WAC funding?	Families do not need to live on base to claim WAC funding.
46. Will Service Pupil Premium (SPP) be removed for the children of parents claiming WAC funding?	The SPP and the WAC Scheme are completely separate and will remain unaffected.
47. Can I claim Continuity of Education Allowance (CEA) at the same time as WAC funding?	You may not claim WAC funding for a child if you are claiming CEA (board); however if you are claiming another type of CEA you may be eligible particularly if school fees do not already include an element for before/after school clubs. Other allowances will not be affected by claiming WAC funding.

48. Can I split my claims between before and after school childcare?	Yes, the claims can be split between before and after school care, and also between different providers. All providers must be registered with OFSTED or equivalent.
49. At Independent schools, the invoice for WAC comes at start of each term alongside the invoice for school do I need to ask the school to separate it out?	The number of WAC hours must be clearly articulated on the invoice, and whether it is before or after school care.
50. The invoice for WAC comes at the start of each term; can I claim when I pay for the invoice, rather than wait until the childcare has been used?	WAC funding can be claimed up to one term in advance, you must have proof of payment to submit a WAC funding claim.
51. Can I claim WAC funding retrospectively?	Retrospective claims are limited to one term, all claims need to be completed and submitted for one term before. Claims via JPA iExpenses must be submitted within 90 days.
52. If Full UK Rollout does not happen, will the scheme be maintained in the pilot areas?	No, if Full UK Rollout does not happen, funding will stop at the end of July 2022.
53. Who do I contact if I have questions?	Contact your unit HR team / UPO / admin office for any queries about claims, if you have questions about the policy contact PEOPLE-AFFS-WAC-PILOT-MAILBOX@mod.gov.uk
54. Is there a complaints process?	There is a complaints process, Service personnel can submit a complaint or appeal in writing to the DCST WAC pilot group mailbox PEOPLE-AFFS-WAC-PILOT-MAILBOX@mod.gov.uk The title header should begin COMPLAINT and include your WAC reference number (if you have one). The main body of the text should contain the following: <ul style="list-style-type: none"> - An explanation of the complaint - The date it relates to - The resolution which is being sought.

Acronyms

MOD	Ministry of Defence
WAC	Wraparound Childcare
SP	Service Personnel
AFFS	Armed Forces Families and Safeguarding
DCST	The Defence Childcare Support Team, a department within AFFS which is administrating the WAC pilot.
AFCVS	Armed Forces Childcare Voucher Scheme, a salary sacrifice childcare voucher scheme that closed to new joiners in October 2018.
TFC	Tax-Free Childcare, the Government-backed Tax-Free Childcare scheme essentially gives eligible families 20% off childcare costs.
FTRS (FC)	Full Time Reserve Service (Full Commitment).
FTRS (LC)	Full Time Reserve Service (Limited Commitment).
FTRS (HC)	Full Time Reserve Service (Home Commitment).
AFCAS	Armed Forces Continuous Attitude Survey.
FAMCAS	Families Continuous Attitude Survey.
PSTAT Cat	Personal Status Category.

You can find more information about the WAC pilot at:

- [Discover my Benefits](#)
- [GOV.UK](#)
- [DIN](#) (Service personnel)
- [WAC portal Defnet](#) (Service Personnel)
- [WAC portal Defence Connect](#) (Service Personnel)

Feedback

Please send your questions or feedback to PEOPLE-AFFS-WAC-PILOT-mailbox@mod.gov.uk



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Wraparound Childcare (WAC)

Please see the WAC portals on [Defnet](#) and [Defence Connect](#) for further information.

