

CHILDCARE COSTS WHEN ON UNIVERSAL CREDIT

PAY IT! DECLARE IT!

Checklist for parents

Questions	Answer/ Tick
Have you checked Childcare Choices website to see which benefit or childcare funding is best for you?	
Are you claiming Universal Credit?	
If so, have you declared a change of circumstance and reported you have childcare costs?	
Log on to your UC account using your username and password <ul style="list-style-type: none"> ○ If it is the first time declaring childcare costs go to HOME, REPORT A CHANGE, CHILDCARE COSTS ○ If you have declared childcare costs previously go to HOME, REPORT CHILDCARE COSTS 	
What is your assessment period? This is different for each person and all changes must be reported during your assessment period.	
Pay your childcare costs to the nursery provider <ul style="list-style-type: none"> ○ Log on to your UC account ○ Go to the Home section ○ Select 'report a change' (or if you've previously reported childcare costs select 'report childcare costs') ○ Enter the details of the costs ○ Select how you would like to provide evidence <ul style="list-style-type: none"> ▪ Upload receipt ▪ In the job centre ▪ Via post (always the last option) 	

- Childcare costs can be declared at any time during a claim.
- **Pay it! Declare it!** It is in your interest to declare what you have paid for your childcare at the same time. You **must** declare it within your assessment period.
- If your circumstances do not enable you to declare your childcare payment straightaway we can allow additional time. This is not something we advise as it isn't in your interest or that of the provider.
- Once you have declared your childcare costs and where verification of the costs is required, you have one month to provide this evidence from the date it is requested.