

Explore Learning is registered on the Ofsted Voluntary Childcare Register in England and with the Care Inspectorate in some of our centres in Scotland\*. This means that if you are eligible for support with your childcare costs through Working Tax Credit or Universal Credit you may be able to claim a percentage of your membership fees.

## WORKING TAX CREDIT

### What is the Childcare Element of Working Tax Credit?

You can get extra tax credits to help pay for some of your childcare costs while you are working.

### How do I find out if I'm eligible?

You can visit <https://www.gov.uk/working-tax-credit> or call 0345 300 3900.

### Who do I contact?

You can call 0345 300 3900 or visit the website to request your claim form if you're new to Working Tax Credits. We recommend explaining to the HMRC operator that Explore Learning is approved childcare. This will help them process your claim.

## UNIVERSAL CREDIT

### What is Universal Credit?

Universal Credit will replace Working Tax Credit and many other benefits. Universal Credit is being introduced in stages across the UK. When your area moves to Universal Credit you'll receive information from the Department for Work and Pensions (DWP) if you are already in receipt of an applicable benefit.

There is an additional allowance for families who need help with approved childcare costs.

### How do I find out if I'm eligible?

You can visit <https://www.gov.uk/universal-credit> and apply online.

### Who do I contact?

After you apply for Universal Credit, you must contact your local Jobcentre Plus within 7 days to make an appointment with a work coach.

We recommend explaining to your work coach that Explore Learning is approved childcare. This will help them process your claim.

## How to claim for Working Tax Credit and Universal Credit

To complete your claim for either Working Tax Credits or Universal Credits, you'll need the following information from us:

- Your local Explore Learning centre's address
- Monthly membership cost
- Ofsted/Care Inspectorate\* registration number -

If you have any more questions then please do not hesitate to get in touch with one of our centre managers.