

## **BBSRC CHILDCARE VOUCHER SCHEME**

### **Introduction**

The Government has made provision for employers to support working parents by allowing them to offer childcare vouchers through approved schemes. BBSRC provides a childcare voucher scheme, which employees can choose to join.

### **What can vouchers be used for?**

The vouchers can be used to pay for the following childcare, up to age 16 (age 18 for a child with a disability):-

- registered childminders, nurseries and play schemes;
- out-of-hours clubs on school premises run by a school or local authority;
- childcare schemes run by school governing bodies under the 'extended schools' scheme;
- childcare schemes run by approved providers, e.g. an out-of-school hours scheme or a provider approved under a Ministry of Defence accreditation scheme;
- in England only, childcare given in the child's own home by a domiciliary worker or nurse\* from a registered agency who cares for the child or children;
- in Scotland only, childcare given in the child's own home by (or introduced through) childcare agencies\*, including sitter services and nanny agencies, which must be registered;
- approved foster carers (the care must be for a child who is not the foster carer's foster child).

\*Childcare provided in the child's own home will not qualify if the person approved to give that childcare is a relative of the child.

### **How are the Vouchers paid?**

Childcare Vouchers are paid as part of the remuneration package. The advantages of this are:-

- savings are made on tax and NI on the salary that is sacrificed to purchase the voucher;
- the calculation is made on net pay, so other contributions/pay elements are not taken into consideration.

Childcare Vouchers can help you to budget for your childcare costs.

### **How are Vouchers purchased?**

You will need to join the childcare voucher scheme. For information on how to join the scheme, please select the appropriate contact:

#### **For employers using the RCUK SSC Ltd, please contact:**

**Policy and Reward Team at SSC:** Telephone: (01793) 867000 **OR**

raise a service request, select 'employee benefits' and in the 'problem summary' box put 'for the attention of Policy and Reward' and state that you wish to join the scheme. In due course, an email will be sent by SSC from Sodexo (childcare voucher provider) giving details of how to join.

**For employees not using the RCUK SSC Ltd, please contact:**

Your local HR department, who will be able to supply details of how to apply for vouchers.

You will be asked to choose a set amount of your salary each month to be paid as Childcare Vouchers; the monies are deducted via payroll. The amount of childcare vouchers you can purchase is determined by your tax band, full details will be given to you by the scheme administrator when you apply.

You can receive paper vouchers, which are sent to your home address each month, to hand over to your childcare provider, or choose an e-voucher account. Your deduction is put into this account and you then arrange for automatic payments to be made to your childcare provider.

The childcare provider needs to register with the voucher provider; the childcare voucher administrator will send you the forms for them to do this.

**What if I want to change my childcare provider or the amount in vouchers?**

This can be arranged with one month's notice by contacting the childcare scheme administrator. However, frequent changes must be avoided in order to keep Inland Revenue approval.

**What happens if I have a period of unpaid employment?**

Childcare Vouchers are not available for unpaid periods of employment.

**What happened if I have a period of unpaid maternity leave?**

You will be eligible to receive childcare vouchers during unpaid maternity leave. The cost of the vouchers will be met by your Institute during this time.