

Eligible 2 Funding Applications

Guidance for Parents/Carers 2024/25



Customer focused business and contact services



Customer & Business Services

CBS Early Years Team

26/06/2024 v0.2

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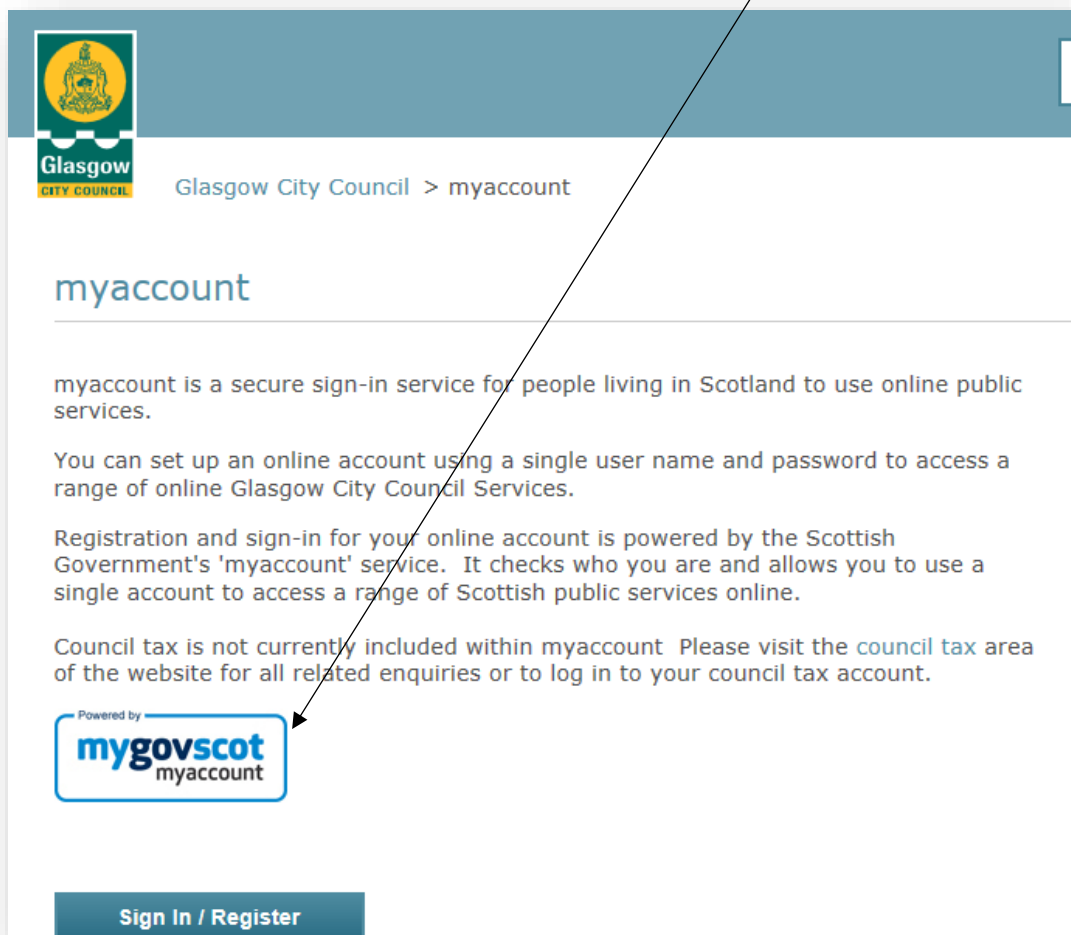
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1 Setup of myaccount

Before an online application can be completed all parents/carers will require to have or to set up a 'myaccount' via the Glasgow City Council website. When you have clicked on the application form link you will be directed to the below page. Select the Sign in/Register option and either sign in or register.



Please ensure you keep a record of the log in details that you have created for myaccount as you may require to log in the future. Once signed in/registered, you will be taken to the online application to complete.

Please note - if you are experiencing issues with myaccount, i.e., resetting passwords, login issues, updating details etc. you can use the links below.

If you require to update your details, you can do so by signing in here:

<https://signin.mygovscot.org/home//webHP?requestType=ApplicationRH&actionVal=homePage&screenId=114>

If you have forgotten your password – you can reset from here:

<https://signin.mygovscot.org/home/?entityId=https://signin.mygovscot.org/shibboleth&sp=resetPassword/CAS>

2 Contact Details


Most fields will already be completed automatically using the information used to setup your 'myaccount' – therefore it is important that the 'myaccount' is in your own name and your details are up to date.

Please ensure you complete all blank fields before clicking 'Next' in each section.

2.1 SECTION ONE – PARENT/CARER DETAILS

This section is your contact details. If the fields have been completed automatically, you must ensure that the information is accurate i.e., contact number, email address etc. The only field that you will be required to complete is your Title and Contact number.

For Example: -

	
Title*	<input type="text" value="Mrs"/>
First name*	<input type="text" value="A"/>
Surname*	<input type="text" value="Jones"/>
Address 1*	<input type="text" value="221 George Street"/>
Address 2	<input type="text"/>
Address 3	<input type="text"/>
Town/City*	<input type="text" value="GLASGOW"/>
Postcode*	<input type="text" value="G1 1ZE"/>
Contact number*	<input type="text"/>
Email*	<input type="text" value="Ajones1@glasgow.gov.uk"/>

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2.2 SECTION TWO – CHILD DETAILS

All fields within this section are mandatory, please ensure all information is accurate.

Please ensure you are not applying for funding before your child turns two years old. If your child does not yet have a nursery placement, please select your 1st choice nursery establishment that you selected on the nursery enrolment form.

Eligible2s

Child's details

Forename(s)*

Surname*

Known as

Date of Birth*

Child's age*

Nursery the child attends*

Contract child attends, please select if your child will be attending on a 52 week or term time basis.

Contract Child Attends

☐ 52 Week

☐ Term Time

If you are applying for more than one child, select 'Yes'. Repeat for **all** children you require to apply for Eligible 2 funding.

Are you applying for more than one child?

☒ Yes

☐ No

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3 Section Three – Eligibility & Evidence

3.1 ELIGIBILITY

In this section, you should select **all** statements that apply to you.

Eligible 2 Funding Application Form

Which statement(s) best matches your circumstances? (Please choose all applicable)

- ☐ I receive Income Support/Job Seekers Allowance (JSA) or any income related element of Employment Support Allowance (ESA)
- ☐ I receive Universal Credit with a monthly earned income of less than £850
- ☐ I receive Child Tax Credit but not Working Tax Credit, and my annual income is less than £19,995
- ☐ I receive Child Tax Credit and Working Tax Credit, and my annual income is less than £9,552
- ☐ State Pension Credit
- ☐ I am an Asylum Seeker, receiving support under part VI of the Immigration and Asylum Act 1999
- ☐ Your child is aged 2 and has been looked after by a local council, subject of a kinship care order or subject of a guardianship order
- ☐ You were yourself care experienced at any point during your own childhood

End of page

3.2 SAMPLES OF EVIDENCE

For each statement that relates to your circumstances you will be required to upload evidence of this at the end of the application. The below lists what documentation will be accepted.

Please note, that failure to supply the requested documentation will result in a delay to the Eligible Two application being processed.

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Universal Credit -

Universal Credit Statements – If your household is In receipt of Universal Credit, please upload your full, and most recent Universal Credit Statement (all pages), showing your **monthly earned income** and the breakdown of how this monthly payment has been calculated.

This must show:

- **Name and address**
- **Date**
- **Breakdown of payment (housing and child elements, monthly earned income)**
- **Full Deductions section**
-

Example of Universal Credit Statement

<h2>Payments</h2> <p>Print this statement</p> <p>Your Name Here</p> <p>Your address here Street Name GLASGOW Postcode</p> <p>Assessment period: 17 March to 16 April 2023 Need help understanding your assessment period?</p> <div><p>Your payment this month is</p><h1>£624</h1><p>This will be paid by 8pm on 23 April 2023</p></div> <h3>What you're entitled to</h3> <p>Standard allowance £334.91 You get a standard amount each month. You said you're single</p>	<h3>What you're entitled to</h3> <p>Standard allowance £334.91 You get a standard amount each month. You said you're single</p> <hr/> <p>Children £290.00 You get support for 1 child</p> <hr/> <table><tr><td>Total entitlement before deductions</td><td>£624.91</td></tr></table> <h3>What we take off (deductions)</h3> <hr/> <table><tr><td>Total deductions</td><td>£0.00</td></tr></table> <hr/> <table><tr><td>Your total payment for this month is</td><td>£624.91</td></tr></table> <h3>If your circumstances change</h3> <p>You must immediately report changes in your circumstances that could affect your Universal Credit payments.</p> <h3>Help and support</h3>	Total entitlement before deductions	£624.91	Total deductions	£0.00	Your total payment for this month is	£624.91
Total entitlement before deductions	£624.91						
Total deductions	£0.00						
Your total payment for this month is	£624.91						

Working tax/child tax credits –

Tax credits/Child tax credits - If your household is In receipt of Tax credits/Child tax credits please upload a Tax Credit Award Notice (TCAN) for 2024/2025, All pages of the TCAN must be submitted showing the household income for 2023/2024. Please note we **cannot** accept a provisional award or a TCAN showing an **estimated** income for 2023/2024.

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Example of a Tax Credit Award letter.

PAGE 1

HM Revenue & Customs

Helpline 0345 300 3900
Textphone 0345 300 3909
For our opening hours go to www.gov.uk/contact-hmrc

TCO PRESTON 5
Tax Credit Office
HM Revenue and Customs
BX9 1ER
Issue Date

APPLICANT NAME
ADDRESS
ADDRESS
POSTCODE

Amended tax credits award for 06/04/2019 to 05/04/2020

APPLICANT 1 NAME National Insurance number
APPLICANT 2 NAME National Insurance number

Summary

Tax credit for the period - see Part 2

Child Tax Credit £

Amounts still to be paid to you for the period shown above - see Part 3

Child Tax Credit to NAME £

Tax credits are based on your personal circumstances and income for the whole tax year. After the end of the tax year, when all the information is known, we make a final decision about how much you are entitled to receive.

Part 1 shows your circumstances, including your income. Please check this part and tell us immediately if anything is wrong, missing or has changed.

Part 2 is for information. It shows how we calculate your tax credits.

Part 3 gives details about any payments we will make for the period shown above.

Your rights and obligations

Your Charter explains what you can expect from us and what we expect from you. For more information go to www.gov.uk/hmrc/your-charter

Why we are writing to you

Your income or benefits have changed.

What to do now

Please check the details on this award notice and tell us if anything is wrong, missing or incomplete. It's important you tell us about changes to your circumstances when they happen otherwise you could be overpaid and may have to pay money back. See the enclosed notes for more information.

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If your payments have gone down

If you cannot meet your essential living expenses because your payments have gone down, please contact us. We may be able to make extra payments.

Other help you may get

Receiving tax credits may mean you can get other benefits that are not provided by us. For more information, please phone the Helpline.

The information below may help you apply.

The income we have used to calculate your tax credits is £

This is different from the figure you have given us (see Part 1, income section). That figure will be used when we calculate your payments from 6 April next.

Your income does not reduce the amount of tax credit you receive.

Part 1 Personal circumstances

Your tax credits are based on your personal circumstances. We hold the following details on 12/11/2019. Please tell us immediately if anything is wrong, missing or incomplete because if you receive more money than you are entitled to, you will have to pay the money back.

Claimants

Your tax credits are based on you being part of a couple. If you have separated, please tell us.

Tax credits take account of the hours you work. We need to know whether you work

- * less than 16 hours a week
- * between 16 – 23 hours a week
- * between 24 – 29 hours a week
- * 30 hours a week or more.

Tell us if your hours change so you move from one of the above groups into another.

For couples with children it is your joint working hours that count, but one partner must work at least 16 hours a week.

APPLICANT 1 NAME

You work 19 hours a week.

APPLICANT 2 NAME

You claimed tax credits jointly with the person named above.

Qualifying children and young people

For children born on or after 06/04/2017 we normally only pay the child element for up to 2 children and young people. The children and young people we are paying child element for are detailed in Part 2 of this letter. For more information see the notes.

3 aged under sixteen.

CHILD/CHILDREN'S NAMES SHOWN
HERE

Childcare costs

You have no qualifying childcare costs. If you start to pay for childcare and you qualify for Working Tax Credit you may be able to claim the childcare element of Working Tax Credit. Contact us for details.

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HM Revenue & Customs

Amended tax credits award for 06/04/2019 to 05/04/2020

APPLICANT 1 NAME National Insurance number
APPLICANT 2 NAME National Insurance number

Continued

Income

This is the information we have about your income. Please contact us immediately if it is not correct.

Your income for the year 6 April 2019 to 5 April 2020

This income is based on an estimate provided by you.

APPLICANT 1 NAME

Earnings as an employee	£ 2000	
Your total income		£2000

APPLICANT 2 NAME

Earnings as an employee	£ 4000	
Your total income		£4000
Total income for the year from 6 April 2019 to 5 April 2020		£ 8000

Your income for the year 6 April 2018 to 5 April 2019

Total income for the year from 6 April 2018 to 5 April 2019		£ 10000
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Has your income changed?

Please tell us if your income goes up or it goes down. This helps us to keep your payments on the right track.

Income gone down? – tell us now, you may be due more tax credits.

If you are due more tax credits, we will increase your remaining payments straightaway. After 5 April 2020 we will send you a Renewal Pack. Once you have told us your actual income for the year from 6 April 2019 to 5 April 2020, we will check your whole award. If we owe you any money we will pay it

Income gone up? – tell us now to keep your payments on the right track

This does not usually affect your tax credits payments for this year.

From 6 April 2020 your payments will be based on the income you have told us about. If your income has gone up and you do not tell us until you complete your Renewal Pack, you may be paid too much from 6 April 2020 onwards. If you are, we will reduce your payments to collect back any overpaid amount.

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Asylum Seeker –

Asylum Seeker – You must supply a copy of your Application Registration Card (ARC) bail201 Letter or Serco tenancy agreement

Example of an Application Registration Card (ARC)



Example of tenancy agreement

<p>OCCUPANCY AGREEMENT GIVEN BY THE LESSEE TO EACH INDIVIDUAL.</p> <p>THIS OCCUPANCY AGREEMENT IS GRANTED EXPRESSLY ON A TEMPORARY BASIS FOR THE PURPOSE OF PROVIDING ACCOMMODATION TO ASYLUM-SEEKERS IN ACCORDANCE WITH SECTION 4 OR PART VI OF THE IMMIGRATION AND ASYLUM ACT 1999. THIS AGREEMENT DOES NOT CONFER ANY RIGHTS OF A TENANT.</p> <p style="text-align: center;">Occupancy Agreement</p> <p style="text-align: center;">Between Mears And Name: (NASS:) (The Occupant)</p> <p>This Occupancy Agreement sets out the terms on which the Occupant occupies the property ('the property') leased by Mears as part of its contract with the AASC - Scotland and UKVI and the duties and obligations of AASC - Scotland and the Occupant. This property is for temporary accommodation only.</p> <p>1. Mears agrees</p> <p>1.1 To make the property available to the Occupant, on a temporary basis, on behalf of UKVI, whilst his/her asylum application is being assessed.</p> <p>1.2 That this Occupancy Agreement shall commence on _____ (regardless of the date of signing this Agreement).</p> <p>1.3 To ensure that at the commencement, and throughout the period, of occupancy the property is structurally sound, is in a wind and watertight condition, and is in a reasonable state of repair and maintenance.</p> <p>1.4 To provide a day-to-day housing management service to deal with and resolve any issues arising from the accommodation. Any issues relating to the property may be discussed with or reported to the A.I.R.E Provider.</p> <p>1.5 To provide furniture and utensils for use within the property which are detailed on the attached schedule. The furniture and utensils remain the property of Mears at all times and must not be removed from the property. Any loss or damage to the furniture or utensils, arising from any misuse or neglect by the Occupant or any person living in the accommodation or any visitor, will be reported to UKVI.</p> <p>2. The Occupant agrees</p> <p>2.1 To occupy the property allocated by the Mears as his/her only home and to limit occupation solely to those of his/her dependants for whom the property was allocated. Visitors are permitted at all reasonable times, but cannot remain overnight. The occupant is responsible for the conduct of any visitors to the property who must behave in accordance with Clause 2.5 of this agreement whilst on the premises.</p> <p>2.2 Not to carry out any structural, internal or external alterations, or any other repair to the property.</p> <p>2.3 To report any outstanding repairs to the AIRE Provider, Migrant Help.</p>	<p>4.3 Any breach of paragraphs 2.5 or 2.6 or 2.7 or where there is a persistent or other substantial breach of this Occupancy Agreement which the Occupant has failed to remedy may lead to Mears informing the Home Office which, in turn may lead to termination in accordance with due process of law.</p> <p>Signed for and on behalf of AASC - Scotland and Mears _____ (Signed) _____ (Date)</p> <p>The terms of this Agreement are understood by me and</p> <p>(a) I agree to keep to them as governing my Occupancy at:</p> <p>Address:</p> <p>(b) I understand the Emergency Procedures which have been explained to me. I have received a copy of the Welcome and Information Pack printed in my own language, which I shall retain for my own records.</p> <p>(c) I am aware of my right to be accompanied by a person of my choice in all my dealings with Mears.</p> <p>_____ (Signed) _____ (Date) #</p>
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Jobseeker Allowance/Income Support/Employment Support Allowance

Jobseeker Allowance/Income Support /Employment Support Allowance – You must supply most recent letter from Jobcentre confirming this information.

Kinship care/Care experienced/Guardianship order.

Kinship care/Care experienced/ Guardianship order – You must supply a letter from Health and Social partnership confirming this information.

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4 Section Four – Submitting evidence.

This section allows for documentation to be uploaded to support your application and provide evidence of your circumstances as stated in section three. You can screenshot documents from your mobile device or attach from your computer.

Please refer to Section 3.2 for samples of documentation required.

Attachments of Eligibility

It is essential you upload any requested documents on this page.

Upload file

Choose File

No file chosen

Upload file

Choose File

No file chosen

Upload file

Choose File

No file chosen

Upload file

Choose File

No file chosen

Upload file

Choose File

No file chosen

Upload file

Choose File

No file chosen

Once all documentation has been attached, submit your application by selecting Send form.

Send Form

An email confirmation showing a summary of your application form will be issued. Please check your spam/junk folder if the email is not received in your inbox.

You will be advised of the outcome via email within 2 weeks if you have fully completed the application form.

Document Control & Sign-Off

Author(s)	
Name(s)	Location(s)
AM	Customer & Business Services

Document Log				
Version	Status	Date Issued	Description of Change	Pages affected
0.1	Final	24/09/2024	New document	
		01/04/2025	Updated	6

Date	Supplier Name and Designation	Signature

Date	Customer Name and Designation	Signature
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