

Pre-School Credit Provider Reclaim Form 2021-2022

Pre-School Name:

Provider Name/Childminder:

Claim for Period / Month:

Date of Claim:

Credit ID	Child Name	Total Credit Awarded	Amount Claimed to Date	Total Amount Remaining	Amount Remaining for Period	£

I certify that this reclaim is made against the cost of agreed pre-school provision for the above named children and the amounts claimed have been deducted from the charges invoiced to the child's parents / guardians.

Signed

Date

Please see notes overleaf

Registered Provider Reclaim Form

Conditions

1. Claims can only be made against the cost of provision of pre-school services.
2. Claims can only be made against credit awards registered with the provider.
3. Credits are not transferrable and can only be used for the child named on the official credit award letter.
4. Claims should be submitted on a monthly basis to:

**Department of Education, Sport and Culture
Finance Division
Hamilton House
Peel Road
Douglas
IM1 5EZ**

5. The credit is available to be claimed on a monthly basis of £285 per month for children who are in year round childcare and up to £228/£342 per month for term-time children, any unused credit can be carried forward.
6. Payments will be made by BACS transfer and a separate remittance advice giving details of the payment will be sent by post.
7. All enquiries relating to reclaims or payments should be addressed to the Department of Education, Sport and Culture at the address above, phone: 01624 687146 email: Pre-SchoolCredit.DESC@gov.im
8. False or fraudulent claims may result in legal action against the provider and/or the parent as appropriate.