

## **Continued Participation in the Childcare Voucher Scheme**

### **What's changed?**

From the 4<sup>th</sup> October 2018 the University will no longer be able to accept new entrants onto the Childcare Voucher Scheme.

### **Why has this happened?**

The above is due to a government decision and related to the introduction of the governments Tax Free Childcare Scheme which has been rolled out last year.

### **What is the Governments Tax Free Childcare Scheme?**

Tax Free Childcare is a new government run scheme that works like an online account to help working parents with the cost of childcare.

Further information non the Tax Free Childcare scheme can be found at <https://www.gov.uk/help-with-childcare-costs/tax-free-childcare>.

Some individuals may find that they can receive better benefits from the Governments Tax Free Childcare Scheme, to find out more about this you can visit their website

<https://www.gov.uk/childcare-vouchers-better-off-calculator>

### **I am already in the childcare voucher scheme what do I need to do?**

If you are already in the childcare voucher scheme and receiving vouchers you don't need to do anything. You can continue to remain the scheme after the 4<sup>th</sup> of October 2018.

### **What if I want to change the amount 'sacrificed' to the scheme?**

The amount 'sacrificed' from your salary can be amended easily by logging into the Saycare Pass account (<https://childcare.mysodexo.co.uk/login/payment>) and requesting the necessary change. Again, this should be amended by the 10<sup>th</sup> of the month to effect the change in that particular months' salary.

N.B For any amendments to December salary this should be made by the 2<sup>nd</sup> of December due to the earlier payroll deadline and salary payment.

### **What if I leave the scheme?**

If you leave the voucher scheme in the future you will not be able to re-join.

### **What if I leave the University and go to work elsewhere?**

If you do decide to leave the University and seek employment elsewhere you would not be able to remain in our scheme, or join a new scheme elsewhere.

### **I am taking a short break from receiving vouchers what should I do?**

You can continue in the scheme provided you've paid for and received vouchers within 52 week prior to 4<sup>th</sup> of October 2018.

You can have a break of up to 52 weeks at any time. You will need to ensure that any break does not exceed this duration, if it does then you will be classed as having left the scheme.

If you haven't made a payment and received vouchers in the last 52 weeks from the 4<sup>th</sup> of October 2018 you will need to ensure that you ask for a deduction to be made to purchase a voucher from your March 18 salary. If you don't then you'll be classed as having left the scheme and you will no longer be eligible to re-join the scheme.

