



# Support for a child who is informally living with you

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**Where it is likely that they would otherwise be looked after by a Health and Social Care Trust\***

Please note there is a separate form for claimants in England, Scotland and Wales. This form is for claimants in Northern Ireland only.

**If you are claiming Child Tax Credits and live in Northern Ireland go to [www.gov.uk/government/publications/support-for-a-child-who-is-informally-living-with-you](http://www.gov.uk/government/publications/support-for-a-child-who-is-informally-living-with-you)**

**If you are in receipt of Child Tax Credits or you live in England, Scotland or Wales, please download the separate forms on [www.gov.uk](http://www.gov.uk)**

Since 6 April 2017, support through Universal Credit or Income Support payments will generally only be available for the first two children you are responsible for. In general, you will continue to receive a child amount for all children born before that date.

For the purpose of this form, by 'child' we mean anyone aged under 16, or a young person aged under 20 who enrolled on, accepted or started full-time non-advanced education such as A-levels or approved training before they turned 19.

There are exceptions for further children and these are detailed at [www.nidirect.gov.uk/articles/universal-credit-two-child-limit](http://www.nidirect.gov.uk/articles/universal-credit-two-child-limit)

One of those exceptions applies where a child comes to live with you either:

- in a formal caring arrangement, for example appointment as guardian - see the **Getting extra support** section on the next page for the full list of these, or
- informally, and it is likely that they would otherwise be looked after by a Health and Social Care Trust\*

\* Or by a Local Authority in England, Scotland or Wales

## Getting extra support

You may be able to get extra support when you already have two children if you are caring for a child who would likely otherwise be looked after by a Health and Social Care Trust. If you think this applies in your circumstances you can apply for this exception by:

- providing evidence of a formal caring arrangement.

An exception applies if you have in place (or had in place up to the child's 16th birthday and they have lived with you continuously since) any of the following arrangements in respect of the relevant child:

### **Northern Ireland:**

Residence Order  
Appointment as guardian  
Entitlement to Guardian's Allowance

### **England and Wales:**

Child Arrangement Order  
Appointment as guardian  
Special Guardianship Order  
Entitlement to Guardian's Allowance

### **Scotland:**

Kinship Care Order  
Appointment as guardian  
Permanence Order (which grants one or more parental responsibilities or parental rights in the claimant)  
Entitlement to Guardian's Allowance

or

- completing **Part 1** of the form below and asking a registered social worker, whom you should contact in their professional capacity, to fill in **Parts 2 and 3**. This is to give us the evidence we need to support you further.

Any information you provide to the Department for Communities will be kept in line with data protection standards. If you are able to receive this extra support, the reason for the exception will not appear in any future benefit notifications.

## How DfC collects and uses information

The information the Department for Communities (DfC) collects from and about you depends mainly on the reason for your business with us.

We will use information about you for all of the Department's purposes, which include:

- The payment of social security benefits, grant loans and pensions;
- Child Maintenance;
- Employment and Training;
- Investigation of offences relating to social security;
- Social Security Research and Statistics.

DfC uses information to deal with enquiries and complaints, to provide DfC services, to protect public funds, and to conduct research and produce statistics to monitor and improve our services.

We will obtain information about you as the law allows from other organisations to check the information you give to us, protect public funds, and to improve our services.

DfC also shares information with other organisations as the law allows, for example to protect against crime, and with HM Revenue and Customs.

DfC uses external suppliers to help deliver some services. We also use technology to make decisions and improve our services. We will only ask you for information about your health when this is needed for a benefit or service you are using. We will keep your information secure, and make sure nobody has access to it who shouldn't.

Please look at the DfC Privacy Notice on <https://www.communities-ni.gov.uk/articles/dfc-privacy-notice>

to find out more about:

- your information rights;
- how to request a copy of your information;
- DfC's data controller details and other data protection information;
- how long DfC will keep your data for; and
- more detail about how DfC uses personal information.

**Please note** – a registered social worker will generally be required to visit your home, and may undertake additional assessments relating to the caring arrangement.

## **How to approach a registered social worker**

If you are not already in contact with a registered social worker, please contact your local Health and Social Care Trust.

You can find your local Health and Social Care Trust by inputting your post code at [online.hscni.net](http://online.hscni.net)

## **If you do not fill in and return the form**

You may not receive additional benefit for a third or subsequent child unless one of the other exceptions applies. These are detailed at [www.nidirect.gov.uk/articles/universal-credit-two-child-limit](http://www.nidirect.gov.uk/articles/universal-credit-two-child-limit)

If you have been claiming Income Support or Jobseeker's Allowance (Income Based) continuously since April 2003 and are already receiving extra money for your children, you'll get the extra amount for any children born before 6 April 2017. Any third or subsequent children born after this date will not receive this extra amount unless one of the other exceptions applies to that child.

If you are having difficulties with this form see **More information**.

## **More Information**

Further information is available at [www.nidirect.gov.uk/articles/universal-credit-two-child-limit](http://www.nidirect.gov.uk/articles/universal-credit-two-child-limit)

# Support for a child who would likely be looked after by a Health and Social Care Trust if they were not being informally cared for by the claimant form

Please fill in this form and return it to us.

You should fill in **Part 1**.

**Parts 2 and 3** should be completed by a registered social worker you have previously spoken to or are now speaking with in their professional capacity about the circumstances in which you have taken on the care of the child. They will need to confirm that if this child were not being cared for by you, it is likely that they would be looked after by a Health and Social Care Trust.

Please complete in **black ink** and use CAPITAL LETTERS.

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## Part 1: Your details

Your name

National Insurance (NI) number

Address

Postcode

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**Please now pass this form to the professional to complete Parts 2 and 3.**

There is guidance for Social Workers to assist with completing this form at [www.communities-ni.gov.uk/guidance-registered-social-workers-northern-ireland](http://www.communities-ni.gov.uk/guidance-registered-social-workers-northern-ireland)

## Part 2: Registered social worker's contact details

Name

Job title

Health and Social Care Trust

Phone number

Address

Postcode

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## Part 3: Registered social worker declaration

I confirm that

The claimant (name)

contacted me on

regarding the circumstances in  
which (child's name)

has come to live with the claimant.

**Based on the meeting(s) I have had with the claimant in the course of my professional duties, and any other relevant information available to me, I confirm that:**

(Please tick the boxes below if they apply.)

- The claimant has undertaken the care of the child who is normally living with them on an informal basis, **and**
- The circumstances of the child are such that, if they were not currently in the care of the claimant, it is likely that they would be looked after by a Health and Social Care Trust.

Signature

Date

Registration number

## **What to do now**

This is a special form which we can only accept electronically.

You must email this form to [universalcredit.exceptions@dfcnl.gov.uk](mailto:universalcredit.exceptions@dfcnl.gov.uk)

We will not be able to accept the form over the counter at any Jobs & Benefits office or by post.