



Ministry
of Defence

Wraparound Childcare (WAC) scheme

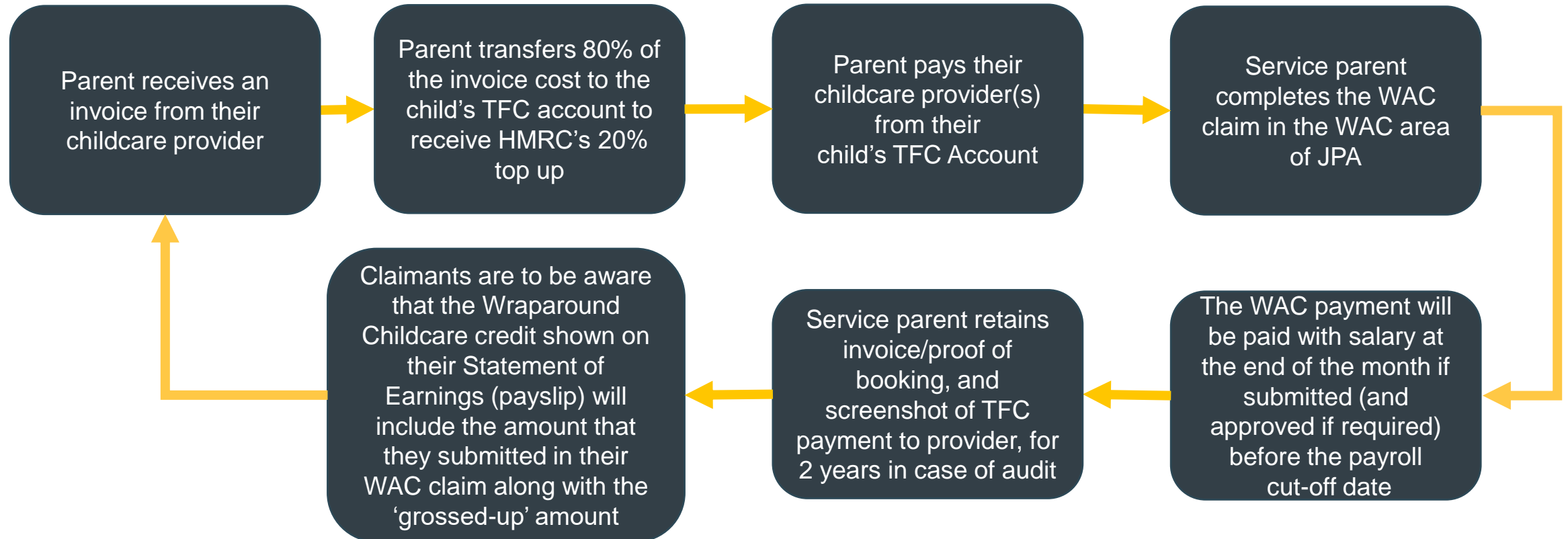
How to claim

February 2024

How to claim

Before submitting a claim for WAC funding, you must:

- Check if WAC will best support your family financially. Read the WAC information and resources on the Defence Childcare Information Page on [defnet](#) or [Defence Connect](#) or search 'Wraparound Childcare' on the [Discover my Benefits](#) website.
- Complete the WAC registration in 'My child allowances' in the self-service section of JPA.



Further information about your claim

- ➔ The majority of claims are automatically approved by JPA. Some personnel will require their claims to be manually approved by Unit HR. Claims will need to be submitted and approved before the payroll cut-off date for payment at the end of that month with salary.
- ➔ A TFC account must be in place for each child **before** the WAC registration can be completed. **A TFC account is not WAC registration.**
- ➔ **Personnel must make sure they have enough money to pay their first WAC payment** to their chosen provider without causing financial difficulty. The refunds will always be paid in arrears.
- ➔ **The following must be kept as evidence for audit for 2 years** from the claim:
 - Invoices (or equivalent)
 - Screenshot of proof of payment from the TFC account to the provider (this is only retained in the TFC account for 12 months, so will need to be kept separately in case of audit)
 - WAC eligibility confirmation email including WAC registration number(s) if registered from Autumn 2022 until 31 January 2024.
- ➔ A Self-Service User Guide (SSUG) to explain how to submit WAC claims on JPA, step by step, can be found on the Defence Childcare Information Page on [defnet](#) and [Defence Connect](#)

Find out how much you can claim

Use the [Discover My Benefits WAC](#) calculator to find out how much you could claim.*

Add your invoice details to find out how much you could be eligible to claim. This will show a breakdown of the 80% paid by MOD and 20% top up from HMRC.

*completing the calculator in Discover My Benefits is not submitting a claim. All claims are submitted on JPA.

Regional funding

The WAC funding is capped at regional hourly rates based on the average costs included in the [Coram Childcare Survey](#) (England, Scotland and Wales), [and the Northern Ireland Childcare Cost Survey](#). The capped rates will be updated at the start of each academic year. This will affect WAC claims and SP should be aware that the amount that they can claim may go up or down at this point.

- **Schools** Includes registered wraparound childcare provided in a group setting by professionals who are not the child's parent or carer. For example, providers may be run by private companies, nurseries, schools, sports and youth clubs, or voluntary organisations such as charities.
- **Childminders** A childminder is a registered child carer who works with children for more than two hours a day in their own home. This maximum hourly rate also includes registered nannies. It excludes all types of informal childcare (e.g. grandparents, friends, babysitters).

2022DIN01-079 available on the Defence Childcare Information Page on [defnet](#) and [Defence Connect](#) provides a breakdown of the current hourly rates for both schools and childminders.

Breakdown of local authorities within each region

East Midlands	East of England	Yorkshire and the Humber	Greater London	
Derbyshire	Norfolk	South Yorkshire	London, inner	London, outer
Nottinghamshire	Suffolk	West Yorkshire	Camden, Hackney, Hammersmith and Fulham, Islington, Kensington and Chelsea, Lambeth, Lewisham, Southwark, Tower Hamlets, Wandsworth, Westminster	Barking and Dagenham, Barnet, Bexley, Brent, Bromley, Croydon, Ealing, Enfield, Greenwich, Harrow, Havering, Hillingdon, Hounslow, Kingston upon Thames, Merton, Redbridge, Richmond upon Thames, Sutton, and Waltham Forest
Lincolnshire	Cambridgeshire	North Yorkshire (Excluding Redcar & Cleveland and Middlesbrough)		
Leicestershire	Essex	East Riding of Yorkshire		
Rutland	Hertfordshire			
Northamptonshire	Bedfordshire			

Breakdown of local authorities within each region

North East	North West	South East	South West	West Midlands
Northumberland	Cheshire	Berkshire	Somerset	Herefordshire
Tyne and Wear	Cumbria	Buckinghamshire	Bristol	Shropshire
Durham	Greater Manchester	East Sussex	Gloucestershire	Staffordshire
North Yorkshire (Redcar & Cleveland and Middlesbrough)	Lancashire	Hampshire	Wiltshire	Warwickshire
	Merseyside	Isle of Wight	Dorset	Worcestershire
		Kent	Devon	
		Oxfordshire	Cornwall	
		Surrey		
		West Sussex		