

Ref: LBO/TOV

25th March 2021

Dear Parents/Carers

Changes to the Test and Trace support payment for parents

Parents and carers of children who have been advised to self-isolate by their education setting or by NHS Test and Trace are now able to apply for a [Test and Trace Support Payment](#) or discretionary payment of £500, if they meet the eligibility criteria. The extension of the Test and Trace Support Payment scheme, which is administered by district and unitary local authorities in England, ensures that parents receive the financial support they need if they are unable to attend work due to childcare responsibilities.

Parents and carers should apply to their local authority to receive a payment. Applications for the Test and Trace Support Payment scheme are made via the local authority in which the parent or carer resides, not the local authority where the setting is situated, if these are different.

To be eligible applicants must meet all of the criteria that:

- they are the parent or guardian of a child or young person in the same household and need to take time off work to care for them while they self-isolate. This is limited to one parent or guardian per household for the child or young person's self-isolation period
- they are employed or self-employed
- they cannot work from home while undertaking caring responsibilities and will lose income as a result
- they meet all the other means-tested eligibility criteria for a Test and Trace Support Payment or locally determined criteria for a discretionary payment

That their child or young person:

- is aged 15 or under (or 25 or under with an Education, Health and Care Plan (EHC)) and normally attends an education or childcare setting
- has been told to self-isolate by NHS Test and Trace or by their education or childcare setting because they have been identified as a close contact of someone who has tested positive for coronavirus (COVID-19)

Nurseries, schools, colleges and further education providers are required to provide a letter to all parents or carers of the children advised to self-isolate, to support their application to the Test and Trace Support Payment scheme. A template letter is available for early years and primary schools on the [primary schools document sharing platform](#) titled with the code RP81. A template letter is available for secondary schools and further education providers on the [secondary schools and colleges document sharing platform](#) titled with the code RP83. The letter must detail the child's name and date of self-isolation. Parents or carers will then be able to provide this letter to their local authority as evidence that their child is required to self-isolate.

Once an application for a payment has been received, the local authority will be in touch with your setting to verify the details of the child provided on the application. This will include a check of the child's name, age, address and days of self-isolation. This check is to minimise the event of fraudulent claims. It may be conducted before or after a payment is made, depending on the arrangements the individual local authority has chosen to put in place. The letter you give to parents and carers should explain to them that their local authority will conduct a check with their child's setting if they apply for a payment.

Kind Regards,

A handwritten signature in black ink, appearing to read 'L Boorn', written in a cursive style.

Ms L Boorn
Principal