**Welsh Government social care workforce special payment scheme**

**Employee claim form.**

You have received this form from your employer because they believe you are eligible for the £735 payment to care workers announced by the Welsh Government’s Minister for Health and Social Services on 17 March 2021.

The eligibility criteria for this payment are set out at:

[https://gov.wales/nhs-and-social-care-financial-recognition-scheme](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fgov.wales%2Fnhs-and-social-care-financial-recognition-scheme&data=04%7C01%7CAndrew.Phillips%40gov.wales%7C987e2818ce74443202e608d903d63805%7Ca2cc36c592804ae78887d06dab89216b%7C0%7C0%7C637545040852242207%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=Gb2FopddLq65tS60qv1x5U6HeUUfmCnIqIKer4RWkQg%3D&reserved=0)

[https://llyw.cymru/cynllun-cydnabyddiaeth-ariannol-llywodraeth-cymru-ar-gyfer-y-gig-gofal-cymdeithasol](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fllyw.cymru%2Fcynllun-cydnabyddiaeth-ariannol-llywodraeth-cymru-ar-gyfer-y-gig-gofal-cymdeithasol&data=04%7C01%7CAndrew.Phillips%40gov.wales%7C987e2818ce74443202e608d903d63805%7Ca2cc36c592804ae78887d06dab89216b%7C0%7C0%7C637545040852252169%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=85DN%2FAHjUM%2FNV6P5Qd4tAJ4anYGTAmi%2BYmn1RxHInCM%3D&reserved=0)

If you wish to make a claim for a £735 payment you must have been employed in a qualifying role between 1 June 2020 and 28 February 2021.

If you believe you are eligible, please sign and return the declaration at the bottom of this form.

**You are only entitled to claim for this payment once, regardless of how many eligible roles you have undertaken. Extensive checks will be undertaken to identify duplicate payments and attempting to claim this payment more than once will be considered fraud.**

**If you worked for the NHS between 17 March 2020 and 28 February 2021 and are currently employed by the NHS you will receive this payment as part of your NHS pay and you should not complete and submit this form. Submitting this claim form and receiving the payment via NHS pay will be considered fraud.**

The payment will be made to you through your employer’s payroll. This payment is classified as earnings, and will be subject to income tax and national insurance. If you are liable to pay tax and national insurance these deductions will be applied to your payment. Further information on income tax and national insurance rates can be found at:

Income Tax <https://www.gov.uk/income-tax-rates>

National insurance <https://www.gov.uk/national-insurance-rates-letters>

As the payment is classified as earnings it will be included in the calculations used to determine any benefits you receive. This includes both universal credit and tax credits as well as other benefits such as housing benefit or income support.

More information on benefits can be found at: <https://www.gov.uk/browse/benefits/entitlement>

If you are in receipt of benefits we strongly advise you to contact the Department for Work and Pensions (or contact your work coach if you receive universal credit) to properly understand the implications this payment will have for you.

The payment will also be used in the calculation used to determine the repayment of any outstanding student loans.

More information on student loan repayment can be found at:

<https://www.gov.uk/repaying-your-student-loan>

This scheme is intended to provide you with a single £735 payment as soon as possible. However, you may prefer to receive a £147 payment per month over five months. If you would prefer this option please clearly indicate this below. This payment option is only available to you if you are paid monthly, in regular employment and are still employed by the employer who will make the payment to you.

If for any reason you should receive more than one claim form you should only submit one (informing both employers that you received two forms and you are returning one unsigned). **Submitting more than one claim form will be considered fraud**.

If for any reason you should receive two payments (even if you only submitted one claim form) you should inform your employer(s) and return one of the payments. If for any reason the payments are of different value you should return the one with the lowest value (to you).

In order to administer this payment your employer will need to share some personal information about you with a Local Authority and an organisation(s) that will check for duplicate payments.

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| **How your personal information will be used**  If you make a claim for the £735 social care recognition payment your employer will share information such as your full name, national insurance number, the date the payment was made to you and the type of eligible role you undertook with the Local Authority who are administering the scheme on behalf of Welsh Government.  This information will also be shared with Data Cymru (a local government company) and Wales NHS Shared Services who will undertake checks to ensure that no duplicate payments have been made.  If you would like to know more about how your personal information will be used for the purpose of administering the scheme and making the payment to you please speak to your employer. |

**Please sign and date this form below and return it to your employer**.

You can sign an electronic version of this form by typing your name, national insurance number, name of employer and date below and submitting the form from an email address that is held in your name and/or registered with your employer.

Declaration

By signing and returning this form you are agreeing with the following statements:

I would like to claim £735 care worker payment

This is the only claim form I have submitted

I am not due to receive this payment via NHS pay.

If I receive a duplicate payment I will inform my employers

I agree for my employer to provide a local authority with my name and national insurance number for the purposes of making this payment.

I am aware that this payment may affect any benefits or council tax support that I am currently in receipt of

Please delete one of the following\*:

I would like to receive this in one £735 payment

I would prefer to receive this in five £147 payments spread over consecutive months.

\*please note the five £147 payment option is only available to staff that are paid monthly and are still working for the employer that is making the payment.

Signed:

Name:

National insurance number:

Name of Employer:

Date: