

Dear

ATISN 17333 – Childcare Offer Gross Annual Salary

Information requested

Thank you for your request which I received on 28 March 2023. You asked for any current training materials or policy guidance provided to assessors for applications with regards to gross annual salary calculations for the childcare offer for Wales, with specific interest in links to or details of:

- Any formula's used to calculate annual salary based on monthly payslip information.
- How to read a payslip and which boxes (e.g. earnings, gross pay, net pay) to use as the inputs for annual salary calculations.
- Any links to independent (e.g. HMRC, legislation etc.) definition(s) of gross annual salary.
- Guidance on the applicability of salary sacrifice schemes (e.g. pensions, car schemes etc.) in reducing gross annual salary.

I have interpreted your reference to 'assessors' as the Local Authority staff that review the applications for the Childcare Offer for Wales on behalf of the Welsh Government.

Our response

The information you requested is attached.

This information is not published by the Welsh Government but has been provided to Local Authorities to assist them with the evaluation of applications. as some of the guidance around assessing income, particularly where the parent is self-employed, is complicated. We would always recommend that a parent speaks to their Local Authority for a full assessment of their eligibility where they earn near to the cap as we do not wish parents to wrongly interpret this advice. Some of the guidance, particularly where the parent is self-employed, is complicated and we do not want them to not apply for the support for which they may be eligible.

You will see that the document refers to a training workshop that the Welsh Government ran in conjunction with HMRC before issuing the guidance. Material used in this workshop was developed by HMRC and we do not hold copies.

Next steps

If you are dissatisfied with the Welsh Government's handling of your request, you can ask for an internal review within 40 working days of the date of this response. Requests for an internal review should be addressed to the Welsh Government's Freedom of Information Officer at:

Information Rights Unit,
Welsh Government,
Cathays Park,
Cardiff,
CF10 3NQ

or Email: Freedom.ofinformation@gov.wales

Please remember to quote the ATISN reference number above.

You also have the right to complain to the Information Commissioner. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

However, please note that the Commissioner will not normally investigate a complaint until it has been through our own internal review process.

Yours sincerely