**Additional Carer/Childcare Costs due to the Blood Stocks Incident and/or where required to work on the day of Queen Elizabeth II State Funeral on 19th September 2022**

**When can I claim additional carer/childcare costs?**

If you are asked to work additional or amended hours in response to the Blood Stocks Incident, you may be able to claim for any additional caring costs incurred. This means any caring costs, for dependants, that are over and above what you paid prior to this incident and where your costs have increased directly because of work that you are carrying out to support the Blood Stocks Incident. This provision has now been extended to cover 19th September, the day of the State Funeral for Queen Elizabeth II which is now confirmed as a Bank Holiday.

In this instance, financial support is available on a temporary basis for the duration of the period in which your carer/childcare is directly affected as a result of work you are carrying out to support the incident and/or incurred as a result of being required to work on 19th September. This is subject to continual review from both yourself and your manager.

**What do I need to provide if applying for funding for additional Carer/childcare costs?**

In the first instance you will need to speak with your manager to discuss the additional costs incurred and to seek approval for this. Once this approval has been received, you will need to complete the form found on <https://peoplefirst.nhsbt.nhs.uk/Pay-Benefits-and-Pensions/additional-childcare-carer-support.htm>. With the support of your manager and HR Consult. HR Consult will ask you to provide the following information:

* Evidence of the current carer/childcare costs
* Evidence of the revised carer/childcare costs

Once they have everything they need, HR Consult will forward this information on to Pay Support – Changes and this will generate payment to you paid through your salary and will be subject to tax and national insurance but will not be pensionable.

**Please Note:**

* Where both parents/guardians/carers of an individual are employed by NHSBT and are involved in the incident, only one may receive financial support for the reason of additional carer/childcare costs.
* All childcare and caring arrangements are, and remain your responsibility as the parent or carer, even though you may be claiming reimbursement under these support arrangements. NHSBT will not accept any responsibility in any way whatsoever for any care provision you choose.
* As with all expense claims, we have a zero-tolerance approach to fraud and reserve the right to withhold and withdraw the payment of expenses if you are suspected or it is proven that you have failed to comply with any of our policies.

For any further detail, please contact HR Direct.