


# Parental Benefits

## no. 17A

This leaflet tells you about parental benefits that come into force from 1 January 2017 and includes information on how to claim and frequently asked questions.



States of Guernsey  
Social Security



If, after reading this leaflet, you still have unanswered questions, please contact us on 732505

This leaflet should be read with Leaflet 50, which contains all the current benefit payments and contribution rates, available from [gov.gg/parentalbenefits](http://gov.gg/parentalbenefits).

Friends, grandparents or other people who may be helping to look after a child are not entitled to claim parental benefits.

# Section 1

## General Information

You can claim parental benefits if you are having, or adopting a child.

**The Maternity Grant** – paid as a lump sum to the birth mother only;

**The Adoption Grant** – paid as a lump sum to either adoptive parent;

**Maternal Health Allowance** – a weekly payment to the birth mother which can be claimed from 12 weeks before the due date, if she is not working. Two weeks after birth the Maternal Health Allowance transfers to become the Newborn Care Allowance (this is in-line with the compulsory maternity leave period);

**Newborn Care Allowance** – a weekly payment to whichever parent is caring for the child while not working. This allowance can be transferred between parents;

**Parental Allowance** – a weekly payment to whichever adoptive parent is caring for the child while not working. This allowance can be transferred between parents.

The maximum combined duration of the allowances is 26 weeks.

## Claiming Benefits

You will need to meet the following contribution conditions to be eligible to claim for any of the allowances:

1. You must have paid at least 26 contributions as an employed or self-employed person, during your working life;
2. You must have at least 26 contributions paid or credited as an employed or self-employed person in the relevant contribution year

If you do not satisfy the contribution conditions, you may be eligible to receive a contribution credit. If you're not sure get in contact with us on **732505**.

The weekly allowances are only payable while you are not working.

## How to claim

Once we have received confirmation of your pregnancy (from Maternity Services) or adoption (from the Family Placement Service) we will write to you with a breakdown of the parental benefits you may be entitled to and the rate of benefit you can expect to receive. An application form will be enclosed for you to complete when you have finished work. You can also download this form from **[www.gov.gg/parentalbenefits](http://www.gov.gg/parentalbenefits)**.

# General Frequently Asked Questions

## **Can I claim other benefits at the same time as parental benefits?**

You can claim other benefits at the same time as the Maternity Grant and Adoption Grant. But, you cannot be paid Maternal Health Allowance, Newborn Care Allowance or Parental Allowance at the same time as Carer's Allowance, Sickness, Invalidity, Industrial Injury or Unemployment Benefit.

Once your baby has been born or the adoption has been confirmed, you should make a claim for Family Allowance. If you have not already received a claim form for Family Allowance, you should contact us on 732506 or download the form from [www.gov.gg/familyallowance](http://www.gov.gg/familyallowance). The form also includes a section on how to obtain a Health Benefit card for your newborn baby.

## **How will I be paid?**

The grants and weekly allowances will be paid directly into a bank account.

## **How much money will I receive?**

This depends on the number of contributions that you have paid in the relevant contribution year. You can find all the current rates of benefit in Leaflet 50 available from [www.gov.gg/parentalbenefits](http://www.gov.gg/parentalbenefits).

## **Do class 3 (non-employed) paid contributions count for the allowances?**

They do not count towards the first contribution condition. But, they may count towards the second condition if you have at least 39 Class 1 (employed) or Class 2 (self-employed) contributions paid or credited in the relevant contribution year.

## **What happens about my contributions while I am receiving the allowances?**

If you are employed and continue to receive wages you will continue to pay contributions in the normal way. If you are not receiving wages you may be entitled to a contribution credit. This is done to protect your insurance record while you are receiving the benefits.

If you are self-employed, you will not be liable for a contribution. You will receive a contribution credit for any contribution week during which you received the allowance for 4 days or more.

## **What happens if I have returned to the island and want to claim the benefits?**

Contributions paid in some other countries may be used to help your claim. If you have paid contributions to any other country in the last 2½ years please contact the helpline on 732505.

## **Can I keep in touch with work while receiving the allowances?**

Women on statutory maternity leave or men and women on statutory adoption leave can receive the allowances for a

maximum of 10 'keeping in touch' days worked during the 26 week period. If you work for more than 10 days in this period the allowance will not be paid for any day you work (either for yourself or an employer). You must let us know if you do any work by phoning 732505.

### **How are claims decided?**

In law, the Administrator (Social Security) is responsible for deciding claims. You will be told of the decision in writing.

If you are not satisfied with the Administrator's decision on your claim, you can appeal to an independent Tribunal within 28 days. The Tribunal consists of an independent chairman and two other members.

### **How do I make a complaint?**

If you are not satisfied with any aspect of our service please let a member of staff know at the time so that we can try to resolve the issue immediately.

If you wish to make a formal complaint to Social Security, please contact us for a complaints leaflet or write to Social Security, Edward T. Wheadon House, Le Truchot, St Peter Port, GY1 3WH.

You can also request more information by email and return your complaint form to [socialsecuritycomplaints@gov.gg](mailto:socialsecuritycomplaints@gov.gg) or send your complaint or a compliment to us online at the States website, by visiting [www.gov.gg/ccs](http://www.gov.gg/ccs) and completing the electronic form.

## Section 2

### **Maternity Grant, Maternal Health Allowance and Newborn Care Allowance**

Once you have reached the 24th week of pregnancy, Maternity Services will contact Social Security to verify your expected due date. We will use this information to write to you with a breakdown of the parental benefits you may be entitled to and the rate of benefit you can expect to receive. An application form will be enclosed for you to complete when you have finished work. You can also download this form from [www.gov.gg/parentalbenefits](http://www.gov.gg/parentalbenefits).

If you are not seeing a midwife during your pregnancy you will need to ask your medical practitioner to write in to us to confirm your pregnancy. If your pregnancy lasts less than 24 weeks the allowance and grant can only be paid if a living child is born.

You can start to claim the Maternal Health Allowance from the start of the 29th week of your pregnancy as long as you are not working. The latest date that you can start claiming this allowance is the date that your baby is born. Two weeks after the birth, this allowance automatically transfers to become the Newborn Care Allowance. This will be paid to the birth mother, unless we are advised to transfer the allowance to the other parent.



The Newborn Care Allowance can be transferred between parents on a maximum of two occasions. Both parents will need to sign a 'PB2 Claim for Newborn Care Allowance' form to confirm the transfer. You can download this form from [www.gov.gg/parentalbenefits](http://www.gov.gg/parentalbenefits) or contact us on 732505 and we will send it in the post.

You can claim the Maternity Grant, Maternal Health Allowance and Newborn Care Allowance together. The combined maximum period that these allowances can be paid is 26 weeks. If you return to work during this period your benefit will stop, unless it has been transferred to the other parent.

## Frequently Asked Questions

### **What if I am issued with a medical certificate near the end of my pregnancy?**

If you have reached the 34th week of your pregnancy and you are still working, special rules may apply if your doctor gives you a medical certificate – please contact us on 732505 if this is the case. If the illness is related to your pregnancy your claim will be treated as a claim for Maternal Health Allowance.

### **What if my baby is born early?**

If your baby is born early your entitlement will not be affected. But, if a pregnancy lasts less than 24 weeks the allowances can only be paid if a living child is born.

## **What if my baby is born late?**

Your entitlement to Parental Benefits is not affected if your baby is born late.

## **What happens if I am expecting more than one baby?**

If you are expecting more than one baby a Maternity Grant can be paid for each baby. But, only one Maternal Health Allowance and/or Newborn Care Allowance can be paid.

# Section 3

## **Adoption Grant and Parental Allowance**

Once your adoption has been confirmed the Family Placement Service at Health and Social Care will verify your adoption with us. We will use this information to write to you with a breakdown of the parental benefits you may be entitled to and the rate of benefit you can expect to receive. An application form will be enclosed for you to complete when you have finished work. You can also download this form from [www.gov.gg/parentalbenefits](http://www.gov.gg/parentalbenefits).

The Parental Allowance will be paid to the parent making the initial claim but can be transferred between parents on a maximum of two occasions. Both parents will need to sign a

'PB4 Parental Allowance' form to confirm the transfer. You can download this form from [www.gov.gg/parentalbenefits](http://www.gov.gg/parentalbenefits) or contact us on 732505 and we will send it in the post.

The Parental Allowance is paid for 26 weeks or until you return to work, whichever is the sooner.

## Frequently Asked Questions

### **What happens if I am adopting more than one child?**

If you are adopting more than one child an Adoption Grant can be paid for each child. But, only one Parental Allowance can be paid.

## For further information

If you are unsure of the meaning of any particular point in this leaflet, please contact Social Security, or the Alderney States Office, where staff will be pleased to help you, and from where copies of other leaflets may be obtained.

More information is also available on the States website here: [www.gov.gg/parentalbenefits](http://www.gov.gg/parentalbenefits)

If you are a parent or carer of a child with a disability or a disabled adult and would like information about support, services and activities in Guernsey you may find this website useful: [www.signpost.gg](http://www.signpost.gg)

If you are writing to Social Security, please quote your social insurance number, if known.



## How we collect and use information

The Committee *for* Employment & Social Security processes personal information for social security purposes in order to carry out functions relating to the relevant social security and associated legislation that it administers. The information collected will depend on your business with us, but will be no more than is required for that purpose. We may get information about you from others for any of our purposes if the law allows us to do so. We may also share information with certain other organisations if the law allows us to. Any personal information you give to us will be processed in accordance with the Data Protection (Bailiwick of Guernsey) Law, 2001. If you wish to know more about the information we have about you, or about the way we use it, you can ask at the Office of the Committee *for* Employment & Social Security.

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*This leaflet is for guidance and must not be treated as a complete and authoritative statement of the law.*