

Childcare Vouchers – Non Integrated

What is Childcare Vouchers?

Childcare Vouchers are tax and NI exempt up to certain limits and are provided via salary sacrifice. These can be used to pay for the care of children up to 1st September following their 15th birthday (or 16th if disabled). Employees must be the parent, legal guardian, or have parental responsibility for any children whose childcare they wish to pay for. The vouchers can be used to pay for any childcare that is registered by Ofsted or the equivalent body in other parts of the UK, or activities that take place on school premises outside of school hours. Types of care include nurseries, nannies, childminders, out of school clubs and holiday clubs.

PLEASE NOTE: From October 2018 the existing Childcare Vouchers scheme closed to new joiners. If employees are already getting vouchers they can remain on the scheme indefinitely, until no longer have qualifying children, stop getting vouchers for more than a year, or start getting the Government Tax-Free Childcare (TFC) scheme.

Who is this guide for?

This guide is aimed at employers with admin access.

Who is the Partner?

Reward Gateway | Edenred

Employee Journey

Step 1 – Log In

Access your account via SmartHub or the Connect+ mobile app.

Step 2 – Find Childcare Vouchers

Navigate through the mega menu, or select the MyBenefits tile.

Step 3 – Start, Change or Cancel Application

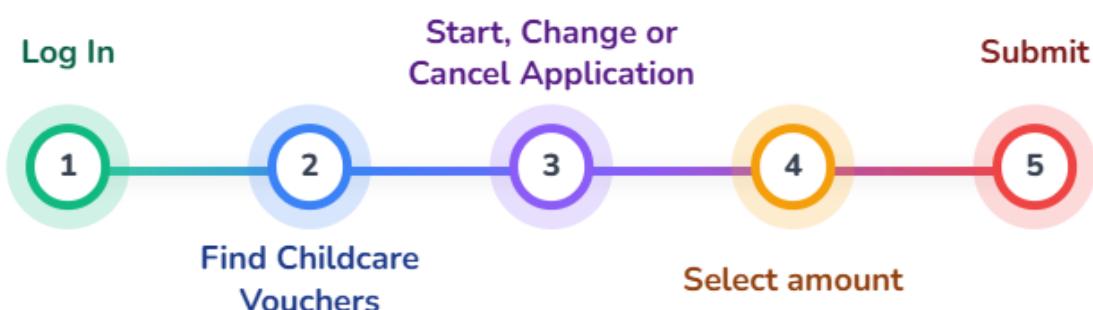
Click Apply Now to begin the process. For Changes or Cancellation Click the Change Contribution

Step 4 – Select amount

Input the monthly amount of the voucher required

Step 5 – Submit

Click the Submit button to approve



Employees can change their contribution as many times as they like and at any time during the month. The date of the current selection is applied for is detailed on the benefit page once the selection has been submitted.

Once the application has been approved this will then be released to the employees' Edenred Childcare Vouchers account in line with the release date selected as part of the ordering process. From here the employees will be able to allocate payment to the relevant childcare supplier.

<http://www.mychildcarevouchers.co.uk/>

Non- Integrated Approvals

Who approves applications?

Edenred Reward Gateway sends a client report via the secure transfer system, Go Anywhere. This report includes applications submitted before the predefined approvals date in the SmartPay system. The employer, or a third-party payroll provider, must review this report before the voucher release date. Please note that there are strict guidelines regarding the file location and data input for this report, which are outlined below.

When are approvals done?

- **Approval Timing and Impact**

The benefit selection client report is **automatically generated after the payroll cutoff date** and transferred to Go Anywhere **Outbound folder**. Admins or a nominated third party are automatically notified. The reports must be validated and returned to the **Inbound folder** on Go Anywhere. To ensure that funds are released on time the reports need to be return within 5 working days of the release date.

Employer Approval Journey

Step 1: Employer receives automatic notification

Benefit selection reports are generated and uploaded to the "Go Anywhere Outbound" folder. This action triggers an email notification to you. If you have a Salary Plus arrangement, you may receive two reports: a Salary Sacrifice report and a Salary Plus report. Otherwise all applications will be detailed on one report.

Step 2: Sign in Go Anywhere

Go to: [Go Anywhere](#) and log in.

Step 3: Download Reports

Navigate to the "Outbound" folder and download all benefit selection reports available there.

Step 4: Review all Selections

Check the list of applications awaiting your action.

- Will the value they have taken them below minimum wage?
- Have you completed basic earning assessment based on HMRC guidelines to define maximum voucher eligibility?
- Does the employee have eligible children?
- Has the employee participated in the scheme in the last 12 months?

For more information please click [here](#)

Step 5: Make Necessary Changes to the Benefit Selection Report

If changes are required based on your review, follow the standard procedure to inform us of any joiners, changes, or rejections needed. For how to do this please click [here](#).

Step 6: Upload Validated reports to the Inbound folder on Go Anywhere

Upload the validated reports to the "Go Anywhere Inbound" folder. Ensure that the report title follows the naming convention:

“{ClientName} Validated - CCV Report – (yyyymmdd_hhmmss).xls”

PLEASE NOTE Failure to use this naming convention will prevent the automatic email notification from being sent and may cause delays in order placement.

Step 7: Order Placement by Reward Gateway Edenred

The Client Delivery team will proceed to place the order based on the validated reports.

Step 8 : Make Payment for release

Pay the invoice on the Edenred Childcare Vouchers platform and funds will be released on the agreed Pay Day each month.



If the employee wants to cancel

How to Cancel

Employees can cancel their benefits at any time by signing in and navigating to the Benefits Page. Please note that, depending on the timing of the cancellation request, there may still be one additional deduction. Payroll dates are provided on the employee page when they make their selection.

Childcare Vouchers - Invoicing Process

Who Invoices Who

Reward Gateway Edenred generates the invoice which is automatically generated as part of the ordering process. To access the invoice, log in to www.childcarevouchers.co.uk and download their invoice from their client account.

Frequency

Invoices are created once the validated file has been received and the order placed.

Client Payment

The employer is responsible for settling the invoice within the agreed payment terms. This is usually 3 working days before the Pay Day date. Funds are not released to the employees account until the invoice has been paid.

Invoice Enquiries

Employers should direct **all invoice-related queries** to the Reward Gateway Edenred Finance team only.

- Accounts Receivable-RG <accounts.receivable@rewardgateway.com>

Reporting

Employers can use the reports generated during the validation process to complete their payroll. However you can also have access to deduction reports from SmartPay, which contain information on employee applications. Please note that these reports operate a month in arrears; for example, changes made in January will be reflected in the February deduction reports.

Deduction Report

A deduction report provides the employer with the information needed to make deductions to an employee's payroll on a case-by-case basis. Details include employee name, benefits used, total deduction amount, the current deduction, and how much is left to pay off.

Employers can also filter the deduction report to show only new, continuous or closing applications, or they can choose to show them all together. The report can be downloaded into a CSV format where it can be formatted to meet each client's needs.

There are **two reports available** for you to choose from based on your requirements:

- **Detailed Report:** This report offers deduction information for each order made by an employee. This is our recommended deduction report.
- **Summary Report:** This report presents the overall deductions for each employee. If an employee has more than one agreement, they will be combined. We recommend using the detailed report to view a clear breakdown for each bike.

Help downloading a report

Check out this article and video for guidance on how to download a Deduction Report.

- [Smart Pay Deduction Report Article Link](#)
- [How to Download your Monthly Deduction report – Video](#)

Partner Links

<https://admin-mychildcarevouchers.edenred.uk.com>

C1 – Public

Document owner	Enablement
Author	Samantha Cleaver
Reference	Benefit Process
Version	V.1
Date	14/01/2026

Approvals

Name	Company	Title	Date
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