

Financial Assessment
Procedure

Special Guardianship
Orders

And

Residence Orders

APRIL 2014

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1. INTRODUCTION

- 1.1 Where children and young people are unable to live with their own parents, the local authority will, wherever possible, support them remaining with friends and family. It is important that children and young people have security and permanency in their living arrangements. On this basis the use of Residence Orders and Special Guardianship Orders in public and private law proceedings (as an alternative to children and young people becoming or remaining “looked after”), is encouraged within Caerphilly County Borough Council.
- 1.2 In addition, research has shown that there is a significant group of children, particularly older children, who do not wish to make the absolute break with their birth family that is associated with adoption.
- 1.3 In such circumstances, a Residence Order or Special Guardianship Order may be considered. These Orders provide an alternative legal status for children that offer greater security than long term fostering but without the absolute legal severance from the birth family that stems from an Adoption Order.

Residence Orders

- 1.4 A Residence Order is a Court Order that identifies the person with whom a child is to live. It also gives that person parental responsibility and allows them to take most of the decisions that a parent can take regarding the child’s upbringing. The Order does not affect the child’s legal relationship with his or her parents nor will it take away their parental responsibility, so parental responsibility is shared with the birth parents. Even though the person awarded a Residence Order is given parental responsibility, some decisions can still only be taken by parents with parental responsibility, such as the right to agree to or refuse to an Adoption Order being made and the right to appoint a guardian for the child.

- 1.5 The following provides examples of those individuals who are entitled to apply for a Residence Order: -
- a) Parent, guardian or special guardian.
 - b) Any party to a marriage or civil partnership (whether or not subsisting) in relation to whom the child is a child of the family.
 - c) Any person with whom the child has lived for a period of at least three years.
 - d) A local authority foster carer, if the child has lived with the carer for a period of at least one year immediately preceding an application for an Order.
 - e) A relative, if the child has lived with the relative for a period of at least one year immediately preceding an application for an Order.
 - f) Anyone that doesn't fit into any of the above categories but has obtained specific permission from the court to apply.
- 1.6 There are two types of court proceedings where a Residence Order may be the outcome. They are private law proceedings, e.g. when a marriage ends, and public law proceedings, where the proceedings involve the local authority and the child may become "looked after".

Special Guardianship Orders

- 1.7 A Special Guardianship Order is a Court Order appointing one or more individuals to be a child's "special guardian". It is intended for those children who cannot live with their birth parents and who would benefit from a legally secure placement. It is more secure than a Residence Order because a parent cannot apply to discharge it unless they have the permission of the court to do so. However, it is less secure than an Adoption Order as it does not end the legal relationship between the child and his or her birth parents. A special guardian has responsibility for day-to-day decisions relating to a child's upbringing, which can be exercised to the exclusion of any other person with parental responsibility apart from other special guardians.
- 1.8 The following individuals are entitled to apply for a Special Guardianship Order: -

- a) Any guardian of the child.
- b) Any individual who has a Residence Order or any person where a Residence Order is in force and who has the consent of the person in whose favour the Residence Order is made.
- c) Anyone with whom the child has lived for at least three years out of the last five years.
- d) Anyone with the consent of the local authority if the child is in care.
- e) A local authority foster parent with whom the child has lived for at least one year preceding the application
- f) Anyone who has the consent of those with parental responsibility.
- g) Anyone who has the leave of the court.

Effect of Order

- 1.9 When the court makes a Special Guardianship Order, it places certain duties upon the local authority in terms of both support services and financial assistance.
- 1.10 Where a child lives or is to live with a person as a result of a Residence Order, the local authority may make contributions to that person towards the cost of accommodation and maintenance of the child.

2. CHILDREN'S SERVICES' ROLE IN THE COURT APPLICATION PROCESS

- 2.1 Where applicable, an applicant is required to give three months written notice of his or her intention to apply for an Order to the responsible local authority or the local authority in whose area the child resides.
- 2.2 On receipt of this written notice, a Care Manager will be identified who will be responsible for completing a report for the court. If the application meets the criteria set out in Section 3 of this document, the Care Manager will complete a Financial Assessment Referral Form, which must be authorised by a Service Manager before being sent to the Accountancy Team. The

Service Manager must also be satisfied that the criteria set out in Section 3 applies. This will allow the financial assessment process to begin to determine what level of basic allowance will be paid to the applicant should the application be successful. This will help to ensure that the basic allowance payable will be known prior to the court hearing.

2.3 The Care Manager will be required to complete a report for the court, which must include the following key information: -

- a) Details of both parents and any siblings.
- b) The relationship the child has with other family members and the arrangements for the child to see or keep in touch with different family members.
- c) Details of the child's relationship with his or her parents.
- d) The parent(s) and the child's wishes and feelings.
- e) The applicant(s) family composition and circumstances.
- f) Parenting capacity.
- g) Medical information on the child, applicant(s) and the birth parent(s).
- h) An assessment of how the Court Order would meet a child's long-term interests as compared with other types of Order.
- i) The report will need to be accompanied by a support plan setting out what other support services and supplementary financial support would be required to assist the applicant(s) and child should the application be successful.
- j) If a need for supplementary financial support is identified in the support plan then it must be made clear whether it would require a one-off payment or regular ongoing payments along with the date that any regular payment would stop.

2.4 The Care Manager's report and support plan must be approved by a Service Manager before being submitted to the court. Should the supplementary financial support identified in the support plan exceed £500 in any single financial year then the support plan will also need authorisation from the Head of Children's Services before being submitted to the court.

2.5 The Care Manager must send a copy of the authorised support plan to the Accountancy Team so that they are made aware of any supplementary allowances to be paid to the applicant(s) along with the timing and regularity of those payments.

2.6 After the Court Order has been awarded, it is important that the Care Manager informs the Accountancy Team of any changes in circumstances as soon as they become aware of them.

3. WHO WILL BE ENTITLED TO APPLY FOR A BASIC ALLOWANCE?

3.1 The following individuals (subject to 3.1.1 and 3.1.2) are entitled to apply for a basic allowance: -

- a) Relatives / friends who agree to take on the care of a child who: -
 - i) is “looked after” by CCBC, or
 - ii) where CCBC determines, following an assessment of the child’s needs and agreement with the relevant area Service Manager, that the child would otherwise have become “looked after”.
- b) Relatives / friends who have been approved as kinship carers by CCBC specifically for that child.
- c) CCBC approved foster carers who are currently fostering the child.
- d) Independent agency foster carers who are currently fostering the child.

3.1.1 Individuals cannot apply for a basic allowance for a child under a Residence Order if the applicant is a parent of the child or the husband/wife/civil partner of a parent of the child.

3.1.2 The decision for a child to become “looked after” can only be made following a social work assessment taking into account the needs of the child. The Council’s procedure for approval for children to be “looked after” must be followed.

- 3.2 An individual can apply for a basic allowance if a child is already living with them under a Residence Order or Special Guardianship Order in circumstances where paragraph 3.1 applied at the date of the Order.
- 3.3 On occasions, a Residence Order may be granted by the court without any Social Services involvement. If at a later stage the applicant(s) experiences financial hardship and CCBC determines that this puts the child at risk of becoming “looked after” then the applicant(s) will be entitled to request an assessment of support needs and a subsequent financial assessment in accordance with the procedure set out in Section 5 of this document.

4. FINANCIAL ASSISTANCE GUIDING PRINCIPLES

- 4.1 There are two possible types of financial support that may be paid to an applicant. They are: -
- a) Basic allowance - called a basic Residence Order allowance in the case of Residence Orders and a basic Special Guardianship allowance in the case of a Special Guardianship Order. This is a means-tested allowance paid fortnightly.
 - b) Supplementary allowance - this is a non-standard allowance that will be paid only as identified in 4.5 and section 13 below.

Basic Allowance

- 4.2 When notification of an application for a Residence Order or Special Guardianship Order or a request from an applicant(s) already caring under a Residence Order or Special Guardianship Order is received by the Accountancy Team a financial assessment will be undertaken to determine the level of basic allowance that would be paid if their application is successful. The financial assessment process for a basic Residence Order allowance and a basic Special Guardianship allowance is identical.
- 4.3 In the case of financial assessments of applicant(s) applying for assessment before the Order is granted, it is our aim to complete the initial financial assessment prior to the Order being considered by the court so

that the applicant(s) can make an informed decision as to whether to proceed with their application. However, this will only be possible if the applicant(s) are able to provide the necessary evidence of income and outgoings in a timely manner.

4.4 The assessment will be completed within the context of the following guiding principles: -

Maximum Basic Allowance

- a) The maximum basic allowances payable for Residence Orders and Special Guardianship Orders will be the same as the allowances (not including fee/remunerative element) payable in respect of fostered children within CCBC. At the time of writing this document, fostering allowances within CCBC match the “National Minimum Maintenance Allowances for Foster Carers” recommended by the Welsh Government.

Financial Assessment

- b) All applicant(s) will be treated equitably irrespective of the source of their income. This means that all applicant(s) will undergo a financial assessment even if they are in receipt of benefit income only. However, in such cases the financial assessment will result in the maximum basic allowance being paid, as applicant(s) whose only source of income is benefits will not have surplus income above the calculated minimum living allowance.
- c) The financial assessment of the applicant(s) means will be undertaken to determine how much will be deducted from the maximum basic allowance to arrive at the actual allowance payable.
- d) A single financial assessment will be undertaken, incorporating all children placed with the applicant(s) under any Court Order. As a result of this, a financial assessment will be required if additional children are placed with the applicant(s) and this assessment will replace the previous assessment undertaken for earlier Court Orders.

Reviews

- e) The amount deducted from the maximum basic allowance will remain in force until an annual review is undertaken or until a review is undertaken following the Accountancy Team being notified of a change of circumstances (see section 11 and 12 below for more detail of when any alteration in the allowance paid will take effect). However, since the maximum basic allowance is determined by the age of the child placed under the Order, the actual allowance paid may change on the child's birthday.
- f) It is the applicant(s) responsibility to notify the Accountancy Team of any changes in circumstances that could affect the financial assessment.

Treatment of Benefits

- g) In accordance with Regulation 13 of the Special Guardianship Regulations 2005, "financial support paid under these Regulations cannot duplicate any other payment available to the special guardian or prospective guardian.... the local authority must take account of any other grant, benefit, allowance or resource which is available to the person in respect of his needs as a result of becoming a special guardian of the child." This principle, that the basic allowance must not be a substitute for benefits, will also be applied in the case of Residence Orders. This does not mean that the maximum basic allowance will be reduced by the amount of benefits receivable but the benefits will be included as income within the financial assessment process.

Minimum Income Level

- h) It is assumed that welfare benefit levels provide a reasonable assessment of the minimum income levels that a family requires in order to support a family of their size and constitution. The assessment process will ensure that all families will receive at least this minimum living allowance before making any deduction from the maximum basic

allowances payable under a Residence Order or a Special Guardianship Order.

Level of Deduction

- i) It is recognised that Residence Orders and Special Guardianship Orders offer increased stability compared with foster care placements and as such we would wish to make such Orders as financially attractive as possible. Moreover, we would not want to discourage carers from earning additional income above the minimum living allowance level so before any deduction to the maximum basic allowance is made the financial assessment provides for: -
- an additional buffer over and above the minimum living allowance;
 - certain types of allowable expenditure to be deducted from income; and
 - a further disregard to be applied to the remaining income.
- j) However, it must also be recognised that the local authority is subject to limited financial resources and therefore, must restrict the buffer, allowable expenditure and disregard to an affordable level.

Other Children in the Household

- k) Additional children residing with the family under a foster care arrangement are assumed to be financially supported through foster care allowances only. Therefore, fostered children will not be included within the family make up for the purposes of the financial assessment (see 7.10(d) below for further details of how this will be accounted for in the assessment process).
- l) Any children residing with the family under an Adoption Order are considered to be part of the family (and are treated as such for Child benefit and Tax Credit purposes). Therefore, such children will be included as dependant children for the purposes of the financial

assessment (see 7.10(e) and 8.4.2 below for further details of how this will be accounted for in the assessment process).

Disability

- m) Any benefits paid as a result of the disabilities of the applicant(s), members of the household or children for whom the Order is granted are recognised to be needed for the individual(s) with a disability and shall not result in a deduction to the basic allowance payable (see 8.4(d) below for further details of how this will be accounted for in the assessment process).

Supplementary Allowance

- 4.5 A supplementary allowance may be paid in three circumstances (see section 13 below for further details): -
 - a) Child previously fostered by applicant.
 - b) Benefits claimed but unpaid.
 - c) Exceptional circumstances.

- 4.6 A supplementary allowance could be granted to cover one off costs or regular costs relating to a specific need and can be time limited.

5. THE FINANCIAL ASSESSMENT PROCEDURE

- 5.1 The financial assessment procedure in respect of a Residence Order allowance or a Special Guardianship allowance is as follows: -
 - a) Once the authorised financial assessment referral form or a request from an applicant(s) already caring under a Residence Order or Special Guardianship Order is received by the Accountancy Team, they will notify an Income Maximisation Officer who will arrange a visit to the applicant(s) at a mutually convenient time and place.

Income Maximisation Officer Visit

- b) During the visit the Income Maximisation Officer will provide the applicant(s) with a “Childcare Financial Information for Financial Assessment Form” known as a “Childcare FIFA Form” (see appendix 1). They will explain the purpose and content of the form to the applicant(s) and assist them to complete the form and collate the necessary supporting evidence.
- c) Should the applicant(s) refuse to complete the Childcare FIFA form then the actual Residence Order allowance or Special Guardianship Order allowance payable will be nil.
- d) If the supporting evidence is not available at the time of the visit it may be submitted by post but will need to comply with any deadlines identified within this document.
- e) During the visit, the Income Maximisation Officer will also identify any potential entitlement to welfare benefits and will assist the applicant(s) in claiming these benefits. This will include child benefit and child tax credit.

Review of Form

- f) The completed Childcare FIFA Form and supporting evidence will be reviewed for accuracy by the Income Maximisation Team Leader before being forwarded to the Financial Assessment Team.

Financial Assessment

- g) The Financial Assessment Team will carry out an assessment of the applicant(s) income and expenditure and calculate any Allowance payable in accordance with the guiding principles and methodology contained within this document.

Outcome of Assessment

- h) The Financial Assessment Team will provide the Accountancy Team with a copy of the completed financial assessment and supporting

documents and then the Accountancy Team will provide the Care Manager and the appropriate team manager with a copy of the completed financial assessment.

- i) The Care Manager will be responsible for informing the applicant(s) of the outcome of the financial assessment.

Implementation

- j) It is our aim to complete the financial assessment process before the application is considered by the court. When this is achieved, the outcome of the financial assessment and any supplementary allowance approval will be held on file by the Accountancy Team, pending the decision of the court.
- k) If the application for the Residence Order or Special Guardianship Order is approved, the Care Manager will be responsible for the completion of a childcare movement form (see appendix 2), which will need to be authorised by the team manager and forwarded to the Accountancy Team.
- l) On receipt of the childcare movement form, the Accountancy Team will send the applicant(s) written confirmation of the outcome of the financial assessment and the applicant(s) will be asked to sign an acceptance form that must be returned to the Accountancy Team.
- m) The Accountancy Team will ask the applicant(s) to complete a BACS form, to enable any allowance awarded to be paid by bank transfer. The BACS form should be returned to the Accountancy Team, Floor 2, Ty Penallta.
- n) On receipt of the completed BACS form, the Accountancy Team will commence the appropriate payments in line with the financial assessment, any supplementary allowance awarded and the start date included in the child care movement form which will reflect the appropriate dates as set out in Section 9.

- o) Should the financial assessment process be completed later than the date from which the Court Order is granted then, unless the delay was due to the late submission of the FIFA form, payments will be back dated to the later of the date of the request for an assessment or the date from which the Order was granted.

No Order

- p) Should the court reject the application for a Residence Order or Special Guardianship Order, the Care Manager will be required to inform the Accountancy Team so that the financial assessment held on file can be updated accordingly. This will ensure that should any subsequent applications for a Residence Order or Special Guardianship Order be made by the same person, then a new financial assessment will be undertaken based on the specific circumstances of the new application.

6. THE FINANCIAL ASSESSMENT CALCULATION - OVERVIEW

- 6.1 If an applicant is granted a Residence Order or Special Guardianship Order they will be entitled to a basic allowance to support the child for whom the Order is granted. The maximum value of that allowance will be the same as the allowance payable by CCBC to support a child of the same age that is supported through a foster care placement. At the time of writing this document CCBC foster care allowance rates were linked directly to the “National Minimum Maintenance Allowances for Foster Carers” recommended by the Welsh Government. The minimum value of the basic allowance payable is nil.
- 6.2 However, the actual level of the basic allowance payable may be reduced below the maximum level identified in paragraph 6.1. The extent of this reduction will be determined from a financial assessment of income and allowable expenditure (see appendix 3).

6.3 This financial assessment firstly involves identifying the total income of the family from all sources. Certain sources of income will be excluded from this calculation. A more detailed explanation of the total income calculation can be found in section 7 of this document.

6.4 The second stage of the assessment is to determine a minimum living allowance for the size and circumstances of the family for which the assessment is being undertaken. This minimum living allowance is calculated from income support and other benefits that would be payable to the family if they had no other source of income. A list of the benefits that will be included in this minimum living allowance along with their April 2013 values is included in appendix 4.

Example: -

A household with a couple (over 25) and two dependent children (not including children subject to Order)

<i>Couple</i>	<i>£112.55</i>
<i>CTC family</i>	<i>£ 10.50</i>
<i>CTC 1st dependent child</i>	<i>£ 52.22</i>
<i>CTC 2nd dependent child</i>	<i>£ 52.22</i>
<i>CB 1st dependent child</i>	<i>£ 20.30</i>
<i>CB 2nd dependent child</i>	<i>£ 13.40</i>
<i>Minimum Living Allowance</i>	<i>£261.19</i>

Example:

A household with a couple (over 25) and one dependent, disabled, child (not including children subject to order)

<i>Couple</i>	<i>£112.55</i>
<i>CTC family</i>	<i>£ 10.50</i>
<i>CTC disabled child</i>	<i>£110.04</i>
<i>CB child</i>	<i>£ 20.30</i>
<i>Minimum Living Allowance</i>	<i>£253.39</i>

- 6.5 A buffer of 25% is then applied to the minimum living allowance and the resultant 125% of the minimum living allowance is deducted from the family's total income. The application of this buffer ensures that families earning additional income above the minimum living allowance are allowed to retain an element of those earnings before any deduction is made from their basic allowance.
- 6.6 A further deduction from total income is made to provide for allowable expenditure. Details of the type of expenditure that is included within allowable expenditure are set out in Section 8 of this document.
- 6.7 After deducting the minimum living allowance, the buffer and allowable expenditure from the family's total income we are left with the family's disposable income. A further 20% of this disposable income is then deducted to arrive at the assessed income.
- 6.8 This assessed income is the maximum amount that will be deducted from the maximum basic allowance to calculate the actual basic allowance payable.
- 6.9 In cases where the assessed income is nil no deduction will be made from the maximum basic allowances.
- 6.10 In cases where the assessed income exceeds the maximum basic allowance then the actual basic allowance payable will be nil.
- 6.11 Where there is more than one child placed under a Residence Order and/or a Special Guardianship Order the assessed income deduction will be apportioned between the children proportionally to the maximum basic allowance relating to each child.

7. THE TOTAL INCOME CALCULATION

- 7.1 The applicant(s) Total Weekly Income will be assessed for the 2 month period immediately prior to the date of referral, unless there were temporary changes to financial circumstances during that period in which case a more representative period will be agreed with the applicant(s).
- 7.2 The applicant(s) Total Weekly Income will be calculated by totalling all income received in the categories listed below.
- 7.3 Any income earned by the children of the applicant(s) will not be included in the financial assessment.
- 7.4 In each instance, the income shall be the weekly income and, if necessary, annual figures shall be converted to weekly figures by dividing by 365 and multiplying by 7. Monthly figures shall be converted to weekly figures by multiplying by 12 and then dividing by 365 and multiplying by 7.
- 7.5 Income from Employment will include: -
- a) The total net income from employment of the applicant(s) (after deducting tax, national insurance and pension contributions, including personal pension contributions identified).
 - b) Any voluntary deductions to earned income taken at source for items such as charitable donations, monthly season tickets, loan repayments, salary sacrifice schemes, private health care etc., will be treated as income and included in the financial assessment of net income.
- 7.6 Income from Self Employment will include: -
- Net profit after tax evidenced by the most recent HMRC self assessment determination or a supporting letter from the applicant(s) accountant quoting the net profit after tax based on the most recent set of financial accounts. In the case of partnerships, the respective share of partners profit will also need to be confirmed in the letter from the applicant(s) accountant.

- 7.7 Income from Investments will include: -
- a) Actual dividend payments received and
 - b) Actual interest received on savings.

- 7.8 Rental Income will include: -
- a) Board and Lodge Income
 - b) Income received from rental for furnished or unfurnished properties

7.8.1 The amount of board and lodge income to be included in the assessment will be calculated as follows: -

- i. The weekly income figure from boarders/lodgers will be identified.
- ii. This figure will be reduced by £20 per boarder/lodger to take into account the increase in costs (such as electricity and other utilities) involved with having a lodger.
- iii. This reduced figure will be halved in order to encourage and not penalise those that take in lodgers to actively maximise their income. The resulting figure is used as the income from boarders/lodgers in the calculation of the applicant(s)' Total Weekly Income.

Example:

<i>Weekly income</i>	<i>£55.00</i>
<i>Less £20 disregard</i>	<i>-£20.00</i>
	<i>£35.00</i>
<i>Deduct 50% from remainder</i>	<i>-£17.50</i>
<i>Income relevant to assessment</i>	<i>£17.50</i>

7.8.2 The weekly income received from rental for furnished or unfurnished properties will be calculated as follows: -

- i. Unfurnished – income less interest payments on any mortgage, money expended on repairs, Council Tax (if payable by the landlord), agents' fees and buildings insurance. These deductions from rental income will only be allowed if supported by documentary evidence.
- ii. Furnished – as above but with an extra deduction of 10% of income to allow for wear and tear.

- 7.9 Income from Private Pensions will include: -
- a) The net (after deducting tax) income from private pensions.
 - b) The net income from occupational pensions.
- 7.10 Other income that will be included in the assessment includes: -
- a) Maintenance income.
 - b) Maternity or paternity allowances.
 - c) Employer's sick pay.
 - d) Foster carer fees i.e. the financial reward received for being a foster carer. This does not include any allowances received to cover the expense of supporting the fostered child. NB. If the foster carer fee was only received because the applicant(s) were previously acting as foster carer(s) to the children subject to the application then the fee will end if the application is successful. Therefore, in these circumstances the foster care fee must be excluded from the financial assessment. Where foster care fees are received within a single payment incorporating fees and allowances with no breakdown provided between the two elements, the fee element will be assumed to be the total fostering payment received less the fostering allowances that Caerphilly CBC would pay to its own foster carers for the number and ages of the fostered children.
 - e) Adoption allowances.
 - f) The loss of income element of any criminal injury or personal injury award (NB - the element of these awards intended to compensate for pain, suffering and loss of amenity is not to be included as income).
 - g) Any other income not captured elsewhere within this section.
- 7.11 Benefit income and tax credit income will be included as income for the purposes of the financial assessment. These benefits include: -
- a) Income support
 - b) Job seeker's allowance
 - c) Employment support allowance
 - d) Disability living allowances and attendance allowance
 - e) Personal independence payments
 - f) Working tax credit

- g) Child tax credit
- h) Housing benefit
- i) Universal credit
- j) Any disability related benefits receivable in respect of children of the family
- k) State pension and pension credit
- l) Child benefit/Guardian's Allowance

7.12 Payments under the Council Tax Reduction Scheme (CTRS) are not included as income within the financial assessment because the council tax included in the calculation of allowable expenditure is council tax net of any reduction (see section 8 for further details).

7.13 If it is felt that the family would be entitled to a particular benefit but have not claimed the benefit, they will be assisted to submit a claim by an Income Maximisation Officer. For the purposes of the financial assessment it will be assumed that such benefits are being received (but see section 13 below re supplementary allowance).

8. ALLOWABLE EXPENDITURE

8.1 General household expenditure on items such as food, transport, utility bills, clothes (including School Uniform), recreation etc are assumed to be subsistence items and as such are provided for within the minimum living allowance discussed in paragraph 6.4 of this document. Therefore, these items will not be classed as allowable expenditure.

8.2 Other items such as car insurance, personal insurance, repayment of personal loans or credit agreements etc. can be considered to be above subsistence levels but can still be considered as normal household expenditure. Since the financial assessment provides a buffer in excess of the minimum living allowance it is considered that this type of expenditure is provided for within this buffer. Therefore, these items will not be classed as allowable expenditure.

- 8.3 The applicant(s)' Allowable Weekly Expenditure will be calculated by totalling the expenditure in the categories listed below. In each instance, the expenditure shall be the weekly expenditure and, if necessary, annual figures shall be converted to weekly figures by dividing by 365 and multiplying by 7. Monthly figures shall be converted to weekly figures by multiplying by 12 and then dividing by 365 and multiplying by 7.
- 8.4 Allowable expenditure will include: -
- a) Accommodation expenses.
 - b) The cost of supporting any adopted children.
 - c) Reasonable childcare costs.
 - d) An amount equal to any Disability Living Allowance, Attendance Allowance or Mobility Allowance being received.
- 8.4.1 Accommodation expenses include: -
- a) Expenses such as the gross weekly rent payable in respect of the property in which the children for whom the Order is granted will be accommodated. This will be before any deduction of housing benefit as this benefit is included as income within the financial assessment calculation.
 - b) Mortgage repayments in respect of mortgages secured against the property in which the children for whom the Order is granted will be accommodated.
 - c) Council tax payable on the property in which the children for whom the Order is granted will be accommodated. Where the applicant is in receipt of Council Tax Benefit or Council Tax Reduction it will be the net cost of council tax that will be included as allowable expenditure.
- 8.4.2 The cost of supporting an adopted child will be assumed to be equal to the adoption allowance payable in respect of that child. Therefore the amount of allowable expenditure for this purpose will be the same as the amount identified for adoption allowances within the applicant(s) total income calculation.

- 8.4.3 What is deemed to be reasonable child care costs will depend on the particular circumstances of the family under consideration. Therefore, each application will be considered on an individual basis and will require approval of a Service Manager. Any application to allow for child care costs must be supported by documentary evidence of those costs.
- 8.5 Any exceptional expenditure that is specific to the child for whom the application is made can be considered for a supplementary allowance as explained in section 13. Therefore, this type of expenditure will not be included within allowable expenditure.

9. PAYMENT OF ALLOWANCES

Commencement of Basic Allowance

- 9.1 Payment of the basic order allowance will commence from the date of the Court Order or the date that the request for the support plan and financial assessment was received by Social Services, whichever is later.

Commencement of Supplementary Allowance

- 9.2 If a supplementary allowance is awarded to compensate the applicant(s) for a loss of foster carer's fees as a result of previously fostered children being taken on under a Residence Order or Special Guardianship Order then this will commence from the date of the Order.
- 9.3 If a supplementary allowance is awarded to compensate for unpaid benefits it will be paid from the date of the Order or the date that the request for the support plan and financial assessment was received by Social Services, whichever is later.
- 9.4 If an exceptional supplementary allowance is awarded, the date from which payment will commence will be as set out in the support plan.

Delay

- 9.5 If twelve months have elapsed between the financial assessment being completed and the anticipated date of the commencement of the allowance, the level of allowance will be re-assessed.

Change in Circumstances

- 9.6 The applicant(s) must notify the Accountancy Team of any changes in circumstances that could affect the financial assessment within 5 weeks of the change.
- 9.7 Any changes in circumstances that result in an increase in actual allowances payable will only be payable with effect from the date that the notification was received by the Accountancy Team (provided that a completed FIFA form is submitted within the required timescales set out in Section 12).
- 9.8 If the Accountancy Team becomes aware of a change of circumstance that the applicant(s) had not notified the Accountancy Team of within 5 weeks and that change would result in a reduction in actual allowances payable, then the reduction will be backdated to the date of the change of circumstances and any overpayments will be reclaimed from the applicant(s).

Method of Payment

- 9.9 Payment of the basic allowance and any regular supplementary allowance payable will be made fortnightly in arrears by BACS payment.

10. TERMINATION OF PAYMENT

Basic Allowance

- 10.1 Payment of the basic allowance will terminate on the occurrence of the earliest of the following events: -
- a) The child ceasing to have a home with the applicant(s). If the child ceases to have a home with one of joint applicants then the level of

allowance will have to be re-assessed in accordance with Section 12 below.

- b) The child ceasing full time education and commencing employment or qualifying for a place on a Government Training Scheme. The Accountancy Team will contact the applicant(s) during August each year following the child's 16th birthday to obtain confirmation of the child's educational status.
- c) The child qualifying for Income Support or Employment Support Allowance in his/her own right.
- d) The Order elapsing or being discharged or amended.
- e) When the child turns 18.
- f) The death of the child to which the Order relates.
- g) The applicant(s) refusing to submit the information that is required for a financial re-assessment to be undertaken (see sections 11 and 12 of this document for further details of the re-assessment process).

10.2 As a single financial assessment is undertaken, incorporating all children placed with the applicant(s) under any Court Order, the termination of any single Order will terminate the payment of all allowances and will require a re-assessment in respect of the remaining children placed with the applicant(s) in accordance with Section 12 below. This re-assessment will initially be based on information provided during the most recent reassessment until a full re-assessment can be undertaken for the remaining children.

Supplementary Allowance

10.3 The payment of any supplementary allowance payable will, at the latest, terminate on the termination of payment of the basic allowance.

10.4 Where a supplementary allowance has been granted to compensate for the loss of foster carer fees, any such payment will terminate after two years.

10.5 The payment of any supplementary allowance intended to compensate for unpaid benefits will terminate on the earliest of: -

- a) The benefit starting to be received.
- b) payments starting in respect of the basic allowance calculated following a reassessment without that benefit being included.
- c) 6 weeks after payment commences or such later date provided for by an extension granted in accordance with section 13 below.

10.6 The payment of any time-limited exceptional supplementary allowance will terminate on the pre-determined date identified in the support plan.

11. THE ANNUAL RE-ASSESSMENT PROCESS

11.1 A re-assessment will be undertaken for each anniversary of the date that the Court Order was granted. This Section explains this annual re-assessment process (see section 12 of this document for reassessment following a changes in circumstances or a request for re-assessment).

Initial Letter

11.2 Ten weeks before the anniversary of the date on which the most recent Order commenced, the Income Maximisation Team will send a letter to the applicant(s) enclosing a FIFA form and an explanation of the form and the documentation required from the applicant. The letter will also provide the contact details of the Income Maximisation Team should the applicant require further assistance.

11.3 The letter will also identify a date, seven weeks before the anniversary of the Order, which will be the deadline by which the applicant(s) must either return the form or meet with an Income Maximisation Officer. The letter will contain a warning that if this deadline is not met it could result in a delay or termination of allowances.

Telephone Contact

11.4 Also ten weeks before the anniversary of the Order, the Income Maximisation Team will contact the applicant(s) by telephone to inform

them that the FIFA is being sent to them and to offer a visit to the applicant(s) within three weeks at a mutually convenient time and place.

Visit

- 11.5 The purpose of the optional visit will be to assist the applicant(s) with completion of the form, offer any welfare benefit advice and to collect any documentation necessary to assist with the re-assessment.
- 11.6 During the visit, the applicant will be made aware of the date by which the documentation must be returned and will be advised that failure to meet this deadline will result in a suspension in payment of allowances and could ultimately result in allowances being terminated. This deadline date will be 5 weeks before the anniversary of the order.

Reminder Letter

- 11.7 If the applicant(s) reject the offer of a visit from an Income Maximisation Officer and does not return the necessary paperwork by the deadline identified in the letter discussed in paragraph 11.3, then a reminder letter will be sent to the applicant(s).
- 11.8 The letter will identify a date, five weeks before the anniversary of the Order, which will be the deadline by which the applicant(s) must return the form and supporting documents. The consequences of not meeting this deadline will also be explained in the letter.

Re-assessment

- 11.9 When the FIFA form and supporting evidence is received by the Income Maximisation Team a financial assessment will be completed in accordance with Sections 6, 7 and 8 of this document.

Implementation

- 11.10 If the FIFA form and supporting evidence is received by the Income Maximisation Team no later than five weeks before the anniversary of the most recent Order, the Financial Assessment Team will aim to complete the

assessment within four weeks to allow the revised allowance to be implemented from the anniversary of the Court Order.

11.11 If this four week target is not achieved then any increase in the revised allowance will be backdated to the anniversary of the Court Order and any overpayment resulting from a failure to complete the assessment within four weeks will not be reclaimed from the applicant(s).

Suspension

11.12 If the FIFA form and supporting evidence has not been received by the Income Maximisation Team 5 weeks before the anniversary date then all payments will be suspended with effect from the anniversary of the Order.

11.13 This suspension will remain in force until the FIFA form and supporting evidence is received by the Income Maximisation Team. Any payments missed during this period of suspension will not be paid to the applicant(s) except in exceptional circumstances and with authorisation from the Head of Children's Services.

Late Receipt of Form

11.14 If the FIFA form and supporting evidence is received by the Income Maximisation Team later than five weeks before the anniversary of the most recent Order, payments will re-commence at their previous levels for a period of five weeks from the date of receipt.

11.15 During this five weeks, a financial assessment will be completed in accordance with sections 6, 7 and 8 of this document.

11.16 If the assessment referred to in paragraph 11.15 results in a reduction in the allowance payable then the reduced payments will commence five weeks after receipt of the FIFA form. Any overpayments made during the five week period, but after the anniversary date, will be reclaimed from the applicant(s).

11.17 If the assessment referred to in paragraph 11.15 results in an increase in allowance payable, then the increased allowance will be paid with effect from five weeks after the receipt of the FIFA form. Any underpayment during this five week period will not be paid to the applicant(s) except in exceptional circumstances and with authorisation from the Head of Children's Services.

Acceptance Form

11.18 The applicant(s) will be sent written confirmation of the outcome of the financial assessment and will be asked to sign an acceptance form that must be returned to the Accountancy Team.

11.19 If the acceptance form has not been returned within six weeks and the applicant(s) have not contacted the Accountancy Team to question their allowance within this period then payments will be suspended. Payments with held during this suspension period will be repaid on receipt of the signed acceptance form.

Un-notified Change of Circumstances

11.20 If it is discovered on an annual re-assessment that the applicant(s) did not notify the Authority of a change in circumstance that would have resulted in a reduced allowance then the overpayment will be recovered from the applicant(s).

12. RE-ASSESSMENT DUE TO A CHANGE OF CIRCUMSTANCES OR ON REQUEST

12.1 The applicant(s) must notify the Accountancy Team of any change of circumstances and this will trigger a re-assessment.

12.2 The applicant(s) may request a re-assessment at any time.

Initial Letter

- 12.3 As soon as notification of change or request for re-assessment is received from the applicant(s), the Income Maximisation Team will send a letter to the applicant(s) enclosing a FIFA form and an explanation of the form and the documentation required from the applicant. The letter will also provide the contact details of the Income Maximisation Team should the applicant require further assistance.
- 12.4 The letter will also identify a date, three weeks after the date of the letter, which will be the deadline by which the applicant(s) must either return the form or meet with an Income Maximisation Officer. The letter will contain a warning that if this deadline is not met it could result in a delay or termination of allowances.

Telephone Contact

- 12.5 The Income Maximisation Team will contact the applicant(s) by telephone to inform them that the FIFA is being sent to them and to offer a visit to the applicant(s) within three weeks at a mutually convenient time and place.

Visit

- 12.6 The purpose of the optional visit will be to assist the applicant(s) with completion of the form, offer any welfare benefit advice and to collect any documentation necessary to assist with the re-assessment.
- 12.7 During the visit, the applicant will be made aware of the date by which the documentation must be returned and will be advised that failure to meet this deadline will result in a suspension in payment of allowances and could ultimately result in allowances being terminated. This deadline date will be 5 weeks after the date of the letter referred to in paragraph 12.3.

Reminder Letter

- 12.8 If the applicant(s) reject the offer of a visit from an Income Maximisation Officer and does not return the necessary paperwork by the deadline

identified in the letter discussed in paragraph 12.3 then a reminder letter will be sent to the applicant(s).

- 12.9 The letter will identify a date, five weeks after the date of the letter referred to in paragraph 12.3 which will be the deadline by which the applicant(s) must return the form and supporting documents. The consequences of not meeting this deadline will also be explained in the letter.

Re-assessment

- 12.10 When the FIFA form and supporting evidence is received by the Income Maximisation Team a financial assessment will be completed in accordance with sections 6, 7 and 8 of this document.

Implementation

- 12.11 If the FIFA form and supporting evidence is received by the Income Maximisation Team no later than five weeks after the date of the letter referred to in paragraph 12.3, the Financial Assessment Team will aim to complete the assessment within four weeks to allow the revised allowance to be implemented from 10 weeks after the date of the letter referred to in paragraph 12.3.

- 12.12 Any increase in the revised allowance will be backdated to the later of five weeks before the receipt of the completed FIFA form or the date that the initial request or notification of change was received from the applicant(s).

- 12.13 If the re-assessment results in a reduction in allowance it will be deemed to have taken effect from the date of the change of circumstances and any overpayments made in the interim will be reclaimed from the applicant(s).

Suspension

- 12.14 If the FIFA form and supporting evidence has not been received by the Income Maximisation Team five weeks after the date of the letter referred to in paragraph 12.3, then all payments will be suspended with immediate effect.

12.15 This suspension will remain in force until the FIFA form and supporting evidence is received by the Income Maximisation Team. Any payments missed during this period of suspension will not be paid to the applicant(s) except in exceptional circumstances and with authorisation from the Head of Children's Services.

Late Receipt of Form

12.16 If the FIFA form and supporting evidence is received by the Income Maximisation Team later than five weeks after the date of the letter referred to in paragraph 12.3, payments will be re-instated at their previous levels for a period of five weeks from the date of receipt.

12.17 During this five weeks a financial assessment will be completed in accordance with sections 6, 7 and 8 of this document.

12.18 If the assessment results in a reduction in the allowance payable then any overpayments made during the five week period will be reclaimed from the applicant(s) and the reduced payment will be commenced five weeks after receipt of the FIFA form.

12.19 If the re-assessment referred to in paragraph 12.17 results in an increase in allowance payable, then the increased allowance will be paid with effect from five weeks after the receipt of the FIFA form. Any underpayment during this five week period or to any period prior to this five week period will not be paid to the applicant(s) except in exceptional circumstances and with authorisation from the Head of Children's Services.

Acceptance Form

12.20 The applicant(s) will be sent written confirmation of the outcome of the financial assessment and will be asked to sign an acceptance form that must be returned to the Accountancy Team.

12.21 If the acceptance form has not been returned within six weeks and the applicant(s) have not contacted the Accountancy Team to question their

allowance within this period then payments will be suspended. Payments with held during this suspension period will be repaid on receipt of the signed acceptance form.

13. SUPPLEMENTARY ALLOWANCE

Identification of Additional Support

- 13.1 The initial support plan completed by the Care Manager and authorised by a Service Manager before the Court Order is approved must identify any additional financial support that is necessary from the outset of the Court Order which may be payable as set out below.
- 13.2 Should any additional financial needs become apparent after the Court Order comes into effect then a business case will need to be prepared by the Care Manager and authorised by a Service Manager.

Basis for Supplementary Allowance

- 13.3 A supplementary allowance could be granted to cover one-off costs or regular costs relating to a specific need and can be time limited. It may be awarded in the following circumstances: -

Child Previously Fostered by Applicant

- 13.3.1 If a Residence Order or Special Guardianship Order is granted to an applicant that previously provided foster care to the child for whom the Order is granted then the foster care fee element will not continue. If this will cause immediate financial hardship for the family then a supplementary allowance can be awarded for a maximum of two years at the discretion of the Head of Children's Services.

Benefits Unpaid

- 13.3.2 If applicant(s) have claimed for but not yet received benefit income this benefit income will be included in their total income (see 7.13 above). If these unpaid benefits result in a deduction being made from the maximum

basic allowance payable then a supplementary allowance will be paid for up to 6 weeks or until the benefit is actually received, whichever is sooner.

13.3.3 If such a claim is successful and back dated benefits are awarded, then any supplementary benefits paid for this purpose will be reclaimed from the applicant(s) for the period for which the benefits were backdated.

13.3.4 Should the benefit still remain unpaid at the end of the 6 week period, the applicant(s) can request an extension of the supplementary allowance providing they can produce evidence that a claim has been submitted and is still outstanding.

13.3.5 This extension process can be repeated in 6 week cycles until the benefit claim is settled. Should the benefit claim ultimately prove to be unsuccessful then the financial assessment will be re-calculated without that benefit.

Exceptional Circumstances

13.3.6 In exceptional circumstances, a supplementary allowance can be granted for a specific purpose. These supplementary payments can be one-off payments or regular payments of an ongoing nature and must be included in the support plan prepared by the Care Manager (see paragraph 2.3(i) and paragraph 2.4).

Authorisation

13.4 Should the supplementary financial support identified in the support plan (either initially or subsequently) exceed £500 in any single financial year then the support plan will also need authorisation from the Head of Children's Services before being submitted to the court / forwarded to the Accountancy Team (as appropriate)

APPENDIX 1 - Childcare FIFA Form



NEW	
CHANGE OF CIRCS	
ANNUAL REVIEW	

DIRECTORATE OF SOCIAL SERVICES

CHILDCARE FINANCIAL ASSESSMENT DECLARATION FORM

TYPE OF ORDER:

YOU	YOUR PARTNER																								
FULL NAME	FULL NAME																								
SWIFT ID	SWIFT ID																								
RELATIONSHIP TO CHILD	RELATIONSHIP TO CHILD																								
NI NUMBER	NI NUMBER																								
ADDRESS	ADDRESS																								
POSTCODE	POSTCODE																								
TEL NO	TEL NO																								
DATE OF BIRTH	DATE OF BIRTH																								
MARITAL STATUS	MARITAL STATUS																								
ARE YOU THE CHILDS CURRENT FOSTER CARER YES / NO																									
DETAILS OF ANYONE ELSE LIVING WITH YOU: <table border="0"> <tr> <td>NAME _____</td> <td>NAME _____</td> <td>NAME _____</td> </tr> <tr> <td>RELATION _____</td> <td>RELATION _____</td> <td>RELATION _____</td> </tr> <tr> <td>DOB _____</td> <td>DOB _____</td> <td>DOB _____</td> </tr> <tr> <td>DLA £ _____</td> <td>DLA £ _____</td> <td>DLA £ _____</td> </tr> <tr> <td>NAME _____</td> <td>NAME _____</td> <td>NAME _____</td> </tr> <tr> <td>RELATION _____</td> <td>RELATION _____</td> <td>RELATION _____</td> </tr> <tr> <td>DOB _____</td> <td>DOB _____</td> <td>DOB _____</td> </tr> <tr> <td>DLA £ _____</td> <td>DLA £ _____</td> <td>DLA £ _____</td> </tr> </table>		NAME _____	NAME _____	NAME _____	RELATION _____	RELATION _____	RELATION _____	DOB _____	DOB _____	DOB _____	DLA £ _____	DLA £ _____	DLA £ _____	NAME _____	NAME _____	NAME _____	RELATION _____	RELATION _____	RELATION _____	DOB _____	DOB _____	DOB _____	DLA £ _____	DLA £ _____	DLA £ _____
NAME _____	NAME _____	NAME _____																							
RELATION _____	RELATION _____	RELATION _____																							
DOB _____	DOB _____	DOB _____																							
DLA £ _____	DLA £ _____	DLA £ _____																							
NAME _____	NAME _____	NAME _____																							
RELATION _____	RELATION _____	RELATION _____																							
DOB _____	DOB _____	DOB _____																							
DLA £ _____	DLA £ _____	DLA £ _____																							
CHILD/CHILDREN SUBJECT TO ORDER:																									
NAME(S)																									
SWIFT ID(S)																									
DOB																									
ADDRESS																									

APPENDIX 1 (continued) - Childcare FIFA Form

1. YOU/ YOUR PARTNERS INCOME

SUPPORTING DOCUMENTATION MUST BE PROVIDED

Value of Income	You (£)	Partner (£)	Child (subject to order) (£)	Frequency	Account Credited	Evidence Supplied
Salary/Earnings (please supply 2 months or 8 weeks payslips)	GROSS: NET:	GROSS: NET:				
Hours Worked:						
Private Pension						
Occupational Pension						
State Retirement Pension						
Income Support						
Incapacity Benefit						
Child Benefit						
Working Tax Credits						
Child Tax Credits						
Disability Living Allowance (Care)						
Disability Living Allowance (Mobility)						
Carers Allowance						
Job Seekers Allowance						
ESA						
Maintenance Allowance						
Any Other Income (please specify):						

DETAILS OF ACCOUNTS HELD:

Current/Savings/ISA Accounts held:

Bank/building society/post office	Type of Account / Savings	Current balance	Statements received

APPENDIX 1 (continued) - Childcare FIFA Form

2. RENTAL PROPERTIES

If jointly owned, please state names of joint owners

INCOME				
	Furnished	Unfurnished	To what account is it credited?	Evidence
Property 1				
Property 2				
Property 3				
Property 4				

EXPENDITURE				
	Mortgage interest	Repairs	Council Tax (payable by owner not tenant)	Agents fees/building insurance
Property 1				
Property 2				
Property 3				
Property 4				

3. EXPENDITURE

Accommodation & Other Relevant Expenses

Details	Amount £	Frequency	Paid to	Paid out of which account	Evidence
Mortgage					
Rent					
Council Tax					
Housing Benefit received					
Council Tax Benefit received					
Personal Pension Contributions					
Maintenance Fees					

Child Specific Exceptional Expenditure

Details	Amount £	Frequency	Paid to	Paid out of which account	Evidence

APPENDIX 1 (continued) - Childcare FIFA Form

4. DECLARATION

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see the notice published on our website www.caerphilly.gov.uk.

I declare that the information given on this form represents a true and up to date statement of my income and expenditure. I will notify the Social Services Financial Assessment Team of any change in my financial circumstances.

I authorise the Social Services Financial Assessment Team, Income Maximisation Team and the Department of Works and Pensions to share information about my finances or to make necessary enquiries to check the information on this form with those Agencies specified in relation to the processing of my financial assessment.

I understand that failure to provide the requested details will result in a delay/failure to complete the assessment, which will impact on any payments that may be due to me under the order.

Signature (you): _____ Date: _____

Signature (your partner): _____ Date: _____

Signature of Income Maximisation Officer: _____ Date: _____

Checked/Verified by: _____ Date: _____

OTHER RELEVANT INFORMATION:

Any information not available at initial visit must be forwarded within 14 days from the date of the visit or payments may be affected.

APPENDIX 2 - Childcare Movement Form

1. CHILD DETAILS			
Surname	<input style="width: 95%;" type="text"/>	Legal Status	<input style="width: 95%;" type="text"/>
Forename(s)	<input style="width: 95%;" type="text"/>	Swift ID	<input style="width: 95%;" type="text"/>
D.O.B.	<input style="width: 95%;" type="text"/>	Social Worker	<input style="width: 95%;" type="text"/>
Home Address	<input style="width: 95%;" type="text"/>		Team
Post Code	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
2. EVENT TYPE DATES			
BLA date:	Movement date:	End of LAC date:	Respite dates: <input style="width: 80%;" type="text"/> From <input style="width: 80%;" type="text"/> To <input style="width: 80%;" type="text"/>
3. PLACEMENT DETAILS			
MOVEMENT FROM (if applicable) <input type="checkbox"/> Respite Carer <input type="checkbox"/> CCBC Foster Carer <input type="checkbox"/> OLA Foster Carer <input type="checkbox"/> Independent Provider Foster Care <input type="checkbox"/> Heol Aneurin <input type="checkbox"/> Independent Provider Residential <input type="checkbox"/> Absconding <input type="checkbox"/> Other <input type="checkbox"/> Secure Accommodation <input type="checkbox"/> Relative Foster Carer <input type="checkbox"/> Reg 38 carer <input type="checkbox"/> Residence Order <input type="checkbox"/> Supported Lodgings <input type="checkbox"/> Independent Living <input type="checkbox"/> Home <input type="checkbox"/> Hospital <input type="checkbox"/> Special Guardianship		MOVEMENT TO (if applicable) <input type="checkbox"/> Respite Carer <input type="checkbox"/> CCBC Foster Carer <input type="checkbox"/> OLA Foster Carer <input type="checkbox"/> Independent Provider Foster Care <input type="checkbox"/> Heol Aneurin <input type="checkbox"/> Independent Provider Residential <input type="checkbox"/> Absconded <input type="checkbox"/> Other <input type="checkbox"/> Secure Accommodation <input type="checkbox"/> Relative Foster Carer <input type="checkbox"/> Reg 38 carer <input type="checkbox"/> Residence Order <input type="checkbox"/> Supported Lodgings <input type="checkbox"/> Independent Living <input type="checkbox"/> Home <input type="checkbox"/> Hospital <input type="checkbox"/> Special Guardianship	
"903" Code for Placement Type Above <input style="width: 50px;" type="text"/>		"903" Code for Placement Type Above <input style="width: 50px;" type="text"/>	
Payment End Date: <input style="width: 100px;" type="text"/> <input type="checkbox"/> Tick if "Out of County"		Payment Start Date: <input style="width: 100px;" type="text"/> <input type="checkbox"/> Tick if "Out of County"	
Name of Provider <input style="width: 150px;" type="text"/> Full Name of Carer <input style="width: 150px;" type="text"/> Address <input style="width: 150px;" type="text"/> Postcode <input style="width: 100px;" type="text"/> Tel. No. <input style="width: 100px;" type="text"/>		Name of Provider <input style="width: 150px;" type="text"/> Full Name of Carer <input style="width: 150px;" type="text"/> Address <input style="width: 150px;" type="text"/> Post Code <input style="width: 100px;" type="text"/> Tel. No. <input style="width: 100px;" type="text"/>	
4. ALLOWANCE DETAILS			
<input type="checkbox"/> Foster rate to correspond with age of child <input type="checkbox"/> Respite rate to correspond with age of child <input type="checkbox"/> Form "B" to follow <input type="checkbox"/> Leaving Care form to follow			
5. SCHOOL DETAILS			
School Name <input style="width: 100%;" type="text"/> School Address <input style="width: 100%;" type="text"/> Postcode <input style="width: 100%;" type="text"/> Tel. No. <input style="width: 100%;" type="text"/>			
6. GP / HEALTH DETAILS			
GP Name <input style="width: 150px;" type="text"/> GP Address <input style="width: 150px;" type="text"/>		1. Arrange Health Assessment? <input type="checkbox"/> Tick if "YES" 2. Consent obtained to share info. with Health and arrange Health Assessment? <input type="checkbox"/> Tick if "YES"	
7. ADMIN. CHECKLIST		8. FINANCE CHECKLIST	
<input type="checkbox"/> Education <input type="checkbox"/> Health <input type="checkbox"/> "903" Update <input type="checkbox"/> Finance <input type="checkbox"/> Family Placement <input type="checkbox"/> Quality & Planning <input type="checkbox"/> Authorisation Obtained		<input type="checkbox"/> Access Payment System - Updated by: _____ On <input style="width: 50px;" type="text"/> <input type="checkbox"/> Commitment System - Updated by: _____ On <input style="width: 50px;" type="text"/> <input type="checkbox"/> Child's File - Updated by: _____ On <input style="width: 50px;" type="text"/>	
Date Proforma sent to Finance <input style="width: 100px;" type="text"/> Proforma Reference Number <input style="width: 100px;" type="text"/>		Date Proforma received <input style="width: 100px;" type="text"/> Form A number <input style="width: 100px;" type="text"/>	
9. AUTHORISATION			
Manager's Signature _____ Date: ____/____/____			

APPENDIX 3 – The Financial Assessment Calculation

FINANCIAL ASSISTANCE ASSESSMENT IN RESPECT OF RESIDENCE ORDERS						
	Guardian 1:		Guardian 2:			
Name:						
NI Number:						
Date of Birth:						
Age:						
Degree of Disability (none/basic/enhanced or severe)	None		None			
Address:						
Date of First Assessment:						
Date of Assessment	01 April 2009					
Re-assessment Due:	01 April 2010					
ASSESSMENT OF INCOME						
Income from Benefits	Guardian 1:	Guardian 2:	Income from Other Sources	Guardian 1:	Guardian 2:	
Income Support			Income from Employment			
Job Seeker's Allowance			Income from Self Employment			
Employment Support Allowance			Income from Investments			
Disability Living Allowance/AA			Rental Income (net)			
Personal Independence Payment			Income from Private Pensions			
Working Tax Credit			Maintenance Income			
Child Tax Credit			Maternity/Paternity Allowance			
Housing Benefit			Employer's Sick Pay			
Universal Credit			Foster Carer Fees			
Benefits relating to child disabilities			Adoption Allowances			
State Pension / Pension Credit			Other Sources of Income			
Child Benefit/Guardian's Allowance						
Total Income From Benefits	£0.00	£0.00	Total Income from Other Sources	£0.00	£0.00	
FAMILY MAKE UP						
			Severely Disabled	Disabled	Other	Total
Number of Own Dependant Children (including adopted children)						0
MINIMUM LIVING ALLOWANCE CALCULATION			DISPOSABLE INCOME CALCULATION			
Income Support or Equivalent	£145.40	none 60+	Total Income			0.00
Disability Allowance or Equivalent	£0.00	0 basic 0 enhanced 0 severe	Minimum living allowance (M.L.A.)			0.00
Child Benefit Entitlement	£0.00	No dependant children	M.L.A. buffer	25%		0.00
Child Tax Credit Entitlement	£0.00	0 severely disabled + 0 disabled + 0 other	Allowable Expenditure			
Less Benefit Cap Adjustment	£0.00		Disposable income			0.00
Actual Benefits Received Adjustment	-£145.40		Disregard	20%		0.00
TOTAL LIVING ALLOWANCE	£0.00		Assessed income			0.00
			Deduction from assessed income			0.00
Children Placed Under Orders						
Name	SWIFT ID	D.O.B.	Age at Assessment	Maximum Allowances	Deduction from Assessed Income	Allowance Payable

APPENDIX 4 – Benefits Included in Minimum Living Allowance Calculation

Income Support

Lone <18	£56.80
lone <25	£71.70
lone 25+	£71.70
lone 60+	£145.40
couple <18 and <18	£56.80
couple <18 and <25	£56.80
couple <18 and 25+	£71.70
couple <25 and <18	£56.80
couple <25 and <25	£112.55
couple <25 and 25+	£112.55
couple 25+ and <18	£71.70
couple 25+ and <25	£112.55
couple 25+ and 25+	£112.55
couple <18 and 60+	£222.05
couple <25 and 60+	£222.05
couple 25+ and 60+	£222.05
couple 60+ and 60+	£222.05
couple 60+ and <18	£222.05
couple 60+ and <25	£222.05
couple 60+ and 25+	£222.05

Disability Premiums

2 basic 0 enhanced 0 severe	£44.20
1 basic 0 enhanced 0 severe	£31.00
1 basic 1 enhanced 0 severe	£59.35
1 basic 0 enhanced 1 severe	£103.70
0 basic 2 enhanced 0 severe	£65.95
0 basic 0 enhanced 2 severe	£163.20
0 basic 1 enhanced 0 severe	£46.15
0 basic 0 enhanced 1 severe	£90.50
0 basic 1 enhanced 1 severe	£118.85
0 basic 0 enhanced 0 severe	£0.00

Child Benefit

1st Child	£20.30
Subsequent Children	£13.40

Child tax Credit

family	£10.50
child	£52.22
disabled child	£110.04
severely disabled child	£81.22

Benefit Cap

Maximum Benefit	£500.00
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APPENDIX 5 - Supporting documents for a financial assessment

- Bank statements x The last 2 months
- Current tax credit award notice
- Payslips x 2 recent months plus your P60 for the last financial year
- Copy of last year's self-assessment tax return submitted to HMRC
- A letter from your accountant confirming any profit earned after tax from self employment
- Savings accounts –statements/photocopy of passbook (we will still need to see the original passbook in order to verify the photocopy as a true copy)
- Private pension – details of monthly /weekly private pension contributions and income
- Benefit letters (ESA, Incapacity benefit, income support, tax credits) – documents issued by DWP, Pension Services or JCP letter.
- Disability allowances – for both you and any children at home
- Council tax – annual payments due
- Mortgage/Rent details – monthly mortgage/rent payments plus any endowments linked to your mortgage
- Maintenance details – please provide any supporting documents that show maintenance payments received or paid.