

Services for Northamptonshire Children’s Trust Young People Leaving Care

Transition to Adulthood (Leaving Care)

Financial Policy and Guidance

2022 – 2023

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# Notes and Implementation Issues

1. All allowances should be based on an assessment of need and be set out in the young person’s Pathway Plan. The Plan must also highlight any attached conditions, how payments will be made, the frequency of payments, when they will be reviewed and when they will cease. Allowances are conditional on reasonable engagement in the Pathway Plan.
2. By the age of 16 all young people (with some exceptions for UASC) should have a National Insurance Number and relevant identity documents, including photographic evidence to ensure they can register for housing, bank accounts and claim welfare benefits.
3. All young people should, where possible, have a savings/bank account opened for them as soon as possible and by the age of 14 at the latest, and where appropriate all allowances should be paid to young people through their account. All savings to be tracked using systems in place within the children in care service (i.e. Sharefoundation arrangements, pathway plan and financial trackers)
4. The allowances contained in section one of the Leaving Care Finance Policy apply to young people aged 16 & 17 who are looked after and/or deemed Eligible and Relevant and who are living in semi-independent accommodation and independent accommodation which is not registered under the Care Standards Act 2000 and therefore not inspected by Ofsted. The allowances contained in section two and three apply to all Former Relevant Children and the allowances in section four apply to all Eligible, Relevant and Former Relevant Children.
5. Depending on an assessment of need, Qualifying Children may be entitled to the same level of support as Eligible, Relevant and Former Relevant Children.
6. Young people (aged 16 & 17) living in fostering or residential placements will be covered by the allowances set out in the financial policy applying to foster care and residential care.
7. It is a requirement that allowances are reviewed annually and are aligned with current welfare benefit rates.
8. Certain groups of children in care and care leavers aged 16 & 17 are eligible to claim welfare benefits/Universal Credit (lone parents and young people with limited capacity for work). Where young people are eligible to claim, support should be provided to maximise their benefit/Universal Credit income. Where young people aged 16 & 17 are in receipt of welfare benefits/Universal Credit, a number of the leaving care allowances cease.
9. Children in care and care leavers who are also unaccompanied and separated children are entitled to the same allowances as any other looked after child or care leaver. However, allowances to this group of young people may be affected and limited because of their immigration status.
10. The allowances set out in the following sections apply to all young people who are deemed Eligible, Relevant and Former Relevant and are dependent on an assessment of need and their legal and immigration status. All allowances can also be applied to Qualifying Children, subject to a full assessment of their circumstances and needs.
11. Wherever possible, VAT should be reclaimed on all purchases (that are VAT rated). A VAT receipt is required for all purchases made with a purchase card. When purchasing with all other payment methods a receipt with a VAT number is required for items up to £250.00 and a full VAT receipt is required for items over £250.00.
12. The headings used below are taken from the Children (Leaving Care) Act 2000 Guidance and the Planning Transition to Adulthood for Care Leavers Guidance and Regulations 2010 (revised 2015).
13. Document Structure:

* Section 1 – Children Looked After – Eligible and Relevant (and Qualifying) Children aged 16 &17.
* Section 2 (A & B) – Former Relevant (and Qualifying Children) aged 18 to 21/25.
* Section 3 – Eligible, Relevant and Former Relevant (and Qualifying) Children aged 16 to 21/25.
* Section 4 – Appendices - Categories of Care Leavers, Asylum Seeking Children & Young People, National Insurance Numbers and Leaving Care Finance Chart.

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| **Assessing the Provision of Allowances for 16 & 17 Year Olds** |

* **Eligible and Relevant Children aged 16 & 17**
* **Children Looked After aged 16 & 17 who have not been looked after for the pre-requisite 13 weeks which is required for a child to be deemed an Eligible or Relevant Children.**

Young people leaving care aged 16 & 17 (with the exception of Qualifying Children – identified in section 24 of the Children Act 1989) are entitled to a weekly Leaving Care Maintenance Allowance.

All other allowances are based on an assessment of need and will vary between young people. For example, travel allowances associated with family time will vary, depending on the location of family and the cost of travel to the specific location.

Birthday, festival and other allowances should not be provided to children placed/living at home where it is assessed that these may create disparities within the family (see appendix B).

The payments for young people noted in the policy may be available to all 16 or 17-year-old subject to an assessment of need. Where young people are eligible to claim a means tested benefit certain allowances should cease. The Care/Pathway Plan must be used to evidence which allowances will/will not be provided (and any reductions for a young person who is working), the level of the allowances and the reasoning behind granting/not granting the allowance.

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| **Assessing the Provision of Allowances for 18 -21/25 Year Olds** |

**Former Relevant Children Section 23C aged 18 to 21, or until the education or training course being undertaken on their 21st birthday is completed.**

The majority of young people leaving care aged 18 should be financing themselves through the following:

* 1. Employment
  2. Education allowances
  3. Welfare benefits (Universal Credit)

Following an assessment of need and depending on a young person being engaged in education or training some of the allowances set out in the policy may be provided. The Pathway Plan must be used to evidence which allowances will/will not be provided, the level and the reasoning behind granting/not granting the allowance:

**Former Relevant Children – Section 23CA and Section 23CZB - Care Leavers aged 21 to 25 (Section 23CA and Section 23CZB)**

1. Young people returning to the responsible authority (Northamptonshire Children’s Trust) to resume education or training and requesting financial support will have an assessment of need undertaken by a member of the leaving care team
2. Young people returning to the responsible authority to request a more general leaving care service will be provided with practical support to assist them to address specific needs or requirements and become self-sustaining, rather than being provided with financial support.

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| **Assessing the Provision of Allowances covering Eligible, Relevant and Former Relevant Children** |

Section 23C, 23CA, 23CZB - Aged 16 to 21/25. Setting Up Home Allowance - Section 23C, 23CA & 23CZB.

Young people can access the Setting Up Home Allowance between the ages of 16 and 21/25 when they move to semi-independent or independent accommodation. Where a young person moves to semi-independent accommodation it is recommended that a proportion of the allowance is used and when they move to independent accommodation the remainder can be used. The Pathway Plan must be used to set out what items a young person needs in the semi-independent or independent accommodation that they are moving to, based on the items already contained in the accommodation and the items the young person may already have.

The Setting Up Home Allowance is divided into several components.

Setting Up Home Allowance

* TV licence – provided once
* Household Items provided over a period of time
* Contents insurance provided once; limited to £100
* Cooker fitting, by an approved installer - provided once
* Removal costs - provided once; limited to £100
* Health and Safety Pack (including locks and /or first aid) – provided once; limited to £100
* Setting Up Home Starter Pack – provided once. £40 for household items e.g. cleaning material tea, milk, coffee, etc.

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| **SECTION 1** | **Eligible and Relevant Young People Aged 16 and 17** |  |

This section applies to Children Looked After and those deemed Eligible and Relevant (Aged 16 and 17) who are living in semi-independent and independent placements i.e.

* Section 31 ‘Care Orders’– Eligible children (and those who have not been looked after for 13 weeks)
* Section 20 ‘Accommodated’ – Eligible children (and those who have not been looked after for 13 weeks)
* Young people previously looked after – Relevant children - Section 23A.

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| **1.1** | **Accommodation and Placements** |  |

Placement and accommodation costs to be met in full for young people up to the age of 18. Where young people are moving into private sector accommodation the rent level must be within the Local Housing Allowance for that area. Any requirement to provide a deposit and rent in advance must be clarified prior to the tenancy agreement being authorised by senior management.

Housing Benefit for private sector tenants who rent from a private landlord is calculated using the Local Housing Allowance (LHA) rates. The Valuation Officer sets the level of the LHA for the different types of property in each LHA designated area; these are known as Broad Rental Market Areas. This is determined by post-code, not council boundaries, as some councils might have 2 or 3 BRMA’s. The same process and figures are used for Universal Credit housing costs.

Under LHA rules, payments will generally be made directly to the tenant unless they are particularly ‘vulnerable’ and request an Alternative Payment Arrangement (APA). Care leaver status would, in principle, enable a young person to qualify for having his or her LHA paid directly to the landlord. However, the intention of paying LHA directly to tenants is to encourage responsibility for paying the rent themselves. For 16-17 this should be paid directly to the Landlord.

**Please note:**

The postcode of the actual property address should be used to check which ‘Broad Rental Market Area’ rate covers that particular area.

Current rates for all LHA areas can be checked via the Valuation Office Agency website ([Local housing allowance rates](https://www.gov.uk/government/publications/local-housing-allowance-lha-rates-applicable-from-april-2021-to-march-2022)), or via [Direct Gov LHA Search.](https://lha-direct.voa.gov.uk/) For information for Staying Put: [Direct Gov LHA Search.](https://lha-direct.voa.gov.uk/)

Young people leaving care living in the private rented accommodation are exempt from the Shared Accommodation Rate (SAR) up to their 25th birthday (from 1st June 2021); therefore, they are eligible to rent private sector accommodation up to the one-bedroom Local Housing Allowance rate. From their 25th birthday, care leavers will only be eligible for housing benefit (or Universal Credit housing element costs) up to the shared room rate but may be eligible for discretionary housing payments (DHP’s) in some circumstance. Some care-leavers (those who have lived in certain hostel accommodation for at least 3 months) may be entitled to a one-bedroom rate. Some care leavers may also get the one-bedroom rate or a higher rate e.g. if severely disabled, those in receipt of DLA - middle or higher rate care, PIP – daily living component or if they have a child or a partner up to age 35. In the majority of social housing (council and housing association) the full rent will be covered by the Housing Element of Universal Credit.

In exceptional circumstances Northamptonshire Children’s Trust will act as a trustee or guarantor for young people following an assessment of need and all other possible trustee/guarantors being explored and ruled out. Prior to agreeing to act as a trustee/guarantor, the scope of what is being covered by the trustee/guarantor needs to be fully identified and authorised, i.e. a) rent b) damages etc., and what are the limits to any liability. In principle, the Children’s Trust would be acting as a trustee/guarantor for the rent. In situations where the Children’s Trust has acted as a trustee/guarantor for 16 and 17 year olds, a new tenancy agreement should be produced when the young person reaches their 18th birthday. This is particularly important where young people are living in private accommodation. The liability and responsibility for the condition and the cost of the accommodation should be transferred to the young person at 18 (apart from NRPF cases). Where necessary the Children’s Trust will pay for the new tenancy agreement. In all cases, either the landlord’s guarantor agreement, or an agreement produced by the legal services team should be used and checked and authorised by the legal services team.

When young people move into privately rented accommodation their personal adviser should take pictures on their phone or portable device that show the condition of the property and any items that are included in the rent/inventory. The pictures should be sent to the young person and landlord and stored in the electronic case record. This will assist with negotiating with the landlord if there are problems regarding the condition of the property and the return of the deposit when the young person leaves the property.

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| **1.2** | **Deposit and Rent in Advance** |  |

Where a young person has access to housing authority or housing association independent accommodation a deposit and rent in advance may be required.

In exceptional circumstances and depending on an assessment of need a deposit and rent in advance may be considered if a young person would be at risk in housing authority or housing association independent accommodation. Where young people are moving into private sector independent accommodation, workers should check if homeless prevention or discretionary housing payment (DHP) funding can be applied. Where needed, a deposit and rent in advance will be provided if the rent level falls within the given Local Housing Allowance rate for that area.

Personal Advisers should check if a ‘Rent Deposit Scheme’ or ‘Bond Scheme’ exists in the area the young person is aiming to live and/or what ‘Rent Deposit Protect Scheme’ the letting agent/landlord uses. In circumstances where Northamptonshire Children’s Trust is providing the deposit, or is providing a bond guarantee, the deposit/bond guarantee should be in the name of Northamptonshire Children’s Trust. Many local authority housing departments operate Deposit Guarantee Schemes that offers landlords a legally binding deposit bond in place of a cash deposit.

From April 2007, landlords and agents have, by law, had to sign up to one of three Government-backed schemes when they take a deposit. These schemes aim to ensure that letting agents, landlords and tenants have access to independent deposit protection. The Tenant Fees Act 2019 came into force on the 1st June 2019 and as result tenancy deposits are capped, and most fees charged in connection with a tenancy are banned. [Tenant Fees Act Guidance 2019.](https://www.gov.uk/government/publications/tenant-fees-act-2019-guidance)

Private sector landlords are required to provide a copy of the ‘How to Rent’ Leaflet to all tenants. [Government guidance: How to Rent.](https://www.gov.uk/government/publications/how-to-rent)

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| **1.3** | **Leaving Care Maintenance Allowance (LCMA)** |  |

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This is provided to young people who are studying, undertaking unpaid training, looking for employment, or taking part in voluntary work. Young people who are undertaking paid training will get the equivalent or a higher allowance from their training provider. In situations where, young people are not involved in any education, training, employment, or voluntary activity and where possible, the allowance could be paid at, or in association with meeting their social worker, leaving care personal adviser. In addition, paying the Leaving Care Maintenance Allowance directly to the young person (in cash or kind) may be beneficial in situations where they are reluctant to meet professionals who are working with them, at risk and/or where meeting them directly on a regular basis would be beneficial.

**Leaving Care Maintenance Allowance Supported Accommodation Adjustments**

For young people who are living in semi supported accommodation aged 16 and 17 years old, £10 will be deducted from their LCMA (Young Persons Allowance) at source. This is to help them prepare for when they have their own tenancy, or an arrangement where they will be responsible for paying utility bills. This money will be saved for them by the Trust and given as an additional lump sum to their leaving care grant when they reach 18.

Young people who are undertaking low paid employment, see link to earnings, will continue to receive the Leaving Care Maintenance Allowance until they earn a given threshold. This allowance is provided up to the age of 18 and can be paid via BACS, in cash or in kind (vouchers), depending on an assessment of need and the requirements and circumstances of individual young people.

Sick and disabled young people and lone parents (aged 16 & 17) are able to claim means tested benefits and therefore they do not receive the majority of the 16 & 17 year-old Leaving Care Maintenance Allowances as their welfare benefits cover are provided to cover these areas.

The Leaving Care Maintenance Allowance, Clothing Allowance and Leisure Allowance cease for these groups. Where young people are living in semi-independent placements the following LCMA weekly rates will apply depending on the type and level of support/services provided.

| **Coverage** | **Basic Maintenance Element** |
| --- | --- |
| Young person is responsible for all utility and food costs | £61.05 |
| Young person is provided with utilities but is responsible for food costs - semi-independent accommodation | £51.05 |
| Young person is provided with utilities and food | £41.05 |
| Young person placed in Emergency Accommodation - no cooking facilities – Breakfast only | £61.05 |
| Young person placed in Emergency Accommodation with half board – Bed, Breakfast and Evening Meal | £41.05 |

The utilities/food deduction, £10 is made based on assisting young people to plan and budget for utilities/food when they become responsible for budgeting for these at the age of 18 (and as the costs are covered in commissioning arrangements).

**£10 utilities deduction at source**

The utilities deduction of £10 a week will be saved for the young person between the ages of 16 and 17 years old for people who are placed in semi-supported accommodation and they do not pay for utilities. This will be saved at source by the Childrens Trust in an amenities fund, or preferably in their Share foundation account if they have one. It will be accessible to the young person when they turn 18. It will mean that there is more equity between young people placed in foster care and a semi-independent placement in that all young people have savings.

Young people in Belinda Ferrison House or a similar accommodation (semi supported accommodation self-contained training flats) where they have to pay for their own utilities and receive leaving care maintenance allowance at £61.05 will still have a £10 per week savings contribution made to their amenities or Sharefoundation account until the age of 18 in line with NCT Children in Care savings policy.

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| **1.4** | **The Provision of Allowances and Unused and Uncollected Allowances** | **£61.05 per week or** **£264.55 per calendar month** |

The Children (Leaving Care) Act 2000 and related DWP guidance on benefit entitlement highlights that care leavers aged 16 and 17 living independently should be no worse off when provided with leaving care allowances than they were when they were entitled to means tested benefits (in cash or kind). Therefore 16 & 17 year olds should be provided with a minimum allowance of £61.05 per week (basic JSA rate) or £264.55 per calendar month (basic Universal Credit rate) which is provided to cover all of their needs (in cash or kind).

Most young people are paid a Leaving Care Maintenance Allowance via BACS payments. Where young people are paid in person or via placement providers and fail to collect allowances, the following principles should apply to how any unused allowance should be managed.

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| **1.5** | **Lone Parents Entitled to Universal Credit** | **£500 Sure Start Maternity Grant** |

## 

Transfer to welfare benefits/Universal Credit from the Birth of the Baby. Due to having an entitlement to Universal Credit & Child Benefit and when the lone parent is in receipt of Child Benefit and Universal Credit, the Leaving Care Maintenance Allowance.

It should be noted that a claim for Universal Credit/Child Benefit will entitle the young person to submit a claim for ‘Sure Start’ Maternity Grant’, this is paid for the first/oldest child and provides £500.00 for essential items associated with having a new child.

All other entitlements are listed in the Local Offer.

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| **1.6** | **Sick or Disabled Young People Universal Credit** |  |

Transfer to welfare benefits at age 16 or when entitlement to Universal Credit (on limited capacity for work grounds) commences.

Due to having an entitlement to Universal Credit and when the young person is in receipt of Universal Credit, the Leaving Care Maintenance Allowance, Clothing Allowance and Leisure Allowance will cease. All other allowances remain.

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| **1.7** | **Young People Detained in Youth Offending Institutions, Secure Training Centres, Secure Hospitals, in Hospital** | **£5/week or £100 one off clothing grant if renumeration/clothing provision not available****£200 initial clothing grant upon release** |

## 

If young people have received a custodial sentence they will still be entitled to support as a care leaver. The visit will ensure an assessment of needs is completed and will identify what financial support the young person is entitled to during their sentence. Whilst detained they will be expected to take up and engage fully with training and education programmes and earn money where possible.

If under 18 years old a young person will be still entitled to birthday and festival money. If someone is unable to earn money, and there is no remuneration /clothing provision at the individual institution, up to £5 per week may be provided to the young person aged 16 or 17 years of age and one-off clothing purchases up to £100 subject to a needs assessment.

Different types of Secure Estate (YOI) provision have pocket money and clothing allowance remuneration schemes linked to engagement in education, training, or positive activities. The provision of a Leaving Care Maintenance Allowances should not create a disincentive for a young person to engage in such activities. At the point of remand or sentence (custody) the placement planning meeting/planning meeting/review should set out what allowances will be provided by the institution and if these will be topped up by the Children’s Trust to the levels set out above.

Upon release, young people will be able to access the initial clothing grant (subject to an assessment of need and the young person requiring clothing) up to £200. Where no remuneration scheme exists for those who are in custody, the allowances will be provided by the Children’s Trust. How the allowances are provided and in what form, should be based on an assessment of need, the rules of the institution and a risk assessment of the young person’s situation.

Upon being sentenced, allowances continue for Eligible and Relevant Children subject to the remuneration provided by the establishment as mentioned above. Upon being sentenced, allowances only continue for Qualifying Children subject to an assessment of need, their parental situation, as well as the remuneration provided by the establishment as set out above.

Young people who are detained in an NHS provision or contracted out NHS service provision will be provided with the above allowances based on an assessment of need and risk (until Universal Credit is in Payment [5 weeks]), how these are provided should be set out in the individual placement plan and pathway plan.

Where family members are in receipt of welfare benefits, prison visits and contact can be facilitated by the ‘Assisted Prison Visits Scheme’ allowances provided by the DWP. Travel costs for family members not in receipt of welfare benefits may be provided following an assessment of need and an assessment of the frequency.

For Detailed Guidance Please See Appendix C.

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| **1.8** | **Young People Placed with Parents / Living with Parents** |  |

Looked after children (Eligible) placed at home under placement with parent regulations and care leavers (Relevant) living at home:

If the young person is engaged in education or training and was living with the parent prior to the age of 16, the parent may be eligible to claim Child Benefit and Tax Credits or Universal Credit.

If the young person returned to a parent after the age of 16, remains looked after or is a relevant care leaver, is not engaged in education or training, the parent is unlikely to be able to claim Child Benefit or Tax Credits/Universal Credit and the young person is unlikely to be eligible to claim benefits in their own right, in which case, the leaving care financial funding policy will apply.

For Detailed Guidance Please See Appendix D.

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| **1.9** | **Qualifying Children** |  |

Dependent on an assessment of need which includes an evaluation of all income, Qualifying Children may be entitled to all allowances.

For Detailed Guidance Please See Appendix B.

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| **1.10** | **Leaving Care Maintenance Allowance - Reductions Where Young People Are Earning** |  |

Reductions:

* When a young person has a net income of £125.00 net or more per week, his/her maintenance allowance will be reduced by 50%.
* When a young person has a net income of £145.00 net or more per week, his/her maintenance allowance and clothing and leisure allowance will cease.

Reductions are undertaken from the principle of assisting with the development of money management and budgeting skills. Leaving Care Maintenance Allowance, pocket money, wages and earnings, Traineeship Allowances, Modern Apprenticeship Allowances and the 16 - 19 Bursary count as income.

Young people should be issued with a Reductions Notice (Appendix G) setting out the following:

1. The level of reduction (of their allowance/s)
2. When the reduction will commence
3. What the young person can do if their circumstances change
4. What the young person can do if they do not agree with the assessed reduction.

**Reduction equation:**

Total income minus: fares, work costs and the cost of lunches. See examples below:

**Example 1 – No reduction required:**

|  |  |
| --- | --- |
| **Income** | |
| Leaving Care Maintenance Allowance | £61.05 |
| 16 – 19 Bursary | £40.00 |
| Wages from part time job | £28.00 |
| **Expenditure** | |
| Lunches x2 | £10.00 |
| **Total Received by Care Leaver** | **£129.05** |

**Example 2 – Reduction required:**

|  |  |  |
| --- | --- | --- |
| **Income** | **Total without reduction** | **After 50% LCMA Reductions** |
| Leaving Care Maintenance Allowance | £61.05 | £30.50 |
| Wages from part time job | £93.00 | £93.00 |
| **Expenditure** | |  |
| Lunches x4 | £20.00 | £20.00 |
| **Total Received by Care Leaver** | **£154.05** | **£123.50** |

In order to monitor incentive payments and other education, training and employment related payments, social workers and personal advisers will need to maintain close liaison with a young person’s education, training and employment provider. Additionally, this liaison will ensure a young person receives practical assistance, if, and when required. To facilitate this process young people must sign the ‘Agreement to Share Information Form’ so that social workers/personal advisers can liaise with the above

To assist a young person with making a successful transition to employment and managing their wages a reduction will not be applied until they have completed six weeks of employment. A young person will need to provide proof of income in order that his/her social worker/personal adviser can calculate incentive opportunities and reductions. If proof is not forthcoming it will be assumed that earnings are exceeding £145.00 net per week. In these circumstances the allowance of £62.90/£57.90 will cease on a temporary basis until proof of income is provided. Food Parcels/Vouchers can be provided where the young person is working and is unable to provide proof of income. Additionally, all other allowances can be suspended.

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| **1.11** | **Initial Clothing Allowance** | **Up to £200** |

In circumstances where young people become looked after and are placed in semi-independent or independent accommodation, they will be provided with an initial clothing allowance subject to an assessment of need.

The Initial Clothing Allowance is paid in situations where young people become looked after with insufficient clothing for everyday needs. When a young person is first looked after the social worker/personal adviser should make a list of the clothing that the young person has and another list setting out what clothing is required and the cost. The list and costing should be submitted to senior management for approval.

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| **1.12** | **Birthdays** | **17th birthday: £50.00 18th Birthday: £100.00** |

A gift, or gifts, to the value of £50.00/£100.00 or a contribution towards the cost of celebrations and a smaller value gift. If the allowance is not used to purchase a gift or gifts, it can be provided in the form of a gift card or gift voucher. Only in exceptional circumstances can the £50.00/£100.00 be given to the young person in cash.

The birthday allowance will only be paid to young people who remain in active contact with their social worker or leaving care personal adviser and are engaged in the pathway planning process. This is provided to young people living in a semi-independent or independent setting. Young people living in Foster Care or a Children’s Residential Unit will receive a birthday allowance from that setting.

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| **1.13** | **Christmas/Festivals** | £50.00 at age 16  £50.00 at age 17. |

A gift, or gifts, to the value of £50.00 or a contribution towards the cost of celebrations and a smaller value gift. If the allowance is not used to purchase a gift or gifts, it can be provided in the form of a gift card or gift voucher. Only in exceptional circumstances can the £50.00 be given to the young person in cash.

The Christmas/festival allowance will only be paid to young people who remain in active contact with their social worker or leaving care personal adviser and are engaged in the pathway planning process. Young people who do not celebrate Christmas will be given a choice as to when their festival allowance is to be provided. If they do not have a preference, the allowance should be made available at Christmas to ensure that they receive their entitlement.

This is provided to young people living in a semi-independent or independent setting. Young people living in Foster Care or a Children’s Residential Unit will receive a Christmas/festival allowance from that setting.

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| **1.14** | **Travel and Contact Costs** | **As assessed** |

Travel costs associated with family contact, extended family, former foster carers and significant friends may be provided following an assessment of need.

Train and bus tickets should, where possible, always be booked, or, purchased in advance in order to obtain discounted fares. Young people should be advised on how discounts can be obtained and how tickets can be sent to mobile phones and other computer media thus achieving further discounts. In exceptional circumstance travel costs may be met via the provision of travel warrants.

Where young people are engaged in education, training, or employment (EET) and are not provided with a 16 to 19 Bursary, travel costs will be provided by Northamptonshire Children’s Trust subject to satisfactory attendance (80%). Where young people are placed or living outside of Northamptonshire, family contact and education/training travel allowances will be provided following an assessment of need.

### UASC Contact

Following an assessment of need, Unaccompanied Asylum-Seeking Children aged 16 & 17 years will be provided with an additional £5.00 per week phone card/contact allowance where they have significant family members overseas.

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| **1.15** | **Social Activities and Leisure** | **As assessed or up to £5/week** **Access to Leisure Pass** |

Where appropriate and dependent on an assessment of need, the Children’s Trust will pay for the membership of a Local Authority hobby or leisure club and contribute towards the cost of equipment or special clothing/fees or contribute towards the cost of a social activity. This could include the cost of trial sessions and a contribution to travel costs. The Children’s Trust will assist young people to obtain a local council Passport to Leisure pass where one exists plus, up to £5.00 per week. – Verified Activity.

Young people should be encouraged and assisted (via the Pathway Plan) to explore the leisure facilities.

Financial assistance provided to pursue hobbies, leisure interests and social activities should be governed by the principle that these activities can be afforded by the young person at the age of eighteen, when they take over financial responsibility for their own affairs. In some circumstances financial support for social activities and leisure for young people over 18 will be considered for time limited up to 19 years based on assessment of need shown via the Pathway Plan.

Young people should have access to at least one leisure/hobby/sports activity per week to ensure social inclusion. The allowance is only provided where young people are undertaking a named and verified leisure activity.

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| **1.16** | **Key Documents** | **Up to £100** |

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The Children’s Trust will purchase a passport (including the check and send facility) and 1 birth certificate for each young person. One passport, or passport renewal age 16 to 21, one birth certificate only if the young person does not have the original. The Children’s Trust will purchase a travel document for Unaccompanied Asylum-Seeking Children dependent on an assessment of need (£49.00 to £75.00).

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| **1.17** | **Education, Training and Employment** |  |

* Young people who are undertaking full time education courses or unpaid training courses receive the Leaving Care Maintenance Allowance.
* Young people who are undertaking a paid traineeship or Apprenticeship will not receive the Leaving Care Maintenance Allowance but will receive the equivalent or a higher allowance from their training provider.
* Young people who are working or undertaking voluntary work will continue to receive the Leaving Care Maintenance Allowance until their wage reaches a given threshold.

**Education and Training**

Young people who are undertaking an education course or training activity will receive the Leaving Care Maintenance Allowance. Additionally, young people who are undertaking full time education courses or unpaid training courses (minimum 12 hours’ study/training and contact time) are eligible for the 16-19 bursary (£1,200.00 per year, usually paid for 30 weeks at £40.00 per week) scheme (administered by individual schools and colleges).

Young people are expected to attend the nearest college for the given course they wish to undertake. In exceptional circumstances, and following an assessment of need, the nearest college rule can be waved, where it can be demonstrated that it is not in the best interest of the young person to attend the nearest college.

Where a young person is involved in a full-time education or training activity that does not attract a 16 to 19 Bursary, Northamptonshire Children’s Trust will provide a £10.00 per week incentive for the duration of the training activity or education course.

Young people involved in an education, training or apprenticeship will receive a £10.00 per week EET incentive from Northamptonshire Children’s Trust when there is evidence from the provider that they have 95% attendance.

**Paid Training**

Young people who are undertaking a paid traineeship will not receive the Leaving Care Maintenance Allowance but will receive the equivalent or a higher allowance from their training provider. If the traineeship allowance is paid at a rate less than £99.20 the allowance is topped up to £99.20. The £99.20 may then be subject to a £10.00 or £20.00 deduction dependent on the type of placement and whether a) utilities or b) utilities and food are included with the placement (semi-independent accommodation or supported lodgings).

**Apprenticeships**

Young people who are undertaking an apprenticeship will not receive the Leaving Care Maintenance Allowance but will be given the equivalent or a higher allowance from their training provider (see traineeship section).

The National Minimum Wage of £4.81 per hour applies to apprentices from April 2022. The wage applies to:

* all apprentices aged under 19
* apprentices aged 19 or over in the first year of their apprenticeship

This should mean that apprentices get a weekly wage of at least £182.78 (38 hours per week).

**Minimum income**

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| National Minimum Wage 2022-2023 | |
| 23 and over | £9.50 |
| 21 to 22 | £9.18 |
| 18 to 20 | £6.83 |
| Under 18 | £4.81 |
| Apprentice | £4.81 |

Young people (children looked after and care leavers up to age 25) who are undertaking an apprenticeship are eligible for a one-off £1000.00 Apprenticeship Bursary (paid via the Apprenticeship Provider), in addition, the Apprenticeship Provider also receives £1000.00 to support the apprentice; this is provided once and usually within the first three months.

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| **1.18** | **Education, Training and Employment Related Support** |  |

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The Children’s Trust may provide equipment and travel costs for education or training courses and employment opportunities of the young person’s choice depending on an assessment of need. Where appropriate, the Children’s Trust will consider funding extra tuition. If a young person has dyslexia or another additional/similar learning need, the cost for an adult dyslexia assessment will be paid for by the Children’s Trust to support them being able to access any additional support from the education facility. The cost of the assessment and support to arrange for an assessment need to be agreed first with the PA and included in the Pathway Plan.

Funding may be provided for subsequent education or training courses and/or for changed courses depending on an assessment of need and the young person demonstrating a commitment to continuing education or training and consistent attendance.

If special equipment is required for a traineeship/apprenticeship the provider should be approached in the first instance. If equipment is not provided, and depending on an assessment of need, it will be provided by the Children’s Trust.

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| **FE & HE Grant - Stationery, Educational Visits, Books and Equipment** | **Up to £350 per year plus one of £300 equipment grant** |

Young people who are undertaking full time further or higher education courses are entitled to a grant to assist with stationery, educational visits, books and equipment, Computer and I.T. equipment – based on evidenced need.

* Stationery, Educational Visits Grant, Books and Equipment Grant up to a total of £350.00 per year.
* An IT grant of up to £300 is paid in addition to other equipment to purchase a laptop if one cannot be sourced from the institution or another source.

The Grant is per academic year, is not transferable and is only available for stationery, educational visits, books, general equipment and I.T. equipment.

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| **Commencing Work Grant** | **Up to £100** |

The Children’s Trust will purchase equipment and/or clothing to assist the young person with their chosen employment e.g. interview clothes, overalls, protective clothing, depending on an assessment of need. Maximum Commencing Work Grant £100.00. This is provided as a one off.

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| **Child Care Costs** | **Care to Learn Fund** |

Childcare costs should be accessed through the Care to Learn Fund.

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| **F.E. & H E Computer Grant** | **£300 one off payment** |

All young people entering further education (level 2 or above), or higher education will be assisted to access/purchase a tablet or lap-top (one-off age 16 to 21), computer grant of £300.

In exceptional circumstances, where the course of study requires more specialist IT equipment or a printer, further costs for IT equipment will be considered when there is evidence provided by the course tutor of this need to support the young person to successfully undertake their course of study. This is subject to a letter of supporting evidence and agreement by a senior manager.

Young people should submit a list of requirements regarding equipment, course books etc., to their social worker or leaving care personal adviser.

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| **1.19** | **Introduction to Driving Allowance** |  |

Age 17 (to 21). Subject to the young person covering the cost of 5 (2 hour) lessons.

The Children’s Trust will provide the following Introduction to Driving package to assist a young person’s employability and to provide an additional identity document:

1. 1 provisional driving licence
2. 1 theory test
3. 5 (2 hour) driving lessons, or 10 (1 hour) driving lessons
4. 1 practical driving test

The Introduction to Driving package is available to young people aged 17 to 21 and is conditional on the individual young person having been engaged in education, training, or employment (full time) for at least 3 months. The lessons must be provided by an approved instructor and should be used for motor car lessons.

The package is also dependent on the young person covering the cost of 5 (2 hour) lessons. The young person must provide their contribution (the cost of 5 (2 hours) lessons) prior to the personal adviser booking the overall package.

Depending on circumstances and an assessment of need, lone parents and young people with SEND may be exempt from the requirement to be engaged in education, training, or employment (and having completed at least 3 months). Consideration of eligibility and funding of lone parents and SEND young people will be considered on an individual basis.

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| **1.20** | **Personal Luggage** | **£70** |

Luggage – all young people moving to independence or between placements must have appropriate personal luggage. At least two items of appropriate personal luggage.

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| **1.21** | **Consultation with Young People** | **Varied** |

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Young people will receive a financial reward when undertaking consultation exercises. Payments to young people who undertake consultation exercises can be paid in cash or vouchers. Expenses related to enabling young people to participate in consultation exercise will be provided following an assessment of need.

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| **1.22** | **Exceptional Needs and Emergency Payments** | **Up to £350 based on assessment of need** |

All areas are dependent on an assessment of need.

From the age of 16 until the age of 21/25 Eligible, Relevant and Former Relevant young people living in semi-independent or independent accommodation are entitled to up to a total of £350.00 of exceptional needs / emergency payments.

**Counselling and Therapeutic Needs**

The Children’s Trust will assist young people to access counselling and/or therapeutic services via universal health services and the Child and Adolescent/Adult Mental Health Services. Depending on an assessment of need and where CAMHS/Adult Mental Health services and universal services are not available a request should be made for financial support.

**Health**

The Children’s Trust will assist young people to access services to meet their health and developmental needs via the ‘looked after’ children health provision and via universal health services. Social workers/personal advisers should complete a HC1 (SC) form for all 16 & 17 year olds. The HC1 (SC) form enables young people to obtain an NHS low-income exemption certificate. This will provide free or reduced cost dental, optician and prescription services. In situations where young people require specific health items these will be considered following an assessment of need.

**Religious Needs**

The Children’s Trust will assist young people to access services aimed at meeting their religious needs depending on an assessment of need.

**Cultural Needs**

The Children’s Trust will assist young people to access services aimed at meeting their cultural needs depending on an assessment of need.

**Lone Parents**

* £4.25 each week of your pregnancy from the 10th week
* £8.50 each week for children from birth to 1 year old
* £4.25 each week for children between 1 and 4 years old

(<https://www.gov.uk/healthy-start>)

# Eligibility

You can get Healthy Start vouchers if you live in England, Wales, or Northern Ireland. If you live in Scotland, apply for [Best Start Foods](https://www.mygov.scot/best-start-grant-best-start-foods/) instead.

You will qualify for the Healthy Start scheme if either:

* you’re at least 10 weeks pregnant
* you have at least 1 child under 4 years old

In addition, you must be receiving any of the following:

* Child Tax Credit (but only if your family’s annual income is £16,190 or less)
* income-related Employment and Support Allowance
* Income Support
* income-based Jobseeker’s Allowance
* Pension Credit
* Universal Credit (but only if your family earns £408 or less per month from employment)

You’ll also be eligible for the Healthy Start scheme if you’re pregnant and under 18, even if you do not receive any benefits.

16 & 17 year old looked after (and care leavers) young women are not able to access benefits (Universal Credit) in advance of the birth of the baby and therefore will need essential items prior to the birth – maternity clothing, feeding equipment, bedding etc., dependent on an assessment of need.

**Special Needs**

16 & 17 year olds with a low or moderate special need or learning difficulty/disability who are not in receipt of DLA/PIP and where the cost cannot be met from any other source.

**Emergency Payments Including Utilities**

Emergency payments are provided following an assessment of need in situations where a young person does not have any access to money or food etc. The one-off payment can be provided as a food parcel, a food voucher, an assisted shopping trip or in exceptional circumstances a cash or utility payment.

**Corporate Parent Payment**

Gift for new baby, flowers and clothing for family bereavement, terminal illness etc., a payment or cost normally met by a family member.

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| **SECTION 2** | **FORMER RELEVANT YOUNG PEOPLE** |

This section applies to former relevant children, i.e.:

**Group A:**

Care Leavers Aged 18 to 21, or until the completion of the education course being undertaken on their 21st birthday - Former Relevant Children - Section 23 C (1).

**Group B:**

* Care Leavers Aged 21 to 25 who return to the authority to resume or commence education or training - Former Relevant Children - Section 23 CA (1)
* Care Leavers Aged 21 to 25 who return to the authority to resume a service - Former Relevant Children - Section 23 CZB (1).

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| **2.1** | **Accommodation and Placements** |  |

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Accommodation costs for young people aged 18 and older will only be provided in exceptional circumstances. Placements and accommodation costs for exceptionally vulnerable young people aged 18 and older may be funded in part or full following an assessment of need and the case being considered by senior management. Wherever possible all young people should claim housing benefit or the housing element of Universal Credit subject to accommodation type.

1. See Staying Put policy – young people living in foster care who meet the Staying Put criteria can remain in their placement.
2. Asylum Seekers with all rights exhausted, (ARE) with no recourse to public funds will continue to be provided with accommodation funded by the Children’s Trust subject to a human rights assessment.

Where there is a clear assessment of need, The Children’s Trust will consider acting as a trustee or guarantor for care leavers aged 18 and older. In exceptional circumstances and with agreement from the strategic lead or above, consideration will be given to the Children’s Trust acting as a trustee/guarantor, such as acting as a trustee/guarantor for university accommodation. The nature and scope of the trustee/guarantor must be clarified before any agreement is given, i.e. what is being covered, rent, damages and what liabilities the trustee/guarantor agreement establishes. In all cases, either the landlord’s guarantor agreement, or an agreement produced by the legal services team should be used and checked and authorised by the legal services team.

See Section One – Accommodation and Placements for LHA rates. Also see Section one, Deposits and Rent in Advance.

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| **2.2** | **Leaving Care Maintenance Allowance Rates** |  |

The following weekly rates will apply, depending on the type of accommodation and level of support provided:

| **Arrangement** | **Value** |
| --- | --- |
| Young person is responsible for all utility and food costs | £61.05 |
| Young person is provided with utilities but is responsible for food costs - semi-independent accommodation | £51.05 |
| Young person in Supported Lodgings, Staying Put (Supported) or Staying Put (Lodgings) and provided with utilities and food | £41.05 |

See R (SO) v London Borough of Barking & Dagenham 2010 Case Law Judgement: [Family Law Week.](https://www.familylawweek.co.uk/site.aspx?i=ed67968)

**Failed Asylum Seekers with no Recourse to Public Funds Leaving Care Maintenance Allowance Rates**

Failed asylum seekers and ‘all rights/appeals exhausted young people’ with no recourse to public funds are provided with the above allowances only after a human rights assessment and until the removal date is reached or the age of 21/25, whichever comes first. It should be noted that a local authority does not necessarily have to wait until the removal date or age 21/25 to withdraw support, for example support could be withdrawn when the former UASC turns 18 if they are All Rights Exhausted (‘ARE’) and have, by then, been given a reasonable time to return home.

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| **2,4** | **Initial Benefit Claim** | **See table above for amounts** **Payable for maximum of 6 weeks** |

Subject to the type of accommodation the young person is living in on their 18th birthday the following allowances - £61.05, or £51.05 or £41.05 (see table above) will continue for a maximum of 6 weeks whist a claim for Universal Credit is being established. The allowance should only be paid after checking the progress of the young person’s Universal Credit claim with the DWP and on the basis that the young person does not take up a Universal Credit Advance. Young people making their initial claim for Universal Credit will have to wait approximately 5 weeks for their first payment (a calendar month plus 7 days).

As a general rule, the Leaving Care Maintenance Allowance is always paid in advance and welfare benefits are always paid in arrears. Even where a benefit claim is submitted in advance of the young person’s 18th birthday and verified on the young person’s 18th birthday, they will have to wait at least 5 weeks for the first Universal Credit payment. As such, and where the young person does not take a Universal Credit Advance, the Children’s Trust will extend the pre 18 allowance for up to five weeks whilst a young person’s Universal Credit claim is established and in payment.

Supporting information and identity documents should have been obtained by the social worker or personal adviser prior to a young person’s 18th birthday, in preparation for a claim that should be started 4 weeks in advance of the 18th birthday and workers should contact the DWP one week after the young person’s birthday to verify the completion of the claim and the first payment date. The rules that enable care leavers to submit a claim 28 days prior to their 18th birthday is contained in the DWP guidance covering ADM – A-2048.

If the young person has not received their first benefit payment after five weeks, they should be supported to claim a Universal Credit Advance from the DWP by their personal adviser.

If the young person applies for a Universal Credit Advance at the start of their claim, the 5-week benefit waiting allowance will not be provided. The aim of the 5-week benefit waiting allowance is to ensure young people do not need to use the Universal Credit Advance, and subsequently have a reduced benefit rate to repay the advance.

For the first Universal Credit claim, the 5-week initial benefit claim waiting period allowance will apply, i.e. 5 weeks at the applicable LCPA rate.

For the second and subsequent claims: If claiming Universal Credit, the young person can immediately ask for an advance payment from the DWP, of up to 100% of the likely Universal Credit award. This will then be recovered directly from their Universal Credit payment (by the DWP) in 12 equal parts over the next year.

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| **2.5** | **Qualifying Young People** |  |

Dependent on an assessment of need which includes an evaluation of all income, Qualifying Young People may be entitled to all allowances.

For Detailed Guidance Please See Appendix B.

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| **2.6** | **Asylum Seekers with no Recourse to Public Funds** | **£39.60 per week** |

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Asylum seekers and ‘all rights/appeals exhausted young people (ARE) with no recourse to public funds are provided with £39.60 in line with UKBA guidelines. A human rights assessment should be conducted to ascertain if financial support should continue alongside UKBA procedures.

Following an assessment of need failed asylum seekers with no recourse to public funds will be provided with a £7.50 per week phone card/contact allowance where they have significant family members overseas.

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| **2.7** | **Key Documents** | **Up to £110** |

The Children’s Trust will purchase a passport (including the check and send facility) and 1 birth certificate for each young person. One passport or passport renewal - aged 16 to 21, one birth certificate only if the young person does not have the original. The local authority need to use the gov.uk verify to register the young person’s ID which than makes renewing a passport or other government processes much easier.

[Gov UK Verify.](https://www.gov.uk/government/publications/introducing-govuk-verify/introducing-govuk-verify)

[Government guidance for applying for passports for looked after children.](https://www.gov.uk/government/publications/guidance-notes-for-social-services-departments-when-applying-for-passports-on-behalf-of-looked-after-children)

The Children’s Trust will purchase a travel document for Unaccompanied Asylum-Seeking Children dependent on an assessment of need (£49.00 to £75.00).

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| **2.8** | **Further and Higher Education** |  |

Financial Support for Further and Higher Education courses is available:

* up to the young person’s 21st birthday
* or until the completion of the course following the young person’s 21st birthday where the course commenced before their 21st birthday
* between the 21st and 25th birthday where a young person wishes to resume or commence education or training between those dates
* until the education or training course is completed following the 25th birthday where the course commenced prior to the 25th birthday

All financial support is dependent on an individual assessment of need and on the young person complying with any conditionality attached to the financial support set out in the Pathway Plan.

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| **2.9** | **Education, Training and Employment-Related Support** |  |

The Children’s Trust may provide financial assistance for costs associated with education or training courses or employment opportunities of the young person’s choice, depending on an assessment of need which includes the course/activity suitability. Where appropriate, the Children’s Trust may consider funding for extra tuition.

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| **FE & HE Grant - Stationery, Educational Visits, Books and Equipment** | **Up to £350 per year** |

Young people who are undertaking full time further or higher education courses are entitled to a grant to assist with stationery, educational visits, books and equipment, Computer and I.T. equipment – based on evidenced need.

Stationery, Educational Visits Grant, Books and Equipment Grant up to £350.00 per year.

The Grant is per academic year, is not transferable and is only available for stationery, educational visits, books, general equipment and I.T. equipment (assessed each year of the course).

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| **Further Education & Higher Education Computer Grant** | **£300 one off equipment grant** |

All young people entering further education (level 2 or above), or higher education will be assisted to access a tablet or lap-top. One off grant of £300.00

In exceptional circumstances, where the course of study requires more specialist IT equipment or a printer, further costs for IT equipment will be considered when there is evidence provided by the course tutor of this need to support the young person to successfully undertake their course of study. This is subject to a letter of supporting evidence and agreement by a senior manager.

Young people should submit a list of requirements regarding equipment, course books etc., to their social worker or leaving care personal adviser. Depending on an assessment of need and income, young people attending FE or HE over the age of 18 may be required to contribute to the cost of the additional equipment from their education allowances and bursaries.

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| **Childcare** |  |

Childcare costs should be accessed through the Care to Learn Fund. [Gov UK Care to Learn](https://www.gov.uk/care-to-learn).

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| **Commencing work grant** | **Up to £100** |

The Children’s Trust will purchase equipment and/or clothing to assist the young person with their chosen employment e.g. interview clothes, overalls, protective clothing, depending on an assessment of need. Maximum Commencing Work Grant £100.00. This is provided as a one off.

Young people should submit a list of requirements regarding equipment, course books etc. to their social worker, or leaving care personal adviser.

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| **2.10** | **Introduction to Driving Allowance** |  |

Age 17 (to 21), subject to the young person covering the cost of 5 (2hour) lessons.

The Children’s Trust will provide the following Introduction to Driving package to assist a young person’s employability and to provide an additional identity document:

1. 1 provisional driving licence
2. 1 theory test
3. 5 (2 hour) driving lessons or 10 (1 hour) driving lessons
4. 1 practical driving test

The Introduction to Driving package is available to young people aged 17 to 21 and is conditional on the individual young person having been engaged in education, training, or employment (full time) for at least 3 months. The lessons must be provided by an approved instructor and should be used for motor car lessons.

The package is also dependent on the young person covering the cost of 5 (2 hour) lessons. The young person must provide their contribution (the cost of 5 (2 hours) lessons) prior to the personal adviser booking the overall package.

Depending on circumstances and an assessment of need, lone parents and young people with SEND may be exempt from the requirement to be engaged in education, training, or employment (and having completed at least 3 months). Consideration of eligibility and funding of lone parents and SEND young people should be presented to senior management.

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| **2.11** | **Personal Luggage** | **£70** |

Luggage – all young people moving to independence or between placements must have appropriate personal luggage. At least two items of appropriate personal luggage.

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| **2.12** | **Birthdays** | **19th & 20th Birthday: £50.00**  **21st Birthday: £100.00** |

The Pathway Plan should specify whether the allowance is given to the young person directly as a cash gift or is used by the personal adviser, staying put carer or previous carer to purchase a gift.

The birthday allowance covers the cost of a gift, wrapping and a card. The birthday allowance will only be paid to young people who remain in contact with their leaving care personal adviser and who are actively engaged in the pathway planning process.

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| **2.13** | **Christmas/Festivals** | **Age 18, 19 & 20: £50.00.** |

Young people who do not celebrate Christmas will be given a choice as to when their festival allowance is to be provided. If they do not have a preference, the allowance should be made available at Christmas to ensure that they receive their entitlement. Additionally, they should also be offered the choice of having a proportion of their allowance at their festival of choice and a proportion at Christmas.

The Pathway Plan should specify whether the allowance is provided to the young person directly as a cash payment or will be used by the personal adviser, staying put carer or previous carer to purchase a gift. The Christmas/festival allowance will only be paid to young people who remain in contact with their leaving care personal adviser and are actively engaged in the pathway planning process.

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| **2.14** | **Education and Training** |  |

**Further Education Courses**

The Children’s Trust is committed to assisting and supporting young people to maximise their potential through educational and training opportunities.

1. Eligible and Relevant young people (16 and 17 year olds) who are studying at sixth form college or further education colleges will be supported via their foster care placements or children’s homes and for those living in semi-independent and independent via their leaving care maintenance allowance.
2. From the age of 18 to the end of the academic year following their 21st birthday, care leavers who are ‘estranged from their families’ and who are studying full time (12 hours or more of ‘guided learning’) can claim Income Support and Housing Benefit (or Universal Credit for newer claimants) on the grounds of being in ‘Relevant Education’ and they do not have to be available for employment. Young people can start or change courses at any point up until their 21st birthday.

* Where young people aged 21 to 25 who wish to resume or commence education or training the following guidelines regarding financial support will apply. See Section 2.16 Northamptonshire Higher Education Support)
* Young people should contact the duty worker for the leaving care team that supported them prior to their 21st birthday (or, up to the end of their previous education/training course if completed after 21)
* Funding will be considered by senior management following an assessment of need (including access to financial resources) and will be based on the motivation and commitment of the young person to undertake, sustain and complete the course in line with the following principles:
* Full time courses – Following an assessment of need young people may be provided with a maximum weekly maintenance grant of £61.05 per week, up to £3,078.40 per year and registration fees grant of up to £1000.00, full time and £500.00 part time. These grants are subject to young people maintaining 85% attendance, having satisfactory reports from the college and not having access to other financial resources. Personal advisers will liaise with colleges and/or training providers to ensure satisfactory attendance and progress. As young people will be on a low income, personal advisers should support their students to apply for reduced rate fees. As young people will not be receiving a means tested benefit; will be in receipt of a low income and because care leavers are a priority group for learner support funds, personal advisers and students should make timely applications for these funds. Personal advisers and young people should also check if they qualify for Universal Credit, some non-degree education courses may qualify the young person for Universal Credit where it is deemed that the course is improving their employability and it does not interfere with their commitment to look for work if they are getting Universal Credit on that basis. Lone parents with children under 3 and disabled young people can also undertake courses, as they should be receiving benefits without having to look for work anyway.
* Part time courses – One off grants will be made following an evaluation of the course and an assessment of need of the young person and their financial circumstances. Grants may range from £20.00 to £1,000.00 to be used to assist with registration fees and equipment costs. Grants will be based on need, motivation to gain educational qualifications and whether the candidate has any education qualifications.
* A key priority will be to ensure all young people hold a level 2 qualification.

**Education & Training (21 to 25)**

Access arrangements to Higher Education courses are the same as young people aged 18 to 21.

The following activities immediately prior to the start of a resumed or new course will be taken as evidence of motivation and commitment: -

1. Courses of study leading to a level 1 qualification or above
2. Employment in the field relating to the requested education/training course
3. Voluntary work relating to the requested education/training course
4. Training courses relating to the requested education course.

Young people may also be required to demonstrate that they can contribute to the funding package via part time employment and/or by accessing Learner Support or Advanced Learner Loans available from Student Finance England ([Gov UK further education financial help](https://www.gov.uk/further-education-courses/financial-help)). In such circumstances an assessment of financial need will be completed to assist the young person with their weekly maintenance.

Following the assessment of need, the request for financial support will be presented to senior management who will consider all requests. Once senior management agreement to funding has been given, a Learning Agreement and a payment transfer system (generally by regular BACS payments) and a system for monitoring the young person’s education/training progress and attendance will be developed.

All young people attending further, and higher, education will be required to sign an authorisation to share information form and will need to agree to their personal adviser liaising with the educational establishment to support the course and monitor attendance and learning.

**Financial Support - Traineeships and Apprenticeships**

**Apprenticeships:**

The majority of apprenticeships are classed as employment with a study component. These types of apprenticeships are generally secured by young people gaining employment with a company or organisation that is a registered apprenticeship provider. The young person is employed and also undertakes a study component towards a:

* National Vocational Qualification (NVQ)
* Technical Certificate
* Functional Skills (Mathematics, English)
* Personal Learning and Thinking Skills (PLTS)
* ERR (Employment Rights and Responsibilities) Workbook

From the 1st April 2021, the minimum wage rate is £4.15 per hour for apprentices aged 16 to 18 and those aged 19 or over who are in their first year. All other apprentices are entitled to the National Minimum Wage for their age and can be found on

[Gov UK national minimum wage rates.](http://www.gov.uk/national-minimum-wage-rates)

As the apprenticeship is deemed employment, young people will be eligible for a range of benefits, including Universal Credit and the housing element of Universal Credit depending on their circumstances. If the apprenticeship is deemed employment, the young person would not be covered by the age 21-25 Education and Training Care Leaver entitlements.

**Traineeships and Programme Led Apprenticeships:**

These types of traineeships and apprenticeships are provided by a training provider or college, with work experience provided at the establishment site, and are therefore deemed education/training rather than employment. Young people may be eligible for benefits and tax credits depending on their age and circumstances. In general, young people aged 21 to 25 will not be able to access benefits (unless they are parents or have a disability). Young people undertaking these courses are eligible for the ‘21-25 - Northamptonshire Children’s Trust - Education and Training’ care leaver entitlements (subject to an assessment of need and the pre-requisite conditions above being met).

**Financial Support:**

Access to financial support will always be dependent on an assessment of the young person’s financial circumstances. Where appropriate; young people will be provided with practical support to help them access education, training, or benefits/Universal Credit funding, rather than with the provision of direct grants. The level of practical support and financial support should be set out within the young person’s pathway plan and highlight any conditionality to the support being provided.

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| **2.15** | **Higher Education** |  |

**Student Finance**

The level of fees, loans, grants, and bursaries for higher education student’s change each academic year. The most accurate and up to date information is available via the following link: [Gov UK student finance guidance.](http://www.gov.uk/studentfinancesteps)

**Tuition Fees and Tuition Fee Loans:**

From September 2021 the maximum tuition fees and tuition fee loan per year is:

* New full-time students: £9,250.00
* New full-time students at private university or college: £6,165.00

To qualify for a tuition fee loan, the part time course needs to be at least 25% of an equivalent full-time course each year (e.g. four years instead of one year full time). The tuition fee loan is provided by Student Finance England and is paid directly to the university to cover the full cost of the course.

**Maintenance Grants**

Maintenance grants have been discontinued for new students starting courses after the 1st August 2016; existing students will continue to receive a maintenance grant, but a lower level of student loan.

**Maintenance Loans**

The maintenance loan is provided by Student Finance England and is paid directly to the student, normally in three instalments and is provided to help with living costs such as rent, food, bills and equipment and books.

The maximum maintenance loan in 2021-2022 for students starting courses after the 1st August 2016 (per year) is set out below:

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| Students studying in London | £12,382.00 |
| Students studying outside of London | £9,488.00 |
| Students living at home | £7,987.00 |
| Students studying oversees | £10,866.00 |

The maximum maintenance loan in 2022-2023 for students starting courses after the 1st of August 2016 (per year) is set out below:

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| Students studying in London | £12,667.00 |
| Students studying outside of London | £9,706.00 |
| Students living at home | £8,171.00 |
| Students studying oversees | £11,116.00 |

In the final year of the course the maximum loan rate is reduced by approximately 10%.

**Loan Repayment**

Graduates repay the combined tuition fee and maintenance loan when they have finished studying and are earning over £25,000.00 per year. The monthly repayments are linked to the person’s income. After a certain amount of time (30 years), any outstanding loans will be written off if the money has not been repaid. See full guidance at; [Gov UK repaying your student loan.](https://www.gov.uk/repaying-your-student-loan)

Interest: until the April after you finish or leave a course the interest rate is the Retail Price Index (RPI) plus 3%. From the April after you finish your course the interest will be based on income: £21,000 or less = RPI. Between £21,000 and £41,000 = RPI plus up to 3%, depending on your income. Over £41,000 = RPI plus 3%

**Support from Individual Universities**

In addition to the financial support provided by Student Finance England, most Higher Education Institutions will offer their own financial support. Each university will have its own eligibility criteria and any awards may only be available to a limited number of students:

* Bursaries
* Scholarships
* Fee Waivers

Bursaries and Scholarships will generally not have to be repaid and Fee Waivers are applied to part, or all of the course costs.

**Access to Learning Fund**

Most universities also have an ‘Access to Learning Fund’ which is available to students who are experiencing financial hardship. Some universities offer care leavers priority access to Access to Learner Funds. Sometimes known as Fair Access Funds. ‘Propel’ is hosted by the ‘Become’ Charity and sets out or links to the support (including financial support) that each higher education institution provides and includes a named contact at the majority of educational settings. [Propel support search.](https://propel.org.uk/Search/)

**National Scholarship Programme (NSP)**

The National Scholarship Programme is designed to offer support to students from low income backgrounds. The NSP is funded jointly between the government and individual universities. Individual universities can make their own decisions as to who receives a National Scholarship. Some universities may offer care leavers priority access to the NSP. Support may be offered in a variety of ways including cash grants, reduced cost accommodation or a fee waiver. Any funds received from the NSP are non-repayable.

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| **The Care Leavers Higher Education Bursary** | **£2000 across length of course** |

The Care Leavers Higher Education Bursary is provided by the student’s local authority (Northamptonshire Children’s Trust) and is provided as a grant of £2,000.00 spread throughout the length of the whole course.

**Grants and Awards from Charitable Trusts**

Trusts and charities provide financial grants and awards to students. Advice about what may be available is available through individual universities or through the Educational Grants Advisory Service (EGAS).

Public libraries should have directories of charitable trusts that provide grants and awards:

* The Educational Grants Directory
* The Charities Digest
* The Grants Register
* The Directory of Grant Making Trusts

**General Information**

Care leavers considering attending university should check with the universities that they are thinking about applying to, for information about the support that each institution will provide. This information can then assist when making a final choice about which university to apply for as a first, second or third choice. The students’ support service should be able to provide information on both the practical and financial support that may be available.

Information about additional support to care leavers can be found on the Access and Participation Plans that each institution is required to have. Information can be found on the web site of each institution or via: [Office for Students.](https://www.officeforstudents.org.uk/)

**Welfare Benefits**

The majority of young people who undertake higher education courses are ineligible for welfare benefits such as Universal Credit, Tax Credits, Income Support and Housing Benefit/Local Housing Allowance. Certain limited groups of young people who undertake higher education courses such as lone parents and sick and disabled young people may remain or are eligible for welfare benefits whilst studying. If a young person is entitled to welfare benefits (mostly likely Universal Credit for all new applicant, they are not eligible for the full Northamptonshire Children’s Trust - Higher Education Grant (£350) travel etc. Section 2.16) but continue to receive the Higher Education Bursary element of the Northamptonshire Children’s Trust Higher Education Grant (£2000).

Lone Parents and Sick and Disabled Students who are in receipt of Welfare Benefits should check with the Department for Work and Pensions regarding the rules about student finance. Being in receipt of student finances may cause disqualification for welfare benefits. Generally, lone parents and sick and disabled young people will be assumed by the DWP to have taken out Student Loans including the Special Support loan element for those on benefit-level income. Their level of welfare benefit will be calculated by taking into account the loans they receive but not the Special Support element.

Lone Parents (and certain couples with children) may be eligible for the following:

**Government’s Childcare Grant**

### 2022 to 2023 academic year

You can get 85% of your childcare costs or a fixed maximum amount, whichever is less.

The maximum you can get is:

* up to £183.75 a week for 1 child
* up to £315.03 a week for 2 or more children

[Childcare Grant: Overview - GOV.UK (www.gov.uk)](https://www.gov.uk/childcare-grant)

**Parent’s Learning Allowance**

Depending on your household income, in the 2022 to 2023 academic year you could get between £50 and £1,863 a year.

It's usually paid in 3 instalments direct to your bank account, one at the start of each term.

Parents' Learning Allowance is paid on top of your other student finance and does not have to be paid back.

[Parents' Learning Allowance: Overview - GOV.UK (www.gov.uk)](https://www.gov.uk/parents-learning-allowance)

**Disabled students may be eligible for the Disabled Students’ Allowance**

### 2022 to 2023 academic year

Undergraduate and postgraduate students can get up to £25,575 a year for support

[Help if you're a student with a learning difficulty, health problem or disability: Disabled Students' Allowance - GOV.UK (www.gov.uk)](https://www.gov.uk/disabled-students-allowance-dsa)

**Adult Dependent’s Grant**

Students who have adult dependents may be eligible for an Adult Dependents’ Grant (ADG)

* £3,263 for the 2022 to 2023 academic year

You do not have to pay this money back.

Adult Dependants' Grant will affect any income-related benefits and tax credits you might get.

[Adult Dependants' Grant: Overview - GOV.UK (www.gov.uk)](https://www.gov.uk/adult-dependants-grant)

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| **2.16** | **Higher Education Financial Support** | **Up to £350 per year plus one of £300 equipment grant** **£2000 Higher education bursary over period of 2-4 year course**  **Accommodation Allowance**  **Travel Allowance** |

The Northamptonshire Children’s Trust - Higher Education Grant which includes the Government’s Higher Education Bursary can be accessed once (for 4 years) at any point between a young person’s 18th and 25th birthday.

All young people entering higher education are entitled to:

* A one off Computer Grant for a note-pad or lap-top depending on an assessment of need and if not previously accessed) - £300.
* A Stationery Grant, Educational Visits and Books and Equipment Grant of up to £350.00 and does not include cost for a laptop/ computer

The Grant is per academic year (assessed each year), is not transferable and is only available for stationery, educational visits and books and equipment. Young people should submit a list of requirements regarding equipment, course books etc. and return receipts to their leaving care personal adviser.

1. A Higher Education Bursary of £2,000.00 which is provided over the period of a two, three or four year course. Depending on the length of the course the £2,000.00 per course will be constituted of £1,000.00 per year (2 year course) H.E. Bursary, £666.67 per year (3 year course) H. E. Bursary, £500.00 per year (4 year course) H. E. Bursary.
2. A holiday Accommodation Allowance up to 22 weeks – Up to the level of the LHA one-bedroom self-contained rate and/or the level of university accommodation (in the holiday)
3. A Travel Grant to enable young people to get to and return to university (one return journey per academic year).

Young people applying to and undertaking higher education courses will be required to apply for all available universal student funding i.e. maintenance loans, tuition fee loans and maintenance grants as well as individual establishment bursaries. These loans and grants and the H.E. Bursary should be used by students as their main source of income through-out their term time course of study. This will fund their higher education accommodation, living expenses and travel etc.

This amounts to a payment of approximately £4,500.00 per year – depending on location (rent) and type of course.

How the Vacation Maintenance Allowance, Accommodation Allowance and the H. E. Bursary are to be provided should be set out in the young person’s pathway plan or learning agreement

Higher National Certificate and Higher National Diploma courses are defined as Higher Education Courses. Both HNC and HND courses often attract a bursary and/or a grant from the individual university.

Young people eligible for means tested welfare benefits are provided with the:

* Computer Grant
* Equipment Grant
* H. E. Bursary

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| **2.17** | **Higher Education – Requirements and Payment Process** |  |

Northamptonshire Children’s Trust as corporate parents, wants to ensure all care leavers have the best possible chance of success when undertaking a higher education and university course. The following guidance has been developed to provide clarity about the higher education payments process and the eligibility requirements that young people are expected to follow.

The frequency and amount of each payment as well as the method of paying the higher education bursary and allowance should be set out in the young person’s Pathway Plan or learning agreement.

All payments are dependent on, and subject to, a young person agreeing to the following requirements:

* Maintaining regular and ongoing contact with their leaving care personal adviser
* Attending all pre-arranged meetings with their leaving care personal adviser
* Completing all actions and agreed tasks within the Learning Agreement and education section of the pathway plan (if one is completed)
* Identification of a suitable contact within the university staff/support service to take part in joint meetings in order to ensure educational goals and targets are met and appropriate practical, educational, pastoral and financial support is being provided
* To agree to regular liaison between the university and leaving care personal adviser, in order to monitor progress, attendance and attainment
* To inform their leaving care personal adviser and local authority of any change of circumstances (for example contact details, course details) as soon as possible
* Student Finance England have confirmed that they will fund the course and the young person is deemed a ‘Home Student’ for the Tuition Fee Loan
* Having an asylum status that enables them to receive Student Finance England loans and that they are deemed a ‘Home Student’
* To focus on educational activities by not undertaking more than fifteen hours of employment per week during term time. To understand that in circumstances where more than fifteen hours per week of employment is be undertaken, this income will be considered when calculating the level of financial support.

All young people attending further, and higher education will be required to sign a consent to share/disclose information form and will need to agree to their leaving care personal adviser liaising with the educational establishment in order to support the program of study and monitor attendance and learning.

See Appendix H for Consent to Share/Disclose Information Form.

**Asylum Seeking Young People**

Young people should only be supported to progress to university/higher education if they have a form of status that gives them access to ‘Home Student Status and Fees’ and Student England Finances and have a positive status that continues until the course is completed. All support from the Children’s Trust and any other source should be clearly set out in the Pathway Plan. Where young people do not have a status that gives them access to the above forms of financial support, personal advisers will support young people to apply for scholarships, grants and bursaries from voluntary organisations.

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| **2.18** | **Post Graduate Courses** |  |

The Children’s Trust will assist young people to identify financial support and resources to undertake post graduate courses. Generally, vocational post graduate courses are funded by secondment from an employer, or by individual universities providing a bursary to cover course/tuition fees. The Children’s Trust may consider a contribution to post graduate courses following a needs assessment and all avenues of funding being explored. All requests for post graduate funding will be considered following an assessment of need and agreement from the strategic lead.

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| **2.19** | **Young People Returning to the Local Authority Aged 21 to 25** |  |

Young people are entitled to resume or continue a leaving care service from the age of 21 to 25 on request.

The primary purpose of the support from age 21 to 25 is to provide continuity and on-going practical support and guidance. Where young people require financial support, personal advisers will assist the young person to identify universal sources of financial support to enable young people to be self-sustaining. In very exceptional circumstances and following an assessment of need, a request for financial support (usually provided in kind) will be considered.

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| **2.20** | **Consultation with Young People** | **Varied** |

Young people will receive a financial reward when undertaking consultation exercises. Payments to young people who undertake consultation exercises can be paid in cash or vouchers. Expenses related to enabling young people to participate in consultation exercise will be provided following an assessment of need.

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| **2.21** | **Exceptional Needs and Emergency Payments** | **Up To £350** |

All areas are dependent on an assessment of need. From the age of 16 until the age of 21/25 Eligible, Relevant and Former Relevant young people living in semi-independent or independent accommodation are entitled to a total annual payment up to £350.00 of exceptional needs / emergency payments.

**Health**

Personal advisers should complete an NHS HC1 form for all 18- to 21-year-olds who are not employed and/or not registered for welfare benefits. This is particularly important for care leavers who are maintained by the Children’s Trust (or undertaking higher education courses) and who need to demonstrate their level of income in order to access free, or reduced cost NHS services. The HC1 form enables young people to obtain an NHS low income exemption certificate. This will provide free or reduced cost dental, optician and prescription services.

**Religious Needs**

The Children’s Trust will assist young people to access services aimed at meeting their religious needs depending on an assessment of need.

**Cultural Needs**

The Children’s Trust will assist young people to access services aimed at meeting their cultural needs depending on an assessment of need.

**Special Needs**

18- to 21-year-olds with a low or moderate special need or learning difficulty/disability who are not in receipt of DLA/PIP and where the cost cannot be met from any other source.

**Emergency Payments Including Utilities**

Emergency payments are provided following an assessment of need in situations where a young person does not have any access to money or food etc. The one-off payment can be provided as a food parcel, a food voucher, an assisted shopping trip or in exceptional circumstances a cash or utility payment.

**Corporate Parent Payment**

Gift for new baby, flowers and clothing for family bereavement, terminal illness etc., a payment or cost normally met by a family member.

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| **SECTION 3** | **ELIGIBLE, RELEVANT AND FORMER RELEVANT CHILDREN** |

This section applies to Eligible, Relevant and Former Relevant Children Aged 16 to 21/25, or until completion of an agreed programme of education or training being undertaken on the young person’s 25th birthday.

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| **3.1** | **Setting Up Home Allowance** | **£2599** |

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| --- | --- | --- | --- | --- |
| **Item** | **Amount** | **Paid by** | **Transferable Y/N** | **Comments** |
| **TV Licence** | **£159** | **1st Year – NCT**  **Subsequent years – Care Leaver** | **N** |  |
| **Equipping Accommodations** | **Up to £2000** | **NCT** | **Y** | **Can be paid in stages. initially on semi-independent setting needs and subsequently, on independent accommodation needs. The allowance will always be spent collaboratively between the personal adviser and young person. Original receipts should be retained by social workers/personal adviser for audit purposes, reclaiming VAT and in case defective items need to be returned.** |
| **Fitting of a gas/electric cooker** **by an approved fitter** | **Up to £100** | **NCT** | **N** | **Payable once** |
| **Removal Costs** | **Up to £100** | **NCT** | **N** | **Payable once** |
| **Health & safety pack and security** | **Up to £100** | **NCT** | **N** | Two smoke detectors, one carbon monoxide detector, door security chain, chub lock, fire blanket and first aid kit |
| **Contents insurance** | **Up to £100** | **1st Year – NCT**  **Subsequent years – Care Leaver** | **N** |  |
| **Setting up home starter pack** | **Up to £40** | **NCT** | **N** | Coffee, tea, washing-up liquid, light bulbs, laundry and cleaning equipment utility key/card top-up, etc |
| **Total Amount** | **£2599** |  | | |

The entitlement to the Setting Up Home Grant extends to the age of 25, or until the end of the agreed program of education/training being undertaken on the 25th birthday. The entitlement is to household items/furnishings not necessarily to a cash payment. The purpose of the Setting Up Home Grant is to ensure that young people have the household items that they need to furnish their home rather than being to an entitlement to a cash amount.

Young people will have a choice of how the Setting Up Home Grant is used:

a) supported shop

b) items purchased by the Children’s Trust that have been identified/chosen by the young person

c) in exceptional circumstances where assessed as appropriate, young people will be provided with a cash grant to purchase items.

VAT may be reclaimed on all purchases, where items are VAT rated and where the Children’s Trust has purchased the goods. Original receipts must be kept by the Children’s Trust and uploaded to the young person’s electronic care record.

Where young people have No Recourse to Public Funds, a temporary asylum status, or are ‘All Rights Exhausted’, they are likely to be living in temporary and/or semi-independent accommodation and therefore will only need to use part of their Setting Up Home Grant until they obtain permanent status as the accommodation provided will usually contain the majority of household items.

Where young people have had several moves and may have lost, misplaced or had items damaged, additional resources/items may be made available subject to an assessment of need and agreement by the strategic manager.

Where young people are living in unsettled or temporary accommodation, the Setting Up Home Grant should be used to purchase essential items, with the majority of the Grant being held back until more settled/permanent accommodation is available.

Young people are entitled to one set of removal costs, cooker fitting costs, insurance costs, health and safety equipment costs and one setting up home starter pack. Where a young person requires a second set of one-off costs, these will only be provided subject to an assessment of need and approval of the leaving care team manager and/or leaving care service manager.

Where young people have additional needs and are being supported by an Adult Service under the Care Act 2014 the Setting Up Home Grant will continue to be available if it is required. Where a young person is placed into residential care and all items are provided through the residential placement, the Setting Up Home Grant will not be needed. Where young people move to supported living, an assessment of need will be undertaken, and the Setting Up Home Grant will be provided if the accommodation requires additional furnishings.

The final Pathway Plan at age 21/25 should also set out a timescale and process for obtaining the final items. Where young people are being discharged from hospital or being released from custody immediately prior to, or immediately after their 25th birthday, the final pathway plan should set out when and how the Setting Up Home Grant will be accessed and used, if the young person does not have a discharge or release date by their 25th birthday, the service and the provision of the Grant will cease, the use of the Setting Up Home Grant should be completed within six months after their 25th birthday.

|  |  |  |
| --- | --- | --- |
| **3.2** | **Setting Up Home Equipment Allowance (Accommodation Items)** | **£2000.00** |

This Grant should be spent in stages; initially on semi-independent setting needs and subsequently, on independent accommodation needs. The grant will always be spent collaboratively between the leaving care personal adviser (or foster carer / staying put carer / residential keyworker / supported accommodation support worker) and young person.

Original receipts should be retained by social workers/personal advisers for audit purposes, reclaiming VAT and in case defective items need to be returned. As a general principle up to £500.00 can be used prior to the young person’s 18th birthday whilst they are living in semi-independent accommodation (furnished) and the remainder can be used after the age of 18 when they move to independent accommodation (unfurnished).

|  |  |
| --- | --- |
| **SECTION 4** | **APPENDICES** |

## Appendix A: Categories of Care Leavers

Eligible children

Paragraph 19(2)(b) of Schedule 2 to the Children Act 1989 and Regulation 40 of the Care Planning, Placement and Case Review (England) Regulations 2010.

* An eligible child is a young person aged 16 or 17 who is looked after and has been looked after for at least 13 weeks after the age of 14. [Can become an eligible child at any point from their 16th to 18th birthday as long as they have completed 13 weeks] [must complete 24 hours looked after age 16/17]
* The 13 weeks can be a continuous period or a series of episodes.
* In calculating the 13 weeks no account is taken of pre-planned short breaks amounting to no more than 4 weeks and where a child returns to their parent, or someone with parental responsibility.
* Young people who are remanded into custody become looked after at the point of remand. This group may then become an eligible children or relevant children if they complete 13 weeks of being looked after.

### Relevant children

Section 23A (2).

* A relevant child is a young person aged 16 or 17 who was an ‘eligible’ child’ but is no longer looked after.
* Additional relevant children:
  + Detained (sentenced), or in hospital prior to 16th birthday, and
  + Looked after for at least 13 weeks after age 14 and looked after at point of being detained (sentenced) or entering hospital.
* In calculating the 13 weeks no account is taken of pre-planned short breaks amounting to no more than 4 weeks and where a child returns to their parent, or someone with parental responsibility.
* A child who has lived with someone who has parental responsibility or a residence order for a continuous period of 6 months or more and has ceased to be looked after (whether that period commenced before or after they ceased to be looked after) is not deemed a Relevant child (but is deemed a Qualifying child).
  + If the above arrangement breaks down and the child ceases to live with the person concerned, the child becomes a relevant child.

### Former Relevant children

* Age 18 to 21, or, until the education or training programme being undertaken on their 21st birthday is completed. Section 23C (1).
  + A young person who was previously an ‘Eligible’ child or a ‘Relevant’ child.
* Former Relevant children (age 21, and under 25) [Section 23CA (1)].
  + Young people who inform the local authority that they want to pursue education or training between the age of 21 and 25 and where previously a former ‘Relevant’ child.
* Former Relevant children (age 21, and under 25) [Section 23CZB (1)]
  + Young people who inform the local authority that they want to continue or resume a leaving care service between the age of 21 and 25 and where previously a former ‘Relevant’ child.

### Persons Qualifying for Advice and Assistance

Aged 16 to 21, and under certain circumstances aged under 25. [Section 24].

* Young people aged at least 16, and under 21, who were subject to a special guardianship order and were looked after before the making of that order.
* Young people who were previously subject to a private fostering arrangement
* Young people who successfully returned home for six months (aged 16/17) and were previously ‘Eligible’ and/or ‘Relevant’.
* Young people who were looked after for less than 13 weeks between the age of 14 to 18 and were looked after for at least 24 hours aged 16 and 17.
* Young people aged 16, and under 21, who were looked after in a series of pre-planned short breaks.

## Appendix B: Qualifying Children and Young People over 16

Section 24 (advice and assistance) of the Children Act 1989 [as amended by the Planning Transitions to Adulthood for Care Leavers 2010 Guidance and the Care Leavers (England) Regulations 2010] covers ‘Qualifying Children and Young People’.

Depending on an assessment of need, Northamptonshire Children’s Trust has a responsibility to provide practical and financial support and assistance to Qualifying Children and Young People over 16. Individual young people may be given practical support and financial assistance (Children Act 1989 (Section 24A (5)) and Section 24B) with priority being given to support relating to education, training and employment opportunities. Leaving care personal advisers should assist young people to maximise financial support available from employment, benefits and education allowances and opportunities.

Northamptonshire Children’s Trust has a duty to provide vacation accommodation, or the means to secure it, to any care leaver qualifying for advice and assistance, who is between the ages of 16 and 25, who is in higher education or in residential further education and who needs accommodation.

Depending on an assessment of need Qualifying Children and Young People may require and may be provided with the same level of service as Eligible, Relevant or Former Relevant young people.

See Volume 3 Planning Transition to Adulthood for Care Leavers Guidance – Care Leavers (England) Regulations 2010 (revised 2015). – Para 2.6 to 2.11 Page 15 & 16. Para 8.43 to 8.51 Page 84 & 85.

## Appendix C: Young People who are Detained

### Eligible and Relevant Children who are ‛detained’

The Care Leavers (England) Regulations Section 23A (3) paragraph (2) (3).

* Children and young people who are detained and are subject to a Section 31 Care Order remain looked after on entering custody (on being remanded and being sentencing) and on reaching age 16 they become ‘Eligible’ care leavers.
* Young people who are Accommodated under Section 20, remain looked after when ‘remanded’ and cease to be looked after if they receive a custodial sentence.
* Young people who are remanded become looked after (Section 21) on being remanded and cease to be looked after on being sentenced.
* Young people who have been looked after for 13 weeks from the age of 14 (on remand or looked after in the community) and receive a custodial sentence before their 16th birthday become ‘Relevant’ care leavers on reaching their 16th birthday.
  + Young Offender Institution (YOI).
  + Secure Training Centre (STC).
  + Secure Children’s Home (SCH).
* Young people who are detained in an NHS hospital setting remain section 31
* Young people who are accommodated under section 20 and who are detained in certain NHS settings cease to be looked after but will become a) a ‘Relevant’ care leavers if aged 16 & 17 and have completed 13 weeks as a child looked after, or b) become a ‘Relevant’ care leaver on reaching their 16th birthday if they completed 13 weeks as a child looked after immediately prior to being detained.

**Young Offender Detentions (16 & 17 Year Olds)**

Where a young person is ‛detained’ as a result of a ‘remand’ or ‘sentence’, the majority of their financial allowances will be suspended. Financial support for young people who are detained (remand/sentence) in Young Offenders Institutes is governed by the rules of the particular establishment they are detained in. In general, young people are expected to undertake education or training and are provided with pocket money for engaging in these activities. Additionally, they will often be provided with clothing, or are able to bring clothing with them. As such, they will not be provided with any allowances while detained. In exceptional situations where education, training or work opportunities are not available and no pocket money or remuneration scheme exists, young people will be provided with a £ 5.00 per week pocket money allowance. This will be provided in-line with any recommendations of the particular establishment and should be set out in the young person’s pathway plan.

Additionally, and in exceptional circumstances, a clothing allowance commensurate with the leaving care clothing allowance of £5.00 per week may be provided.

Where appropriate, and dependent on an assessment of need, Birthday and Christmas/festival allowances will continue to be provided and depending on the rules of the institution, will be provided to the young person or retained until their release.

On release, young people aged 16 & 17 may have access to the £200.00 initial clothing allowance subject to and assessment of need.

**Hospital Detentions**

16 & 17 year olds who cease to be looked after and are deemed Relevant Children.

Young people who are detained in an NHS provision or contracted out NHS provision will be provided with an allowance of £10.00 per week and the standard leaving care clothing allowance of £5.00 per week (if they are not in receipt of Universal Credit).

The allowances are based on an assessment of need and risk, how these are provided should be set out in the individual placement plan and pathway plan. Where benefits can be claimed (UC) the allowances will not be provided once benefits are in payment (those detained in hospital). In addition, those detailed in hospitals will be provided with the birthday and Christmas/festival allowances.

On discharge, young people aged 16 & 17 may have access to the £200.00 initial clothing allowance subject to and assessment of need.

### Former Relevant Children who are ‛detained’

The Care Leavers (England) Regulations Section 23C (1).

Where appropriate, and dependent on an assessment of need, Birthday and Christmas/Festival allowances will continue to be paid and depending on the rules of the institution, will be given to the young person or retained until their release. On release young people will have access to their ‘Setting Up Home Grant’ and if they are claiming Universal Credit, they can apply for a Universal Credit Advance. Young people who are being released from custody can submit a claim for Universal Credit 28 days in advance of their release date.

Where young people are being discharged from hospital or being released from custody immediately prior to, or immediately after their 25th birthday, the final pathway plan should set out when and how the Setting Up Home Grant will be accessed and used, if the young person does not have a discharge or release date by their 25th birthday, the service and the provision of the Grant will cease, the use of the Setting Up Home Grant should be completed by six months after 25th birthday.

Where family members are in receipt of welfare benefits, prison visits and contact can be facilitated by the ‘Assisted Prison Visits Scheme’ allowances provided by the DWP. Travel costs for family members not in receipt of welfare benefits may be provided following an assessment of need.

## Appendix D: Financial Support to Children aged 16 or 17 who are placed with Parents, or Return to Live with Parents in a Planned or Unplanned Manner

**Principles**

* Wherever possible, parents should be financially responsible for their own children and should not be funded by the local authority to support their own children.
* Where financial allowances are provided to parents, these should not create inequalities with other siblings and children within the family/household who have not been looked after.
* Subject to an assessment of need, a one-off payment, or the purchase of an item will be considered where it is deemed it would assist with a positive transition home.
* The rules on a parent’s eligibility for benefits for a child placed at home or returning home after the age of 16 is complex and is dependent on whether they are an eligible, relevant or qualifying care leaver, being resident with the parent and whether the child is undertaking education or training.

### Section 1: Placement with Parents

Children Reaching the Age of 16 Subject to a Care Order or Interim Care Order (Living with a Parent).

The Care Planning, Placement and Case Review, Regulations 2010 (revised 2015) and associated Guidance sets out that the Responsible Local Authority is required to assess and meet the needs, including the financial needs of an ‘Eligible’ (and ‘Relevant’) child.

Her Majesties Revenue and Customs (HMRC) Guidance sets out that where a child is aged under 16 and is resident with a parent and is undertaking full-time education or training, the parent will normally be eligible for child benefit. As a result of being eligible for child benefit, the parent should also be eligible for either child tax credit and/or working tax credit (depending on income) or Universal Credit (UC), and any benefits arising from a child’s disability such as DLA/PIP. Where a child (under 16) is placed with a parent, a transitional payment equivalent to the indicative level of child benefit and either child tax credit/working tax credit or Universal Credit that a parent would be entitled to will be provided for a period of up to six weeks. On average it takes five to six weeks to establish a child benefit and either a child tax credit / working tax credit or Universal Credit claim.

The rules on benefit entitlement where children return to parents after their 16th birthday are complex, and entitlement should be checked with the DWP and HMRC. Transitional payment example (the amounts set out below are based on Child Benefit and Child Tax Credit indicative amounts, the amount paid under Universal Credit may differ):

Child benefit equivalent: £21.15, £14.00 (second child)

**Child tax credit:**

Child element: £54.71, £54.71

**Total Paid**, 6 weeks maximum: £75.86, £68.71

For a parent to be eligible for child benefit and either tax credits or Universal Credit no part of the child’s accommodation or maintenance costs should be met by the local authority, as such the Children’s Trust should set a date to cease any transitional payments. The date to cease financial support should be set at a point between five and six weeks after a placement with a parent or a return home (prior to age 16).

Child benefit can continue or be reinstated if a child is residing with a parent on a regular basis, generally on at least 2 nights per week from Monday to Sunday or is home for a complete week. – HMRC Guidance.

Where a child was placed with a parent/s prior to their 16th birthday a review of the financial support for the child and parent/s must take place when the child becomes an ‘Eligible’ child (care leaver). The review must be undertaken within the framework of the Leaving Care Assessment of Need. If the child/young person is engaged in education or training the child benefit and tax credits/Universal Credit will continue once the child reaches the age of 16.

The majority of ‘Eligible’ children will be living in foster care, residential care or, in a placement deemed ‘Other Arrangements’. The financial support provided to the child will be set out in the fostering financial policy, residential financial policy and leaving care financial policy.

Young people returning home after their 16th birthday:

The DWP rules on benefit entitlement for children looked after and care leavers aged 16 & 17 living with parents and the entitlement for parents is complex and will depend on a range of variables.

1. In situations where a child aged 16 or 17 is placed with a parent or returns home to live with a parent and is not engaged in any education or training, the leaving care financial policy provides guidance on the provision of any allowances (benefit entitlement for young person or parents unlikely).
2. In situations where a child aged 16 or 17 is placed with a parent or returns home to live with a parent and is engaged in education or training, the leaving care financial policy provides guidance on the provision of any allowances, if the young person remains an eligible care leavers (due to the child being on a care order), the parent is likely to be become entitled to claim benefits after, a) the care order is revoked, and b) the young person has been living with the parent for 6 months (parent is unlikely to qualify for benefits for the first 6 months of the return home), thereafter the parent is likely to be able to apply for child benefit and tax credits/Universal Credit. If the young person (section 20) returns home and becomes a relevant care leaver, the parent is unlikely to be able to apply for benefits until the young person has been at home for 6 months and become qualifying (and is engaged in education/training).
3. In situations where a child aged 16 or 17 is placed at home or returns home and is not engaged in education or training a parent will not be eligible to claim child benefit or benefits. Therefore, the local authority will need to provide an allowance, based on benefit rates to support the young person to remain at home when this is assessed to meet their needs.

In circumstances where the child is living with a parent/s and the Care/Pathway Plan is focused on revoking the Care Order, or Interim Care Order, both the assessment of, and financial support should be based on assisting the transition to parental financial support (generally 6 months) and for the child to enter/resume or continue education or training.

The primary aim of leaving care financial support for 16 & 17 year olds is to enable young people to prepare for independent living and develop money management skills; as such, each young person should have an assessment of their individual leaving care financial needs and any subsequent allowance provided to those not in education or training should be provided to the young person in a manner that assists with the development of these skills and a return to education or training.

Young people aged 16 & 17 placed with parents who are not engaged in education or training should therefore be provided with the standard Leaving Care Maintenance Allowance of £61.05 per week (2021-2022).

To avoid any inequalities within the family, by the provision of leaving care support, an assessment must be undertaken regarding the need for supplementary allowances, i.e. those in addition to the Leaving Care Maintenance Allowance. For example, where there are children in the family who have not been looked after, it may be inappropriate to provide any allowances other than the Leaving Care Maintenance Allowance if these allowances create disparities, inequalities and potentially undermine parenting responsibilities.

The provision of a leaving care birthday allowance for one child would potentially create an inequality if other family members do not receive a similar allowance, as such, the leaving care birthday allowance should not be provided, and parents therefore take responsibility for the level of all birthday allowances to their children. The assessment of, and the reason behind this decision should be made using the guidance contained at the start of this document in the section ‘Assessing the Provision of Allowances for 16 & 17 Year Olds’ and should be set out in the young person’s Care/Pathway Plan.

When developing a Care/Pathway Plan for a young person placed with parent/s or living with a parent/s who is not engaged in education or training, consideration should be given to whether the young person should provide a percentage of their Leaving Care Maintenance Allowance to their parent/s as a contribution to living costs. The level of the contribution should be set out in the young person’s Care/Pathway Plan. For example, it may be appropriate that the young person retains an amount for pocket money and clothing i.e. (pocket money £10.00 and clothing allowance £20.00) and provide a contribution to the parent of £29.20 per week – Total £59.20 (2021-2022). See NCT’s Finance Guidance: Foster Carers Allowances.

In circumstances where a contribution has been set and the young person does not make the necessary contribution, the amount set can be deducted from the young person’s Leaving Care Maintenance Allowance and paid directly to the parent/s.

As noted above, there is an obligation on the local authority to provide financial assistance to young people leaving care that would normally fall on parents, and/or on the welfare benefit system. Being an Eligible or Relevant child not engaged in education or training (regardless of them being placed at home) disqualifies parents from welfare benefits/tax credits/universal credit (or recently returned – within the last 6 months). In situations where the child is not engaged in education or training, or has returned within the last 6 months, the leaving care finance policy framework should be used as the framework for the provision of allowances to the child and/or parent).

The majority of Eligible or Relevant children (living outside of the parental home), regardless of being engaged in education or training are disqualified from welfare benefits/tax credits/universal credit, with the exception of sick and disabled children and children who are also lone parents.

In circumstances where a care leaver aged 16 or 17 is placed/living with a parent who is in receipt of a welfare benefit/tax credit/universal credit, the difference between the young person’s Leaving Care Maintenance Allowance and the level of the welfare benefit/tax credits/universal credit that the parent would be entitled to in respect of that child, (if they were not an Eligible or Relevant child) can be provided directly to the parent/s. This would only apply to a child not engaged in education or training, or initially returning home.

**Care Order Revocations and Ceasing Financial Allowances.**

Where an ‘Eligible’ child has lived with a person with parental responsibility for at least 6 months and they cease to be looked after, due to the revocation of the Care Order, or Interim Care Order they become a ‘Qualifying’ child (a Qualifying child is a 16 to 21/25 year old subject to Section 24 of the Children Act 1989). The 6-month period living with parents that is required to be deemed a Qualifying child, can include time both prior to and after the revocation of the Care Order.

Welfare benefit legislation relating to ‘Qualifying’ children sets out that both parents and children are entitled to welfare benefits/tax credits/universal credit in their own right.

‘Qualifying’ child status does not have any impact on either the child, or parents benefit or tax credit (Universal Credit) entitlements. Once a child is deemed a ‘Qualifying’ child and following a financial re-assessment of their financial needs, the majority, if not all, of the leaving care financial support being provided should cease. The primary responsibility for meeting a ‘Qualifying’ child’s financial needs rests with the parent/s.

The detailed financial and practical arrangements to support the child and parent should be set out in the Care/Pathway Plan and Placement Plan. The level of the leaving care financial support should be based on an assessment of need and set out in the Care/Pathway Plan.

**Placement with Parents – Children aged 16 or 17 Subject to Care Order or Interim Care Order Being Placed with Parents.**

In circumstances where, following an assessment of suitability, it is deemed appropriate to place a child with a parent/s at the age of 16 or 17, the assessment of financial support to the child and parent should be completed prior to the placement being made and should be set out in the Care/Pathway Plan and Placement Plan.

The principles and financial approach set out above in section 1, i.e. the Leaving Care Maintenance Allowance being provided to the young person (if not engaged in education or training (and for the initial 6 months)), and an assessment of the need for any additional allowances being undertaken to consider the types and level of financial support to be provided should be followed. The Care/Pathway Plan should be used to evidence and explain the level of, and the types of financial support to be provided.

### Section 2: Children under Section 20 Returning to Live with a Parent/s.

This refers to children aged 16 & 17 Accommodated under Section 20 Returning to Live with a Parent/s in a Planned Manner who cease to be Looked After and Become ‘Relevant’ children.

In circumstances where it is deemed appropriate for a child to return to a parent/s at the age of 16 or 17, following an assessment of suitability, the evaluation of financial support to the child and/or parent should be completed prior to the child returning to the parent/s. On the child returning to the parent/s the child becomes a ‘Relevant’ child. Where the young person is undertaking an education or training activity, financial responsibility should transfer to the parent as set out in section 1 (after 6 months). Transitional financial support will be provided for a period of four to six weeks once the parent becomes eligible for a means tested benefit.

In circumstances where a young person (subject to section 20) aged 16 & 17 returns to live with a parent, agreement to, and approval of the ceasing to be looked after must be sought from the Director of Children’s Services – Regulation 39.

In circumstances where the ‘Relevant’ child is living with a parent/s as part of planned return to a parent/s, both the assessment of, and financial support should focus on assisting the transition to parental financial support. The principles set out above in section 1 should be used to assess the type and level of financial support. The Pathway Plan should be used to evidence and explain the level of, and the types of financial support to be provided (for those not engaged in education or training).

Where a child remains living with a parent/s for six months (after a planned return) the child’s status changes from a ‘Relevant’ child to that of ‘Qualifying’ child. Once a child becomes a ‘Qualifying’ child, both parent/s and child are entitled to claim welfare benefits/tax credits like other parents/children. See above section 1.

Once a child is deemed a ‘Qualifying’ child and following a financial re-assessment of their financial needs, the majority, if not all of the leaving care financial support being provided should cease. The primary responsibility for meeting a ‘Qualifying’ child’s financial needs rests with the parent/s.

### Section 3: Children Subject to a Care Order or Interim Care Order Returning to a Parent/s against the Assessment of the Child’s Needs and the Wishes of the Local Authority

Social workers and personal advisers will need to undertake an assessment and risk assessment of the appropriateness of the child remaining with the parent/s where the child has returned to a parent/s against the wishes of the authority and follow due procedure.

Financial support should only be provided to the child in line with the Leaving Care Finance policy. No payment or any percentage of the Leaving Care Maintenance Allowance should be made to the parent/s until it is deemed an authorised placement with parent/s.

The Pathway Plan and the provision of financial support should focus on positive engagement or re-engagement with the child.

### Section 4: Children Accommodated Section 20 Returning to a Parent/s Against the Assessment of the Child’s Needs and the Wishes of the Local Authority

Social workers will need to undertake an assessment and risk assessment of the appropriateness of the child remaining with the parent/s where the child has returned to a parent/s against the wishes of the authority and follow due process. A statutory review should take place to approve the decision to cease the child’s Section 20 status. In circumstances where a young person (subject to section 20) aged 16 & 17 returns to live with a parent, agreement to, and approval of the ceasing to be looked after must be sought from the Director of Children’s Services – Regulation 39.

Financial support should only be provided to the child in line with the Leaving Care Finance policy (where the young person is not engaged in education or training). No payment or any percentage of the Leaving Care Maintenance Allowance should be made to the parents until it is deemed appropriate for the ‘Relevant’ child to remain living with the parent/s.

The Pathway Plan and the provision of financial support should focus on positive parental engagement or re-engagement with the child/young person and should support the child/young person to continue/resume education or training.

**Summary**

In essence, financial support to 16 & 17 year olds living at home should be provided by parents:

* where a child/young person is engaged in an education or training activity, the parent/parents are entitled to claim child benefit/child tax credits (after 6 months with the parent/ceasing to be looked after or on reaching age 16 if placed prior to age 16)
* where children/young people are not engaged in education or training the guidance above and the leaving care finance policy provides the framework for the provision of allowances

**Eligibility chart**

| **Situation** | **Eligibility** |
| --- | --- |
| Child – Placed with P – Section 31 prior to the age of 16: | Parent able to claim child benefit and tax credits/universal credit when child placed. |
| Child – Placed with P – Section 31 prior to the age of 16, reaching age 16 | Parent able to claim child benefit and tax credits/universal credit when child placed, these will continue into school year 12 if the child is undertaking education or training.  If the child is not undertaking education or training – parent is not eligible to claim. |
| Child – Placed with P – Section 31 after the age of 16. | Parent may be eligible to claim child benefit and tax credits/universal credit when child placed, these will continue into school year 12 if the child is undertaking education or training.  If the child is not undertaking education or training – parent is not eligible to claim. |
| Child – Placed with P – Section 31 – care order revoked when the child is aged 16/17 | Parent unlikely to be able to claim child benefit and tax credits/universal credit even if the child is undertaking an education or training activity for 6 months after the order is revoked.  If the child is not undertaking education or training – parent is not eligible to claim. |
| Child – returning to live with a parent, person with PR (section 20 ending) | • Parent unlikely to be able to claim child benefit and tax credits/universal credit even if the child is undertaking is education or training for 6 months after the return.  • If the child is undertaking education or training – parent is eligible to claim benefits after the child has been at home for 6 months.  • If the child is not undertaking education or training – parent is not eligible to claim. |

## Appendix E: Criminal Injuries Compensation Awards Payments

The rules on Criminal Injuries Compensation Award (C.I.C.A.) payments allow a young person a 52 week ‘grace period’ regarding eligibility for means tested benefits after receipt of the award. The following guidance should still be followed.

Housing Benefit, Income Support, Jobseekers Allowance, Employment and Support Allowance and Universal Credit legislation sets out that a C.I.C.A. payment is disregarded in terms of calculating benefit entitlement for the first 52 weeks after receipt of the award as it is deemed a personal injury payment.

Young people who receive a C.I.C.A. payment should be assisted to seek independent financial advice regarding establishing a Discretionary Trust Fund. Additionally, young people should be made aware of the implications of the C.I.C.A. payment for any benefit claim they may make or have after the 52 week disregard period. Young people should visit the Citizen’s Advice Bureau and choose an independent solicitor and financial adviser to explore opportunities to use their award in a positive manner.

Generally, young people will receive their C.I.C.A. payment on their eighteenth birthday. If a young person establishes a ‘Discretionary Trust Fund’ prior to, or within 52 weeks of receiving their payment they continue to be eligible for benefits. Establishing a ‘Discretionary Trust Fund’ results in their award payment being ‘tied up’ until they reach the age of 21 or older.

If a C.I.C.A. award has not been placed in a Trust Fund or used after 52 weeks, the following will apply; if the award was less than £6000.00 it will not affect a claim for benefit. If the award is between £6000.00 and £16,000.00, it will result in a reduced benefit payment and an award of over £16,000.00 will disqualify a young person from benefit. Strict benefit rules apply in regard to spending the award after the 52 week disregard period, consideration should be given to the DWP rules on the inappropriate disposal of ‘capital’. It is important that young people are given independent advice regarding C.I.C.A. payments and that social workers/personal advisers are not responsible for choosing who gives advice.

Where a young person has been awarded a sum in compensation for a criminal injury, Children, Schools and Families is required to disregard that capital entirely. See page 62 para 4 - Children (Leaving Care) Act 2000 Guidance.

## Appendix F: Unaccompanied Asylum Seeking Children

**Key Guidance**

Social Workers and Personal Advisers must ensure that an UASC has applied to extend their leave to remain, and the application is submitted to the Home Office before their leave status expires. In the majority of UASC cases their leave status expires at the age of 17½, or on their 18th birthday. If this task is completed and submitted within time, the young person is eligible to claim means tested benefits on their 18th birthday. See section on - Access to Public Funds and Welfare Benefits at the end of this appendix. Consideration should also be given to appealing an initial asylum decision where a young person is granted limited leave to remain.

Unaccompanied Asylum-Seeking Children (UASC) are covered by the Children Act 1989 and the provisions of the Care Planning, Placement and Case Review Guidance and Regulations 2010 [16 & 17 year olds] and the Planning Transition to Adulthood for Care Leavers Guidance 2010 (revised 2015) and the Care Leavers (England) Regulations 2010 (revised 2015) [16 to 21/25 year olds] in exactly the same way as other children in this country.

However, they will also have an immigration status:

1. Applying for Asylum
2. Accepted as a Refugee
3. Granted Exceptional Leave to Remain [divided into:

* Humanitarian Protection, or
* Discretionary Leave]

1. Indefinite Leave to Remain
2. Refused Leave to Remain

all of which will need to be considered when undertaking their Leaving Care Assessment of Need and developing their subsequent Pathway Plan.

It should be noted that applicants who are granted refugee status may not automatically receive indefinite leave to remain. Applicants granted refugee status may be given limited leave to remain for five-year periods. At the end of each five-year period their circumstances will be reviewed and if the conditions in their home country have improved, they will be expected to return.

Most Eligible and Relevant (16 & 17 year olds) unaccompanied asylum-seeking children will receive the same entitlements as any other young person. However, there may be some differences in entitlement, which will need to be acknowledged in their Pathway Plan. For example, unaccompanied asylum-seeking children who are applying for asylum and are awaiting an initial decision or have been granted exceptional leave to remain are not automatically entitled to the 16 - 19 Bursary.

When developing Pathway Plans with Eligible and Relevant (UASC) particular attention must be paid to their immigration status and contingency plans developed which take account of their possible status options at the of age eighteen.

Department for Education guidance highlights that pathway planning for the majority of UASC who do not have, a permanent immigration status, should initially take a dual or triple planning perspective, which, over time should be refined as the young person’s immigration status is clarified.

Triple Planning may be based on:

* a transitional plan during the period of uncertainty when the young person is in the United Kingdom without permanent immigration status
* longer term perspective plan in the United Kingdom should the young person be granted long term permission to stay (for example through the grant of Refugee Status); or
* a return to their country of origin at any appropriate point or at the end of the immigration consideration process, should that be necessary because the young person decides to leave the UK or is required to do so.

**Failed Asylum Seekers**

**Former Relevant Children**

Where young people have an immigration status that means they have permission to work and/or have recourse to public funds they will be expected to be working or claiming benefits like other Former Relevant Children. Additionally, Northamptonshire Children’s Trust will apply all of the aspects of the Former Relevant Children section of the leaving care financial policy with some exceptions to the Higher Education and Further Education sub-section.

Where young people have:

* limited leave to remain
* exceptional leave to remain
* (are) appealed an adverse decision

they are only eligible for a Northamptonshire Children’s Trust Higher Education Grant for higher education courses that finish in the academic year prior to their status expiring.

Northamptonshire Children’s Trust will provide a Higher Education Grant to unaccompanied asylum-seeking young people only if all of the following circumstances are met:

1. they have been offered a higher education place
2. Student Finance England have award them a loan and/or grant
3. they are classified as a home student.

Northamptonshire Children’s Trust will work with education establishments and training providers to ensure that young people who have limited leave to remain have access to purposeful activities such as short education courses, training opportunities and courses and voluntary activities.

Where asylum seeking young people:

* have lodged an asylum application, but do not have an initial decision
* have no recourse to public funds
* are all rights exhausted

they will not be eligible for higher education funding.

Consideration will be given to supporting young people with short term universal access courses that provide enhanced education and training skills.

Young people who have exhausted all ‘avenues and rights’ regarding appealing an adverse asylum decision, and/or are unable to extend their exceptional leave to remain, and/or lose access to public funds/the right to work are deemed ‘end of line cases’ or ‘all appeal rights exhausted’ cases (at this point the young person will usually receive a removal directions notice).

Where young people lose access to welfare benefits and are deemed ‘end of line cases’ or ‘all appeal rights exhausted’ cases, Northamptonshire Children’s Trust will provide an allowance commensurate with benefits following the completion of a Human Rights Assessment. Support will consist of accommodation and £39.60 to appeal rights exhausted young people in line with UKBA rates.

This allowance can continue to be paid until the removal date or the young person’s 21st/25th birthday, whichever comes first [in principle funding for education or training courses should cease as soon as a young person receives a NRPF or ARE status]. In addition, the provision of an allowance and accommodation is dependent on the young person remaining in contact with their personal adviser and actively engaging in the pathway planning process.

(See London Borough of Barking and Dagenham [2010] EWCA Civ 1101 - Case Law).

**Pathway Planning Guidance**

When undertaking the Leaving Care Assessment of Need with unaccompanied asylum-seeking children at age fifteen and a half and subsequently developing their Pathway Plans, social workers and personal advisers must take account of young people’s immigration status and how this may limit access to public funds and services at the age of eighteen. Every effort must be made to clarify young people’s immigration status as soon as possible in order to develop clear plans for their future e.g. ensure that extensions to Discretionary Leave and Humanitarian Protection are applied for within timescale i.e. six to eight weeks before expiry.

Pathway Plans should explore how an unaccompanied asylum-seeking child’s immigration status may limit future support and financial opportunities. Pathway Plans for unaccompanied asylum-seeking children should always incorporate a dual plan approach. For example, Pathway Plans should highlight what support would be given if the young person gains indefinite leave to remain, and an alternative Pathway Plan should highlight what support would be available should they be granted limited leave to remain and/or receive removal directions.

**Appealing an Initial Asylum Decision**

When young people receive their initial asylum decision consideration should be given to lodging an appeal against the decision if they receive a status other than Indefinite Leave to Remain/Refugee Status. In effect, Limited Leave to Remain is a failed asylum decision. Young people are more likely to obtain a positive decision if they appeal at the first decision stage rather than wait until their limited leave status expires. Social workers and personal advisers should liaise with the young person’s solicitor to support/consider an appeal. Young people have to lodge an appeal within a very limited time (14 days of the initial decision). Evidence highlights that a high percentage of initial decision appeals are successful.

Young people who receive an initial decision giving them Limited Leave to Remain for a year or less may not be able to appeal the initial decision.

**Summary**

Unaccompanied Asylum-Seeking Children (UASC) making the transition from care to adulthood have both a leaving care status and an asylum and immigration status in addition to their placement and accommodation, education, health, financial and religious and cultural needs.

Planning transition to adulthood for UASC is a particularly complex process that needs to address young people’s care needs in the context of wider asylum and immigration legislation and how these changes over time. Pathway planning to support a UASC’s transition to adulthood should cover all areas that would be addressed within all young people’s plans as well as any additional needs arising from their specific refugee and immigration status and issues.

The majority of young people making the transition from care to independence, will, with support and assistance develop a settled life in the U.K. Whilst this may be the case for some UASC this may not always apply due to the outcomes of their asylum claim. Planning for many UASC may have to be based around short term achievable goals whilst entitlement to remain in the UK is being determined.

Planning for a return home may be difficult (for both young people and staff working with them), but care and pathway plans should include contingencies for durable and best interest plans for UASC and young people who are likely to have to return to their country of origin. It will be essential that arrangements for returns should be managed in a sensitive and consistent way.

Transition to adulthood planning and pathway planning for the majority of UASC who do not have a permanent immigration status, should initially take a dual or triple planning perspective which over time should be refined as the final asylum outcome becomes known:

Triple planning:

* Longer term perspective plan in the United Kingdom should the young person be granted Refugee Status
* A transitional plan during the period of uncertainty when they are in the United Kingdom without permanent immigration status.
* A return to their country of origin at an appropriate point or at the end of the process should that be necessary due to their immigration status.

Claiming asylum can be a complex process and social workers/personal advisers should work with the young person’s legal representative and the dedicated case owner at the Home Office to ensure that the young person understands the process of claiming asylum, the possible outcomes and to provide them with necessary support.

Pathway plans should always consider the implications for the young person if their application to extend their leave to remain or their appeal against refusal of that application is dismissed. In such circumstances the person will become unlawfully present in the United Kingdom and be expected to make plans for return to the country of origin. Pathway plans should highlight the risks associated with young people disappearing (‘going underground’) to avoid returning and the difficulties associated with returns that occur quickly with little or no planning. Liaison with the Home Office case owner may be necessary to manage these risks.

**Schedule 3 of the Nationality, Immigration and Asylum Act 2002**

It is important that Personal Advisers and others working with the young people understand that their immigration status may affect their eligibility to leaving care support after they turn 18 because of the provisions of Schedule 3 of the Nationality, Immigration and Asylum Act 2002 (and Immigration Act 2016 when the guidance is applied).

This is especially the case for any of the young people who are “unlawfully present in the UK” – which includes those who have been refused asylum and have either not applied for an extension of further Discretionary Leave to remain or have applied for an extension, but that application and any appeal has been rejected.

Liaison with the legal adviser may be required to establish whether Schedule 3 applies in a particular case, as refusal of asylum does not necessarily indicate that a young person is ‘unlawfully present in the UK’.

In these cases, the young people can generally only be supported to the extent necessary to avoid a breach of their human rights (under the European Convention of Human Rights).

For example, if an adult is unlawfully present in the UK, i.e. they have no form of leave to be in the UK and are not an asylum seeker (as they are failed), a local authority is prohibited from providing them with support under the leaving care provisions (and other statutes) unless this is necessary in order to avoid a breach of their human rights, whether in their home country or in the UK. This will be decided through a human rights assessment conducted by the Trust

**Note:**

The section above will be updated when the Immigration Act 2016 Guidance has been issued and the full timescales for implement are issued.

**Access to Public Funds and Welfare Benefits**

Young people must apply to extend their leave to remain at least two months before their immigration leave status expires. If this task is completed by a young person’s eighteenth birthday and they have proof that the Home Office has received their application, the young person is then eligible to apply for benefits. Personal Advisers should obtain a letter from the young person’s solicitor that includes details of the young person’s immigration status; the date of the application to extend the leave to remain was submitted. The solicitor submits the renewal/extension by recorded post. The recorded post item will have a tracking number that can be used to verify that the Home Office received the application. The letter from the solicitor and a printout of the Post Office tracking statement should be submitted with the young person’s benefit claim.

**Failed Asylum Seekers, No Recourse to Public Funds, All Rights Exhausted and Human Rights Assessments**

Young people reaching the age of 18 who 1) do not have an immigration status and/or 2) young people who are failed asylum seekers and/or 3) young people who have No Recourse to Public Funds or Services and/or 4) young people who are deemed All Rights Exhausted will only be provided with practical and financial support following a Human Rights Assessment and the outcome of the assessment being that the ceasing of support would breach their human rights. Personal Advisers (and those undertaking human rights assessments) will always support young people to explore options of living with family and friends, identifying charitable sources of funding and options for returning to a country of originate.

In all situations where support has been extended as a result of a Human Rights Assessment, the assessment will be reviewed whenever there is a change of circumstances and on a three-monthly basis. Where a young person is detained and subject to a Deportation Order or is subject to the Administrative Removal process financial support will cease. Where support is provided as a result of a Human Rights Assessment, the support will cease on the young person reaching age 21/25.

## Appendix G: Financial Assessment Form and Leaving Care Maintenance Allowance Reduction Notice

INCOME: CALCULATION DATE:

| **Item** | **Amount (£)** |
| --- | --- |
| Leaving Care Maintenance Allowance | [enter amount] |
| 16-19 Bursary | [enter amount] |
| Traineeship Allowance | [enter amount] |
| Apprenticeship Allowance | [enter amount] |
| Earnings (Part and Full Time) | [enter amount] |
| Other | [enter amount] |
| Total Income (Subtotal 1) | [enter amount] |

Less fares related to work/training/study:

**Total Costs (Subtotal 2):**

Deduct Subtotal 2 from Subtotal 1 to produce Subtotal 3

**Net Income (Subtotal 3):**

If subtotal 3 is over £125.00 the Leaving Care Maintenance Allowance is reduced by 50%. If subtotal 3 is over £145.00 the Leaving Care Maintenance Allowance and Clothing and Leisure Allowance cease.

This form should be completed by the young person and their social worker/personal adviser and/or their semi-independent support worker.

| **Event** | **Date or Amount** |
| --- | --- |
| Date LCMA (Clothing Allowance / Leisure Allowance) Reduction to Commence. | [enter amount] |
| The Leaving Care Maintenance Allowance is reduced by 50%. | [enter amount] |
| The Leaving Care Maintenance Allowance and Clothing and Leisure Allowance cease. | [enter amount] |
| Income Retained. | [enter amount] |

## Appendix H: Consent to Share or Disclose Information.

Under the Data Protection Act 2018 & GDPR.

| **Item** | **Detail** |
| --- | --- |
| Name of Student: | [enter details] |
| Name of University: | [enter details] |
| Student ID Number: | [enter details] |
| Title of Course: | [enter details] |

**Please read the following statement carefully:**

I, the above-named Student, consent to Northamptonshire Children’s Trust, Leaving Care Team sharing information and liaising with the above-named University in order to co-ordinate and maximise the support that I receive. I agree to the above-named university releasing and sharing information with my leaving care personal adviser regarding the following areas:

* My general participation at university
* My attendance
* My grades (by term or semester)
* Any other information that is deemed necessary

Obtaining this information will enable Northamptonshire Children’s Trust to ensure you have the right level of support and financial assistance for the duration of your degree course.

| **Item** | **Detail** |
| --- | --- |
| Date From: | [enter details] |
| Date To: | [enter details] |
| Name: | [enter details] |
| Signed: | [enter details] |
| Date: | [enter details] |

## Appendix I: National Insurance Numbers

All young people should automatically receive a National Insurance Number at the age of 15 and 9 months. The National Insurance Number is sent to the address where Child Benefit is being claimed for the young person. As the majority of children looked after do not have a Child Benefit claim, National Insurance Numbers do not automatically get issued. At the age of 15 and 9 months the social worker for the young person needs to contact the New Registrations Section of the National Insurance Number Office – HMRC. For detailed guidance see: [HMRC National Insurance Manual.](http://www.hmrc.gov.uk/manuals/nimmanual/NIM39310.htm)

## Appendix J: Financial Support Tracker



* If you have left Foster Care or a Children’s Home, and you are an Eligible, Relevant, or a Former Relevant young person, this chart provides information about the financial support that Children Services can offer you. It is important to talk to your Social Worker/Leaving Care Personal Adviser about the allowances that may be available to you and what your responsibilities are when receiving them.
* With your Social Worker/Leaving Care Personal Adviser, explore what you may be entitled to and complete the chart.
* The chart reproduced here is to be completed in Excel format (embedded above) due to having the formula’s embedded in it. Please save it to electronic care record.

**Instructions:**

1. Enter the Name of the client.
2. Enter the CFID of the client.
3. Use the drop down to select the correct cost code for UASC/ or LCT.
4. Enter a description of the purchase.
5. Enter the date of the purchase.
6. Enter the cost of the purchase.
7. Save the file to Carestore using naming format CFID\_Description\_Date e.g. (N1234567\_sofa\_010120).
8. Send to PM for checking who will then send to TM for authorisation.
9. Send a copy of the line to Senior Admin Technician in finance (Calum Ward) to record.

**Setting Up Home Allowance Tracker**

| **Name** | **CF ID** | **Description** | **Date** | **Cost** | **Cost Centre** | **Subjective** |
| --- | --- | --- | --- | --- | --- | --- |
| [enter name] | [enter ID] | Key item - Bed | [enter date] | [enter cost] | [enter CC] | [enter subjective] |
| [enter name] | [enter ID] | Key item - Cooker | [enter date] | [enter cost] | [enter CC] | [enter subjective] |
| [enter name] | [enter ID] | Key item - Fridge | [enter date] | [enter cost] | [enter CC] | [enter subjective] |
| [enter name] | [enter ID] | Key item - Wardrobe | [enter date] | [enter cost] | [enter CC] | [enter subjective] |
| [enter name] | [enter ID] | Key item - Sofa | [enter date] | [enter cost] | [enter CC] | [enter subjective] |
| [enter name] | [enter ID] | Key item - kitchenware (cutlery and pots) | [enter date] | [enter cost] | [enter CC] | [enter subjective] |
| [enter name] | [enter ID] | Key item - Carpet | [enter date] | [enter cost] | [enter CC] | [enter subjective] |
| [enter name] | [enter ID] | Key item - Curtains | [enter date] | [enter cost] | [enter CC] | [enter subjective] |

**Additional Expenses**

| **Items** | **Yes/No** | **Date** | **Cost/total remaining** |
| --- | --- | --- | --- |
| **Flat** | Y/N | [enter date] | [enter amounts] |
| Contents Insurance £110 max once | Y/N | [enter date] | [enter amounts] |
| £40 House set up | Y/N | [enter date] | [enter amounts] |
| H and S pack £100 Max once - Includes changing locks/ Security | Y/N | [enter date] | [enter amounts] |
| TV Licence | Y/N | [enter date] | [enter amounts] |
| Moving Costs £100 max once | Y/N | [enter date] | [enter amounts] |
| Installing Gas cooker £100 max | Y/N | [enter date] | [enter amounts] |
| ID / Benefits | Y/N | [enter date] | [enter amounts] |
| 5 weeks LCMA when awaiting claim to be process for the first time. | Y/N | [enter date] | [enter amounts] |
| One travel document up to £280 | Y/N | [enter date] | [enter amounts] |
| One Passport including check and send or passport renewal 16 - 21 up to £110 | Y/N | [enter date] | [enter amounts] |
| One birth certificate | Y/N | [enter date] | [enter amounts] |
| **Grants** | Y/N | [enter date] | [enter amounts] |
| Commencing Work Grant £100 | Y/N | [enter date] | [enter amounts] |
| HE and FE Grant -£350 per academic year - stationery, Education visits, Books, equipment | Y/N | [enter date] | [enter amounts] |
| Computer Grant £300 | Y/N | [enter date] | [enter amounts] |
| **Driving Package** | Y/N | [enter date] | [enter amounts] |
| 1 Provisional Driving licence | Y/N | [enter date] | [enter amounts] |
| Driving lessons 5 (2hour) driving lessons YP needs to be able to pay for 5 as well. Need to be ETE | Y/N | [enter date] | [enter amounts] |
| Theory Test | Y/N | [enter date] | [enter amounts] |
| Practical Driving test | Y/N | [enter date] | [enter amounts] |
| **Birthday Money** | Y/N | [enter date] | [enter amounts] |
| Age 16 | Y/N | [enter date] | [enter amounts] |
| age 17 | Y/N | [enter date] | [enter amounts] |
| age 18 | Y/N | [enter date] | [enter amounts] |
| age 19 | Y/N | [enter date] | [enter amounts] |
| age 20 | Y/N | [enter date] | [enter amounts] |
| age 21 | Y/N | [enter date] | [enter amounts] |

**Exceptional needs and emergency payment**

Total remaining: £350.00

| **Description** | **Date** | **Spend** |
| --- | --- | --- |
| [enter item] | [enter date] | [enter amount] |
| [enter item] | [enter date] | [enter amount] |
| [enter item] | [enter date] | [enter amount] |

**HE Bursary and Holiday Rent / FE College Incentive**

| **Description** | **Date** | **Spend** |
| --- | --- | --- |
| [enter item] | [enter date] | [enter amount] |
| [enter item] | [enter date] | [enter amount] |
| [enter item] | [enter date] | [enter amount] |

Young people who are undertaking low paid employment will continue to receive the Leaving Care Maintenance Allowance until they earn a given threshold.

See below for the approach to earnings

**Leaving Care Maintenance Allowance. Reductions Where Young People Are Earning.**

* When a young person has a net income of £125.00 net or more per week, his/her maintenance allowance will be reduced by 50%.
* When a young person has a net income of £145.00 net or more per week, his/her maintenance allowance and clothing and leisure allowance will cease.

Reductions are undertaken from the principle of assisting with the development of money management and budgeting skills. Leaving Care Maintenance Allowance, pocket money, wages and earnings, Traineeship Allowances, Modern Apprenticeship Allowances and the 16 - 19 Bursary count as income.

Young people should be issued with a Reductions Notice (Appendix G) setting out the following:

1. The level of reduction (of their allowance/s)
2. When the reduction will commence
3. What the young person can do if their circumstances change
4. What the young person can do if they do not agree with the assessed reduction

**Reduction equation:**

Total income minus: fares, work costs and the cost of lunches. See examples below.

**Example 1 – No reduction required**

|  |  |
| --- | --- |
| **Income** | |
| Leaving Care Maintenance Allowance | £59.20 |
| 16 – 19 Bursary | £40.00 |
| Wages from part time job | £28.00 |
| **Expenditure** | |
| Lunches x2 | £10.00 |
| **Total Received by Care Leaver** | **£129.05** |

**Example 2 – Reduction required**

|  |  |  |
| --- | --- | --- |
| **Income** | **Total without reduction** | **After 50% LCMA Reductions** |
| Leaving Care Maintenance Allowance | £61.05 | £30.50 |
| Wages from part time job | £93.00 | £93.00 |
| **Expenditure** | |  |
| Lunches x4 | £20.00 | £20.00 |
| **Total Received by Care Leaver** | **£154.05** | **£123.50** |

In order to monitor incentive payments and other education, training and employment related payments, social workers and personal advisers will need to maintain close liaison with a young person’s education, training and employment provider.

Additionally, this liaison will ensure a young person receives practical assistance, if, and when required. To facilitate this process young people must sign the ‘Agreement to Share Information Form’ so that social workers/personal advisers can liaise with the above.

To assist a young person with making a successful transition to employment and managing their wages a reduction will not be applied until they have completed six weeks of employment.

A young person will need to provide proof of income in order that his/her social worker/personal adviser can calculate incentive opportunities and reductions. If proof is not forthcoming it will be assumed that earnings are exceeding £145.00 net per week. In these circumstances the allowance of £64.20/£61.05 will cease on a temporary basis until proof of income is provided. Food Parcels/Vouchers can be provided where the young person is working and is unable to provide proof of income. Additionally, all other allowances can be suspended.