



DERBY CITY COUNCIL
LEAVING CARE FINANCIAL PROCEDURES
DATE: 01/4/2017

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Part 1 - Entitlements and Duties -Entitlements and Duties

1.1 Legislation

The Children (Leaving Care) Act 2000 and Regulations and Guidance came into operation on 1st October 2001.

**The Children Act 1989 guidance and regulations
Volume 3: planning transition to adulthood for care leavers
Publication date: October 2010**

Implementation date: 1 April 2011

Revision date: January 2015

The main purpose of the Act is to improve the life chances of young people living in and leaving local authority care. Its main aims are to:

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- delay a young person's discharge from care until they are prepared and ready
- improve the assessment, preparation and planning for leaving care
- provide better personal support for young people after leaving care
- improve the financial arrangements for care leavers

The Children (Leaving Care) Act 2000 Regulations and Guidance is issued under Section 7 of the Local Authority Social Services Act 1970. The guidance should be read in conjunction with the Children Act 1989 Guidance and Regulations. It replaces:

- An Introduction of the Children Act 1989
After – care; when a child ceases to be looked after – paragraphs 5.33 - 5.37
- The Children Act 1989 Guidance and Regulation Volume 3, Family Placements, Chapter 9 After – care: advice and assistance
- The Children Act 1989 Guidance and Regulations Volume 4, Chapter 7

1.2 Who is Entitled to Support?

The Children (Leaving Care) Act 2000 creates three new categories of Young People entitled to support.

The categories are as follows:

1) Eligible child

Aged 16 or 17 and are currently looked after, either on a care order or accommodated

An Eligible child will:

- have been looked after for a period or periods of 13 weeks since their 14th birthday (this total should include at least one spell of over 4 weeks, but does not include respite)

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- If having been looked after for the above period they are then detained after their 16th birthday – in hospital, remand centre, young offenders institution or secure training centre, they will qualify. This category defines those young people who will go on to become Relevant and Former Relevant young people when they cease to be looked after.

2) Relevant child

Aged 16 or 17 (not yet 18) and have left care, having previously been in the category of Eligible child

There is a duty to financially support these young people up to the age of 18. Relevant young people should be no worse off through receiving financial support from Leaving Care Services, even where they do not co-operate with workers or adhere to agreements made under the Pathway Plans. The allowances paid to them should not fall below the level of Income Support or Income Based Job Seekers Allowance.

3) Former Relevant child

Aged 18 to 21 (or 24 if in full-time further or higher education) and have left care having previously been Eligible or Relevant, or both

There is a duty to consider the need to financially support these young people.

The guiding principal within these definitions is to identify those young people for whom the Local Authority should act in the place of a parent, and to define the level of support to which they are entitled.

As a corporate parent the Authority should act in the best interests of the young people for whom it has a responsibility and take on the full parental role.

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Sections 24A and 24B will continue to apply as follows:

- Where young people are only looked after or supported briefly, or where they return successfully to their families, it is expected that the families themselves resume responsibility for their welfare and support.
- A young person must have been settled for at least six months with a person falling within Section 32(4) of the Children Act 1989.
- The provisions of Section 24A and 24B will continue to apply for such children.

4) Qualifying children and young people over 16

A young person under 21 (24 if in education or training) who:

- left care before 1st October 2001.
- left/leaves care on or after 1st October 2001, but who was not looked after for 13 weeks etc.
- ceases to be looked after or accommodated in a variety of other settings or privately fostered, after the age of 16.

Entitled to:

- the same benefits as under Section 24 before amendment
- keep in touch as necessary – for the purpose of Section 24
- assistance with education and training up to 24
- vacation accommodation when in higher education

1.3 Summary of Duties Re: Financial Support and Leaving Care Status

The nature and level of financial entitlements for young people are described within the Regulations for the C(LC)A 2000. It is important that case records

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relating to young people in or leaving care are accurate and current. Records should clearly define a young person's legal status under the Act.

Every Eligible, Relevant and Former Relevant young person should have their financial needs assessed and included in their Pathway Plans.

Eligible young people (16-18 year olds are currently looked after)

Eligible young people's financial needs should be met in the same way as other looked after children via the Care Planning process. Eligible young people will receive the benefits of the Looked After system.

Some Eligible young people can claim non-means tested benefits e.g. Disability Living Allowance and should be assisted in doing so where appropriate.

Relevant young people (16/17 year olds who have left care)

It is the duty of the Local Authority to ensure that the income, maintenance and accommodation costs of Relevant young people are adequately covered, in line with the guidance included in this document.

These young people are no longer entitled to claim the major means tested benefits

– Income Support, Job Seekers Allowance and Housing Benefit.

Responsibility for this financial support now lies with the Leaving Care Service.

Important exceptions to this rule are lone parents or young people with long term health problems, or with disabilities. Relevant young people can claim non-means tested benefits e.g. PIP Personal Independence Payment as appropriate.

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For further assistance contact the Welfare Benefits Information Officer.

Derby Advice Team – 01332 643195. www.gov.uk/government

Former Relevant (over 18 years)

Benefits entitlements remain unaltered for Former Relevant young people, as does entitlement to non-means tested benefits – e.g. (Personal Independence Payment) and Incapacity Benefit. Leaving Care staff should assist young people to maximise take up of benefits before making assessments for any additional financial support.

The Leaving Care Service can assist Former Relevant young people with income and accommodation where it is deemed appropriate to do so in the Pathway Plan but this must be authorised by the Deputy Head of Service, / Head of service and Service director

1.4 Unaccompanied Asylum-seeking Children and Young People

The provisions introduced by the Children (Leaving Care) Act 2000 apply to unaccompanied asylum-seeking children in exactly the same way as other children in this country. They will however, have an immigration status (applying for asylum, acceptance as a refugee, granted exceptional leave to remain, or refused to leave to remain), that will need to be taken into account when considering provision of services.

Children and young people who are accommodated under Section 20 of the Children Act 1989 will accrue entitlements to the provisions of the Children (Leaving Care) Act 2000 in the normal way. In some circumstances young people who receive a service via Section 17 of the Children Act 1989 will also be entitled to the full provisions of the Children (Leaving Care Act) 2000. This will apply where young people have been “de facto” looked after (as per the ‘Hillingdon Judgement’ 2004). The decision about individual’s entitlements to

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leaving care provision should be made by the relevant Leaving Care Team Manager on the basis of a clear assessment of the circumstances.

There is a procedure to reclaim funding for some Unaccompanied Asylum Seeking Children from the Home Office. This procedure is the responsibility of the case managing service.

Unaccompanied asylum seeking children who are still looked after (eligible) will be identified at the Area Social Services Office and a claim for reimbursement for care costs will be sent from that office to the relevant Finance Unit/ Accountant. There is a cost code for unaccompanied asylum seeking young people.

The payment forms/ vouchers should have the correct cost code recorded for accommodation costs and weekly maintenance have to tell the Payment's Officer in the Finance Unit that the young person is an unaccompanied asylum seeker. Where indicated these payment's can be reclaimed from the Home Office by the relevant accountant.

PART 2 – Principles for Financial Planning –

Please Refer to Finance matrix- Appendix A

2.1 Financial Assistance with Housing and Tenancy Support

Costs

Eligible Young People

Eligible young people are those who are still looked after. These young people should have their needs met via their care plans and in most cases will living in foster care or residential placements. There are no provisions within the Children (Leaving Care) Act 2000 to meet the accommodation needs of these young people.

Relevant Young People

The Leaving Care Service will normally meet in full Relevant young people's accommodation costs. The type and cost of provision will vary depending on the needs and requirements of each young person. The level of funding available for accommodation should be clearly discussed with each young person during the Pathway Planning process. Details of costs and services should be included in the young person's Pathway Plan.

Decisions regarding the approval of funding will normally be made by the Leaving Care Team Manager.

Former Relevant Young People

Former Relevant young people are entitled to claim Housing Benefit to assist with their housing costs where this is applicable. Social Workers and Personal Advisers should assist young people to maximise their take up of welfare benefits where it is appropriate for them to do so.

The Leaving Care Service will assist with general financial support where Former Relevant young people aged up to 21 years are in Education, Training or Employment, and may assist them beyond in certain circumstances. Housing Benefit must have been claimed if appropriate in these cases. Decisions regarding the approval of funding will normally be made by the Leaving Care Team Manager for young people up to age 21 and in certain circumstances up to 25 years.

Qualifying Young People

Qualifying Young people are entitled to claim Housing Benefit to assist with their housing costs where this is applicable. Social Workers/Personal Advisers should assist young people to maximise their take up of welfare benefits where it is appropriate for them to do so.

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Financial support towards meeting accommodation costs may be provided to Qualifying young People to assist them in Education, Employment or Training. The level of financial support requested should be based upon a thorough assessment of the young person's financial needs. Packages of Support and one-off payments towards accommodation costs of should be approved by the Leaving Care Team Manager.

2.2 Staying Put Arrangements. Please refer to Staying Put Policy.

Appendix B

Please refer to Shared Lives Policy. Appendix C

2.3 Maintenance Allowance

Eligible Young People

Eligible young people are those who are still looked after. There are no provisions within the Children (Leaving Care) Act 2000 to meet the maintenance needs of these young people. Some Eligible young people may be entitled to claim non-means tested benefits such as Personal Independence Payments.

Relevant Young People

In most cases Relevant Young People will be entitled to a weekly Maintenance Allowance paid directly to them by the Leaving Care Service. The basic level of this allowance is set at the equivalent of Income Based Job Seekers Allowance. Young People aged 16-18 years who have left care should receive no less than this amount to live on each week. Exceptions to this rule include lone parents and some young people with disabilities who are able to claim welfare benefits in their own right from the age of 16 years.

It should be noted that the benefit level is the absolute minimum amount a young person should be expected to live on and additional financial support

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should be provided with any needs identified by the pathway planning process. In general Young People should be encouraged to engage in activities that increase their weekly income through incentives and bonuses (see the following sections for further information).

As noted other types of financial support should be available in addition to the basic allowance. This might include help with things like contact with family members, or with activities to stay fit and healthy (see Section 7 'Other Financial Support).

Where a young person is entitled to weekly Maintenance Allowance, details should be recorded in their Pathway Plan.

Former Relevant and Qualifying Young People

The Leaving Care Service is not normally financially responsible for the maintenance of these young people. Where no other forms of income are available young people should be directed to claim the appropriate benefit (in most cases this will be Job-Seekers Allowance or Income Support and Housing Benefit).

Former Relevant and Qualifying young people who are in full time further education are normally entitled to claim Income Support to meet their weekly living costs up to the age of 21. Young People in employment will normally be responsible for meeting their own needs in terms of living costs although for young people on a low wage they may be entitled to some welfare benefits but assistance may be considered from the Leaving Care Service. All requests are to be assessed as part of the Young Persons Pathway Plan. Personal Adviser will support to apply for relevant benefits.

Part 3 -Assistance and Support for Young People in Education

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The Leaving Care Service Can make additional payments to supplement other entitlements young people may receive (i.e. the education bursary) Young people's entitlements will depend upon their status under the Children (Leaving Care) Act 2000.

Eligible Young People

These young people should have their needs met via their care plans under the provisions of the Children Act 1989. Eligible young people may be entitled to claim the education bursary and should be assisted in doing so where appropriate.

3.1 'The Principle'

Any Derby City Care Leaver receiving a service via the C(LC)A 2000 aged under 21 years and actively engaged in full-time equivalent EET activities will have no less than the applicable benefit level for income support or JSA and £30 a week to live on, after reasonable housing and travel costs have been met. If in receipt of an education bursary this will be taken into account. For those over the age of 19 and unable to claim the bursary it will mean that a equivalent allowance will be paid to them by the Leaving Care Service.

This principle applies to all Relevant and Former Relevant young people under 21 years of age. Payments from Leaving Care should be made in the form of 'top ups' after other universal allowances and benefits have (where applicable) been obtained (education bursary, Income Support, Housing Benefit). See Section 4.4 'How to Arrange a Payment to a Young Person'. The following sections provide a break down of young people's entitlements depending upon their status under the C(LC)A 2000 and the type of EET activity that they are engaged in.

3.2 Full and Part-time Study

The packages of support below normally apply to students engaged in a full-time program of study. For the purposes of this policy 'full-time' and 'part-time'

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will follow the same definitions as those used by the education provider. A full-time course is normally one which is 16 hours/week or more.

Where young people are planning to undertake part-time studies financial assistance, incentives and bonuses should still be considered. The level at which they are set should be calculated on an approximate pro-rata basis compared with full time study. Details of the package should be clearly outlined in the young person's Pathway Plan

3.3 Education Bonus for Successful Completion of an Academic Year

At the end of each academic year, an education bonus of £100 will be paid to any Relevant or Former Relevant young person aged 25 years or under, who completes a year of full-time equivalent study towards a recognised course of further education. This bonus should normally be paid directly to the young person. In certain individual circumstances other arrangements may be made, but the equivalent sum of money must be used in a way which rewards the young person for their achievement. Details of how and when an education bonus is paid should be detailed in the Young Person's Pathway Plan

Payment of the education bonus should be over and above other financial assistance, incentives and bursaries the young person receives whilst studying. For the purposes of calculating young people's entitlements to benefits, it should not be regarded as income.

3.4 End of Academic Year bonus for those at University.

For all young people who have completed a year of higher education study, and who are planning to return to their studies in the next academic year, a education bonus of £500 is available at the academic end of the first and second years of study. At the end of the course a £1000 education bonus is available.

3.5 Financial Support for Young People in Further Education

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Relevant Young People

In all cases the principle in section 3.1 should apply.

Relevant young people will normally have their housing (+ housing support) costs met in full by the Leaving Care Service .Relevant young people will normally have their basic maintenance allowance paid at Income support or levels.

Relevant young people in full-time equivalent further education should be entitled to an education bursary for the first 2 years (and possibly 3 years) of their studies.

Where a young person is not receiving the education bursary for a legitimate reason, the Leaving Care Service will pay £30/week providing that they are undertaking their course of study satisfactorily and are attending regularly.

Former Relevant Young People (under 21 years)

In all cases the principle in section 3.1 should apply.

Former Relevant young people under the age of 21 years will normally be entitled to claim Income Support and Housing Benefit if they are on a course of full-time further education. Where appropriate young people should be assisted in applying for the maximum amount of benefit to which they are entitled.

Former Relevant young people in full-time equivalent further education may be entitled to the education bursary up to age 19 years. This is currently paid during academic term-time.

Where a young person is aged 19 years or is unable to claim the education bursary for a legitimate reason, the Leaving Care Service will pay the equiv. £30/week providing that they are undertaking their course of study satisfactorily and are attending regularly.

Former Relevant Young People (aged 21 years +)

Young people aged 21 years + will not normally be entitled to claim Income Support or Housing Benefit if they are in full time study. Other forms of assistance through the Welfare Benefits system may be available and these should always be explored with the young person. Specialist advice should be

sought where necessary through the City Council's Welfare Benefit Information Service, Citizens Advice Bureau, etc. etc. Additional financial support to assist young people with their accommodation and maintenance costs should be considered once other funding streams have been reasonably considered and taken into account. The level of financial support should be based on a thorough assessment of the young person's financial and other needs.

Financial support should continue, in line with the Pathway plan as long as the Young person continues to be engaged in Education Financial support cannot continue beyond age 25 years. If a Young person's 25th birthday takes place while still studying the support will continue until the end of the academic year.

In all cases, once the planned level and duration of the required support has been identified and costed, approval for funding should be sought the Leaving Care Team Manager.

Part 8 – Management Approval

Qualifying Young People (aged 16 – 21/24 years)

Any request for Financial Support with regards to education , training and Employment should be assessed at the time on an Individual basis. This should recorded in a Pathway plan and any expenditure agreed by the Leaving Care Team Manager.

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Where additional financial support is being sought, young people's uptake of Welfare Benefits entitlements and other reasonable sources of funding must be taken into account.

3.6 Financial Support for young People in Higher Education

Planning Financial Support for Higher Education Students

Care leavers entering higher education before the age of 25 are entitled to a one off bursary of £2000. This will normally be paid in three instalments over three years, usually during the first academic term of each academic year of a three year degree course.

Most young people in higher education are not entitled to claim benefits. There are some circumstances in which some young people are entitled to claim benefits, such as

- a) young people with disabilities
- b) young people with children .

As a general rule, young people planning to attend an HE institution will be expected to apply for the maximum amount of financial assistance available through universal grants, loans and bursaries available for the course that they are intending to study. Tuition fee loans are paid directly to the University by Student Finance, however maintenance loans are paid direct to students and affordable accommodation will need to be sought. Maintenance grants are also paid directly to students, in three parts at the beginning of each academic term, so young people will need to ensure they are aware of their weekly budget

Detailed information on financial support available for Higher Education students can be found in Appendix 1 of this document

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Young people planning on attending or in higher education will need to complete an income/expenditure calculation form with their Leaving care personal advisor. .

A clearly informed estimate of the level of funding available should be made at the earliest opportunity. Young People's accommodation options must also be explored and costed. Income from grants and loans should be included in calculations for term time only. The summer vacation bonus (see Section 3.4) is available to continuing students in Higher Education.

During term-time the principal that a young person should have a minimum of benefit level plus £30 to live on after reasonable accommodation and travel costs have been taken into consideration should be applied to all young people in higher education using the income/expenditure calculation form to determine any shortfalls.

Financial support agreed will be clearly recorded in the pathway plan and subject to checks to ensure young people are undertaking their course of study satisfactorily and are attending regularly. Young people will need to sign a consent form to enable their personal advisor to liaise directly with the university.

Vacation period

Accommodation costs during the vacation period will be met by the Leaving Care Service and maintenance costs if unemployed.

Arrangements for the young person's accommodation and maintenance during holidays and vacations should be planned and where possible costed in advance. In some circumstances it may be possible to plan for the young person to return to stay with ex-carers during these periods. Some Institutions may also be able to offer students 52 week accommodation (for example, Staffordshire University). Creative options, such as providing young people with the opportunity to travel, or engage in planned activities should be

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considered where appropriate. Derby's training house could also be an option if booked in advance.

Apart from in exceptional circumstances, young people should be encouraged to supplement their income whilst in higher education through appropriate part-time work. Young people who are unable to work during vacation periods may be provided with basic financial assistance at benefit levels.

A financial plan should be drawn up covering at least the period of the first academic year (including the summer vacation) and presented to the Leaving Care team manager for approval at the earliest opportunity. The plan should include all sources of income and essential outgoings, including the young persons living and accommodation costs and should be in 2 parts covering term-time and academic holidays/vacations.

3.7 Additional Support for Young People in Further/Higher Education

Additional support for young people might include:

- help with clothes for interviews, work placements etc.
- fares to get to interviews, work placements etc.
- special equipment/clothing not provided by the college/university
- IT equipment
- help with transport costs
- help with special needs or health issues

The list is not exhaustive and Pathway Plans should take account of individual circumstances when detailing support to be provided

Part 4 -Assistance and Support for Young People in Non-employed Work Based Learning (WBL) or Training

Eligible Young People

These young people should have their needs met via their care plans under the provisions of the Children Act 1989. In most cases these young people will be living in foster care or residential placements. There are no provisions within the Children (Leaving Care) Act 2000 to meet the needs of these young people in respect of their education, employment or training. Eligible young people may be entitled to claim the education bursary if on a non-employed Work based Learning program and should be assisted in doing so where appropriate.

4.1 Financial Support for Young People in Non-employed

Work Based Learning

Relevant Young People

In all cases the principle in section 3.1 should apply.

Relevant young people will normally have their housing (+ housing support) costs met in full by the Leaving Care Service.

Relevant young people will normally have their basic maintenance allowance paid at Income support or JSA levels.

Relevant young people who are engaged in WBL or approved training (eiE2E will normally be entitled to the education bursary. The nature and length of programs (and therefore the duration of the periods for which the bursary can be claimed) does vary between different programs.

Where a young person is engaged in a WBL program but is not receiving the education bursary for a legitimate reason, the Leaving Care Service will pay £30/week providing that they are undertaking their program of training satisfactorily and are attending regularly.

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Former Relevant Young People (under 21 years)

In all cases the principle in section 3.1 should apply.

Former Relevant young people under the age of 21 years will normally be entitled to claim Income Support and Housing Benefit if they are on a recognised full-time program of WBL. Where appropriate young people should be assisted in applying for the maximum amount of benefit to which they are entitled.

Former Relevant young people under the age of 20 who are engaged in WBL may be entitled to the education bursary

Where a young person is engaged in a WBL program but is not receiving the education bursary for a legitimate reason, the Leaving Care Service will pay £30/week providing that they are undertaking their program of training satisfactorily and are attending regularly.

Where a young person's reasonable housing costs and basic maintenance are not met through the welfare benefits system then the Leaving Care Service may cover these costs for the duration of an agreed program of training.

Former Relevant Young People (aged 21years +)

Young people aged 21 years + will not normally be entitled to claim Income Support or Housing Benefit if they are on a training program. Other forms of assistance through the Welfare Benefits system may be available and these should always be explored with the young person. Specialist advice should be sought where necessary through the Directorate's Welfare Benefit Information Service, Citizens Advice Bureau, etc. etc.

Additional financial support to assist young people with their accommodation and maintenance costs should be considered once other funding streams

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have been reasonably considered and taken into account. The level of financial support should be based on a thorough assessment of the young person's financial and other needs.

Financial support for Former Relevant young people may continue beyond age 21 years where the young person is continuing an agreed course of education or training. Financial support cannot continue beyond age 25 years.

Where a young person is planning to embark upon a program of training which will continue beyond their 21st birthday, plans should be put in place at the outset, detailing the total package of support for the program's duration.

In all cases, once the planned level and duration of the required support has been identified and costed, approval for funding should be sought via the Leaving Care Team Manager

4.2 Additional Support for Young People in Training

Additional support for young people might include:

- help with clothes for interviews
- fares to get to interviews
- special clothing or footwear not provided by the training provider
- special equipment not provided by the training provider
- help with transport costs
- help with special needs or health issues

The list is not exhaustive and Pathway Plans should take account of individual circumstances when detailing support to b

Part 5 – Assistance and Support for Young People in Employment

Eligible Young People

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These young people should have their needs met via their care plans under the provisions of the Children Act 1989. In most cases these young people will be living in foster care or residential placements. There are no provisions within the Children (Leaving Care) Act 2000 to meet the financial needs of these young people in respect to employment. Where eligible young people are working, they should not be expected to make a financial contribution towards the cost of their care.

Relevant Young People

In all cases the principle in section 3.1 should apply.

Relevant young people will normally have their (reasonable) housing (+ housing support) costs met in full by the Leaving Care Service whilst they are in employment.

Where young people are receiving maintenance allowance through the Leaving Care Service prior to commencing employment, these payments shall continue for up to 4 weeks to ensure that young people are in receipt of their wages/salaries.

Where a young person's income is not sufficient to ensure that they have "no less than benefit levels plus £30 per week to live on, after reasonable housing and travel costs have been met" then the Leaving Care Service will ensure that any shortfall is met.

Former Relevant Young People (under 21 years)

In all cases the principle in section 3.1 should apply.

Former Relevant young people on low incomes may be entitled to assistance with their housing costs via Housing Benefit. Where appropriate young people should be assisted in applying for the maximum amount of benefit to which they are entitled.

Where a young person's income is not sufficient to ensure that they have "no less than benefit levels plus £30 per week to live on, after reasonable housing and travel costs have been met" (after other reasonable sources of income have been obtained) then the Leaving Care Service will ensure that any shortfall is met.

Qualifying Young People

Young people should be supported wherever possible to obtain and maintain employment. Where appropriate assistance in cash may be provided to assist a young person maintain his/her employment.

5.1 Young People Doing Recognised Voluntary Work

If a young person who is otherwise unemployed engages in voluntary work for at least 4 hours per week an additional incentive may be paid. It should reflect the level of the commitment undertaken by the young person and be agreed by the Leaving Care Team Manager.

5.2 Additional Support for Young People in Employment

Additional support for young people might include:

- help with clothes for interviews
- fares to get to interviews
- special clothing or footwear not provided by the employer
- help with transport costs during the first month of employment
- help with special needs or health issues

The list is not exhaustive and Pathway Plans should take account of individual circumstances when detailing support to be provided.

Part 6 – Leaving Care Grant (LCG)

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Eligible, Relevant and Former Relevant young people are entitled to a Leaving Care

Grant (LCG) of up to £2,000

The young person's LCG should only be spent on goods and services relating to setting up (and in exceptional circumstances, maintaining) their home.

Young people can 'draw down' against their LCG throughout the period of them receiving a leaving care service. Monies from a young person's LCG can be used to set up home and move between different accommodation settings throughout the period that a young person receives a service.

6.1 Checklist of Essential Items

A Leaving Care Grant for setting up home includes the following:

- 4 place settings of cutlery – dinner plate, bowl side plate, mug (new)
- Set of kitchen utensils, including knives for preparing food (new)
- Kettle
- Iron and Board
- Towels (new)
- Bedding – duvet, two changes of covers and sheets (new)
- Fridge
- TV/Audio equipment
- Basic tools
- A torch
- Bed (new mattress)
- Curtains and nets
- Table and chairs
- Cooker and microwave
- Place to store clothes – rail/wardrobe/chest of drawers
- Light bulbs and shades
- Floor covering
- Other items which may be particularly relevant to that young person

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This list is not exhaustive and account should be taken of individual circumstances when considering items of importance for a young person setting up home.

Young People should be given reasonable choice about how, and from where they purchase goods and services when setting up home. Advice should be given to young people about value for money, quality and safety in respect to the good and services they wish to purchase. Leaving Care personnel and managers should apply 'good parenting' principals when finalising decisions about the purchase of goods and services via young people's Leaving Care Grants.

6.2 Home 'Starter Pack'

When a young person moves into their own accommodation for the first time they should be provided with a 'starter pack' up to the value of £50.00.

Examples of items that should be contained in the starter pack are;

Basic Food Essentials -Milk, bread, Margarine, powdered milk, crisps, biscuits, tea, coffee, cereal, cup a soups, beans x 4

Cleaning materials -washing powder, general purpose cleaner, washing-up liquid, washing-up cloths, window cleaner.

Toiletries -toilet tissue, toothpaste, shower/bath gel, deodorant etc.

Part 7 – Other Financial Support

7.1 Support with Contact

Pathway Plans should identify significant people who the young person needs to keep in contact with, and how contact will happen.

Suitable arrangements should be made to ensure that the young person has the means to facilitate a reasonable level of contact with family members, key

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kin and significant others. Regularity and means of contact must be agreed and recorded in the Pathway Plan

7.2 Access to Leisure

Young people should be encouraged to make use of leisure facilities, and to pursue sports, hobbies and pastimes. Some young people may have talents or abilities, which should be encouraged and nurtured.

Financial support through a Pathway Plan might include:

Current activity budget available is £5 per week.

- help with sports equipment
- help with musical instruments, tuition costs, exam fees, sheet music etc.
- help with membership fees of clubs, leisure centres, gyms etc.
- special training or coaching fees
- music or singing lessons
- payment for services at sports clubs and facilities

Assistance may be available through other sources e.g. sporting or arts based organisations, or through education or youth work initiatives. In some circumstances it may be possible to fund part of the cost of activities by 'match funding' with another organisation, or for the young person to make a contribution themselves.

This list is not exhaustive and Pathway Plans should take account of individual circumstances when detailing support to be provided. As a general principal any activity which encourages the young person to use their time constructively, promotes a healthy lifestyle, and/or helps the young person develop and maintain positive relationships should be considered within the planning process.

7.3 Specialist Services

Some young people may have additional needs, or require specialist help and these requirements should be set out in the Pathway Plan.

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Any requests for Financial assistance should be taken alongside any additional support that Young people may be entitled to from other agencies and services such as the NHS for example.

Financial assistance may be available from other sources. Where appropriate these should be explored and utilised.

7.4 Support with Contingencies and Emergencies

Pathway Plans should always contain arrangements for contingencies and emergencies that may arise.

Generally, it is the responsibility of the young person's Personal Adviser, to act as the first point of contact should the unexpected happen or things go wrong.

It is a guiding principal that the Local Authority should act as a good parent in these situations and that there is an understanding that young people do make mistakes and these should be treated with sensitivity.

Financial support for contingencies can be made in cash or kind with the approval of a Team Manager. Where young people repeatedly abuse contingency provisions staff should carefully consider other means to ensure that their basic needs are met. The Leaving Care Service may make available food vouchers or emergency food.

Some financial support can be provided for example at times of inclement weather. Any assistance with regards to heating costs etc will be assessed on an individual basis and take into consideration the young person's individual circumstances and take account of their health and Well Being.

7.5 Birthday Allowances – all categories of care leavers

A Birthday allowance of £50 will be paid to care leavers on their 18th and 21st Birthday (Does not include those who were looked after on the day

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prior to their 18th Birthday). All other Birthday's a £30 allowance will be paid. In addition where appropriate the young persons Birthday should be celebrated and marked with an event or activity such as a meal or /and cake. 18th and 21st Birthday have particular significance and should be celebrated as such.

17th and 18th birthday allowance (Eligible, but living independently)

Payment remains the responsibility of the Area Children & Families Team with Case holding responsibility and should be made at the normal levels for a looked after child.

7.6 Festival Allowance – all categories of care leavers

Where appropriate, an annual festival allowance will be available to all young people who have left care. The young person should receive £30 cash or a present.

PART 8 - Care Leavers up to their 25th birthday who want to continue to receive the support of the leaving care service.

8.1 From April 2016 there has been a change in the law which means that care leavers up to their 25th birthday who want to retain the support of the leaving care services are able to do so. They will be entitled a personal advisor, an assessment of their needs, assistance based on their individual situation.

PART 9 – Process and Procedure

9.1 Methods of Payment

Wherever possible, young people's income maintenance should be paid directly into their bank account. The young person should be helped to open a bank account .Bank Accounts should be in place prior to the young person becoming Relevant and Former Relevant

In exceptional circumstances only where it is agreed a young person should leave care although he/she is unable to maintain a bank account, payments can be made to the Imprest Account. This can only be done when agreed by the Leaving Care Team Manager and will be for a specific time period. Such arrangements may be most appropriate where a young person has poor self-management skills, a chaotic lifestyle, or problems with drugs and alcohol, and may include payment through the order system, direct to suppliers or use of vouchers. If such a situation exists, the Personal Adviser should liaise with the Leaving Care Team Manager.

The method of payment will be assumed as to be to the young person's bank account unless other arrangements have been agreed.

Payments made with regards to the Young Person's Leaving Care Grant will wherever possible be paid directly to the provider of the goods.

Cash payments will only be made where there is no other method by which to meet the needs of Young People.

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Appendix A.

Finance matrix.

	Eligible	Relevant	Former relevant	Qualifying
EET.				
£30 per week equivalent bursary if provider does not pay	Yes	Yes	Yes	Individual assessment
Transport costs to EET if not accessible from other sources.	Yes	Yes	Yes	Individual assessment.
Essential course materials, inc books. HE/ FE and Training. If cannot be sourced elsewhere	Yes	Yes	Yes	Individual assessment
End of Academic year bonus/ Incentive. FE. £100	Yes	Yes	Yes	No
End of academic year bonus Incentive. HE. Yr1 £500, Yr 2 £500 , Yr 3 £1000	N/A	N/A	Yes	No
University bursary. £2000. split over three years and at the start of each term.	NA	NA	Yes	No
Clothes for interviews	Yes	Yes	Yes	Individually assessed
Accommodation/holiday support for those at university. Individually assessed and recorded In pathway plan	NA	NA	Yes	Yes
Accommodation	Eligible	Relevant	Former	Qualifying.

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			relevant	
Suitable Accommodation funded fully by DCC	Yes	Yes	No	No
Assessed and authorised additional support hours	Yes	Yes	Yes	No
Staying Put scheme. DCC, Housing Benefit and Young person contribution. Individually assessed and authorised.	NA	NA	Yes	No
Shared lives Scheme. Part paid by Adults services	NA	NA	Yes	No
Support to Former foster carers accommodating HE students during holiday period. Individually assessed and authorised	NA	NA	Yes	No
Leaving care/ Independence Grant	Eligible	Relevant	Former relevant	Qualifying
Entitlement of up to £2000 to support first independent tenancy. Access to some funds can be agreed on an individual basis	No*	Yes	Yes	No
Home Starter Pack. For those moving into their first tenancy. £50 maximum	NA	NA	Yes	No

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Birthdays and festivals	Eligible	Relevant	Former relevant	Qualifying
Birthday 18 th and 21 st . £50	NA	NA	Yes	No
Birthdays 16, 17 19, 20 £30	Yes	Yes	Yes	No
Christmas. Eid and other festivals. £30	Yes	Yes	Yes	No
Young People in custody	Eligible	Relevant	Former Relevant	Qualifying
Financial support for those in custody for those Young people adhering to expectations. £15 per month	Yes	Yes	Yes	No
Access to leisure	Eligible	Relevant	Former relevant	Qualifying
Support for activities, hobbies.£ 5 per week	Yes	Yes	Yes	No
Contingency/ emergency / Crisis Payments	Eligible	Relevant	Former relevant	Qualifying
All requests dealt with on an individual basis and can include gas and electric support and contingencies identified in the	Yes	Yes	Yes	Individually assessed.

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pathway plan.				
Maintenance support in lieu of benefits				
Equivalent of JSA/ IS paid to Young people while benefits are being claimed. Young people expected to pay monies back when claim is up and running wherever possible.	NA	Yes	Yes	No
Contact	Eligible	Relevant	Former relevant	Qualifying
Support with costs associated with contact with family and significant others as agreed in the Young person's pathway plan	Yes	Yes	Yes	No
Identity	Eligible	Relevant	Former relevant	Qualifying.
Passports	Yes	Yes	Yes	Individually assessed.
Other forms of ID, e.g. birth certificates	Yes	Yes	Yes	Individually assessed.
Driving lessons.	Yes	Yes	Yes	No
Any request for support for driving lessons must	Yes	Yes	Yes	No

be contained within the Pathway Plan and authorised by LCT/ Cic manager and DHOS in terms of level of contribution				

Appendix B.

DCC Staying Put Policy.

Appendix C.

DCC Shared Lives Policy.