

The London Borough of Croydon Special Guardianship, Child Arrangements Order and Adoption Order Allowances Policy.

1.Introduction

Croydon Council understands that when adopters or family and friends take on the formal care of another person's child or children this may create financial difficulties for the carers, especially when the arrangements are not planned. This policy sets out the circumstances in which the authority may provide financial assistance to mitigate such difficulties. Whenever possible, families are expected to be financially independent from Croydon Council support in the long term. Any support may therefore be provided as a temporary measure to ease transition.

2.General Principles

1. The local authority recognises that a Child Arrangements Order, Special Guardianship Order or an Adoption Order is evidence that a family/friend carer wishes to make a permanent and substantial commitment to the upbringing of the child/young person. This commitment should be taken to include a willingness to meet the costs associated with the role of the child's primary care-giver. The acceptance of responsibility for children always involves change and sometimes this will involve a change in the standard of living;
2. Any financial support provided by the local authority must complement and not duplicate any other financial support being provided for the child; either through state benefits, tax allowances or any financial contributions made by the birth parents or other family members. The support provided by the authority is not meant to be an alternative to making claims for benefits and tax credits available from other sources;
3. The decision around the financial support are made having regard to other resources available and the needs of the child(ren), therefore:
 - Decisions are made by managers and panels and not by the allocated social workers;
 - Means tests are usually applied;
 - Any regular payments will be subject to annual review to establish whether the needs of the family require the continued support and if so whether the level should be changed (increased or decreased).
4. The guidance sets out criteria for assessment and support available to carers of children subject of Child Arrangements, Special Guardianship or Adoption Orders. The Policy should be used as a guide to the London Borough of Croydon's decision making about support services for special guardians, including financial support.
5. The statutory framework and guidance are as follows:
 - Children Act 1989, sections 14A to 14F.
 - Special Guardianship Regulations 2005 ("SGR"). Amended in 2016 along with the Special Guardianship Guidance.

- The Adoption and Children Act 2002 provides the legal framework for special guardianship under the Children Act 1989, Section 115(1) of the 2002 Act inserted new sections 14 A-F into the Children Act 1989. Under Section 14F the London Borough of Croydon is required to make arrangements for the provision of special guardianship support services in order to meet the needs of people who wish to apply for a Special Guardianship Order within the Local Authority's geographical area.

3.Support from Croydon Council

1. The Council is required to make arrangements for the provision of Special Guardianship Support services within the London Borough of Croydon's geographical area of responsibility.
2. London Borough of Croydon provides a range of support services to Special Guardians in accordance with the Special Guardianship Regulations. These are:
 - Information, advice and guidance
 - Assessment of support needs.
 - Services to enable children, their parents and prospective special guardians to discuss matters relating to the arrangements for the child.
 - Training when necessary to support carers to develop certain skills
 - Assistance including mediation in relation to contact between the child and their parents, relatives or other significant people for the child.
 - Therapeutic services for the child(ren)
 - Assistance to ensure the continuation of the relationship between the child and the Special Guardian(s) to include access to training
 - Financial support where appropriate (see below criteria)

4.Financial Support for Special Guardians

1. Financial support is one of the support services which may be available to special guardians. The Council's approach is informed by paragraph 37 of the Special Guardianship Guidance which states "financial issues should not be the sole reason for the special guardianship arrangement failing to survive. The central principle is that financial support should be payable in accordance with the Regulations to help secure a suitable guardianship arrangement where such an arrangement cannot be readily made because of the financial obstacle".
2. Croydon Council gives priority to supporting children and families where the child (ren) has been looked after immediately prior the granting of a Special Guardianship Order. However the applicants must be aware that the provision of financial support is not to maintain or improve their current standard of living. Caring for any child by its very nature will make demands on income and is part of the financial responsibility that an adult with parental responsibility assumes for a child.

a) Where the child is looked after by the local authority

Croydon Council is under a duty to carry out an assessment of the need for support for children who are looked after immediately prior to the making of the Special Guardianship Order. This will include a financial assessment.

b) Where the child is not looked after immediately before the making of the Special Guardianship Order

In such circumstances the local authority has discretion as to whether it will undertake an assessment for special guardianship support, including financial support. In exercising that discretion the local authority will apply the following principles:

It will usually (but not invariably) agree to undertake an assessment if:

The child has moved to live with a relative or friend after:

- Care/EPO proceedings have begun; or
- The local authority had indicated an intention to commence care proceedings by for example seeking a pre-proceedings meeting with the parents.

c) Other than in exceptional circumstances the local authority will not usually undertake an assessment if the above criteria are not met.

The local authority will consider whether or not to undertake such an assessment if there is a written request by the applicants or a Court requests that an assessment is undertaken.

If an assessment is undertaken the reason for offering support and the nature of this should be provided in writing. If following assessment support is not offered the reason for this must also be provided in writing.

The Council's obligations under SGR 15 is to allow a person to make representations before it makes its decision about the person's need for special guardianship support services. The Council would give the applicant a written notice of its proposed decision. The notice must specify the matters in SGR 15(3). If the Council is required to prepare a plan of the special guardianship support services (which it must do if the services are to be provided on more than one occasion and are not limited to the provision of advice or information), then a copy of the draft plan would be provided with the notice.

The Council would give the applicants an opportunity to make representations about the proposed decision and the draft plan. The Council would make a final decision allowing a period of 28 days from the date of written notification. If representations are made, then the Council should consider those before making a final decision.

5.Responsibilities

The table below sets out which local authority has responsibility for carrying out the assessment and providing special guardianship support if the child is who is to be the subject of a SGO no longer living within Croydon Council area or who has moved into Croydon Council area.

Circumstance	Responsibility	Eligibility
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Child Looked After immediately prior to the making of Special Guardianship Order	The local authority where the child was looked after must provide assessment and support services on request for 3 years post order (and retains responsibility for any financial and contact arrangements made prior to the Special Guardianship Order)	The child, the special guardians or prospective special guardians, and the birth parents of the child
Child not Looked After by the local authority immediately prior to the making of the Special Guardianship Order	The local authority in whose area the special guardian lives may offer assessment and support services	The child, the special guardian, any children of the special guardian, the birth parents of the child and any other person with a significant on-going relationship with the child

6. Eligibility Criteria

1. The general principle underlying the provision of financial support is embodied in Regulation 6 (1) (a) and (b) of the Special Guardianship Regulations 2005 which states that financial support is payable:
 - a. To facilitate arrangements for a person to become the special guardian of a child where the local authority considers such arrangements to be beneficial to the child's welfare; or
 - b. To support the continuation of such arrangements after a Special Guardianship Order is made.
2. Financial support for prospective special guardians may be payable where there has been an assessment that one of the following circumstances exist:
 - Where it is **necessary** to ensure that the special guardian or prospective special guardian can look after the child;
 - Where the local authority consider the child **needs** special care which **requires** greater expenditure of resources by reason of illness, disability, emotional or behavioural difficulties, or the continuing consequences of past abuse or neglect;
 - Where the local authority considers it appropriate to contribute to Court fees or, in exceptional cases legal costs, of a special guardian or prospective special guardian for the making of a Special Guardianship Order or the discharge of such an Order; an application for an Order under section 8 of the Children Act 1989, or for an Order for financial provision to be made (against a parent) to or for the benefit of the child; or
 - Where the local authority considers it appropriate to **contribute** toward the expenditure **necessary** for the purposes of accommodating and maintaining the child, including the provision of furniture and domestic equipment, alterations to and adaptations of the home, provision of means of transport, and provision of items **necessary** for the purpose of looking after the child.

The words in **bold** are highlighted to emphasise that while carers may conclude that some particular types and levels of assistance are **desirable** to meet their estimate of what the child needs, the local authority has to consider the needs of many children and with limited resources and in compliance with the Guidance given by Central Government will be considering the narrower requirements of need and what is required to meet those needs.

If the special guardian or prospective special guardian has adequate financial resources of their own it may be that the local authority will not need to provide financial support.

3. Payment to special guardians may be made in the following ways:

- Regular payments - which will be based upon the age of the child and calculated as agreed annually by the Local Authority;
- Lump sum payments (settling in costs, special needs and adaptations), which will cover items or adaptations that are required as a consequence of assessment of each child's individual needs. Payment may be in instalments and will end at a time specified by the local authority;
- Payments in special circumstances (for example, a child with additional needs or where foster carers are granted a Special Guardianship Order for a child for whom they are already caring or where special guardians incur legal expenses in contested cases). Payment may be in instalments and may end at a time specified by the local authority.

If Croydon Council is not satisfied that the making of a Special Guardianship Order would be beneficial to the child's welfare then no assistance will be available with the costs involved in making an application, save in exceptional circumstances.

7. Financial assessment- Calculating the allowance

1. The amount of allowance provided should:

- Be no greater than the equivalent age-related fostering maintenance allowance ;
- Not include any fee element (except for approved Foster carers who fee is protected for two years post order);
- Take into account the financial resources of the holder of the order - including any benefits arising from the child living with them (e.g. child benefit, tax credits, income support payments) or that has been claimed for the child. This would include financial contributions provided from the birth parents or other family members to meet the child's needs;
- Take into account the financial needs/resources of the child/young person.

2. The payment of an allowance may affect the receipt of benefits and tax allowances and advice should be sought from the appropriate benefits agency

3. A full list of assessable income is included in Appendix 1 and a list of assessable outgoings is provided in the Appendix 2. Where a situation arises where there is a need to make a judgement as to whether income or outgoings are deemed as assessable the matter will be referred to the Service Manager, Permanence.

4. The base Special Guardianship Order allowance rates are calculated based on the London Borough of Croydon Council maintenance element of the fostering allowances and the outcome of the means test will determine what proportion of the base rate would be paid as an allowance.

5. Any ongoing child care allowances, will be paid for the period agreed in the child's support plan (usually minority) but will be subject to an annual means test and might change as a result of the test.

8.Changes of circumstances :

Any carer might request a new financial assessment if :

- Their financial circumstances have changed
- They feel that changes in the council policies might lead to a different support package
- Any other reasons

The local authority would review the financial support annually or :

- As agreed in the support plan
- If any relevant change of circumstances might come to their notice; and
- At any stage in the implementation of the plan that they consider appropriate

9.Other support :

a) Financial Support to approved Foster carers

- Only fully approved Foster Carers, who completed the Skills to Foster Training and have attend The LB of Croydon's Fostering Panel for a recommendation of approval and have a positive decision from the Agency Decision Maker, who apply to become a Special Guardian for a child they foster will, on the granting of the order, have their weekly allowance and fee, protected for a period of two years following the date of the order. This allows for a period of transition and the carers' income is not means tested at this stage.
- Two years after the date of the granting of the Order, the fee element will cease to be paid and only the child maintenance element continue. The means testing procedure will be implemented from this time and allowances are subject to the annual review.
- If the Foster Carer is registered with an independent agency, the weekly rate will be the equivalent The LB of Croydon fostering allowance rates.
- Birthday, festival and holiday grants are not payable to any Special Guardians. The rationale for this is that after the Special Guardianship Orders are granted the Special Guardians can claim additional benefits and become the legal carers with less formal responsibilities as they will have as registered carers
- Any exceptions will need to be agreed by the Head of Service and require the Children's Director Approval.

b)Settling in grants

- A settling-in grant may be paid for children who move in with their special guardian on or after the date that a Special Guardianship Order is made. Having regard to the sorts of expenses

associated with settling-in and the amount of those expenses, the amount of settling-in grant should generally not exceed £500 per child. This grant is not subject to means testing.

- Receipts of relevant purchases to support the child to settle in, such as the purchase of beds etc. should be supplied to the Council following payment of the grant. These receipts should be provided by the Special Guardians and scanned onto CRS by business support.

c)Contact

- The requirement for services to support contact arrangements will need to be considered as part of the overall assessment of a person's needs for special guardianship support services. Financial support for contact should only be available if this is considered necessary for a Special Guardianship Order to be made or continued, having regard to the best interests of the child.
- Any support for contact should be reviewed on an annual basis by the relevant team or officer in line with the annual review. Expenses to support contact arrangements are not means tested. Any such arrangements must be in the SGO support plan.

d) Payment of legal fees

- SGR 6 provides that financial support may be payable by way of a contribution to the legal costs of a special guardian or prospective special guardian associated with: (i) the making of a Special Guardianship Order or any application to vary or discharge such an order; (ii) an application for an order under section 8 of the Children Act 1989 (a Contact Order, a Child Arrangements Order, a Prohibited Steps Order or a Specific Issues Order); or (iii) an order for financial provision to be made to or for the benefit of the child. A standard amount of £250 including VAT will be offered. Any additional funding will need to be requested and agreed by a Head of Service prior to additional costs being incurred.

e) Exceptional payments (looked after children only).

i)**Accommodation:** It is expected that any assessment will address the accommodation conditions and the space required for the household taking an additional child (ren). Support will only be consider in exceptional cases and with Director or Panel Agreement.

- **For owner occupiers** that require changes to their accommodation the LB of Croydon will review the means test document, review the accommodation in light of the Council's Social Housing rules, and assess the potential capacity of the household to contribute to a loan.

In exceptional circumstances a discretionary contribution might be made to reasonable alternations.

Any payment will be made at the completion of the work and subject to receipts.

- **For Social Housing** the applicants will be referred to the council Housing department for a review of the accommodation needs with reference to any particular needs of the child(ren) being placed and using the LB of Croydon's Social Housing rules.

If additional accommodation is required then the council will consider supporting an application for a bigger home.

- If a bigger home is not available private renting options should be considered by the applicants and the council might agree temporary support with rent or shortfall in rent.

ii) Vehicles: When prospective carers are going to look after more than one child, their current vehicle may not be large enough. In these circumstances and when a means test indicates that the family have insufficient resources to seek a suitable loan the LB of Croydon may offer some funding up to a maximum of £6000. Any agreed amount will be sent directly to a VAT registered car sales business on receipt of an invoice.

10. Financial Support for Carers with Child Arrangements Orders

1. Croydon Council has discretion as to whether it provides an allowance where a Child Arrangements Order designates that a child lives with an adult who is not a parent or step-parent. Any allowance will be considered a contribution to maintenance. Parents and step-parents (by marriage/civil partnerships) are excluded from receiving such support by the terms of the Children Act 1989.
2. Croydon Council does not routinely make such payments and will always apply a means test.
3. **The applicant must live in the United Kingdom.**

Eligibility Criteria

4. Croydon Council will usually (but not invariably) undertake an assessment in relation to the payment of a Child Arrangements Order allowance in respect of children where they would have been assessed for special guardianship support because the circumstances are the same as those set out in paragraph 3A or 3B (1) above but a Special Guardianship Order has not been made or applied for.
5. Child Arrangements Order allowances will not exceed the maximum rate as detailed in SG criteria and the precise amount paid will be subject to the needs assessment and the results of the means test.

11. Financial Support for Carers with Agency Adoption Orders

1. The Adoption and Children Act 2002 and the Adoption Support Services Regulations 2005 outline the arrangements for local authorities providing support (including financial support) to adoptive children. The local authority has a duty to carry out an assessment for such support if requested. Adopters must be given advice of entitlements to employee's rights to leave and pay benefits, tax credits and allowances.
2. This policy applies to cases where Croydon Council has placed the child for adoption with adopters either within or outside the authority's area.

Eligibility Criteria

3. The circumstances in which provision of financial support may be paid are as follows (taken from Adoption Support Services Regulations 2005 – Reg 8):

- i. Where it is **necessary** to ensure that adoptive parents can look after a child;
- ii. Where the child **needs** special care which requires a **greater** expenditure of resources by reason of illness, disability, emotional or behavioural difficulties or the continuing consequences of neglect - and the child's condition is **serious and long-term**;
- iii. Where it is necessary for the local authority to make any special arrangements to facilitate the placement or the adoption by reason of the age or ethnic origin of the child or the desirability of the child being placed with siblings or a child with whom he/she has previously shared a home;
- iv. Where such support is to meet the recurring costs of travel for visits for the child to members of the birth family/significant others;
- v. Where the local authority considers it appropriate to contribute towards expenditure on legal costs, including Court fees (in cases where the adoption is supported by the local authority), or expenses associated with the child's introduction to adoptive parents or expenditure on accommodating the child (e.g. adaptations to the home, furniture, clothing or transport).

The words in **bold** are highlighted to emphasise that while adopters may conclude that some particular types and levels of assistance are **desirable** to meet their estimate of what the child needs, the local authority has to consider the needs of many children and with limited resources and in compliance with the Guidance given by Central Government will be considering the narrower requirements of need and what is required to meet those needs.

4. Payment to adoptive parents may be made in the following ways:

- Regular payments - which will be based upon the age of the child and calculated and means tested annually by the local authority;
- Lump sum payments (settling in costs, special needs and adaptations), which will cover items or adaptations that are required as a consequence of assessment of each child's individual needs. Payment may be in instalments and will end at a time specified by the local authority;
- Payments in special circumstances (for example, a child with additional needs or where adopters incur legal expenses in contested cases). Payment may be in instalments and may end at a time specified by the local authority.

Calculating the Amount of Allowance

5. The amount of allowance provided should:

- Be no greater than the equivalent age-related fostering maintenance;
- Not include any reward element;
- Take into account the financial resources of the holder of the order - including any benefits arising from the child living with them (e.g. child benefit, tax credits, income support payments) or that has been claimed for the child. This would include financial contributions provided from the birth parents or other family members to meet the child's needs;

- Take into account the financial resources of the child/young person - excluding mobility and attendance allowance.

12. Financial Support for Carers with Non-Agency Adoption Orders

1. Croydon Council has no duty to make financial support available for non-agency adoptions and does not routinely make such payments.
2. Should an adopter make such request, they will be asked to explain why they believe that they may need support and qualify under the Adoption Support Regulation 8 (see agency adoption eligibility criteria). Consideration will be given by the relevant Senior Manager as to the potential impact on the welfare of the child if support is not given and a decision made thereafter at Care Panel if necessary.

Support and Review:

Any support agreed would form part of the child plan and be reviewed annually.

13. Additional requirements :

Special Guardians, Adopters or Child Arrangements Order Allowance holders must agree in writing to the local authority's proposal before ongoing financial payments can begin. These are that:

That they will inform the local authority immediately if —

- a. There is a change of address;
- b. The child dies;
- c. The child ceases to have a home with them;
- d. The child ceases full-time education or training and commences employment;
- e. The child qualifies for income support or jobseeker's allowance in their own right;
- f. The child attains the age of 18 unless he continues in full-time education or training; or
- g. There is a change in their financial circumstances or the financial needs or resources of the child which may affect the amount of financial support payable to him, and, where the information is given orally, to confirm it in writing within 7 days.

That they will complete and supply the local authority with an annual statement as to the following matters —

- a. Their financial circumstances;
- b. The financial needs and resources of the child;
- c. Their address and whether the child still has a home with them.

The Finance Section will commence payment on receipt of instruction from the relevant Service Manager.

Payments are made fortnightly in arrears by the BAC's system. A remittance advice slip is sent shortly before the payment date.

- a. The date from which the Council will pay a Special Guardianship allowance should be determined having regard to the date of any application for an assessment of a person's need for services and the outcome of that assessment. The Council may not, however, pay special guardianship allowance until the special guardian or prospective special guardian agrees to the conditions specified in SGR 10, (see point 4.9).

- b. The statutory framework permits a person to apply for an assessment in advance of a special guardianship order being made. The Council will not pay special guardianship allowance in advance of the date of a special guardianship order being made.

14.Allowances sign-off

The decision regarding what financial support will be paid, either following an initial financial assessment or a review, and the signing of the forms that begin and cease any allowance payments, is the responsibility of the relevant responsible Head of Service.

The signed form will be returned to the Business Support so that they may organize payments.

15. Review of Child Arrangements Order/Special Guardianship/Adoption Order Allowances

The provision of an allowance must be reviewed annually (sooner if a change in the carers'/child's circumstances are known to have occurred).

In order for the allowance to continue/remains unchanged the local authority must be satisfied that:

- The child/young person continues to reside with the person(s) holding the Adoption Order / Child Arrangements Order / Special Guardianship Order;
- The financial circumstances of the child/young person's carers or the child/young person themselves have not changed;
- The child/young person is not in full-time employment or receiving benefits.

The local authority will recover any overpayments that have been made because it is found that the child/young person is no longer living with the person(s) holding the Child Arrangements Order / Special Guardianship Order / Adoption Order or for any other reason that would make them not eligible to receive an allowance.

Unless an earlier end date for the allowance has been subscribed, the payment of an allowance will end automatically on the child's 18th birthday (unless in full time education or training when the allowance should continue to be offered until the end of the course they are completing).

Should carers fail to supply an annual statement, the local authority must send a written reminder and give them 28 days to comply. If they fail to comply, the local authority may suspend payment of the financial support provided.

Financial support might also cease to be payable if:

- a) The child ceases to have a home with the parent/carer;
- b) The child ceases full time education or training and commences employment;
- c) The child qualifies for Income Support or Jobseeker's Allowance in their own right;
- d) The child attains the age of 18 unless they continue in full-time education or training, when it may continue until the end of the course or training they are undertaking on the year of their 18th birthday(subject to assessment);
- e) The special guardians household income rises above the level at which they qualify for financial support.

The recipient of an allowance must notify the local authority of any significant changes in the family and child/young person's circumstances

APPENDIX 1: Assessable income for the calculation of SGO allowance

Type of Income - Pay	Evidence
<p>Salary/Wages</p> <p>Average net weekly income before deductions for savings schemes, social clubs.</p> <p>The income figure will exclude payments into pension funds.</p>	<ul style="list-style-type: none"> • 2 wage slips if paid monthly; • 6 wage slips if paid weekly.
<p>Self Employment</p> <p>Where one or both applicants are self-employed the only income that can be considered is "drawings" as this is equivalent of pay from an employer. Any profit from the business that has not been reinvested should be considered as capital - see other sources of income.</p>	<ul style="list-style-type: none"> • Tax return prepared for Inland Revenue.
<p>Overtime/Bonus</p> <p>This can include overtime, fees, commission, gratuities</p>	<ul style="list-style-type: none"> • Wage slips; • Tax return prepared for Inland Revenue.
Benefits & Pensions (for parents and carers)	Evidence
<p>The following benefits and pensions are assessable income:</p> <ul style="list-style-type: none"> • Employer's sick pay; • Incapacity Benefit; • Statutory maternity, paternity and/or adoption pay and/or maternity allowance; • Bereavement Benefit. 	<ul style="list-style-type: none"> • Wage slip; • Notification from DWP; • Correspondence from DWP/employer; • Notification from DWP.

State, Occupational and/or private pensions	<ul style="list-style-type: none"> • Statement from pension provider; • Bank statement.
Working Tax Credit	<ul style="list-style-type: none"> • Award notice from DWP.
Benefits (payable to the family and other children)	Evidence
Child Tax Credit - where a childcare element is paid this is disregarded	<ul style="list-style-type: none"> • Award notice from DWP.
Child Benefit	<ul style="list-style-type: none"> • Correspondence from DWP; • Bank statement.
Housing Benefit - disregarded	<ul style="list-style-type: none"> • Award notice from Local Authority.
Wages, Income Support or Jobseekers Allowance - where this is in respect of a family member young person under 18 years of age this should be disregarded on the basis that parents usually subsidise young people even if they have an income of their own. (*)	<ul style="list-style-type: none"> • Correspondence with DWP.
Other Sources of Income	Evidence
Capital - This includes savings, investments, financial plans that provide income. The assessment procedure provides a formula to calculate the weekly income derived from capital.	<ul style="list-style-type: none"> • Bank statements; • Statements of holdings of shares; • Savings accounts.
Income from Boarders & Lodgers - for formula used to calculate eligible income Disregard family members less than 18 years of age. See (*) above.	<ul style="list-style-type: none"> • Rent Book.

<p>Income from unfurnished rented property</p> <p>Deductions can be made for:</p> <ul style="list-style-type: none"> • Interest payments on mortgage (not capital payments); • Repairs; • Council tax (if paid by family being assessed); • Agents fees; • Insurance (Buildings). 	<ul style="list-style-type: none"> • Tax return prepared for Inland Revenue; • Bank statements for the last 3 months.
<p>Income from furnished rented property</p> <p>As above but an extra 10% deduction can be made from rent as "wear & tear" allowance.</p>	<ul style="list-style-type: none"> • Tax return prepared for Inland Revenue; • Bank statements.
<p>Maintenance payments for child in household</p>	<ul style="list-style-type: none"> • Correspondence; • Bank account.
<p>Adoption & Special Guardianship allowance for a child placed with the family by another local authority</p>	<ul style="list-style-type: none"> • Correspondence; • Bank account.
<p>Income Related to the Adopted or Special Guardianship Child</p>	<p>Evidence</p>
<p>Regular interest or income to which the child has a legal interest and entitlement e.g. savings account, trust fund, property legacy</p>	<ul style="list-style-type: none"> • Bank statements; • Statements of holdings of shares; • Savings accounts.
<p>Payments from Criminal injuries Compensation Awards - exempt</p>	

APPENDIX 2: Assessable Outgoings for the purpose of SGO allowance

Home Expenditure	Evidence
<p>Mortgage payments - capital & interest. This may include endowment payments linked to the mortgage</p>	<ul style="list-style-type: none"> • Correspondence/statements from mortgage provider; • Correspondence/statements from endowment provider.
<p>Rent - amount payable after deduction of Housing Benefit</p>	<ul style="list-style-type: none"> • Rent book; • Bank statement.
<p>Council Tax - amount payable after deduction of Council Tax benefit</p>	<ul style="list-style-type: none"> • Council Tax statement; • Bank statement.
Other Outgoings	Evidence
<p>Repayments of loans taken out as part of meeting the need incurred as a result of the adoption or Special Guardianship Order (e.g. buying a larger car/extension). Note - this will usually apply to loans taken out at the start of the placement. The decision to include a loan as an outgoing expense will be made by the Service Manager, Permanence in proposal letter before the placement is made.</p>	<ul style="list-style-type: none"> • Correspondence/Statement from Loan provider.
<p>Maintenance Payments</p>	<ul style="list-style-type: none"> • Court Orders; • Correspondence with Child support Agency; • Bank statements.
<p>Court Orders</p>	<ul style="list-style-type: none"> • Court Order
<p>Private pension contributions and National Insurance if self-employed or not working.</p>	<ul style="list-style-type: none"> • Correspondence;

	<ul style="list-style-type: none"> • Bank statements.
<p>Work related travel expenses - these are for purpose of travel between home and work. They can include:</p> <ul style="list-style-type: none"> • Public transport costs - actual cost; • Mileage when own vehicle is used - based on Inland Revenue- Mileage Allowance Payment rate for use of own vehicle at work. 	<ul style="list-style-type: none"> • Photocopy of season ticket, Metro pass; • Mileage- details journey, car log book.
<p>Childcare costs - (after any childcare element paid as part of Working Tax Credit) not exempt</p>	
<p>School fees and further education costs of dependent children - not exempt</p>	

APPENDIX 3: Children payments Hub Process Guide

These are the guidelines to follow when setting up payments for Special Guardianship, Adoption or Child Arrangement Order Allowances:

CPH receive an application form for SGO Allowance Payments. This must be complete with all documentary evidence (End of process shows list of acceptable Evidence.). There must be a copy of documentary evidence for each part of the application form filled out to enable CPH to match and confirm incomings and outgoings.

If all the information is not there, the application would be passed back to the social worker to obtain all the evidence required. Please note CPH do not accept originals, all evidence provided must be copies. If handed a complete application that has the original documentation. This should be photocopied, by the social before handing in the application to CPH.

Once the complete application and all information is received, a means test will be carried out and passed over to the service lead (budget holder) to sign.

Once signed, CPH would then email the social worker the weekly balance as determined by the means test and wait to be advised by the social worker that a Special Guardianship Order has been granted.

Once the social worker advises an Order has been made, a copy of the order or order draft, (if available) should be provided. Two letters are then sent to the special guardian(s). The first is an SGO Allowance offer letter, along with the SGO Allowance Acceptance letter that contains the T&C's and acceptance of the amount.

Once returned signed, copies of both letters are then saved in the documents section on CRS. Please note: these can also be emailed, however, the signature must be a hand signature, so if requested advice that the T&C's letter be printed and signed, then scanned as a PDF to email it back to us.

The weekly SGO Allowance is set up on CRS, this then goes to Budget Holder for approval.

All paperwork pertaining to the child and the statement of means test is then saved to SharePoint.

Once the SGO Allowance is approved by budget holder on CRS, it is activated for payment in ControCC.