**Appendix 4 - Standard “Staying Put” Arrangement - Housing Benefit Claim Letter**

Standard “Staying Put” Arrangement - Housing Benefit Claim Letter

License to Occupy – License Agreement

Gateshead Council

Young Person (Tenant):

Current Address:

D.O.B:

N.I. Number:

Type of Accommodation and Tenancy:

Previous Foster Care Placement (“Staying Put” Arrangement) – Excluded Licence The Staying Put carer is deemed the landlord

Name of Landlord Foster Carer/Staying Put Carer :

Dear Sir/Madam,

This letter is provided to confirm that ………………….. was previously a foster care child placed in my household. ………………….. has now reached the age of eighteen and will be remaining as an ‘independent adult’ in my house under a “Staying Put” arrangement. ……………………. is liable for rent costs of £70.00 per week excluding meals and utility charges. Gateshead Care, Wellbeing and Learning will continue to provide an allowance to meet the support costs of ……………….. As ……………… is provided with meals and is a care leaver I understand (he/she) is eligible to claim Housing Benefit under the 1996 Housing Benefit maximum rent rules relating to ‘Boarder’ arrangements.

As (Add Full Name) was previously ‘looked after’ and remains vulnerable I would request that the Housing Benefit is paid directly to Gateshead Care, Wellbeing and Learning as an agent of the carer/s. Gateshead Care, Wellbeing and Learning will continue to pay the carer/s the combined accommodation and support cost to avoid any disruption to the carer/s payments.

The payment should be made to Gateshead Council If you require any further information regarding payments please contact: Lisa Phillippo, Senior Operational Support Coordinator.

If you require any further information please do not hesitate to contact me.

Yours faithfully

SIGNED BY FOSTER CARER/STAYING PUT CARER