Finance Guidance Foster Carers Allowances, Fees and other Financial Support April 2020

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What financial support is available to maintain children in foster placements?

All approved NCC foster carers (short-term, permanent and Family & Friends – Connected Persons) carers are paid a weekly allowance according to the age of the child/young person placed with them. Fostering allowance rates are set and sent to foster carers annually in April.

Fostering Allowances for children fostered in Northamptonshire for 2019/20 are £155.15 per week for children aged 10 and under and £227.69 per week for children aged 11+.

Weekly Rates	0-10yrs	11-18yrs	
Northamptonshire County Council	£157.14	£230.67	

The Government and Fostering Network publish their recommended <u>minimum</u> weekly allowances for fostering in the UK. The recommended allowance is to cover the cost of maintaining a fostered child with the aim that foster carers should not be out of pocket as a result of undertaking the fostering role.

NCC's fostering allowances are in line with the recommended minimums as shown in the table below.

Weekly Rates	0-10yrs	11-18yrs
Northamptonshire County Council	£157.14	£230.67
Government Minimum Allowances Averages	£146.00	£167.00

This payment provided includes funds for the household and funds for the child's personal needs (including clothing, leisure activities and savings). Guidance on acceptable use of the fostering allowances is contained within this document at "How should the allowance payment support the child in placement".

Allowances are provided to foster carers to support and care only while a child/children is in placement. They will be paid from placement date for General Foster Carers. Allowances will be paid to Family & Friends (Connected Persons) carers only from the date when the placement obtains Temporary Approval under Regulation 24 of the Care Planning, Placement and Case Review Regulations 2014 Regulation 24 & Schedule 4. This may be on a date other than the date of placement.

Allowances do not represent any form of payment for foster carer's time/skills/experience.

Children over 16 yrs

The Children (Leaving Care) Act 2000 stipulates that all young people at the age of 16 should be prepared for greater independence. As part of this, young people should be given the opportunity to manage more of their allowances as they get older.

When a young person has completed Year 11 they will receive a direct payment, known as a Young Person's Allowance (YPA). This is intended to cover their personal, leisure and clothing needs.

The Young Person's allowance can be paid directly to the young person. Where young people are in receipt of this money the foster carer will receive a reduced rate allowance. Alternatively, it can be agreed that the foster carer pays the money directly to the child out of their allowances. This needs to be documented and agreed in the pathway plan.

It is essential that the young person is prepared as early as possible for independence and this includes money management. It is proposed that over time the child has more responsibility for money management as detailed in the table below.

	amount paid following completion of year 11	Expected aged 17.5		
Amount paid into young person's bank account per week	£30.00	£47.90 *		
Young person responsible for	Socialising Clothing/toiletries Activities	Socialising Clothing/toiletries Activities Food (or contribution towards food if not purchasing their own) Transport		
Foster carer responsible for	Food Utilities Accommodation Transport Savings	Accommodation Utilities Savings * £10 per week		

Where the Child Social Worker, Foster Carer, Personal Advisor and Supervising Social Worker (SSW) have significant evidence that paying the above directly to the young person would not be in their best interests, then this needs to be clearly documented in their pathway plan and documented on how the young person will be supported to develop money management skills and work towards independence. If a lower amount than above is agreed to be in the child's best interests, the amount agreed, how this will be given to the child and the expectations for the use of this is to be clearly documented and reviewed as part of the CIC review process.

For further information, please see the Financial Arrangements for Care Leavers

*£10 per week saved by Foster carer to be given when young person leaves placement towards leaving care grant items to support them in their own tenancy, e.g. furniture or if the young person remains with the foster carer on a staying put arrangement, money must be given to the young person at some point, for example to spend on driving lessons. Any decisions and agreements made must be clearly recorded on the pathway plan.

STAYING PUT ALLOWANCES

Carers will continue to receive a reward element payment of £150 per week. These arrangements should be documented as part of the Agreement. These payments will be made by Northamptonshire County Council under S23(c) and therefore should not affect carers' tax relief entitlement

See <u>section 5</u> of the <u>Staying Put procedure</u>.

Additional Allowances

Birthdays

A birthday allowance is paid automatically for children/ young people who are in placement. This is included in the payment immediately before the child/young person's birthday. Birthday payments are not made to Family Link Carers for children in placement as the service provides short term respite care.

The allowance is equivalent to one week's allowance payment according to the age of the child.

Birthday allowances can be spent on a gift, activity or party/celebration. Children should be actively involved in deciding how their birthday allowance is spent. If the child/young person wants to have a party/celebration meal then money from the main allowance can be used to fund at least in part if not full.

Gifts/celebrations organised by the young persons birth family are part of the child's birthday celebrations, should be viewed positively and do not affect how the birthday allowance is spent.

Holidays

A holiday allowance equivalent to three times the weekly fostering allowance will be paid automatically for foster placements started by 1st May of that year. Holiday allowances can be spent on trips/activities, short breaks and holiday accommodation and travel costs.

In all instances the holidays and the allowance should promote opportunities and experiences for children/young people in foster care, but must not interrupt schooling/education.

Carer's holiday plans will be discussed before a child/young person is placed to ensure continuity of care arrangements and inclusion of a child/young person in this holiday activity where possible/advisable.

Whilst the holiday allowance is paid at the end of May, money can be set-aside for other holiday periods including school half-term breaks and other festivals.

If a child, who is in placement when the holiday allowance is paid in May, leaves the placement and a specific holiday has not been taken or activities have not occurred the allowance will be reclaimed, within two weeks of the placement ending. The only exception to this may be where a foster carer has paid a deposit for a holiday.

If you have a child placed with you after the holiday allowance is paid (i.e. after the 1 May) speak with your supervising social worker about making arrangements for this to be paid as a discretionary payment.

If the child moves after the holiday allowance has been paid but the allowance has not been spent, arrangements should be made with the supervising social worker about whether the money will be passed on with the child or retained by the carer for the next child in placement. If there are no arrangements for a child to be placed with the carer during the summer holiday period, the carer must make arrangement with their supervising social worker to pay the allowance back.

Christmas/festival allowance

A payment is automatically paid in December for all children/young people recorded at that time as being in a foster placement. The payment is equivalent to one week of the fostering allowance.

Payment	0-10yrs	11-18yrs
Birthday	£157.14	£230.67
Holiday	£471.42	£692.01
Christmas/Festival	£157.14	£230.67

Travel Claims

Mileage for Drivers:

Transport costs can include petrol/mileage, parking tickets (but not fines), and bus fares and passes. The first 6% of your transport costs is already covered within the main allowance payment (under up to 10 years = £9.31pw, 11 and over = £13.66pw). This is designed to cover all normal mileage including, for example:

- attendance at clubs and social activities like visiting friends,
- trips to the doctor/dentist and other routine appointments,

- costs associated to school trip travel (locally),
- transport costs linked to preparing a young person for independence.

In addition to the aforementioned examples, mileage claims can be made for the following circumstances:

- Where the foster carer is taking an active part in transporting a child for contact.
- Where there are non-routine and ongoing health appointments.
- Where the foster carer is providing the transport for a child to attend a school more than 3 miles from the foster home.

Foster carers are encouraged to provide school transport for children/young people in their care wherever possible/advisable. Travelling in a taxi, or NCC transport to a school some distance from the foster carer's home can be a very isolating experience for a child/young person and significantly impact on their well-being and relationships with peers and family. Transport arrangements and funding will be confirmed at the Placement Planning Meeting.

Financial support to enable this transport to be provided will be paid at 45p per mile.

In order to claim mileage a foster carer will need to complete a Foster Carer Mileage Claim Form. This can be obtained from their supervising social worker. The completed form is then returned to this social worker for authorisation and processing. Payments for mileage should be received by carers within 4 weeks of submission to their Supervising Social Worker.

Non-Drivers:

The first 6% of your transport costs is already covered within the main allowance payment (under up to 10 years = £9.31pw, 11 and over = £13.66pw). This is designed to cover all normal transport costs (public transport or taxis) including, for example:

- attendance at clubs and social activities like visiting friends,
- trips to the doctor/dentist and other routine appointments,
- costs associated to school trip travel (locally),
- transport costs linked to preparing a young person for independence.

In addition to the aforementioned examples, transport costs claims can be made for the following circumstances:

- Where the foster carer is taking an active part in transporting a child for contact.
- Where there are non-routine and ongoing health appointments.
- Where the foster carer is providing the transport for a child to attend a school more than 3 miles from the foster home.

In order to claim mileage a foster carer will need to complete a Foster Carer Mileage Claim Form. This can be obtained from their supervising social worker. The completed form is then returned to this social worker for authorisation and processing. Payments for mileage should be received by carers within 4 weeks of submission to their Supervising Social Worker.

Ad Hoc Grant Payments

The following ad hoc grants are available to foster carers.

Initial clothing

Where a child arrives with little/inadequate clothing a payment will be made to ensure the child has all of the items listed in the "essential clothing" checklist (at appendix 1). This can be up to a maximum of £80 for babies, £100 for preschool and £150 for school age. All other clothing is expected to be covered by the main allowance payment. Additional payments can be paid for new school uniform (including school shoes), £100 for primary school and £200 for secondary school. Items can be generic (i.e. do not have to be items with the school's logo). These payments are only made when a child starts a new school or changes school. Any replacement school uniform should be purchased using the fostering weekly allowances.

Equipment

A one off set up grant of £250.00 may be available to newly approved foster carers subject to discussion and agreement during the assessment process. Renewal of essential baby and toddler equipment will also be considered on application through supervising social workers and where there is a permanent change of approval that increases approval numbers. This grant is provided to contribute towards (but not cover in full) the costs of preparing your home for the arrival of a fostered child.

Special Needs requirements

Where a child has special/additional needs such as special dietary requirements payment may be made in these circumstances at the discretion of Fostering Managers.

• Compensation/loss/damages as a result of a young person in the care of the foster carer These requests will only be considered in exceptional circumstances.

How should the allowance payment support the child in placement?

General fostering allowances should be spent to promote children and young people's development and future life chances.

Foster carers will have flexibility in how much of the allowance is used for each of the following categories to acknowledge the specific and differing needs and levels of development of children/young people fostered by them.

Funds for the child's personal needs can be broadly categorised in the following areas:

- Clothing
- Leisure activities
- Education
- Savings

The allowance is also expected to meet the cost of food, other household expenditure and general transport costs not covered by the mileage allowance.

Pocket Money

This should be discussed and agreed at the initial placement planning meeting and the needs of the child should be considered as appropriate. Delegated authority should also be used as per individual needs of the child. The table below gives a recommended minimum to be used a baseline:-

Age of Child	Amount
5-10	£5 per week
11- 15	£10 per week
16-18	See above section on young people over 16 page 2-3 in this financial guidance

Savings

By putting money aside as savings we hope to ensure that our fostered children/young people have similar opportunities as other young people and the potential to achieve economic well-being, to learn the value of money and have realistic expectations about the cost of living. Savings are set as a minimum of 2% of the total allowances

and should be established for all children/young people as soon as the placement commences. It is best practice for a separate bank account to be set up in the child's name where possible. Foster carers should be given delegated authority to set up a child's bank account. If this is not possible then savings should be set aside and recorded.

It is the responsibility of the carer to ensure that all savings are passed onto the children's social worker when the placement ends.

Minimum Savings Guide	Per Week
0 – 10 years	£3.06
11– 18 years	£4.49

The Weekly Skills Level Payments

The fee paying arrangements for NCC Foster Carers started in 1996, designed around competency & evidence based criteria to develop the skills and knowledge of foster carers. These were revised in 2009 to incorporate the CWDC (now called TSD Training Support and Development) requirements.

There are three skills levels; Foundation (1), Intermediate (2) and Advanced (3). This scheme recognises the developing skills, experience and knowledge of foster carers to meet the diverse range of needs of children/young people 'looked after'.

Foster Carers approved by Northamptonshire County Council obtain Foundation Level skills payments through two distinct but equitable routes.

Family & Friends - Connected Person Foster Carers

Family & Friends – Connected Person carers – previously known as Kinship carers, receive the Foundation Level skills payment when they are approved at Northamptonshire Fostering Panel and they have completed the Family & Friends Induction Programme and Emergency First Aid training.

Family & Friends carers may then progress to Intermediate Level skills allowance on completion of the TSD Standards for Family and Friends Foster carers once successfully verified by Fostering Managers (TSD must be completed within 18 months of approval at panel). Time scale for sign off and verification should not be any longer than 6 weeks. If complete and there is a delay in sign off and verification by the Fostering Service, intermediate skills allowance will be back dated to the date 6 weeks after the portfolio was submitted to the SSW.

Note: Since 1 January 2020 skills level payments for connected carers are paid per household not per child.

Connected carers are not eligible to progress to advanced skills level.

General Foster Carers

On approval, all foster carers receive the Foundation level skills allowance. Following the completion of the TSD essential training (this must be within 12 months of approval) and successful verification by a Fostering Manager, foster carers will progress to the intermediate skills allowance. Time scale for sign off and verification should not be any longer than 6 weeks. If complete and there is a delay in sign off and verification by the Fostering Service, intermediate skills allowance will be back dated to 6 weeks after the date the portfolio was submitted to the Supervising Social Worker.

Under the current arrangements, on approval, all foster carers can access the skills level payments with the exception of foster carers approved as part of the specialised fostering schemes who have different fee paying arrangements.

For guidance on progression to advanced level please see appendix 2 of this document. Following the completion of the advanced level portfolio and successful verification by a Fostering Manager, foster carers will progress to the advanced skills allowance. Time scale for sign off and verification should not be any longer than 6 weeks. If complete and there is a delay in sign off and verification by the Fostering Service, advanced skills allowance will be back dated to **6 weeks after** the date the portfolio was submitted to the Supervising Social Worker.

Skills and Fees are paid per child in placement and are in addition to the allowances paid for the care of the child.

Skills level payments are paid only when there is a child or young person in placement and are paid pro rata for respite placements.

Fostering Skills Payments:

Skills level	Amount (per week)
Foundation	£63.44
Intermediate	£118.96
Advanced	£174.46

During investigation of allegations, skills payments would continue to be paid if the foster carers were placed on hold (suspended from placements) but fostering allowances would not be paid. The skills payments will be reviewed if the investigation takes more than 6 months to be concluded. If the Agency Decision Maker terminates the fostering approval following fostering panel presentation, skills payments will stop from the ADM date and foster carers will not receive any further payments from the Fostering Service.

Payments for special scheme foster carers

Northamptonshire County Council has a number of specialist foster care schemes in addition to short/long term and Family & Friends - Connected Persons. These carers provide care to looked after children/young people with particular needs or at particular times. Payments vary from the standard fostering allowances/fees to reflect the specific nature of the task.

Remand Foster Carers

These carers provide placement for young people (10-18 yrs) who are going through the judicial system and have a Community Order so are unable to live with their family. The fees payable to these carers are shown below.

RCS_RET	Remand Care Retainer	£134.87
FEE1	Fee 1	£361.04
FEE2	Fee 2	£382.88
FEE3	Fee 3	£388.22
FEE4	Fee 4	£402.38
FEE5	Fee 5	£412.80

Emergency Foster Carers

These carers care for children/young people who need to be placed outside of office hours/weekends/bank holidays. The fees payable to these carers include the allowance element and are shown below. A daily retainer of £13.41 is paid in addition to the allowances below.

EMERRET	Emergency – Retainer – per week	£96.30
EMEROVWK	Emergency - Overnight – Weekly rate	£369.87

Family Link Carers

This is a support service to disabled children/young people and their families through the provision of a series of Short Breaks. Payments are made according to the type of care provided e.g. Daily rate per hour between the hours of $8.00 \, \text{a.m.} - 8.00 \, \text{p.m.}$ and overnight rate to cover the period $8.00 \, \text{p.m.} - 8.00 \, \text{a.m.}$ See below for payment details:

Rate	Fee
Daily Rate per hour	£5.61
Overnight Rate	£30.86

Support Foster Carers (Previously known as Respite Carers)

These carers support placement stability and continuity of care arrangements for children/young people and help prevent placement breakdown through shared/support care arrangements. They provide a range of support including less than 24hr stays and work primarily with children/young people with complex/challenging needs.

Foster Carer to Foster Carer Respite/Support/Daycare

A support carer offering day care facilities to a child already with another foster carer will be paid £4.50 per hour for a maximum of six hours a day regardless of the age of the child. After the six hours, the rate reduces to £2.50.

Respite foster carers will receive the fostering allowance and skills level payments pro rata for the duration of the respite period.

How and when are payments made?

All allowances are made by BACS transfer, directly into the foster carers' bank or building society account. The allowances are due each week, carers usually receive payment into their account mid week. A weekly remittance slip is emailed to the foster carer to confirm when paid and details of their allowance. Payments are always made in arrears i.e. payments received on a Monday covers the previous Sunday to Saturday period.

Submitting claims for additional/discretionary allowances

Foster carers should notify their Supervising social Worker when they have additional payments to claim e.g. day care, mileage, other ad hoc payments. This can be done by email or mileage form sent to their SSW for processing.

What should I do if there are problems with payments?

Queries

If you have any queries about the allowances being paid to you, speak to your SSW in the first instance. Or please ring the Helpdesk on 0300 1267666. All enquires relating to foster carer payments are located at Option 3 "Accounts Payable Enquiries, including Supplier Maintenance Forms, GPC and Monitoring and Payments."

Please make sure you have to hand the details of the child/young person/payment period/ remittance slip that the query relates to.

Overpayments

It is a foster carer's responsibility to check their remittance advice slip on a weekly basis to confirm that payments made are accurate and to advise their Supervising Social Worker immediately when a child's placement ends or they obtain a legal order for the child.

As fostering allowances are paid a mid week therefore incidence of overpayments may occur. If a placement ends after the payment has been made, there will be an over payment. Where this has occurred the amount of the overpayment will normally be recovered from the next weekly payment(s).

If a foster carer continues to receive any payment for children/young people who have left their care, they must notify the Monitoring and Payments Team and their Supervising Social Worker immediately, in writing or via an email. This ensures the over payment amount is kept to a minimum. You should also make arrangements for repayments to be made via the Accounts Payable team.

In the event of an over payment the Monitoring & Payments Team will recover an overpaid allowance from a foster carer's current allowance. If the overpaid allowance is greater than £350.00 the Monitoring & Payment Team will send an email to the foster carer to advice of the recovery. They will also advice the fostering team. Overpaid allowances less than £350.00 will be recovered from current allowances, but no communication will be sent to the carer. The fostering team will be notified by MAP to enable the supervising social worker to have a conversation with the carer about the overpayment.

Any overpayment under £100 will be netted off current carer's allowances and over £100 an agreement will be made for 50% to be deducted weekly.

The Monitoring & Payments Team would always ensure a foster carer is left with one weeks allowance when processing overpaid allowances. If the overpaid amount is not recoverable from a carer's current allowance, an invoice for the full overpaid amount will be raised and an email sent to the carer advising of this action.

There is a formal recovery process, but a foster carer can arrange for outstanding monies to be repaid in full to Northamptonshire County Council. Speak to your SSW for information on this process.

If repayment in full is not made the following action will be taken by the Accounts Payable Team. The foster carer will receive written notice of the amount overpaid, monies still to be recovered, and details of the recovery process and repayment time-scale.

Disability Living Allowance

Some children or young people may be entitled to Disability Living Allowance (DLA) because of the nature or extent of their disability. The policy of the Children & Young People's Service regarding management of this allowance is as follows:

Short-term fostering

The child's social worker is responsible for and will manage any Disability Living Allowance the child is eligible for. This allowance should be paid into a separate bank/building society account in the child's name.

Levels of DLA to be paid to foster carers to cover additional costs incurred will be agreed at the <u>Placement Planning</u> <u>meeting</u>. Examples of costs which may be covered by DLA include extra laundry, additional supervision etc. What the DLA is used for needs to be clearly recorded and available to view by any professional as requested.

When the child/young person moves between placements, the account follows the child.

Further guidance can be found at www.gov.uk.

Other (non Fostering) allowances

Child Arrangements Orders (Formally known as Residence Orders)

Northamptonshire County Council (NCC) has a scheme to pay Child Arrangements Order allowances to avoid financial considerations getting in the way of a child/young person's need for legal security. These are means tested. Carers in receipt of a means tested allowance will have any Child Benefits they receive, deducted at the time of the assessment.

Foster carers may be eligible for an allowance where they are applying for a Child Arrangements Order in respect of a child/young person already placed. The child/young person's social worker will need to write a report to show that without the provision of an allowance the child/young person would need to remain in the care of the local authority.

Where a Child Arrangement Order Allowance is agreed this will usually be paid until a child reaches 16 years. It may be extended to 18 years where this has been specifically recommended and agreed by NCC.

Adoption Allowances/Special Guardianship Allowances

The legislation within the Adoption & Children Act 2002 allows local authorities to take a flexible approach to providing financial support in adoption and Special Guardianship situations.

In Northamptonshire adoptive parents can apply for an allowance which would be means tested. Unless there is evidence that a child has complex needs that are likely to require additional funding throughout their childhood the local authority will usually offer a one-off or time-limited payment for specific purposes. This might include support with the costs of facilitating direct contact; money to allow an adoptive parent to remain at home with a child for an extended settling in period (over and above any statutory entitlement).

Where foster carers become adoptive parents or guardians under a Child Arrangements Order, Northamptonshire County Council can, in certain circumstances, continue to pay allowances and remuneration for two years following an order being made. Any further ongoing allowance will be subject to means testing.

All ongoing allowances are subject to an annual financial change of circumstances review.

Appendix 1 – Essential Clothing Checklist

Minimum/essential clothing requirements for a child coming into foster care or moving to a new placement or going back home

The following list of clothing is merely a guide to help staff and foster carers think what level of clothing a child or young person might be expected to have. This form to be completed by the Supervising Social Worker, Foster Carer, Child/Young Person's Social Worker at point of placement.

All items must be of the correct size, in good condition and appropriate for the child and season.

Essential Clothing Checklist

To be first completed at point of placement.

Items to be suitable for the weather and season

First full set of uniform at a new school should be paid for separately by the Children's Services.

Name of child/Young Person.

Date

Item	0-12 Months (Babies)		1-4 Ye		5-18 Y	
			(Pre-School)		(School Age)	
	Suggested	Actual	Suggested	Actual	Suggested	Actual
General						
Pyjamas / Sleepsuits	7		3		3	
Vests	7		7		7	
Underwear	7		7		7	
Socks/Tights	7		7		7	
Slippers	1		1		1	
Dressing Gown	1		1		1	
Complete Day Outfits	7					
T-shirts/Blouses /Tops			7		7	
Trousers/Skirts/Shorts			4		4	
Jumpers/Cardigans/Hoodies			4		4	
Coat	1		1		1	
Hat, Scarf and Gloves	1 set		1 set		1 set	
Shoes	1		1		1	
Trainers					1	

Uniform				
Cool /Tible				
Socks/Tights			5	
Blazer/Tie			1	
Jumpers/Cardigans			3	
Shirts/Blouses/Polo Shirts			5	
Skirts/Trousers/Dresses/Shorts			3	
School Shoes			1	
PE Kit				
T-Shirt			1	
Shorts			1	
Tracksuit Trousers			1	
Jumper			1	
Plimsolls/Trainers			1	
Bag			1	
Other				
Suitcase/Holdall	1	1	1	

Appendix 2 - Advanced Skills Level Criteria

Introduction

Northamptonshire County Council operates a foster carer progressions scheme. In order for a foster carer to be eligible to obtain advance level skills the following pre-requisites must be followed and achieved

1. Advanced Level Entry Requirements

Pre requisite:

In order to progress to the advanced level within fostering the foster carer (s) will be expected to meet the following requirements;

- 1. Have a minimum of two years fostering experience following the date their CWDC/TSD Workbook was successfully verified.
- 2. One of the foster carers in the household must have completed all Core and Intermediate Training Year 1, 2 and 3 as outlined in the Foster Carers Training manual, except for the Fostering Changes Programme which needs to be completed according to its availability. Foster carers partners need to have completed 7 Specific Core Training Modules from Year 1, 2, and 3.
- 3. Evidence of regular participation in at least one or more of the following activities
 - a. Buddy Scheme
 - b. Support Groups
 - c. Recruitment and Training Events
 - d. Foster Care Association
 - e. Activities within the wider fostering community
- 4. Foster carers are prepared and available to take any child/young person with whom they are matched (within the terms of their preferred approval range) unless they have demonstrated a significant reason why the match would be inappropriate.