**Appendix B** Headed paper

CONFIDENTIAL

RENT LETTERS for “STAYING PUT” PLACEMENT ARRANGEMENT

 **Licence to Occupy – Licence Agreement**

**“Staying Put” Carers Address**

Name of Young Person (**LICENSEE**):

Date of Birth:

National Insurance Number:

“Staying Put” Address:

TYPE OF ACCOMMODATION:

* Staying Put” Arrangement – Excluded Licence
* The “Staying Put” carer is deemed the landlord

Name of Landlord: (“Staying Put” Carer)

Agent for the Landlord: North Yorkshire County Council (NYCC) Children’s Services

On-line Claim Reference Number:

Dear Sir/Madam,

This letter is provided to confirm that **[add full name of young person]** was previously a child placed in my foster care household by NYCC Children’s Service. **[Add full name]** has now reached the age of eighteen and will be remaining as an “independent adult” in my household under a “Staying Put” arrangement. I am letting the property (one bedroom at **[insert address]**) to **[add full name]** in line with North Yorkshire County Council’s Staying Put policy. The arrangement will be reviewed 6 monthly as per the policy. **[add full name]** also has shared use of the bathroom, downstairs living area and kitchen.

**[Add full name]** is liable for rent costs of £60 per week. **[add full name]** is also liable for paying £10 a week for utilities. NYCC Children’s Service will continue to provide an allowance to meet the support costs of **[add full name].**

As (**Full Name**) was ‘Looked After’ on/or after **his/her** sixteenth birthday **he/she** is exempt from the single room rent restriction.

As **[add full name]** was previously “Looked After” and remains vulnerable I would request that the Housing Benefit is paid directly to me, the “Staying Put” carer/s. NYCC Children’s Service will pay the “Staying Put” carer/s the support costs.

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

Yours faithfully,

[Signed by “Staying Put” Carer/s]

**Financial Structure – required for benefit claims**

|  |  |
| --- | --- |
| **SERVICES** | **WEEKLY PAYMENTS (figures for example purposes only)** |
| Rent | *£60* |
| Support | *£227.90* |
| Utilities | *£10 (suggested amount)* |
| Food | *£10 (suggested amount, if applicable)* |
| **TOTAL** | ***££302.95*** |

Headed Paper

Name of Young Person (LICENSEE):

Date of Birth:

National Insurance Number:

“Staying Put” Address:

TYPE OF ACCOMMODATION:

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

Name of Landlord: (“Staying Put” Carer)

Agent for the Landlord: NYCC Children’s Services

Dear Sir/Madam,

This letter is provided to verify the identity of the above named young person and to confirm and clarify his/her circumstances.

The above named young person was previously placed in foster care at the above address. The young person has now reached the age of eighteen and is no longer in foster care; **(he/she)** will be remaining with **(his/her)** previous foster carer/s under a “Staying Put” arrangement. The young person is now deemed ‘independent in **(his/her)** own right’ and is liable for accommodation costs of £60 per week, excluding meals/food, utility/service and support charges. The information provided below sets out **(his/her)** legal status and financial circumstances.

I can confirm that (***Add Full Name***) was previously an ‘Eligible’ child, or ‘Relevant’ child and became a ‘Former Relevant’ child on **(Add Date)** as defined by the Care Planning, Placement and Case Review Regulations and Guidance 2010 and Planning Transition to Adulthood Guidance 2010 which includes the Care Leavers (England) Regulations 2010.

1. I can also confirm that (**Add Full Name**) was previously ‘Looked After’ by NYCC Children’s Services and was ‘Accommodated’ under Section 20 of the Children Act 1989.
2. I can also confirm that (**Add Full Name** ) was previously ‘Looked After’ by NYCC Children’s Services and was subject to a Section 31 Care Order under the terms of the Children Act 1989.

(**Add Full Name**) ceased to be ‘Looked After’ on **(Add Date)** and will continue to receive practical support and, in specific circumstances, financial help from NYCC Children’s Services under Section 23C of the Children Act 1989. Section 23C payments must be declared when claiming benefits but are not to be counted as income for welfare benefit purposes

1. As (Add Full Name) has now become a ‘Former Relevant’ child and ceased to be ‘Looked After’, I believe **he/she** will be entitled to claim Universal Credit at the rate of £77.90 per week including Housing Support and Council Tax element
2. As (**Add Full Name**) has now become a ‘Former Relevant’ child, has ceased to be ‘Looked After’ and is engaged on a traineeship, I believe **he/she** will be entitled to claim Universal Credit at the rate of £77.90 per week including Housing Support and Council Tax element
3. As (**Add Full Name**) has now become a ‘Former Relevant’ child, has ceased to be ‘Looked After’ remains estranged from his/her parents and is covered by the relevant education criteria, I believe **he/she** will be entitled to claim Universal Credit at the rate of £77.90 per week including Housing Support element
4. As (**Add Full Name**) has now become a ‘Former Relevant’ child, has ceased to be ‘Looked After’, remains estranged from **his/her** parents and has been given a ‘Fit Note’ by **his/her** Doctor, I believe **he/she** will be entitled to claim Employment & Support Allowance and full Housing Support and Council Tax element.
5. As (**Add Full Name**) has now become a ‘Former Relevant’ child, has ceased to be ‘Looked After’, remains estranged from **his/her** parents and has been given a ‘Fit Note by **his/her** Doctor, I believe **he/she** will be entitled to claim Universal Credit at the rate of £77.90 per week including Housing Support and Council Tax element.
6. As (**Add Full Name**) has now become a ‘Former Relevant’ child, ceased to be ‘Looked After’ and is earning a low income, I believe **he/she** will be entitled to claim Universal Credit including Housing Support and Council Tax element.

As (**Full Name**) was ‘Looked After’ on/or after **his/her** sixteenth birthday **he/she** is exempt from the single room rent restriction.

**(Add Full Name)** was previously ‘Looked After’ and remains vulnerable I would request that the Housing Benefit is paid directly to the Staying Put Provider. NYCC Children’s Services will continue to pay the landlord the support cost.

Please make payments via BACS

Bank Account for BACS

Sort Code ?? ?? ??

Account Code ????????

If using BACS request a reference number and send remittance advice to:

E-MAIL ADDRESS

**(Add specific information)**

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

Yours faithfully

**Approved Signatures**

***Team Manager***

***Assistant Team Manager***

**\* Please complete, or delete, either section A or B, complete the bold text sections and the relevant sections 1 to 6. All other sections must be completed.**

Information about disregarding Social Services payments to care leavers.

Welfare Benefits and Tax Credits Handbook; Child Poverty Action Group: 2014/2015

Part 3 General rules for means tested benefits

Chapter 14 Income under pension credit age

**Payments by Social Services**

The Following payments are ignored:

A4: Income other than earnings

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payment from a social services department under ss17, 23B, 23C or 24A of the Children Act 1989 or, in Scotland, a payment from a social work department under s12 of the Social Work (Scotland) Act 1968 or under ss29 or 30 Children (Scotland) Act 1995 – i.e., payments from social services to assist children in need or young people who have been in care or who have been looked after. For IS and income-based JSA, such payments are not ignored if you or your partner are involved in or, for IS only, have returned to work after a trade dispute. 208

208 **IS** Sch 9 para 28 IS Regs

**JSA** Sch 7 para 29 JSA Regs

**ESA** Sch 8 para 30 ESA Regs

**HB** Sch 5 para 28 HB Regs

 **CTB** Sch 4 para 29 CTB Regs