**SECTION 17 POLICY FOR CHILDREN'S SOCIAL CARE**

**What is Section 17?**

Financial support in terms of goods or services can be offered to children, young people and parents/ carers under Section 17 of the Children Act 1989 to address identified needs;

1. Safeguard and promote the welfare of children within their area who are in need, or to prevent the child suffering significant harm or significant needs or to remove the need for the child to be looked after by the local authorities
2. So far as is consistent with that duty, to promote the upbringing of such children by their families by providing 'assistance in kind, accommodation, or in exceptional circumstances, in cash'.

Where there are repeated applications for S17 support, an additional needs- led assessment will be undertaken to ensure that the child / young person is receiving the most appropriate level of support.

The definition of a child in need is:

* S/he is unlikely to achieve or maintain, or to have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision for him of services by a local authority under this Part;
* His/her health or development is likely to be significantly impaired, or further impaired, without the provision of such services; or
* S/he is disabled,
* And “family”, in relation to such a child, includes any person who has parental responsibility for the child and any other person with whom s/he has been living.

Therefore, for a child to be supported using S17 payments, they **MUST** be open to Children's Social Care or at the very least be an open referral for an assessment.

When a child becomes looked after they are also a child in need. This means that S17 monies can be accessed to pay for items associated to being a looked after child. These are items/ activities such as; direct work, travel expenses to support contact etc. S17 is not used to pay for the child/young person's placement. Costs for placements should always be allocated to the appropriate placement budget code, in accordance with the placement type. For example, in- house, agency residential etc.

**Criteria of Section 17**

The Local Authority does not replace the role of benefit support. Families can be referred to Welfare Rights, if necessary.

<https://www.lancashire.gov.uk/benefits-and-grants/benefits-advice/contact-us/>

All alternatives must be explored with the family before assistance is offered under S17. This must include the consideration of obtaining assistance – or part assistance from other agencies, including;

* Universal Credit;
* Child Tax Credit and Working Tax Credit (including help with child care costs);
* Guardian's Allowance for people caring for bereaved children;
* Housing Benefit and/or discretionary housing payments;
* Council Tax benefit and discounts;
* National Insurance benefits (such as ESA and Maternity Allowance);
* Non-contributory benefits such as Child Benefit, Disability Living Allowance and Carers Allowance;
* The appeal and review systems of all of the above.

For more detailed information, families should be directed to the Citizen's Advice Bureau.

<https://www.citizensadvice.org.uk/benefits/help-if-on-a-low-income/extra-help-if-youre-on-benefits-or-your-benefits-have-stopped/>

* Families must be supported to access and use their existing resources to the best effect so that the family can become self- sustaining, prior to any application for funding. They must also be supported to explore/ and access a range of additional support available through the Lancashire Crisis Support Scheme. <https://www.lancashire.gov.uk/benefits-and-grants/crisis-support-scheme/>. The scheme provides support for those experiencing a crisis beyond their control in meeting short-term needs and to promote their continued independence within the community. It focuses on three key areas of provision identified as those most relevant to supporting individuals and families experiencing crisis situations:  food, heating and essential household items. Applications for household items must be made by the social worker via the [online form](https://www.lancashire.gov.uk/practitioners/health-and-social-care/crisis-support-scheme-approved-partners/) using code LAN352. Families can self-refer for help with food and heating costs. Eligibility criteria applies.

Additional local support can also be accessed and social workers should signpost parents/ carers to local organisations. *Please see attached North/Central/East Lancashire.*

If you become aware of additional organisations offering support, please update [sarah.jones2@lancashire.gov.uk](mailto:sarah.jones2@lancashire.gov.uk) so that local lists can be updated.

For Housing Support, including assistance with landlord disputes or housing needs, it is recommended to contact the local Housing Options Teams around the County.

In addition to the services referred to above, there are a wide range of voluntary and community organisations across the county. Signposting families to these services and providing support where appropriate can provide more localised and relevant support.

*\*Please see attached documents for support available in North/ Central/ East Lancashire\**

Financial assistance under S17, as far as possible should be a minimal payment to support parents to meet the needs of their children until the next working day, when it is then expected that they will resolve any benefit issue. There may be exceptional circumstances where multiple payments are required; these are to be considered on a case by case basis by a Senior Manager and must be subject to review and time-limited. Whilst there is not a limit to the time period that S17 can be used to support children, in all cases this must be the minimal period of time. This must be clearly communicated by the worker to the person in receipt of the assistance. The person in receipt of the monies must be aware that the funding will be under constant review. All S17 payments should be supported by an assessment of need. If there are multiple application for S17 financial assistance then other resources such as support with budgeting and money management must be accessed. If there are more than three applications for S17 funding, the family must be referred to Children's Social Care for a Child and Family Assessment to be completed.

The use of S17 monies **MUST** be the final option. In particular, the allocation of cash should only be made in exceptional circumstances and all other alternatives such as benefits and crisis funds **MUST** be explored and evidenced. No person shall be liable to make any repayment of assistance at any time when s/he is in receipt of any of the following;

* Income support
* Any element of Child Tax Credit other than the family element
* Working Tax Credit
* Income-based Jobseeker's Allowance
* Income-related Employment and Support Allowance.

**What can Section 17 payments be used for?**

* To support children in need (or in need of protection) who are at home (and LCC do not share parental responsibility)
* To prevent family breakdown or admission to care
* Support needs of children looked after. For example, contact and travel and for children on home placements who require assistance. CLA will be coded to the placement type i.e. Foster carer for the initial clothing should be a Foster Carer CPLI service level for clothing, not S17.

Specific details in relation to how Section 17 can be administered, can be found in the S17 Guidance document at the end of the policy. This includes:

* How funds can be utilised
* Appropriate funding limits for various items/ needs
* Approval levels (not related to Scheme of Delegation)
* Method of payment

Remember, all placement costs for children and young people who are looked after must be coded to the appropriate budget. If specialist assessments or therapy is required, this must be informed by an assessment, it must clearly state the required outcomes and **must** be agreed by a Head of Service.

**What Section 17 payments cannot be used for?**

The use of S17 is not intended to replace the benefits system and should not be used to improve standards of living related to living on benefits. Families who repeatedly require S17 financial assistance must be supported to access courses/support to help them to be able to reside within their means.

Legal Costs – these are costed and coded to the LCC legal department.

**Further detailed guidance on the range of items/ situations that Section 17 payments can/ cannot be used for are found below, from page 6.**

**Application and Approval of Section 17 Payments**

Please note, funding can only be administered to a young person/ family through the processes detailed below. All one off payments must be allocated via the Paypoint process.

For payments in relation to ongoing costs please follow the Flowchart relating to Payments via an Invoice.

**N.B. Social Workers must not make payments to young people/ families and claim costs back through the expenses system.**

The attached flowcharts outlines the process for two different types of Section 17 funding allocation.

**For a Social Worker agreeing payment via Paypoint:**

For further detailed information of how the payment process works, please follow this link:



In addition to the flowchart above, there is additional guidance for one off Paypoint payments:

* Case Support Communication Form received from Social Worker Manager to make a payment to a Social worker as young person/parent has no access to a mobile phone for payment to be sent to.
* Finance Business Support to check costing on LCS and processes payment to mobile phone number provided. In addition, Finance Business Support advises Social Worker/ Support Worker/ Personal Adviser to issue a Transaction Form for parent/ young person to sign for receipt of payment.



* Social worker to return signed Transaction/ Cash Slip to Local Business Support to save to child's record.



Any payment made via Paypoint can be checked by Business Support to identify where the payment has been cashed, indicating the time and location as to where this took place.

**For Social Workers agreeing payments via an Invoice, please follow the process below:**

For further detailed information of how the payment process works, please follow this link:



**1. S17 Financial Assistance Guidance**

**The Guidance is not a standalone document it must be read with the Section 17 policy.**

* 1. **Remember:**
* Families are to be enabled to resolve financial crisis through their own means wherever possible.
* All other options to support a family **must** be sought first and evidenced that this has been done. This includes accessing charitable organisations and referring to Lancashire Crisis Support Scheme, when the criteria is met. <https://www.lancashire.gov.uk/benefits-and-grants/crisis-support-scheme/> further details below
* Any Section 17 monies spent **must** be informed by an assessment of need, on occasions, in an absolute emergency, finance might be given prior to an assessment. This must be a minimal amount and followed up with an assessment of individual circumstances.
* We are not an alternative to the benefits system, entitlement to benefits can be established by contacting the Welfare Rights Team or the Citizen's Advice Bureau.

<https://www.lancashire.gov.uk/benefits-and-grants/benefits-advice/contact-us/>

* Any payments that are not one offs must have regular reviews planned with managers (ideally on a weekly basis. However 3 months is the longest period permissible between reviews)
* Payments can only be provided where an assessment determines items identified as essential to meet the needs of the child, prevents the child suffering significant harm or to meet significant need or to prevents the need for the child to be looked after by the local authority.

It should be checked if S17 payments have already been made to the family in the last 12 months. If there have been 3 or more payments, the Head of Service must be informed and in agreement. This will trigger a reassessment of need.

**1.2 Approval Levels**

The manager agreement levels are to be the same as those in the scheme of delegation for case work.

For further information, please check the Scheme of Delegation.



**2. Types of S17 Financial Assistance**

**2.1 S17 Non Accommodation;**

These should be used to overcome a crisis, following the best assessment that can be achieved in the circumstances:

**Specific Guidance: Provisions / Personal Items (Family Support); Provisions / Personal items**

* **Food** – Consideration should be given to use of local Food Banks or applying for support through the [Lancashire Crisis Support Scheme](https://www.lancashire.gov.uk/benefits-and-grants/crisis-support-scheme/) first. The Crisis Support Scheme will support those meeting the eligibility criteria, providing a food parcel for a minimum of 4 days to be collected from the scheme district partner. This can generally be collected the next day. Applications are made by contacting the Council's Customer Access Service on 03001236735 who will carry out an eligibility assessment.

Subsistence should initially only be given for 24 hours, up to 3 days if covering the weekend, and the claimant will be expected to apply to the Lancashire Crisis Support Scheme for those meeting the scheme eligibility criteria. If subsistence is to be given for more than 24 hours (except at weekends) they must be able to prove that they have been refused assistance by the Lancashire Crisis Support Scheme. Funding is via Paypoint to the family member to cover the costs of goods and receipts are to be provided.

**Food banks –** see attached information for locality information including foodbanks.

* **Gas and Electricity** – Blackpool Coastal Housing delivers a Pan Lancashire home energy project under the title 'Cosy Homes in Lancashire' ([www.chil.uk.com](http://www.chil.uk.com)). The project will provide a home visit that will provide;
  + A home energy survey, which looks at the property, heating type and state of repair, energy usage and will provide support with fuel debt, fuel bills, switching energy supplier etc.
  + Signposting to support agencies and referrals for funded measures such as insulation, replacement boilers and central heating

**\*All families receiving support from Children's Social Care are eligible for a visit from a case worker.\***

To make a referral, contact Blackpool Coastal Housing on [care&repair@bch.co.uk](mailto:care&repair@bch.co.uk) and copy in [diane.simone@bch.co.uk](mailto:diane.simone@bch.co.uk) or call 01253 476 646.

Consideration must also be given to applying for support with heating costs through the Lancashire Crisis Support Scheme. <https://www.lancashire.gov.uk/benefits-and-grants/crisis-support-scheme/> unless the eligibility criteria is not met. Crisis heating payments are awarded via Pay Point for those experiencing crisis situations.

**To apply for support with food or fuel costs** from the Crisis Support Scheme call the Council's Customer Access Service on 0300 123 6735 for an eligibility assessment. A maximum of two awards for food parcels and / or home heating costs are available in any rolling12 month period.

The Lancashire Crisis Support scheme can provide one-off support with essential electrical items and beds delivered and installed by a network of local furniture reuse and recycle organisations. The scheme will provide support to those who have recently experienced a significant upheaval, disaster or adverse event and need support to establish or maintain a home within the community. Applications for household items must be made by the social worker via the [online form](https://www.lancashire.gov.uk/practitioners/health-and-social-care/crisis-support-scheme-approved-partners/) using code LAN352.

For further information on the Crisis Support Scheme please see link:



* **Clothing -** one off payment, the provision of clothing, can only be provided where an assessment determines the items as essential. These are to be minimal amounts to meet essential basics.

Funding via Pay point to the family member for costs of goods only, and receipts are to be provided.

**Toiletries** **-** Funding via Pay point to the worker or parent /carer for costs of goods only, and to meet basic needs.

* **Nappies and baby milk** should be given in appropriate amounts. Funding is direct to worker or parent /carer via Pay Point for costs of goods only.
* **Official Documents** – For official documents such as Birth certificates (maximum of 2 copies) they are ordered through I-proc via business support. Passports should *only* be obtained if the young person is going on holiday abroad and *mus*t be applied for online. For the purposes of ID, a provisional driving license should be applied for instead as this does not expire.
* **Equipment** can only be provided where an assessment determines items identified as essential to meet the needs of the child and/or prevent the child suffering significant harm or significant need and/or the need for the child to be looked after by the local authority. Where possible, Business Support will place an order to a supplier on behalf of the young person/ family and pay through I-Pro otherwise a corporate Credit Card can be used. A receipt is required. If the amount is small, payment can be made direct to a worker via Pay Point for the cost of the goods.
* **Direct work** – As part of ongoing family support work e.g. Life Story work materials. Funding direct to a worker via Pay Point for the cost of the goods. A receipt must be provided and uploaded on the child's file on Documentum
* **Awaiting Benefits** When a service user requests financial assistance because of a failure of arrival of benefits or tax credits.

**Universal Credit- New Claimants**

A 'Universal Credit advance' is generally available to anyone making a new claim for Universal Credit. When the claim has been made, claimants are contacted on the same day or the following day about the claim and whether they want an advance. The parent/ carer should request the advancement which can **take up to 5 days. Please note, there is no responsibility on Universal Credit to provide this and is dependent on the claimant requesting the advance.**

**Universal Credit- Existing Claimants**

Those in receipt of Universal Credit for 6 months or more may be able to apply for a 'Budgeting Advance'. However, this cannot be applied for if previous applications have been made, that have not been recovered.

Proof that an application for either a Universal Credit Advance or a Budgeting Advance has been applied for must be provided.

Please note that benefits will be backdated and financial support from Lancashire County Council will not be reclaimed, therefore the amount given **must** be informed by an assessment and based upon the actual amount required to meet immediate need, such as; food, bus fare to essential appointments and getting to school etc. Funding is through the request for a Manual weekly payment via BACS needs to be raised and is only to cover the immediate 5 days.

If there are issues with benefits, parents/ carers should be referred to Welfare Rights for advice.

<https://www.lancashire.gov.uk/benefits-and-grants/benefits-advice/contact-us/>

* **Denied benefits** because of their immigration status, particularly if Job Centre Plus staff state that the person is not 'habitually resident' in the UK or the person has 'no recourse to public funds' as a condition of their stay in the UK, for these families to follow the link below;

<https://www.proceduresonline.com/lancashirecsc/p_no_recourse_public.html?zoom_highlight=families+with+no+recourse+to+public+funds&zoom_highlight=families+with+no+recourse+to+public+funds>

In all instances, refer to Welfare Rights for the relevant advice and support.

For EEA families coming for support, it is recommended to refer to Welfare Rights for advice.

Children's Services is not fundamentally a long-term income maintenance agency and whilst interim arrangements can be made, these need to be time limited wherever possible.

**Specific Guidance: Contact/ Travel Support (Family Support)**

This provision is available to support the transport of children, parents, or carers to attend:

* + assessments,
  + activities,
  + appointments including the attend of a child protection case conference
  + support groups and courses
  + maintain contact

Which are essential to a Child's Plan or to comply with court direction.

It also includes the provision of an escort if it is necessary to enable a child to get to school or nursery whilst the parent/carer has a temporary disability, once all other options regarding friends and family have been exhausted.

If the transport is for travel to and from school the school transport team should be contacted first.

* An assessment must ensure and agree that they could not reasonably be expected to travel using their own means due to medical, situational, financial or geographical reasons. This support is to be provided through bus tickets, train tickets or reimbursement of own, family or friend's petrol costs.
* Reimbursement is made to the person through a pay point payment. Reimbursement of petrol costs to be subject to driver and vehicle being appropriately licensed and insured. The rates of payment for fuel, has to be based upon average miles per gallon for the vehicle used for an agreed distance between home to meeting, the cost identified to be agreed prior to submission for approval. For guidance on the reimbursement rates for petrol costs, please refer to [**HM Revenues and Customs Guidance**](https://www.gov.uk/government/publications/advisory-fuel-rates);
* Taxis are not the first option to be explored and will not be approved unless all other avenues of travel have been exhausted and the cost of travel has been evaluated against the benefits to the child of the appointment, or it is cheaper by taxi.

**Specific Guidance: S17 Childcare / Activities**

### Child Care - Day Care e.g. childminders or nursery for children under 2 years old, this should be only in the short term, in exceptional circumstances, and assessed as an absolute necessity to promote the welfare of a child. If the child is 2 years old then an application must made through Early Education Premium (EEP) for 15 hours free nursery and for 3 years onwards 30 hours.

### If additional hours are agreed as being required, Business Support will pay by I-Proc on receipt of an invoice by the supplier.

### The funding is available from the term after a child's 2nd birthday, providing they meet the prescribed eligibility criteria;

* Children looked after
* 'Child in Need' status
* Those on a Child Protection Plan
* Children of Gypsy Roma Traveller heritage
* Children receiving portage
* Children of serving armed forces personnel residing in Lancashire.

For further details and how to apply;

**Info for parents**  
<https://www.lancashire.gov.uk/children-education-families/childcare-and-family-support/free-early-education-for-two-year-olds/>

**Info for professionals** <http://www3.lancashire.gov.uk/corporate/web/?siteid=2979&pageid=33651&e=e>

Parents/ carers receiving Working Tax Credit or Universal Credit can request financial support towards childcare costs from that their local benefit office. Lancashire County Council should only pay the difference between what the Benefits cover and the actual cost. This ensures that the DWP fund childcare costs, wherever possible.

### After school and holiday activities – if they are part of a Child Protection plan, or prevent the need for accommodation as part of planned intervention that is informed by an assessment. Business Support will pay by I-Pro on receipt of an invoice by the supplier.

### Holidays - Holidays must only be provided in exceptional circumstances and the child must meet the threshold under The Chronically and Sick Disabled Act 1970.

### Support temporary private care arrangements e.g. when parent may be hospitalised, and there is no other means of caring for the child. The arrangement and financial responsibility lies with the child’s family. At the very least, the parent should be expected to provide the person caring for the child with the child benefit received for that child. Any Sect. 17 payment should be informed by an assessment, the person caring must be assessed as viable and based on actual cost this will be funded through pay point.

**Specific Guidance: Professional Fees (Family Support); Therapeutic support (one off)**

* **Specialists Assessments and DNA/Hair Strand Testing** - If special assessments or testing is required prior to care proceedings (pre proceedings public law outline PLO) to evidence the level of risk to a child, then these assessments need to be agreed by Head of Service. Specialist assessments, should be the exception rather than usual practice. If the social worker and practice manager are of the view that a specialist assessment may be required approval from the Head of Service is to be sought before the pre- proceedings meeting and ratified there after by the relevant Head of Service. An invoice will be provided and Business Services will pay through I-proc.
* **Interpreter and Translation Costs** - Where English is not the first language for children and carers; workers need to ascertain if the child and/or carer is able to understand and speak English to the level that they can complete their intervention in a meaningful way. If the child and/or carer is not able to understand or speak English to the required level, then an interpreter will be required.

Consideration is to be given to whether this could be an extended family member, family friend or community worker including teaching staff with the carers' permission if it will not be detrimental to any assessment and/or the intervention. Professional Interpreters should always be used for assessments; Case Conferences; and court proceedings. These can be sourced through Language Line. An invoice is raised and paid by Business services through I-proc.

An English-speaking operator will arrange a translation or interpreting service. Key documents such as assessments, child protection case conference minutes, plans and court documents should always be translated.

* **Commissioning of reports /assessments** – All requests must be informed by an evidence based assessment. If the service user is already known to a professional providing specialist support, then we should be requesting the assessment from this professional and wherever possible these must be from Universal services. The supplier will provide an invoice Business Support can order and pay through I-Proc.

**2.2 S17 Accommodation**

### Specific Guidance: Furnishings (Family Support)

* **Furniture, bedding** or **safety equipment** can only be provided under S17 where an assessment determines items identified as essential to meet the needs of the child and/or to prevent the child suffering significant harm or significant need and/or the need for the child to be looked after by the local authority.

An application online MUST first be made to the Lancashire Crisis Support Scheme for those meeting the eligibility criteria and requiring items provided by the scheme before funding from S17 can be considered. The scheme will provide support to those meeting the eligibility criteria and who have recently experienced a significant upheaval, disaster or adverse event and need support to establish or maintain a home within the community. The scheme will generally not support replacement items. Applications must be made by the social worker via the [online form](https://www.lancashire.gov.uk/practitioners/health-and-social-care/crisis-support-scheme-approved-partners/) using code LAN352.

The scheme will provide the following items: Fridge/Freezer, oven/microwaves, washing machine, single/double bed, Cot and new mattress. Following a successful award, urgent requests are delivered within 5 days and non-urgent requests are delivered within 10 days. Second hand items are sourced whenever possible, mattresses will always be new. A maximum of 5 items are provided per family. For further details and how to apply; <https://www.lancashire.gov.uk/benefits-and-grants/crisis-support-scheme/> and see the Crisis Support Guidance.

Access to community resources should also be considered. Liaison with the benefits agency, advice agencies and charitable organisations locally that can be accessed and specific grants should be sought. Either second hand or the least expensive suitable model available should be purchased.

If the supplier is able to provide an invoice, Business Support can order and pay through I-Proc. If not, the corporate credit card should be used and a receipt obtained.

### Specific Guidance: Housing Costs (Family Support); S17 Rent / Bond

Rent top ups or acting as rent guarantors for individuals will not be agreed under any circumstances. If the family cannot afford the rent in the area of their choice, they may need to re-locate to an area of Lancashire or beyond that is within their means. Any issues with progressing tenancies for service users because of this veto should be brought to the attention of the relevant Head of Service, and other options considered.

For Housing Support, including assistance with landlord disputes or housing needs, it is recommended to contact the local Housing Options Teams around the County.

### Rental Bond (Deposit) on accommodation / First month rent - Only if it can be clearly demonstrated that this prevents a child being looked after, or, where it facilitates the child looked after to return home. The deposit should be reclaimed from the landlord, once the tenancy has ended.

### Support to 16/ 17 homeless young people- Staff should refer to Joint Housing Protocol for Homeless 16/17 Year Olds.

* **Support to intentionally homeless families**- Refer to Children's Social Care to undertake a Child and Family Assessment.
* Under Section 17 of the Children Act, we are able to provide some level of financial assistance for families in relation to housing if this is assessed to be appropriate, **but this cannot be reclaimed**. There are certain categories where we may make payments on an ongoing basis. For example,

**Rental payments for families with No Recourse to Public Funds (NRPF)**

<https://www.proceduresonline.com/lancashirecsc/p_no_recourse_public.html?zoom_highlight=families+with+no+recourse+to+public+funds&zoom_highlight=families+with+no+recourse+to+public+funds>

* + 1st month rent and deposit for intentionally homeless families;

These cases must be carefully assessed, both in social work and financial terms, and authorised by the relevant Head of Service before being progressed.

* Young people being accommodated under Section 20 and Care leavers Accommodation Costs should NOT be recorded on LCS as S17.

Young people being accommodated under S20- accommodation costs should be coded to the Children in Care budget.

Care Leavers- accommodation costs should be coded to the Care Leaver Budget.

### Specific Guidance: Accommodation readiness (Family Support)

* The supplier must provide an invoice to Business Support who will make the payment through I-Proc.

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| --- | --- | --- | --- | --- |
| Rates are based on 2019/2020 guidance | LCS Type of Assistance | First point of contact | Method of Payment | Maximum amounts |
| Food | S17 Non Accommodation / Provisions / Personal Items | Food Banks / Lancashire Crisis Support Scheme | Pay Point to Carer / Worker | £5 per day |
| Gas and Electric | Cosy Homes in Lancashire Home Energy Project / Lancashire Crisis Support Scheme | Pay Point to Carer / Worker | £15 for 3 days / £20 for up to a week |
| Clothing |  | Pay Point to Carer / Worker |  |
| Toiletries |  | Pay Point to Carer / Worker | £5.00 a week |
| Nappies and Baby Milk |  | Pay Point to Carer / Worker | £15.00 a week |
| Official Documents | Provisional Diving License should be applied for if ID is required | Cheque / I proc | £11 per copy of birth certificate maximum of 2  Provisional licence £43  £58.50 for child's passport £85.00 for Adult passport (16 and Over) |
| Equipment | Only ever provided when evidenced by social work assessment and non-provision of equipment would result in significant harm or serious impact on welfare. | Invoice paid via I-proc | Minimal assistance to be provided to support family anything over £100.00 to be agreed by Senior Manager |
| Direct Work | Evidenced by social work assessment. Utilise internal/community and universal resources wherever possible | Pay Point to Worker | Ongoing finance to be agreed and reviewed team managers in access of £100.00 a year Senior Manager Approval required. |
| Awaiting Benefits | Claim for an advancement through the job centre work coach  In exceptional circumstances i.e no recourse to public funds – follow guidance |  | Minimal daily allowance as recorded above – full benefits are not to be provided they are paid in retrospect by DWP. |
| Denied Benefits | Only ever paid following an assessment of need and financial circumstances and when all other options have been exhausted and evidenced. | Manual BACS Payments | Agreement by Senior Manager |
| To assessments / appointments | S17 Non Accommodation / Contact / Travel Support  Families must be enabled to use their own resources such as family and friends. | Public transport should be the first option | Pay Point to Family Member | 12p per mile  Different fuel rates apply for vehicles above 1400cc.  <https://www.gov.uk/government/publications/advisory-fuel-rates>  (Same rates apply)  In the case of an individual having a larger engine size, LCC will pay 12p per mile and the remaining costs must be met by the individual. |
| To School | School Transport team | Pay Point to Family Member | 12p per mile |
| Maintain Contact |  | Pay Point to Family Member | 12p per mile |
| Activities / support groups |  | Pay Point to Family Member | 12p per mile |
| Child care | S17 Non Accommodation / S17 Child care | Under 2 – only if assessed as a need for child development or in absolute extreme circumstances  Over 2 year olds: 15 hours free through EEP  3 year olds: 30 hours if earning over 16 hours per week.  Apply for Universal credit to get 85% of child care costs (up to £646 for one child, £1,108 for two or more) if working. | Invoice paid via I-proc | Approval by Senior Manager and if agreed this must be paid on time to avoid late payment charges |
| After school / Holiday clubs | Only ever paid in exceptional circumstances or when a child has specific assessed and identified needs. | Invoice paid via I-proc | Team Manager approval unless a continuing need, when Senior Manager approval will be needed |
| Holiday | Assistance from charities | Invoice paid via I-proc |  |
| Support Temporary private care | Financial responsibility for the arrangement lies with the child’s family, and at the very least, the parent should be expected to provide the person caring for the child with the child benefit received for that child. | Pay Point to Family Member |  |
| Specialist assessments | S17 Non Accommodation / Professional | Specialist assessments are only ever to be commissioned when it is assessed as a need and will inform intervention. | Invoice paid via I-proc | Agreed by Head of Service in line with delegated responsibility limits. |
| Interpreter / Translation | Sourced through D A Languages Ltd | Invoice paid via I-proc | Practice Manager approval |
| Commission reports / assessments | As specialist assessments | Invoice paid via I-proc |  |
| Furniture / bedding / safety equipment | S17 Accommodation / Furnishings | Lancashire Crisis Support Scheme / Community resources should be considered including advice agencies and charities. Enable families to utilise family and community resources. | Invoice paid via I-proc / Corporate Credit card |  |
| Deposit / First month Rent | S17 Accommodation / Housing Cost / S17 Rent ; Bond | Deposit must be reclaimed when family or young person leaves the property. | Direct to landlord –manual BACS payment |  |
| Intently Homeless Families | Payments are to be informed by social work assessment of need – payment only to be made whilst waiting for matter to be resolved | Direct to landlord – manual BACS payment |  |
| Rubbish removal / Skips | S17 Accommodation / Accommodation Readiness | Families should be enabled to facilitate any clean up required using their own resource. In exceptional circumstances, CSC may support with rubbish removal, this should only ever be on one occasion. If change is not sustained, this is to be used to evidence further assessment. | Invoice paid via I-proc | £200.00 |