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| **CONFIDENTIAL** | Fostering Team  Tel:  Date: |

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| Dear  With reference to your offer to become a Relief Carer(s) for *{name of Foster Carer(s)}*, please find enclosed the following documents for completion:   * Part 1 of the Relief Carer(s) Viability Assessment * SS472 authorisation to undertake DBS, Local Authority Designated Officer (LADO), Other Local Authority Check (in whose area you have lived within the last 10 years) and health check with your GP * BACS Form to be set up for future payment as and when you look after the named child or young person   Please complete the above listed documents, sign and return as soon as possible to (Fostering Team Admin inbox).  On receipt of these I will contact you to arrange a convenient time to start the viability assessment of your suitability to become a Relief Carer(s) and initiate the checks and references. This will include a DBS check and you will receive an e-mail directly from them to complete an application online. I will need to verify your Identification documents to complete this process.  Yours sincerely  ***{Name of Social Worker}***  **Fostering Social Worker / Senior Practitioner**  **Fostering Team**  Encs: Part 1 Nominated Carers Viability Assessment  SS472  BACS Form |