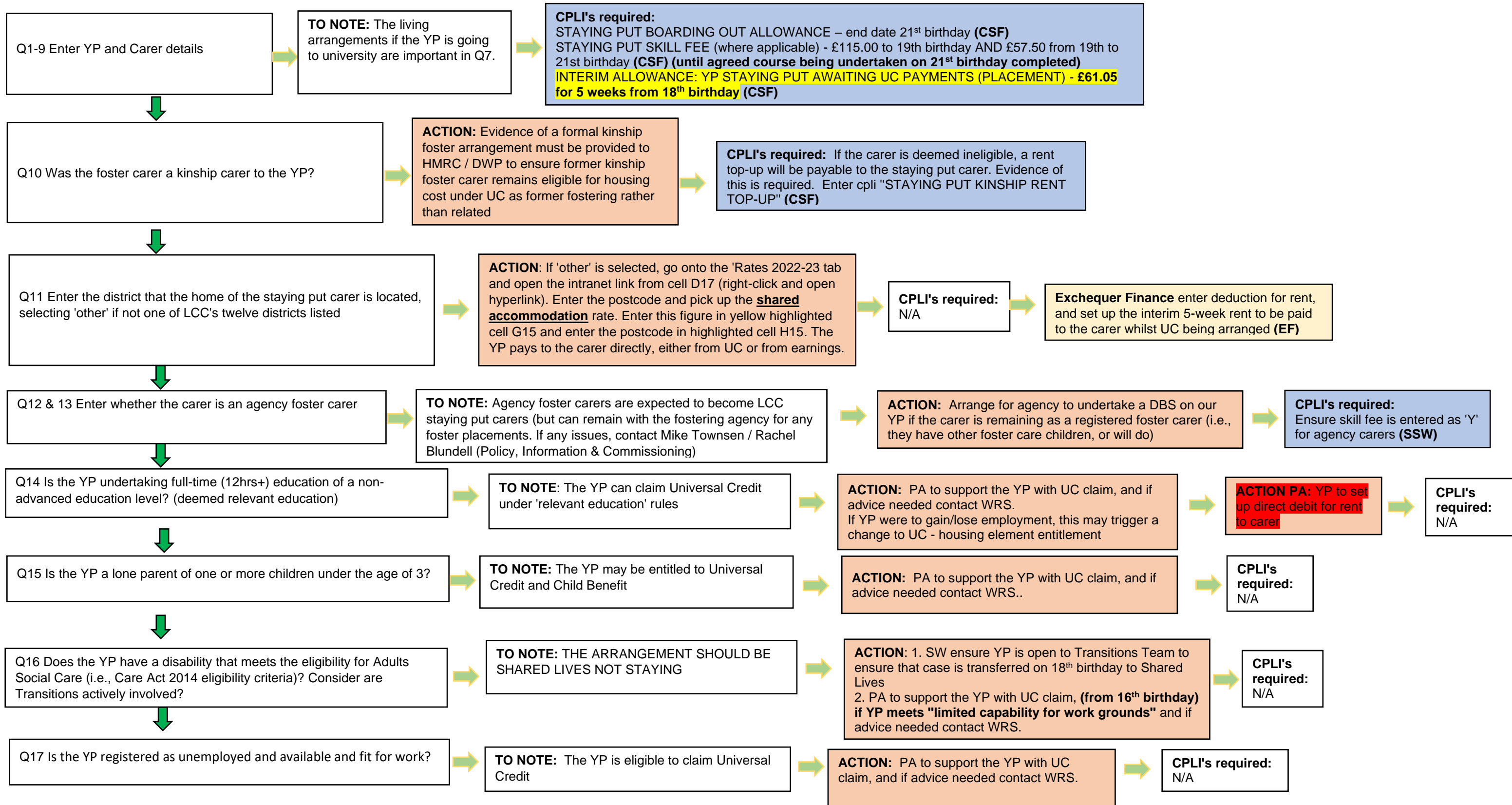


Staying Put Financial Template - Process Flowchart (updated August 2022)

The spreadsheet highlights the need for various staff to complete different tasks during the set up and ongoing process, including: the child's Social Workers (CSW), the young person's Personal Adviser (PA), the carer's Supervising Social Workers (SSW), Welfare Rights service (WRS), Case Support Finance (CSF), Exchequer Finance (EFin).

The process begins with questions first being answered by the social workers of either or both the child and carer. If the carer is in receipt of welfare benefits, or if the answers to questions xxx indicate that the YP may be entitled to benefits, the template must be sent to the Welfare Rights Service (WRS), mailbox: hqwrs@lancashire.gov.uk (on the global list as Welfare rights HQ) The WRS will discuss circumstances with the carer and/or young person, and will input any necessary amendments to the template before returning it to the child's social worker and manager. This final template will be checked by the manager, approved, uploaded onto LCS and sent to Case Support Finance (CSF) via the LCS worktray. CSF will arrange for the carer to be set up as a Staying Put carer and will create the cpli's before forwarding to Exchequer Finance (EF) via the LCS worktray. EF will check that the cpli's have been entered correctly and match the template, and will add the rent and personal element deductions that CSF do not have the necessary permissions to do.

Given that these various stages require discussion(s), approvals, system changes, the process of completing the template should commence two months (must commence a minimum of one month) before the YP's 18th birthday.

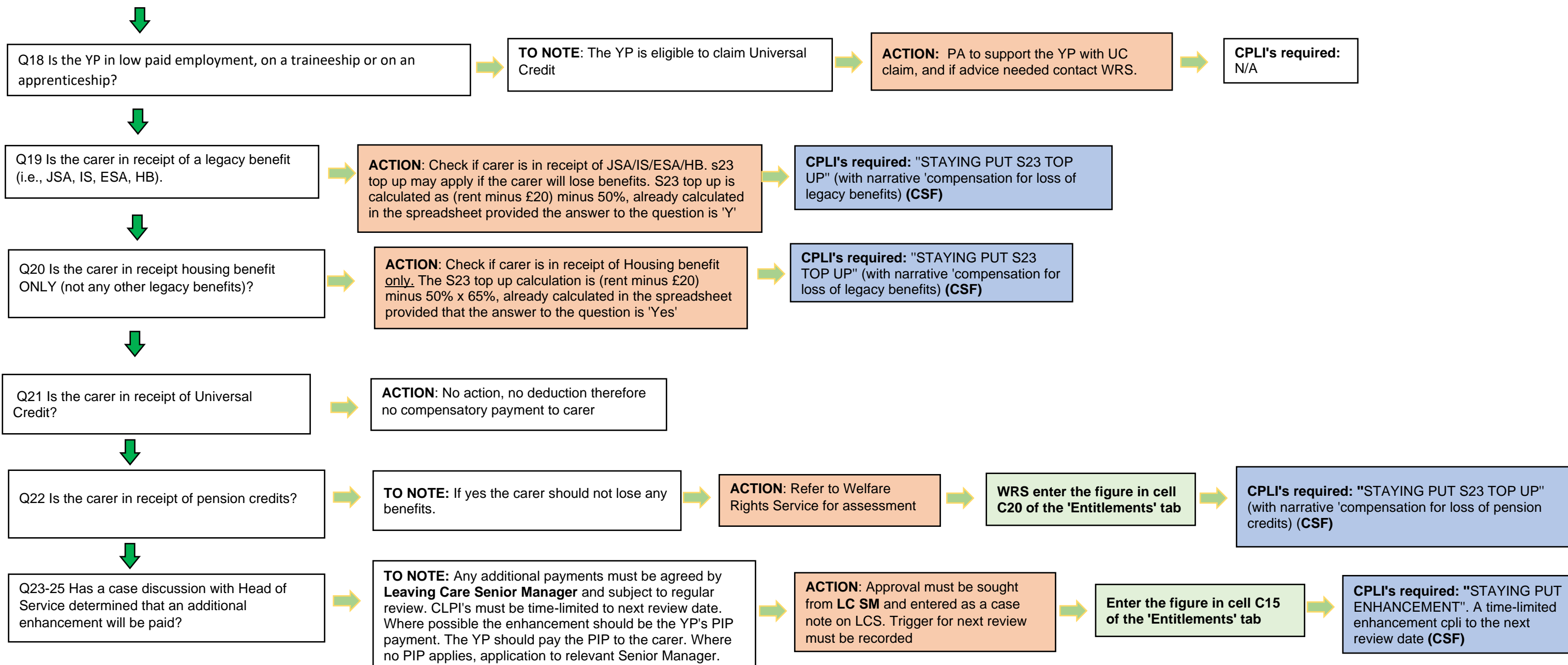


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Trigger points that could change the allowance
 YP starts or ends a university course
 YP at university changes their living arrangements i.e., returns during vacation period(s)
 YP's Eligibility for Universal Credit changes
 Carers benefit entitlement changes from legacy to Universal Credit
 At YP's 21st birthday (or at end of agreed course being undertaken on 21st birthday)
 When a SP arrangement ends