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| --- | --- |
| **TO NOTE:** The living arrangements if the YP is going to university are important in Q7. Q1-9 Enter YP and Carer details | **CPLI's required:** STAYING PUT BOARDING OUT ALLOWANCE – end date 21st birthday **(CSF)**STAYING PUT SKILL FEE (where applicable) - £115.00 to 19th birthday AND £57.50 from 19th to 21st birthday **(CSF) (until agreed course being undertaken on 21st birthday completed)**INTERIM ALLOWANCE: YP STAYING PUT AWAITING UC PAYMENTS (PLACEMENT) - **£61.05 for 5 weeks from 18th birthday (CSF)****ACTION:** Evidence of a formal kinship foster arrangement must be provided to HMRC / DWP to ensure former kinship foster carer remains eligible for housing cost under UC as former fostering rather than related |

**CPLI's required:** If the carer is deemed ineligible, a rent top-up will be payable to the staying put carer. Evidence of this is required.Enter cpli ''STAYING PUT KINSHIP RENT TOP-UP'' **(CSF)**

Q10 Was the foster carer a kinship carer to the YP?

Q11 Enter the district that the home of the staying put carer is located, selecting 'other' if not one of LCC's twelve districts listed

**ACTION**: If 'other' is selected, go onto the 'Rates 2022-23 tab and open the intranet link from cell D17 (right-click and open hyperlink). Enter the postcode and pick up the **shared accommodation** rate. Enter this figure in yellow highlighted cell G15 and enter the postcode in highlighted cell H15. The YP pays to the carer directly, either from UC or from earnings.

**Exchequer Finance** enter deduction for rent, and set up the interim 5-week rent to be paid to the carer whilst UC being arranged **(EF)**

**CPLI's required:**

N/A

**CPLI's required:**

Ensure skill fee is entered as 'Y' for agency carers **(SSW)**

**TO NOTE:** Agency foster carers are expected to become LCC staying put carers (but can remain with the fostering agency for any foster placements. If any issues, contact Mike Townsen / Rachel Blundell (Policy, Information & Commissioning)

Q12 & 13 Enter whether the carer is an agency foster carer

**ACTION:** Arrange for agency to undertake a DBS on our YP if the carer is remaining as a registered foster carer (i.e., they have other foster care children, or will do)

Q14 Is the YP undertaking full-time (12hrs+) education of a non-advanced education level? (deemed relevant education)

**ACTION:** PA to discuss with WRS. If applicable, PA to support the YP to claim UC.

If YP were to gain/lose employment, this may trigger a change to UC - housing element entitlement

**CPLI's required:**

N/A

**ACTION PA:** YP to set up direct debit for rent to carer

**TO NOTE**: The YP can claim Universal Credit under 'relevant education' rules

Q15 Is the YP a lone parent of one or more children under the age of 3?

**CPLI's required:**

N/A

**ACTION:** PA to discuss with WRS. If applicable, PA to support the YP to claim UC.

**TO NOTE:** The YP may be entitled to Universal Credit and Child Benefit

Q16 Does the YP have a disability that meets the eligibility for Adults Social Care (i.e., Care Act 2014 eligibility criteria)? Consider are Transitions actively involved?

**ACTION**: 1. SW ensure YP is open to Transitions Team to ensure that case is transferred on 18th birthday to Shared Lives

2. PA to support the YP to claim UC **(from 16th birthday) if YP meets ''limited capability for work grounds''**

**CPLI's required:**

N/A

**TO NOTE:** THE ARRANGEMENT SHOULD BE SHARED LIVES NOT STAYING

**TO NOTE:** The YP is eligible to claim Universal Credit

Q17 Is the YP registered as unemployed and available and fit for work?

**ACTION:** PA to discuss with WRS. If applicable, PA to Support YP to ensure that UC is claimed

**CPLI's required:**

N/A

spreadsheet

**ACTION:** PA to discuss with WRS. If applicable, PA to Support YP to ensure that UC is claimed

**TO NOTE**: The YP is eligible to claim Universal Credit

Q18 Is the YP in low paid employment, on a traineeship or on an apprenticeship?

**CPLI's required:**

N/A

spreadsheet

Q19 Is the carer in receipt of a legacy benefit (i.e., JSA, IS, ESA, HB).

**ACTION**: Check if carer is in receipt of JSA/IS/ESA/HB. s23 top up may apply if the carer will lose benefits. S23 top up is calculated as (rent minus £20) minus 50%, already calculated in the spreadsheet provided the answer to the question is 'Y'

**CPLI's required:** ''STAYING PUT S23 TOP UP'' (with narrative 'compensation for loss of legacy benefits) **(CSF)**

**ACTION**: Check if carer is in receipt of Housing benefit only. The S23 top up calculation is (rent minus £20) minus 50% x 65%, already calculated in the spreadsheet provided that the answer to the question is 'Yes'

**CPLI's required:** ''STAYING PUT S23 TOP UP'' (with narrative 'compensation for loss of legacy benefits) **(CSF)**

Q20 Is the carer in receipt housing benefit ONLY (not any other legacy benefits)?

**ACTION**: No action, no deduction therefore no compensatory payment to carer

 Q21 Is the carer in receipt of Universal Credit?

|  |
| --- |
| **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

**CPLI's required: ''**STAYING PUT S23 TOP UP'' (with narrative 'compensation for loss of pension credits) (**CSF)**

**CPLI's required: ''**STAYING PUT ENHANCEMENT''. A time-limited enhancement cpli to the next review date **(CSF)**

**Enter the figure in cell C15 of the 'Entitlements' tab**

**ACTION**: Approval must be sought from **LC SM** and entered as a case note on LCS. Trigger for next review must be recorded

**TO NOTE:** Any additional payments must be agreed by **Leaving Care Senior Manager** and subject to regular review. CLPI's must be time-limited to next review date.

Where possible the enhancement should be the YP's PIP payment. The YP should pay the PIP to the carer. Where no PIP applies, application to relevant Senior Manager.

**WRS enter the figure in cell C20 of the 'Entitlements' tab**

Q23-25 Has a case discussion with Head of Service determined that an additional enhancement will be paid?

**ACTION**: Refer to Welfare Rights Service for assessment

**TO NOTE:** If yes the carer should not lose any benefits.

Q22 Is the carer in receipt of pension credits?