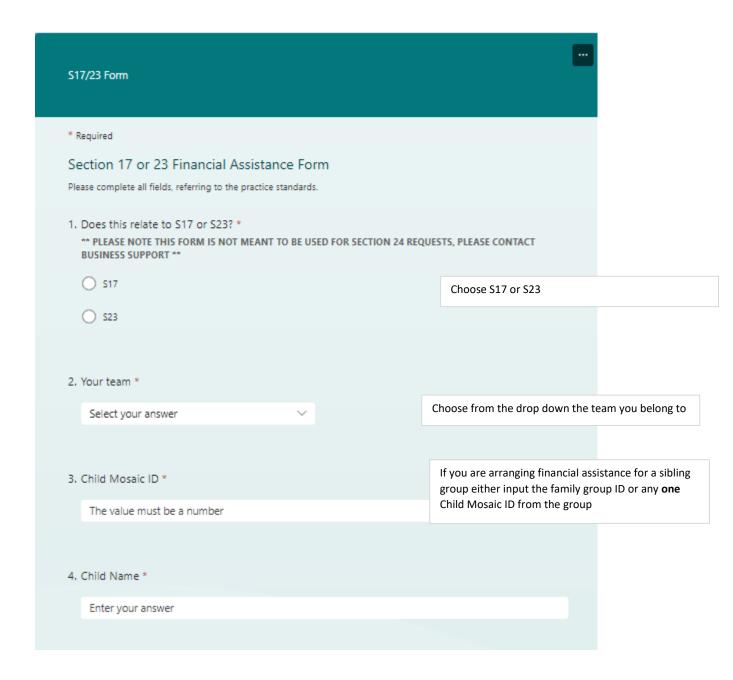# How to complete S17/23 Financial Assistance Request form

This document will guide staff on completing Finance Assistance Request Forms. Please ensure you are familiar with the practice standards before requesting payment

https://www.proceduresonline.com/llr/childcare/leicestershire/user_controlled_lcms_area/uploaded_files/Practice%20Standards%20-%20S17%20-23.pdf

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S17/23 Form

* Required

Section 17 or 23 Financial Assistance Form

Please complete all fields, referring to the practice standards.

1. Does this relate to S17 or S23? *

   ** PLEASE NOTE THIS FORM IS NOT MEANT TO BE USED FOR SECTION 24 REQUESTS, PLEASE CONTACT BUSINESS SUPPORT **

   ○ S17

   ○ S23

   > Choose S17 or S23

2. Your team *

   Select your answer ⌄

   > Choose from the drop down the team you belong to

3. Child Mosaic ID *

   The value must be a number

   > If you are arranging financial assistance for a sibling group either input the family group ID or any **one** Child Mosaic ID from the group

4. Child Name *

   Enter your answer

4. Spend Description *

Please select one from below:

○ Baby essentials

○ Child Care

○ Emergency Groceries

○ Emergency Household Equipment

○ Essential Clothing

○ Hotel Room / AirBnB etc...

○ ID Application (passport, Birth/Death cert etc)

○ Meals - Emergency

○ Mobile Phone

○ Phone credit

○ One off clothing allowance - unaccompanied

○ Toiletries

○ Travel (transport, petrol)

○ Utilities (heat, power)

○ Under 18 Years Personal Allowance

○ Legal Proceedings (DNA Drug Testing etc)

○ Other

Please select **one** spend description, if it is not listed, please choose "other" and type a description

5. Reason for expenditure *

Please provide a detailed reason, detailing other cost-effective considerations that have been explored. If legal assessment required please detail what type of assessment for example Drug, DNA etc

Enter your answer

> Reason for expenditure should detail other cost-effective considerations for assistance charitable organisations, public transport as a pose to taxis etc. If legal assessment required as part of PLO process, then please detail type of expenditure required. If an extension to previous request, please state this

6. Frequency of financial assistance *

Select your answer

> Please select frequency type, this is how often the payment should be made, for assistance DNA testing is "one off"

7. Payment Amount Per Frequency: (£'s) *

The value must be a number

> Cost of each payment required – if legal assessments are required and cost is not known at the point of submitting a form then insert 0. Service manager to advise business support once known.

8. Financial Assistance Start Date *

First payment date to the family.

Please input date (dd/MM/yyyy)

> When financial support needs to start (First payment date)

9. Financial Assistance End Date *

Final payment date to family.

Please input date (dd/MM/yyyy)

> The end date needs to be agreed with your manager so that we know what the total financial assistance will be. Should financial support need to end prior to the initial date requested then the requester **must** advise the business support officer that actions the payments. All payments will be stopped based on the end date recorded in this field.

10. Total Amount of Financial Assistance: (£'s) *

Calculate the total amount of financial assistance required for the period defined above. *check practice standards for approval limits

The value must be a number

> Total amount should be Number of Frequency x Amount per frequency for instance; 10 weekly payments x £10 = £100

11. Approver *

See practice standards for approver level
Please enter the approver email address (example@leics.gov.uk)

Enter your answer

> Check the approver rates within the Practice standards and insert relevant approver email address.
>
> Where the legal assessment cost is not known and a £0 has been inputted then please put the Service Manager as the approver
>
> **Note** if you are submitting another form to extend the period of the initial assistance then the accumulative amount needs to be considered when submitting any additional forms. For example, first request was a total of £150, second extension is further £150 therefore Service Manager now needs to sign off not Team Manager.

Submit form and this will automatically be emailed to the approver along with a teams notification. Once the approver either Approves or Declines the requester will be notified via Teams and Email. At this point the requester should **contact** their business support to discuss payments required.

Note: If an invalid approver email address is used, the requester will have an email notification that the approver email address is invalid, and the form needs to be resubmitted. If the total amount of assistance required also exceeds the approvers limit, the requester will receive an email to advise that the approver is unable to authorise the transaction. In both cases the requester will need to resubmit the form as it will not progress any further.