

CYPS

START

Write to all Special Guardians notifying them of scheduled review of Support Plan and Financial Means Test

The letter will need to set out the Councils Policy in line with statutory guidance, clearly referencing the Councils and user statutory responsibilities. Further emphasis should be placed on assuring users that each case will be carefully considered to take in account all circumstances of the child and the financial circumstances of the family. The letter will be drafted with the support of Legal Services and Corporate Communications Team.

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Schedule Special Guardian Reviews in Manageable Batches

Review Support Plans and Means Test Outcomes in Batches

Separate Reviews into Special Guardians who were former Foster Carers and Special Guardians

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Financial Means Test

Special Guardians who were former Foster Carer

Financial Means Test

Special Guardians

CYPS

Is the Foster Carers reward agreement within the 2 year timeframe?

NO

Where there is no end date - Extend allowance agreement for a further 1 years ensuring end date is recorded

YES

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If the reward agreement is within final year of the 2 year agreement - Extend agreement for another 1 Years ensuring end date is recorded.

Extend allowance agreement for another 1 Years

Send out decision letter to Special Guardian

Update Mosaic Record

Exceptional Cases

Are there any historical special conditions or contractual agreements made regarding the child and carer payment?

Summary Case

Produce Summary Case Files for Legal Services to Review in Batches

Support Plan

Financial Means Test

Legal Services

Legal Services Review Case

Historical contractual agreements made regarding allowance or reward element payments to carers to be maintained

Chief Officer/Resource Panel to review and approve exceptional cases

Allowance and reward payment agreements that are to be extended to ensure alignment to the LBH Policy to be approved

