

Staying Put Policy

2022-2024

AfC Fostering

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Staying Put Arrangement

Staying Put Arrangement refers to the arrangement for extending former foster placements in order to continue a young person's transition into adulthood within a family and household supported environment. The intention is to ensure young people can remain with their former foster carers until they are prepared for adulthood as well as experience a transition akin to their peers. A Staying Put Arrangement is set out in the YP's Pathway Plan.

Staying put is related to Children Act 1989/ Children and Families Act 2014, section **23CZA'** Arrangements for certain former relevant children to continue to live with former foster parents'. This section refers to the duty of Local Authorities to former relevant looked after children and arrangements of their carer, including staying put arrangement.

From the age of 18, young people are no longer legally 'in care' or 'looked after' and therefore fostering arrangements and legislation relating to young people placed with foster carers no longer applies. The term 'arrangement' should be used rather than placement as the term 'placement' denotes a situation where the local authority arranged and placed the child with a foster carer. Once the child reaches the age of 18 and legal adulthood, the local authority is no longer commissioning a placement, but facilitating a "Staying Put" arrangement for the young person. This is a "tenancy agreement" between the former foster carers and the LA/ AFC.

At AfC we support continuity for our young people, especially when they are in full time education including ESOL, as a result AfC have agreed a separate staying put rate for the former foster carer, as well as the rental rate to AfC. This supports any transitions to occur after education concludes for the year - for this to be formally agreed, decisions and transition planning must be in place before the young person's 18th birthday, this includes staying put agreements.

Aim

The primary aim of Staying Put Arrangement is to promote a gradual transition from care to adulthood and independent living which recognises that many young people in care often experience delayed maturity and that their 18th birthday may be an arbitrary and inappropriate point to leave a familiar foster care household. Therefore, the AfC "Staying Put" scheme is designed to ensure young people do not experience a sudden disruption to their living arrangements or cliff edge when they turn 18 and ensures educational and training achievement is promoted.

Criteria for Staying Put Arrangement

- A young person who was 'looked after' immediately prior to their 18th birthday (as an eligible child) continues to reside with their former foster carer/s.

- The carer/s were acting as foster carers to the child immediately prior to the young person's 18th birthday.
- The former foster carers are in agreement to offer this and the young person wants to take up the offer of Stay Put.
- Staying Put arrangements are agreed as part of the young person's pathway plan, prior to their 18th Birthday

SPA extends until:

- The young person leaves the "Staying Put Arrangement" or;
- The young person reaches their 21st birthday, if continuously and still living in the arrangement or;
- The young person completes the agreed programme of education or training undertaken on their 21st birthday.
- For Stay Put to extend beyond 21 if not in education, this has to be informed by the young persons additional needs under adults services/ EHCP and agreed it is in their best interest and has to be presented to the resource panel/ A&R panel annually to extend funding.

What to consider for Staying Put

The Pathway Plan and Assessment of Need which begins at the age of 16 should identify the timescale required for young people to move to independence and should be used as the framework for beginning to explore the following questions and issues:

- Is it likely that the young person would benefit from a "Staying Put" arrangement when they reach their 18th birthday;
- Staying Put agreement should be formally agreed and arranged by 17 years and 6months, this is to allow time for set up and review
- Is the young person and their foster carer/s in agreement to a "Staying Put" arrangement;
- Even if the young person is not agreeable to Stay Put at the time foster carers can still offer this as young people may change their minds nearing their 18th birthday;
- Does the young person and their foster carer/s understand the procedures and requirements for "Staying Put" arrangement;
- Does the young person understand their financial and claim responsibilities associated with remaining in a "Staying Put" arrangement;

- Does the former foster carer/s understand the changes in their funding arrangements associated with a “Staying Put” arrangement;
- Does the former foster carer understand the change in their requirements, as they will not be a ‘foster carer’ for the young person this also means that they will no longer be supported by an SSW;
- Does the foster carer/s understand the impact of a “Staying Put” arrangement on their universal credit income and on their Income Tax and National Insurance responsibilities and liabilities;
- What is the parallel plan for the young person should the “Staying Put” arrangement not be viable;
- What are the preparation for independence tasks, goals and targets to be achieved during the last two years of foster care and when the placement becomes a “Staying Put” arrangement. This to be captured when pathway planning that starts at 16.
- If there are any changes for the young person, a review of the Staying Put arrangement will need to take place alongside their pathway plan.
- Does the former foster carer and young person understand that this is a contractual agreement and will require formal notice and in turn notice can be given from AfC should the terms of the agreement not be met.

Alternative Arrangements for post 18:

“Shared Lives”/young people with a disability or additional needs

This policy does not replace the eligibility of young people with additional needs to transfer to adult services/CYPDS for ‘Shared Lives placements’. A “Shared Lives placement” with the former foster carer could fulfil the duty to support young people. “Shared lives” is for young people who have learning difficulties, learning/physical disability and/or mental health issues that are likely to impact their everyday life. Shared lives allows carers to provide the level of support they were providing pre 18 and supports a young person in remaining in a family home instead of moving to supported accommodation. The “Shared lives” process must commence when a young person reaches the point of their 17th birthday, the reason for this is the approval/transfer process for the foster carer to become a shared lives carer, which can be supported by the fostering service. “Shared lives” would be more appropriate if the young person is/was receiving disability living allowance at the point of their 18th Birthday. **Staying put arrangements should not be considered where a young person meets the criteria for a “shared lives placement”.** It is vital that the young person is claiming all benefits they may be entitled e.g. universal credit upon their 18th Birthday.

The Process:

Setting up Staying Put – Step 1 - Initial Meeting (young person is around 16 years old)

- Pre discussions between SW and YP and FC. Policy to be sent to carers in advance by SSW to work with carers around the living together arrangement.
- The initial “Staying Put” discussion should include the foster carer/s, supervising social worker and CiC/CLA /Leaving care social worker/personal adviser and work towards establishing the viability and likelihood of a “Staying Put” arrangement, this discussion takes place within the pathway planning meeting to support discussions around independence. The commissioning team will also be involved in the discussions for independent fostering agency carers. The meeting should identify all the tasks required to move the fostering arrangement into a “Staying Put” arrangement and apportion roles and responsibilities, leading up to the young person's 18th Birthday. If all matters have been resolved and agreed at this meeting this can be concluded as a formalised agreement to progress with Stay Put. If this was not concluded a second formal meeting to be convened to agree.
- Young people should be included in any discussions immediately after their foster carer/s have confirmed they are able to retain the young person (in principle) under a “Staying Put” arrangement when the young person reaches the age of 18. The responsibility for co-ordinating the initial “Staying Put” meeting rests with the young person’s allocated social worker.

Setting up Staying Put - Step 2 - Professional/Agreement Meeting (young person is 17 years and 6 months)

- The outcome of the “Staying Put” professionals meeting should form the basis for recommendations to the Permanency Planning Panel and CiC CLA/pathway plan Reviews when the young person reaches the age of 17 and half. This initial report presented acts as the basis of an early alert system regarding planning for the “Staying Put” requirements.
- Formal agreement of the Staying Put arrangement through a confirmation letter. The agreement document letter is to be signed, provided to the young person, former foster carer and placed on both of their files.
- **All placements and staying put arrangements must be presented at the Accommodation and Resources panel for formal agreement**

Reviewing Staying Put - Step 3 - Review meeting/agreement

- Expected practice is that this is completed yearly alongside the pathway planning review meeting. However the Personal Advisor will continue to undertake 6 monthly Pathway Plan reviews and the Stay Put arrangement will be considered within this throughout.
- All parties must continue to be in agreement with the arrangement, at this point finances provided by the young person to the former foster carer can be reviewed and changed. Rules and responsibilities are also reviewed at this point to reflect the needs of the young person.
- Agreement document is updated, agreed and signed.

Beyond 21 - Step 4 - ending of the arrangement

- The case should also return to the Accommodation and Resource Panel when the young person reaches the age of 20 with a clear plan for move-on arrangements by the age of 21/25. Should the young person wish to continue to live with the carer after 21/25 (and the carer is in agreement), this will be a matter for the carer and young person to agree between them, and will not involve AfC. The relevant Accommodation and Resource Panel will simply wish to be assured that both parties are happy with the proposed arrangement. The Stay Put agreement will then change to a tenant and landlord arrangement between the young person and former foster carers.
- When a young person is 20-25 and in formal higher education, staying put agreements can be continued, if agreement from all parties including the resource panel.

Tasks & Responsibilities include:

Arrangements for supporting the young person to claim any benefits they are entitled to and who will assist them with this task	Social worker/Personal advisor, foster carer guided by AfC finance policies
Arrangements for supporting and promoting education and training	Social worker/Personal advisor, foster carer supported by Virtual School
Transition arrangements to an Adult Service and an Adult Placement	Social worker/Personal advisor
The anticipated length of the “Staying Put” arrangement and the anticipated move-on arrangements	Social worker/Personal advisor (decisions formalised through Accommodation and Resource Panel)
What criteria “Staying Put” Supported is being granted for	Social worker/Personal advisor
What preparation for independence tasks are to be undertaken and what improved life skills are anticipated by as a “Staying Put” arrangement	Social worker/Personal advisor, foster carer
What are the safeguarding arrangements for the young person, any foster children in placement and the children of the foster carers, has a DBS check been started or completed, anticipation that a risk assessment will be required	Social worker/Personal advisor, foster carer, fostering agency and young person
Where a young person is “Staying Put” in an arrangement outside of the AfC area, will	Social worker/Personal advisor, Placements Commissioning Team

they return to AfC or move to a step down provision	
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Roles

Social worker/Personal Advisor - to ensure staying put arrangements are thoroughly considered within the pathway planning and that this arrangement is agreed at least 3 months prior to a young person's 18th birthday. The staying put arrangement is monitored through the pathway planning reviews (6 monthly or when there is a review due to significant change of circumstances) and the young person is receiving the support needed and that the arrangement remains in the best interest of the young person.

Fostering service/agency (SSW) - ensure all foster carers even newly approved carers are aware of this Staying Put policy and the process of staying put. To provide support for foster carers in the lead up to the staying put arrangement formally commencing, and to continue to provide support to the carer if the foster carer remains approved with AfC (in this care, the support is related to the carer and any placements). SSW do not remain involved or continue support arrangement discussions etc for post 18 arrangements.

Foster Carer - to ensure in the discussion and planning around the Staying Put arrangement, to support independence skill building in the young person. If the foster carer remains approved, the fostering regulations will continue to apply to the household. If a foster carer ceases to be an approved foster carer and there are no placements of children who are looked after, fostering regulations and support from the fostering agency will not continue. However the arrangement does need to continue to meet 'suitable accommodation' requirements from the statutory guidance.

Young person - to agree and engage in the Staying Put discussion and arrangement, to follow requirements and rules of the Staying Put arrangement, and to complete DBS check process before 18th birthday to ensure the former foster carer remains within fostering regulations.

AfC Commissioning - ensure all external IFA fostering placements are supported to complete the Staying Put arrangement, to attend any meetings leading up to the Staying Put arrangement formulation. To negotiate the support received by the foster carer and agency by the social worker/ personal advisor.

Finances

The AfC "Staying Put" Arrangement has two levels of fee to ensure all young people and carers are supported and "Staying Put" Carers are remunerated appropriately. Carers will continue to receive a payment for a "Staying Put" placement.

Arrangements may be made between the young person and the carer to contribute towards the food and utilities. Any such arrangements should be documented as part of the Placement Plan Agreement.

“Staying Put” carers are expected to provide the appropriate level of practical guidance, in enhancing a young persons independence skills.

Staying Put payment from AfC to former Foster Carers for those in education (inc ESOL).

If a young person who is engaged in education at the point of turning 18, AfC will pay the following fee until end of July of that educational year

AfC Foster Carer/ Former Carer Staying put rate for
Full time education (inc ESOL) education only:
£420.00 per week

Staying put Payment from AfC to former Foster Carers - per week

Staying pu

AfC Foster Carer/ Former Carer Staying put rate:
£275.00 per week

Staying Put Payment - where a young person resides at University campus

AfC Foster Carer/ Former Carer Staying put rate:
£275.00 per week, when the young person is actually
in the former placement (holidays/festive season) (pro
rota)

Young person contribution to the former Foster Carer if in education/training - per week

Service Charge £7-£30 (includes foods & household expenses)
universal tax credit claim - rent element paid to AfC

Agreed contribution is based on the young persons 'income' and will be discussed at the planning meeting.

AfC payment to young person post 18 (please see Leaving Care policy for R+K or RBWM for more details) we do not make post 18 payments except first 4 weeks of claim unless CL has no recourse to public funds

Income Support/ Weekly Subsistence £58.90 per week

Unaccompanied Asylum Seeking Children (young people)

- Young people who are UASCs and are found to have no recourse to public funds will be supported by the relevant Local Authority, this will include the weekly subsistence of £58.90 paid to the young person; until they secure status and are able to claim benefits or seek employment in their own right.

For further details on what a Leaving Care young person can access, please see AfC leaving care finance policy/ Care Leavers entitlement at the relevant Local Authority policy.

Education and Placement Stability for Key Stage 5 (full time education & ESOL)

AfC are committed to supporting a young persons education through placement stability when turning 18. While a staying put agreement will be in place if the young person is engaged in key stage 5 at the time of turning 18, AfC will pay a higher rate of staying put to include the service charge and for finances of young persons transport to continue to be paid to the young person. This staying put rate will conclude at the end of the education year (first July after the young persons 18th birthday).

Universal Credit & Service Charge

- There is a general expectation for young people to claim Universal Credit from their 18th birthday which also need to include the rent element, and the latter is paid directly to AfC.

only the rent element will be paid to AFC, we are not making it clear we expect a contribution towards rent of maximum Local Housing Allowance if claiming UC or 20% of take home salary capped at a maximum of £200 per month for those in employment

- All former foster carers need to support this practice as it is an integral part of preparing young people for independent living. Decisions to not claim must be discussed and agreed with the personal advisor with clear reasons for why this is and has to be signed off by senior managers.
- Universal Credit claims should be made 28 days prior to their 18th birthday to ensure enough time for processing and set up.
- A reasonable contribution towards household bills is expected, as young people would have to meet all these costs if they were living independently. The amount is a matter of agreement between the carer and the young person, but AfC recommends that this should be 20% of the young person's weekly allowance. The regularity of such a payment will be taken into account by the Housing Panel when considering a request to apply for social housing. Not encouraging young people to do this will not aid their preparation towards independence. If former foster carers don't want to charge the young person they can still agree a contribution that they can put towards savings for the young person and this can offer a financial nest egg when they eventually move on.
- The rent level and universal credit claim rate is determined by the respective local authority of the placement. The Personal Advisor will help advise how best to progress this.
- Should there be a change of circumstance regarding the young person's income the young person or former foster carer can reach out to the Personal Advisor to request a financial assessment to ensure any financial responsibility is in line with what the young person can afford.

Council Tax (Council Tax Support and Non-Dependent Deductions)

- From April 2013 Council Tax has been replaced by Council Tax Support schemes that reflect individual local authority priorities and are administered through local rules;
- The impact of the "Staying Put" arrangement on "Staying Put" carers Council Tax and Council Tax Support will depend on both the circumstances of the "Staying Put" carer and the young person. For example, full time students are 'invisible' for Council Tax purposes and will not have any impact on the "Staying Put" carers Council Tax or Council Tax Support;
- In circumstances where a "Staying Put" carer is working and in receipt of the 25% single person Council Tax reduction, this discount may continue when a "Staying Put" young person is living in the arrangement. The continuation of the 25% discount will depend on the circumstances of the young person;
- Where "Staying Put" young people are claiming a means tested universal credit, a Non-dependent Deduction should not be applied to the "Staying Put" carers own means tested universal credit claim;

- When planning for a “Staying Put” arrangement, consideration should be given to any impact of the arrangement on the former foster carers Council Tax and whether a Non-dependent Deduction will be applied. In circumstances where an increase in Council Tax occurs; a reduction in Council Tax Support applies, or a Non-dependent Deduction is applied an application should be made to Access to Resources Panel for a payment from section 23C equivalent to the carers financial loss;
- “Staying Put” young people will not incur an ‘Under Occupancy’ or bedroom tax charge on the “Staying Put” carers.
- From 2021 Care leavers aged 18- 25 who reside in RBWM are fully exempt from paying council tax, Care Leavers out of borough are entitled to a contribution towards their council tax in line with RBWM banding, their PA will help advise them about what support they will be entitled to.
- Care leavers 18-21 are exempt from the under 35 rule with respect to universal credit. This rule states that ordinarily, young people under 35 will only be entitled to the rental cost of a single room, in a shared property so if they rented a flat they would incur a considerable shortfall.

Excluded Licence

- Following a young person’s 18th birthday, the legal basis on which they occupy the property (foster care home) changes and they become an ‘excluded licensee’ who is effectively lodging in the “Staying Put” carer/s home. Whilst the term ‘excluded licensee’ is a legal one, it should not denote that the young person will be treated differently than they were as a fostered child. In addition, the carer may also become, and be deemed the young person’s landlord.
- The associated change from foster child to adult member of the household, and for the carer from foster carer to “Staying Put” carer, (technically the young person’s landlord) should be carefully and sensitively planned in order to ensure that both young people and the carer understand the nature of the arrangement and that the positive aspects of being in foster care are not diminished by the new legal and financial arrangements and terminology.

Claiming Universal Credit

- Young people can claim Income Support under the ‘Relevant Education’ rules if they remain ‘estranged’ from their family and are undertaking a full time (over 12 hours) education or training course which is under the higher education level. Young people can claim Income Support at any point prior to their 21st birthday and will continue to receive payment until the end of the academic year following their 21st birthday, i.e. generally until July following their 21st birthday. (Income Support rate - £58.90)

- Where young people are engaged in education or training, it may be possible for them to claim the 16-19 year old Bursary. This payment, if awarded, is disregarded when universal credit are calculated so it would be additional income for the young person.

Tenancy Status - Excluded Licence

- The tenancy status of young people living in “Staying Put” arrangements is that of an ‘Excluded Licensee’. Being on a ‘Licence’ and living in a household with the ‘landlord’ means that the licensee has very few tenancy rights and can be asked to leave the property with ‘reasonable notice’. Reasonable notice could be construed as having to leave immediately, where a person has acted in an extremely inappropriate manner, for example, violence towards members of the household, property damage, abusive/racist behaviour, theft from the property.

Birthday / Clothing / Festival Allowance (fostering allowances)

- In respect of the former foster carer clothing, pocket and Holiday/festival allowances cease once a young person reaches the age 18 (the 18th birthday allowance is covered by the fostering policy).
- The young person will be accessing relevant financial contributions as part of the care leavers entitlement, which will be outlined by their PA. This includes Birthday money, one holiday (e.g. Christmas, Eid etc) allowance per year and a contribution towards keeping in touch with significant people 3 times a year.
- As set out above all young people are required to claim universal credit, or, replace the clothing, pocket money and savings element by part time/full time employment and earnings and also claim universal credit.

Additional Finances:

Any additional funding or requirements relating to family contact, specific activities and health needs for individual young people and “Staying Put” arrangements should be agreed by the Resource Panel (RBWM) or A&R Panel (R&K). Or in line with the Care Leavers entitlement.

Young People in Employment

- In situations where young people are working part time/full time, and do not claim a means tested universal credit they will be expected to use some of their earnings towards payment to the former foster carer within the agreement. The PA can undertake a financial assessment to help inform this to ensure that the contribution is in line with what the young person can afford and not cause them hardship.

Higher Education (21-25 years)

- For young people remaining in the arrangement full time due to their higher education, staying put can be continued with agreement from the resource panel, this needs to be discussed and agreed at the point of their 20th birthday/pathway plan and continues to be yearly updated through the pathway plan.
- For young people who are continuing higher education from 21 years, however will only remain under staying put during the education holiday periods, this is paid pro rata for the weeks the young person will be home, the dates for these have to be given at the start of the education year and the finance will be set up, any changes to these dates or plans must be alerted to the personal advisor and/or supervising social worker (if the carer is still approved with AfC).

Hospitalisation & Remand Situation

Staying put carers will continue to receive their agreed full staying put rate for up to 28 days from the date the young person leaves the home. After 28 days the payment will be reduced to 1/3 of the agreed amount for a further 2 months. This will allow time for decision making about the arrangement, or to cease the arrangement. Once the young person is able to return to the arrangement within this period, a review of the staying put arrangement must take place within 7 working days and should the arrangement need to end at this point for any reason, 28 days will be needed to find an appropriate alternative arrangement. Any financial requests outside the above would need to be presented to the relevant resource panel.

Moving on

Generally staying put arrangements will last until the young person reaches 21 or otherwise decides beforehand that they wish to move to independence. For some young people, the arrangement may end because their training or further education ends.

All arrangements may be ended by either the young person or the carer on at least 28 days notice. Social workers and personal advisors must ensure that a contingency plan is in place in the event that arrangements are terminated at short notice. This will be captured as part of ongoing pathway planning.

Ending an arrangement should be a gradual transition towards independence, with the young person taking on increasing responsibility for their lives and with the foster carer reducing the level of support over a reasonable timescale.

Stability Meeting/Review of arrangement

- A stability or review or arrangement meeting can be called at any point within the arrangement period, by any party of the agreement.
- The reason for this meeting can be to: discuss difficulties within the arrangement, to provide new updates vital to the arrangement (changes of circumstances), possible

need/want to end the arrangement.

- Once an issue/situation is raised, a meeting should take place within 7 working days to ensure the situation is discussed and the arrangement is reviewed.

Notice on Staying Put Arrangement

- All young people reaching the age of 18 should have a pathway plan that sets out the arrangements for them moving to semi-independent or independent living. Young people reaching the age of 18 and commencing a “Staying Put” arrangement should also have a pathway plan that sets out the provisional arrangements for a move-on to a “Staying Put” arrangement.
- Where young people decide that they would like to leave the “Staying Put” arrangement, or the “Staying Put” carers decide that they would like the arrangement to come to an end, each party should give at least 28 days’ notice;

Non-Payment of Rent

- In situations where young people do not pay their rent, either by not making the required payment or by not claiming universal credit they may be subject to an eviction process. In all situations where a young person owes four weeks rent) a disruption/pathway planning meeting will be called. The disruption/pathway planning meeting will decide on the action required by the young person to address the rent arrears. Young people will be given every opportunity to repay any arrears and eviction will only take place as a last resort in situations of rent arrears. There is a foster carer duty to encourage young people to do this and raise any issues with the PA and young person if it is not.

Reasons for Ceasing Arrangement

- Where a young person displays unacceptable behaviour or participates in activities that are deemed inappropriate, a disruption meeting will take place in line with the fostering disruption policy/pathway plan review policy. Any new or changed requirements or house rules will be set out in an updated Living Together Agreement.
- Where a young person displays extreme behaviour, commits an offence against a person within the household they may be required to leave the “Staying Put” arrangement on the same day or within a short period of time. Wherever possible, a disruption/pathway plan review meeting will take place and will set out where the young person will move to.
- The circumstances leading to the young person being required to leave may result in the young person being deemed intentionally homeless. Additionally, leaving the “Staying Put” arrangement in an emergency and in an unplanned manner may limit the young person’s accommodation choices, and in the short term they may need to live in a range of temporary accommodation.

Reasons when SPA can be terminated

AfC will not withhold or withdraw agreement unless exceptional circumstances apply e.g. there is evidence that a change in circumstances has resulted in continued residence being unsafe or illegal – approved placements. If the young person fails to claim universal credit or pay the rent from other sources, and continues to do so after assistance has been provided, the AfC will consider the Staying Put arrangements to be terminated.

Decision not to support a staying put arrangement

A decision not to support a staying put arrangement would be very rare and the reasons should be clearly recorded and explained to all parties. The decision should be based upon the best interests of the young person.

Impact on tax (former foster carer information)

HMRC Advice sheet 236 sets out how staying put arrangements can be eligible for the same qualifying allowance with regard to taxable income as arrangements made for foster carers.

<http://www.hmrc.gov.uk/helpsheets/hs236.pdf>

Staying put carers receiving money to enable them to care for the young person will not pay tax on this money as this is a Leaving care payment as set out in HMRC help sheet 236.

The government has recently decided that all payments for staying put are included in the foster care tax relief threshold. This enables allowances and fees to be tax free, up to £10, 000 per year as a foster carer plus £250 per week for each young person over the age of 11, in addition to their own tax free earnings of approximately £10, 000 per year.

If carer is not working then tax would be offset against the personal tax allowance. If host carer is applying as a couple then personal allowances can be claimed by one person or split between the couple.

APPENDIX A

Excluded Licence Agreement

This licence agreement is between:

_____ (YP/Excluded Licensee) and

_____ (former Carer)

and Achieving for Children in relation to (YP's name) at:

_____ (Property)

From _____ for a period of _____

This document forms a license agreement, setting out the terms under which AfC has arranged a 'staying put' placement for you at the above named property and explains the rights and obligations you have during your stay.

1. Accommodation

- 1.1 Your accommodation consists of a furnished room within the above named property. A Placement Agreement Plan will be agreed and signed by yourself and the carer in advance of the start of the excluded license agreement which will set out the conditions under which you will occupy your room at the property.

2. Finances

- 2.1 Payments will be made to the carer by AfC for the staying put arrangement fee. The young person will make direct payments to the carer for food and a service charge. Housing Benefit will be applied for to enable the young person to pay their rent.
- 2.2 Rent element to AFC
- 2.3 Payments will be paid to young people by applying for welfare universal credit. If at university, the young person must apply for a student loan to cover clothing, food and leisure activities.

2.4 It is not expected that carers provide any money for young people.

3. Obligations of Former carer

- 3.1 You will be entitled to receive advice on benefits, employment and any other matters that concern you while a licensee.
- 3.2 You will be consulted about the redecoration and equipping of your room but this remains at the discretion of the carer.
- 3.3 The carer will keep the property and its fixtures in good order and repair and will work to the agreed Placement and Pathway Plans

4. Your obligations (young person)

- 4.1 You must take reasonable care of your room and communal areas and keep it clean and tidy.
- 4.2 You must adhere to the conditions set out in the Placement Agreement.
- 4.3 The property must not be used for any commercial purposes.
- 4.4 You must not allow any other person to become a resident at the property.
- 4.5 You must not commit, or allow any visitor to commit, any form of harassment on the grounds of race, colour, religion, gender, sexual orientation, disability or on any other grounds which may interfere with the peace and comfort of, or cause offence to, the carer, visitors or neighbours.
- 4.6 You must not play, or allow to be played, any radio, television or audio equipment so loudly that it causes a nuisance or annoyance to the carer or to neighbours or so that it can be heard outside the premises between the hours of 11 pm and 7.30 am.
- 4.7 You must report the need for any repairs at the property promptly to the carer.
- 4.8 You will be expected to pay for any deliberate damage that you cause to the property or to its furniture, fittings or fixtures.
- 4.9 You must not keep any pet or animal on the premises.

5. Complaints

- 5.1 If you have any complaints about the service provided, you should raise them with your carer/personal advisor and Commissioning in the first instance. If you are not satisfied with the response you receive, you should contact the Leaving Care Team Manager. You can escalate to the head of service or associate director if you are not satisfied. If the issue remains unresolved the matter you can then log a formal complaint with Achieving for Children.

6. Termination of the licence

- 6.1 You can terminate your licence agreement by giving 28 days in notice to the carer.
- 6.2 The carer can terminate your tenancy by giving you 28 days notice in writing. However, the carer reserves the right to terminate your licence agreement without notice in an extreme case of violation of the terms of this Excluded licence agreement or the Placement Agreement or if there is a threat of, or actual harm done, to the carer or neighbours by yourself or your guests.
- 6.3 AFC can also terminate this arrangement if terms of this agreement has not been adhered to and all efforts to try to resolve this has failed.
- 6.4 Your excluded licence agreement will be terminated if you persistently breach the conditions of this agreement or the Staying Put Agreement.
- 6.5 If you are given Notice to Quit by the former carer, you must vacate the property by the date given.

7. Agreement

I have read and accept all the terms stated in this licence agreement

Name: _____ <i>(YP)</i>	
Signed: _____	Date: _____

Name: _____ <i>(Former Carer)</i>	
Signed: _____	Date: _____

Name: _____ <i>(Witness)</i>	
Signed: _____	Date: _____

APPENDIX B

Staying Put arrangement Agreement meeting

The young person, carer/s, leaving care social worker/personal advisors and supervising social worker should meet to develop the Placement Agreement prior to the young person's 18th birthday. The agreement should set out everyone's expectations and clarify roles and responsibilities. The agreement should be incorporated into the young person's Pathway Plan. The agreement should cover:

- Preparation for independence tasks.
- Finance, including the young person having credit cards, loan agreement, and mobile phone contracts registered to the address.
- Universal Credit claims.
- Friends and partners visiting and staying over.
- Staying away and informing the carer of movements.
- Education, training and employment opportunities.
- Health arrangements.
- Move-on arrangements.
- Issues relating to younger foster care children in the placement.

Appendix C:

https://docs.google.com/document/d/1o6ufW9wP_nOeSapR-ckgHLBtuqxhEaUgFQIIW97h2Lk/edit?usp=sharing - Agreement letter for OA1

<https://docs.google.com/document/d/1asMMEvXfqEr9Baaf6hbFTRlq4H7oJNbv49oVFclfnV0/edit> - Confirmation Letter for OA2

APPENDIX D

“Staying Put” Carers Address

Universal Credit/ Benefits office Service

Address Line

Town

City

Postcode

Date

Dear Sir/Madam,

This letter is provided to confirm that **(add full name)** was previously a foster care child placed in my household. **(add full name)** has now reached the age of eighteen and will be remaining as an ‘independent adult’ in my house to complete his/her education or due to his or her vulnerability under a ‘staying put’ arrangement. **(add full name)** is liable for rent costs of **£XXX** per week excluding meals and utility charges, which will be covered by Income Support or Job Seekers Allowance. As **(add full name)** is provided with meals and is a care leaver I understand **(he/she)** is eligible to claim universal credit under the Welfare Reform Act 2012 maximum rent rules relating to ‘Boarder’ arrangements.

As **(add full name)** was previously ‘looked after’ and remains vulnerable I would request that the Housing Benefit is paid directly to the foster carer/staying put carer.

If you require any further information please do not hesitate to contact me.

Yours faithfully

SIGNED BY Previous FOSTER CARER/STAYING PUT CARER

YOUNG PERSON: (*Insert name*)

DOB:

N.I NUMBER:

CURRENT ADDRESS:

TYPE OF ACCOMMODATION AND TENANCY:

Previous Foster Care Placement ('Staying Put' Arrangement) – Excluded Licence

Name of Landlord:

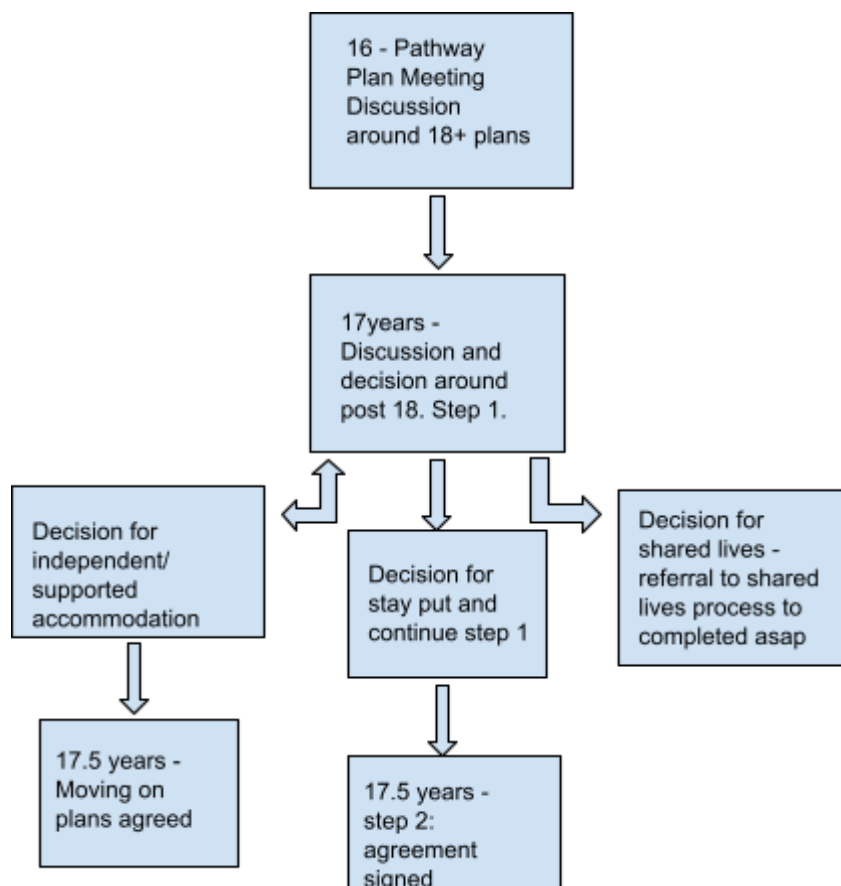
Foster Carer/Staying Put Carer

Agent for the Landlord: Achieving for Children

Appendix E

Flowchart for Staying Put

Social Worker/Personal Advisor - Lead professional to follow below process for all young people in fostering placement at the point of 16 years of age.



Involved in the process:

- Social worker/Personal Advisor (lead professional)
- Young Person
- Independent Reviewing Officer
- Foster Carer
- Supervising social worker
- relevant management teams

THE END