



## Financial Assessment for Special Guardianship and Assisted Child Arrangement Order

In accordance with Special Guardianship Regulations 2005, section 14F of Children Act 1989 as amended by section 115 of the Adoption and Children Act 2002, Schedule 1 paragraph 15 of the Children Act 1989

## **Am I eligible to receive financial support?**

If you were previously a foster carer and become a special guardian or obtained a Child Arrangement Order you will become eligible to claim new state benefits such as child benefit, and child tax credit. Therefore wherever possible, families are expected to be financially independent from council support. Equally if a child lives with you and you are not a foster carer you are able to claim these state benefits.

Financial support will only be payable by the local authority where there has been an assessment that one of the following circumstances exist.

- where it is necessary to ensure that the carer can look after the child
- where the child needs special care which requires greater expenditure of resources by reason of illness, disability, emotional or behavioural difficulties, or the continuing consequences of past abuse or neglect
- where the local authority considers it appropriate to contribute to legal costs, including court fees of a special guardian or prospective special guardianship for the making of a special guardianship order or the discharge of such an order; or an applications for an order under Section 8 of the Children Act 1989; or an order for financial provision to be made to or for the benefit of the child
- where the local authority considers it appropriate to contribute toward to the expenditure necessary for the purposes of accommodating and maintaining the child, including the provision of furniture and domestic equipment, alterations to and adaptations of the home, provision of means of transport, and provision of clothing, toys and other items necessary for the purpose of looking after the child.

Where it has been determined that financial support is to be considered we require a full financial assessment of all your income and expenditure and any capital to see if you have sufficient funds to maintain the child or children. This assessment will also assist in ensuring that you are claiming all benefits that you are eligible to claim.

## **How do I complete the financial assessment?**

We need you to complete the form in as much detail as you can. We will need to see proof of all the income and outgoings, savings and debts. (See the end of the financial assessment form for a checklist of the documents that you need to provide).

If any of your family receives disability benefits we need to know who receives the disability benefits and which type it is. We also need to know if you are of pensionable age to see if you would be eligible for pension credit. You should receive an annual statement in April from the Department for Work and Pensions that details all the benefits you receive. If you have not got an up to date statement you can go into any Job Centre and ask for a print out or ring them on 0845 608 8529.

If this is your first assessment you may not be in receipt of child benefit or child tax credit. Complete the form based on the income you are receiving now.

### **There are other adults living in the household, are they included?**

We only need details of your partner. Any other person 18 years and over that is not a dependent child in education, will not be included, unless you are receiving payment from them as a lodger (see section below).

### **What information do you need about capital and savings?**

We need to know all information about any property, any personal assets and savings. We also need to know the interest earned or dividends received in relation to your or your partner's savings, capital or investments. Please provide details on the form of the total interest/dividends you received in the last financial year.

### **What children's income is included?**

If any of your dependent children, but not the child(ren) the application is about, receive income support, Job Seekers Allowance or Employment Support Allowance in their own right, this should be included as income in Part 6(b). Note if the special guardian or residence order child receives income support, JSA or ESA in their own right, they are not eligible for any financial support.

Any regular interest on capital and/or income in which your special guardian or residence order child has a legal interest and entitlement must be declared in Part 5 (a). This could be, for example, a savings account, trust fund, property or other legacy.

You need not declare any interest from capital, legacies etc for other children in the family.

You do not need to declare any payments from Criminal Injuries Compensation Awards or Government Child Trust Funds.

### **Over what period should I calculate my income?**

The income you declare should be the amount from the previous tax year i.e. April to March, unless your financial situation has changed considerably. In these situations calculate the average weekly income over the last 3 months.

### **Do I need to declare bonuses, overtime etc?**

If you or your partner receive overtime, fees, bonus, commission and/or gratuities on a regular basis (for example annual bonuses) these should be included as part of the weekly figure for net weekly pay. You should calculate this income by adding together all payments over the last tax year and dividing by 52 and add to your basic weekly pay to declare in Part 7 (a). If your entitlement to bonus/overtime changes significantly let us know and we will recalculate the financial assessment.

### **I am self-employed what income do I include?**

Where you or your partner are self-employed we will consider your 'drawings' as income and declare in Part 7 (b). In addition any profit from the business that is sitting in a bank account, and not being reinvested, will be taken into account and needs to be declared as interest from capital, savings and investments in Part 7 (q)

### **I own other houses that I rent out, or have lodgers what do I include?**

For boarding and lodging we disregard the first £20 per week per person of your income. We would take into account 50% of any income in excess of the £20 per week per person.

Where your family receive income from rent on any unfurnished property we will take into account any income after deductions for costs. We will allow deductions for the following:

- Interest payments on the mortgage (but not mortgage capital)
- Repairs
- Council tax (if paid by you)
- Agent's fees
- Insurance on the building

For furnished properties we will use the same calculation with an additional 10% allowed for 'wear and tear' allowance.

If you complete an annual tax return all the information we need should be contained in this return.

Declare the weekly income from boarding, lodging in Part 7 (r), rent from unfurnished property Part 7 (s) and furnished property in Part 7 (t).

### **Do I need to include loans?**

We need to know full details of any outstanding loans and the reason the loans were originally obtained.

### **What child care costs do I include?**

Any child care costs can be included in Part 5 (c) for special guardian or residence order children and Part 6 (f) for other dependent children. The amount declared must be after any childcare element paid as part of any working tax credit.

### **What else do I need to tell you?**

You must tell us if your family's financial circumstances change, when we will carry out a new financial assessment.

Periodic payments will cease if any of the following applies:

- The child ceases to have a home with you
- The child ceases full time education or training and commences employment

- The child qualifies for Income Support, Jobseeker's Allowance or Employment Support Allowance in his or her own right

You **must** contact us within 7 days if any of the above occurs.

### **Do I have to complete the form?**

Failure to return the form and/or provide us with sufficient proof will result in a delay in processing any decisions for financial support.

### **What will you do with the information I have given you?**

The information you provide to us on this form and any supporting proof will be used to carry out the financial assessment for special guardian or assisted residence order support. If you have provided original documentation as supporting proof we will copy this and send the original back to you.

The information will be stored securely in a file relating to your financial support and electronically on a financial support database. The information will be retained according to the council's record management policy.

### **Who decides on whether I will get any financial support?**

The results of the financial assessment will be presented to a Divisional Manager who will make a decision.

### **What will we provide for you?**

Following the decision will send you details of whether you are eligible for any financial support. If you are eligible we will detail what that support will be. Any financial support provided will be subject to an annual review.

# Financial Assessment Special Guardianship, Child Arrangement Order

Which Order applies? (please tick which box applies to you)

Special Guardianship Order

Child Arrangement Order

Is this your first assessment? Yes

No

If no, please give date of last assessment.

Date of Special Guardianship or Child Arrangement Order

## Part 1 About you and your partner

Do you have a partner who normally lives with you? Yes  No

We use partner to mean

- A person you are married to or a person you live with as if you are married to them, or
- A civil partner or a person you live with as if you are civil partners

1.	You	Your partner
(a) Surname or family name	<input type="text"/>	<input type="text"/>
(b) Other names	<input type="text"/>	<input type="text"/>
(c) Title (Mr, Mrs, Miss, Ms, other)	<input type="text"/>	<input type="text"/>
(d) Address	<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/>	<input type="text"/>

**1.**

(e) Daytime phone number

You

Your partner

(f) Mobile Number

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(g) email address

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(h) Date of birth

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(i) National Insurance Number

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## Part 2 About your special guardian, residence order children

Give details here about the children you are the special guardians for or you have residence orders for and you are being assessed for financial support from Halton Borough Council. Details of any other children you are responsible for (including any adopted, special guardian or residence order children that are supported by another local authority) should be included in Part 3. Do not include any details of children that you foster.

If there are more than four children use a separate sheet of paper. If you are including a separate sheet tick this box

2.	Special Guardian/Residence Order Children			
	First child	Second child	Third child	Fourth child
(a) Surname or family name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(b) Other names	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(c) Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(d) Child's relationship to you e.g. special guardianship	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Part 3 About other dependent children

Give details here about any other children that are dependent on you. Include any children in your household (other than those detailed in Part 2) who are: under 16, aged 16 or 17 and registered for work or youth training, aged 16, 17, 18 or 19 and in full time education. Do not include any children that you foster.

3.	Other dependent children			
	First child	Second child	Third child	Fourth child
(a) Surname or family name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(b) Other names	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(c) Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(d) Child's relationship to you e.g. son, daughter, adoption other LA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Part 4 Additional information about you and your partner

### 4. We need to see proof of all these

	You	Your partner
(a) Do you or your partner get Disability Living Allowance?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
(b) If yes, what level of care? And/or what level of mobility?	<input type="text"/>	<input type="text"/>
(c) Do you or your partner get carer's allowance for an adult in the family?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
(d) Do you or your partner get Attendance Allowance?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
(e) Do either you or your partner work less than 24 hours per week?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
(f) Do either you or your partner receive long term incapacity benefits or ESA?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
(g) Do you or your partner receive Severe Disablement Allowance?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Part 5 Additional information about your special guardian or residence order children.

If there are more than four children use a separate sheet of paper. If you are including a separate sheet tick this box

5. We need to see proof of all these	Special Guardian/Residence Order Children			
	First child	Second child	Third child	Fourth child
Name of child	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(a) Does the child have any savings/capital/investments?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, what interest do they receive per year?(Do not include any Criminal Injuries Compensation)	£ <input type="text"/> Per annum	£ <input type="text"/> Per annum	£ <input type="text"/> Per annum	£ <input type="text"/> Per annum
(b) Does the child receive Disability Living Allowance?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, what level of care? And/or what level of mobility	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DLA weekly amount (care component)	£ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DLA weekly amount (Mobility component)	£ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Do you receive carer's allowance for the child? If yes, detail the amount	£ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

**5. We need to see proof of all these**

	Special Guardian/Residence Order Children			
	First child	Second child	Third child	Fourth child
(c) Do you pay any nursery/child care, childminding fees for this child? (less any amount paid as part of working tax credit)	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
If yes, what are the weekly costs for each child?	£ <input type="text"/> per week	£ <input type="text"/> per week	£ <input type="text"/> per week	£ <input type="text"/> per week
(d) Are they in school, a full-time student, on youth training, on apprenticeship scheme?	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
If yes and 16 or over please write in the details of the course.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(e) Does the child receive any Job Seekers Allowance, Income Support, or ESA?	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
What Job Seekers Allowance/Income Support/ESA do they receive?	£ <input type="text"/> per week	£ <input type="text"/> per week	£ <input type="text"/> per week	£ <input type="text"/> per week
(f) Child benefit received	£ <input type="text"/> per week	£ <input type="text"/> per week	£ <input type="text"/> per week	£ <input type="text"/> per week

5. We need to see proof of all these

Special Guardian/Residence Order Children			
First child	Second child	Third child	Fourth child
£                      per week	£                      per week	£                      per week	£                      per week

(g) Maintenance payments received for child

## Part 6 Additional information about other dependent children

If there are more than four children use a separate sheet of paper. If you are including a separate sheet tick this box

6. We need to see proof of all these	Other dependent children			
	First child	Second child	Third child	Fourth child
<b>Name of Child</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(a) Are they in school, a full-time student, on youth training, on apprenticeship scheme?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
(b) Does the child receive any Job Seekers Allowance, Income Support or ESA?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
What Job Seekers Allowance /Income Support/ESA do they receive?	£ <input type="text"/> per week	£ <input type="text"/> per week	£ <input type="text"/> per week	£ <input type="text"/> per week
(c) Child benefit received	£ <input type="text"/> per week	£ <input type="text"/> per week	£ <input type="text"/> per week	£ <input type="text"/> per week
(d) Maintenance payments received for child	£ <input type="text"/> per week	£ <input type="text"/> per week	£ <input type="text"/> per week	£ <input type="text"/> per week
(e) Adoption, Special Guardianship or Residence Order Allowance received from a local authority other than Halton	£ <input type="text"/> per week	£ <input type="text"/> per week	£ <input type="text"/> per week	£ <input type="text"/> per week

6. We need to see proof of all these	Other dependent children			
	First child	Second child	Third child	Fourth child
(f) Do you pay any nursery/child care, childminding fees for this child?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, what are the weekly costs for each child? (less any amount paid as part of working tax credit)	£            per week	£            per week	£            per week	£            per week
(g) Does the child receive Disability Living Allowance?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, what level of care? And/or what level of mobility				
DLA weekly amount (care component)	£			
DLA weekly amount (Mobility component)	£			
Do you receive carer's allowance for the child? If yes, detail the amount	£			

## Part 7 About you and your partner's income

7. We need to see proof of all these	You	Your partner
(a) Basic net weekly pay (after deductions except pension)	£ <input type="text"/> per week	£ <input type="text"/> per week
(b) Drawings if self employed (see guidance for further details)	£ <input type="text"/> per week	£ <input type="text"/> per week
(c) Employer's sick pay (after compulsory deductions)	£ <input type="text"/> per week	£ <input type="text"/> per week
(d) Incapacity Benefit or contributory ESA	£ <input type="text"/> per week	£ <input type="text"/> per week
(e) Statutory maternity, paternity or adoption pay or allowance	£ <input type="text"/> per week	£ <input type="text"/> per week
(f) Bereavement benefit	£ <input type="text"/> per week	£ <input type="text"/> per week
(g) Working tax credit excluding any child care element	£ <input type="text"/> per week	£ <input type="text"/> per week
(h) State pension	£ <input type="text"/> per week	£ <input type="text"/> per week
(i) Occupational pension	£ <input type="text"/> per week	£ <input type="text"/> per week
(j) Child tax credit per household	£ <input type="text"/> per week	£ <input type="text"/> per week
(k) Income Support	£ <input type="text"/> per week	£ <input type="text"/> per week



<b>7. We need to see proof of all these</b>	<b>You</b>	<b>Your partner</b>
(l) Job Seekers Allowance	£ <input type="text"/> per week	£ <input type="text"/> per week
(m) Income related Employment Support Allowance	£ <input type="text"/> per week	£ <input type="text"/> per week
(n) Pension Credit	£ <input type="text"/> per week	£ <input type="text"/> per week
(o) Any other benefit	£ <input type="text"/> per week	£ <input type="text"/> per week
(p) State what benefit here	<input type="text"/>	<input type="text"/>
(q) Interest on capital, savings or investments ( <b>give annual amount</b> )	£ <input type="text"/> <b>per annum</b>	£ <input type="text"/> <b>per annum</b>
(r) Income from borders or lodgers (see guidance page 4)	£ <input type="text"/> per week	£ <input type="text"/> per week
(s) Income from unfurnished property (see guidance page 4)	£ <input type="text"/> per week	£ <input type="text"/> per week
(t) Income from furnished property (see guidance page 4)	£ <input type="text"/> per week	£ <input type="text"/> per week

## Part 8 About your general family outgoings

### 8. We need to see proof of itemised bills

- (a) Mortgage (capital and interest) including any endowment payments attached to the mortgage
- (b) Rent (**after** any housing benefit/Local Housing Allowance payment)
- (c) Council tax (**after** any council tax benefit payable)
- (d) Maintenance payments
- (e) Court orders
- (f) Private pension contributions
- (g) National insurance if self employed

Household costs	
£	per week
£	per week
£	per week
£	per week
£	per week
£	per week
£	per week

## Part 9 Personal Assets

### Details of personal bank, building society and savings accounts

Provide details for you and your partner

Name of bank, building society	Type of account	Account number	Name of account holder	Balance at the date of the statement

### Details of all investments

Include shares, PEPs, ISAs, TESSAs, National Savings Investments, bonds, stocks, unit trusts, investment trusts, gilts and other quoted securities that you and your partner hold or have an interest in.

Name	Type of investment	Size of holding	Name of account holder	Current value
Total value of ALL accounts				£

## Part 10 Capital: Liabilities

Details of any liabilities you and your partner have.

**EXCLUDE** liabilities already shown as

Mortgages

Overdrawn bank, building society or savings accounts

### **INCLUDE**

Money owed on credit cards and store cards

Bank Loans

Hire Purchase agreements

Catalogues

Unpaid fines

Unpaid utility bills

Description of Liability	Total liability
Total value of ALL liabilities	

## Part 11 Declaration and consent

To the best of my belief, the information I have given is true and complete. I agree that any of the details of the benefits and entitlements I have declared can be checked with the Department for Work and Pensions. I agree that the personal information declared in this form can be used in connection with any other claim for financial support within Halton Children and Young People's Department.

I agree to notify Halton Borough Council about any of the following:

- My address changes
- The child dies
- The child ceases to have a home with me
- The child ceases full time education or training and commences employment
- The child qualifies for Income Support, Jobseeker's Allowance or Employment Support Allowance in his or her own right
- For Special Guardianship, the child attains the age of 18 unless she or he continues in full-time education or training, when the payments may continue until the end of the course or training that she or he is then undertaking
- For Special Guardianship, the child attains the age of 18 unless she or he continues in full-time education or training, when the payments may continue until the end of the course or training that she or he is then undertaking
- For Assisted Residence Order the child attains the age of 18
- Any change in my financial circumstances.

I understand that if I do not comply with the above, any periodic payments may be suspended or stopped and the council may take steps to recover all or part of any payments.

I understand that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action.

Signature of person  
applying

Partner's signature

Date

Date

## Documentary proof list

Please provide as much of the following documentary evidence as you can.

	Document type	Your check list	Office use only
1	Statement of Income Support, income related JSA or income related ESA		
2	Statement of pension credit		
3	Birth certificate – this only needs to be provided for the first application		
4	P60 or wage slips for previous 3 months		
5	Statement on any bonuses, gratuities etc		
6	State pension received		
7	Occupational pension received		
8	Maternity, paternity, adoption pay		
9	Bank statement detailing incoming payments of benefits if other statements not provided		
10	Statement of DLA – mobility		
11	Statement of DLA - care		
12	Statement of incapacity benefit or contributory ESA		
13	Statement of Severe Disability Allowance		
14	Statement of Job Seekers Allowance		
15	Statement of other benefits		
16	Statement of attendance allowance		
17	Council tax bill		
18	Interest earned from savings, dividend payments		
19	Loan statements		
20	Pension payments – outgoing		
21	National insurance payments (self-employed)		
22	Tax returns – self employed		
23	Statement of child tax credit		
24	Statement of working tax credit		
25	Statement of carers allowance		
26	Child care, nursery, childminding fees		
27	Maintenance received for child		
28	Maintenance payments (outgoing)		
29	Court orders		