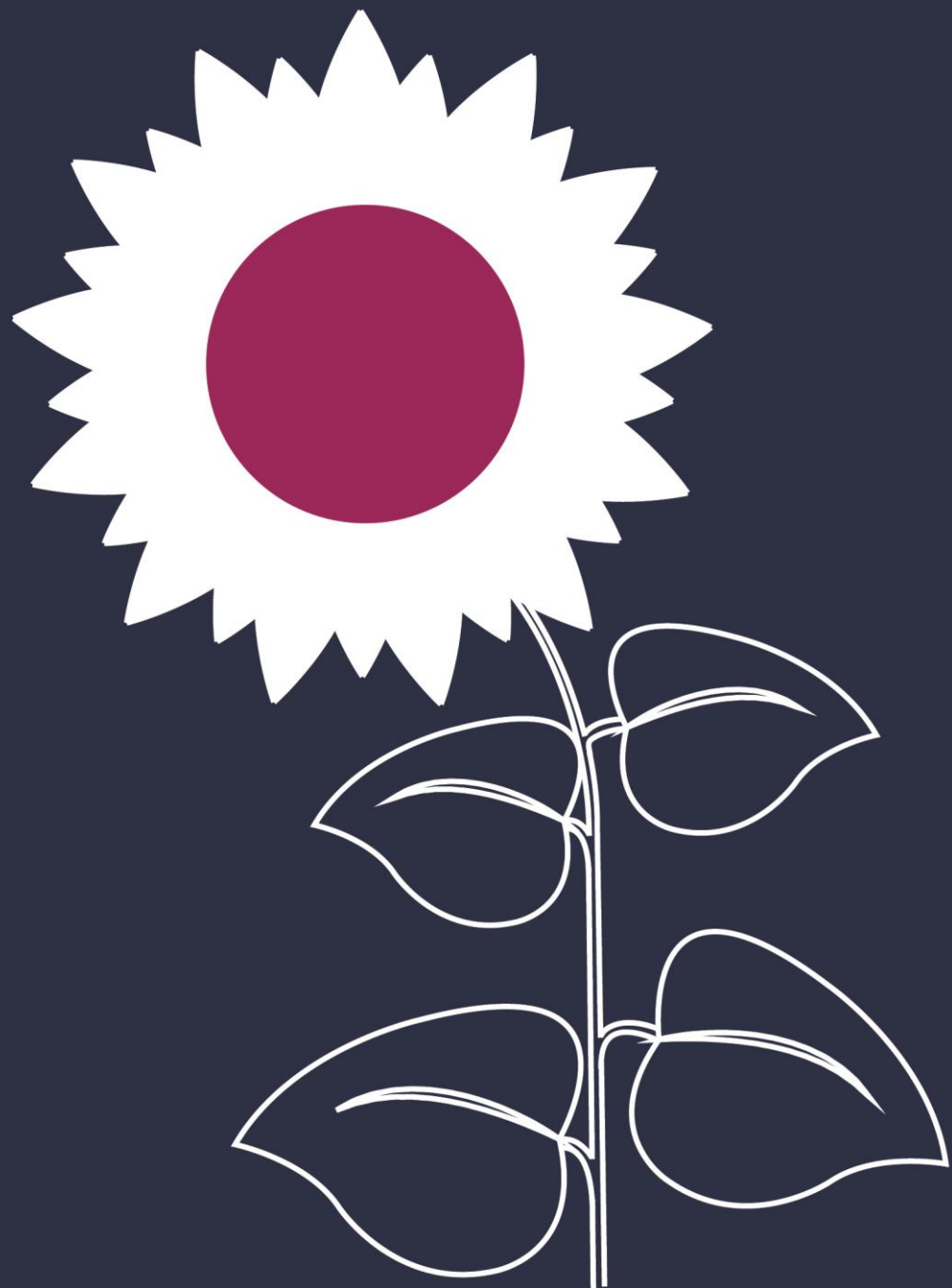


National Insurance

Tri X 4_8_4 February 2021

Review February 2022



NATIONAL INSURANCE

1.0 Introduction

- 1.1 Registration for National Insurance purposes takes place automatically as children approach age 16, using information held on Child Benefit records. As children in care are not included in Child Benefit accounts they cannot be registered in this way.
- 1.2 The Conference and Review Managers will ensure that the Statutory Review Process checks that the National Insurance Number has been received.

2.0 Registration

- 2.1 The pod co-ordinator should advise the Department for Work and pensions whenever:
 - a child reaches age 15 years 9 months **and**
 - the child has not already been issued with a national insurance number
- 2.2 The pod co-ordinator should request issue of Form CA353OU from the Department of Work and Pensions on letter-headed paper, and include the following information:
 - Name of child/young person (including any former names the child may have used)
 - Date of birth
 - Date the child/young person first came into care
 - Previous addresses (maximum of 3, which must include the address prior to being looked after)
 - Documentary evidence of the child/young person's identity, for example a copy of the child/young person's birth certificate, care order etc

PRACTICE GUIDANCE

The Form is held by and available only from:
Department for Work and Pensions,
New Registrations, Room 102A,
Newcastle Central Office,
Longbenton, Newcastle NE98 1YX.

- 2.3 The Department for Work and Pensions will forward to the pod co-ordinator the form CA353OU for completion.
- 2.4 The pod co-ordinator completes form CA353OU for each child in care, endorses Part 2 with the local authority authorisation stamp, signs and dates the form and returns it to the Department for Work and Pensions. If the details are not confirmed, form CA353OU will be returned to the local authority for clarification or investigation.
- 2.5 The pod co-ordinator must keep a record of all forms sent to National Insurance Registrations at Newcastle