**Appendix 2.2**

**Care Leaver – Accommodation Transition - Move-on Request Letter**

* **To be submitted alongside the pathway plan and risk assessment, (which must have been updated within the previous three months) when activating the ‘move-on’ request. The ‘move-on’ request should be submitted:**

1. **between six and nine months prior to the young person being assessed as requiring move-on accommodation;**
2. **between six and nine months prior to the young person reaching age 18 or 21 (or age 25 if agreed with the housing authority);**
3. **between six and nine months prior to the young person completing a course of higher education that extends beyond their 21st birthday.**

|  |  |  |
| --- | --- | --- |
|  | ***Children’s Services*** | |
| Housing Registrations  ADD COUNCIL NAME | **Brokerage Accommodation Team** | |
|  | |
|  | |
| **Tel** |  |
|  |  |
| **Date** | **27 September 2021** |

*Dear Sir/Madam*

Reference Housing Needs Register Number **ADD**

**Add Full Name, DOB, Placement Address, Housing Needs Register Number.**

I would like to refer **ADD NAME** for move-on accommodation/housing.

Checklist of information to be included in the Pathway Plan and/or Risk Assessment:

1. Date expected to leave their current placement;
2. Level of support they will be provided on leaving their current placement;
3. Current level of income and anticipated level of income on leaving their current placement and on accessing move-on accommodation;
4. Please note that all perspective tenants will need to complete an affordability assessment;
5. Anticipated activity on accessing move-on accommodation;
6. Please ensure that the risk assessment sets out any risks to or from the young person and how these will be mitigated;
7. Whether the young person has engaged in a life skills or tenancy sustainment programme, how well they engaged in the programme, did they complete the Leaving Care Workbook and Checklist, what evidence is available of their ability to be a positive tenant;
8. Does the young person have any specific or additional needs;
9. Is the young person part of a couple;
10. Does the young person have a child/are they pregnant;
11. Are there any offending history/issues (ensure context is explained);
12. Are there any immigration controls in place, or any leave to remain limitations in place;

(Delete above once information added to the Pathway Plan/Risk Assessment).

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

Yours sincerely

Senior Placements Officer

(Brokerage Accommodation Team)