**Appendix 3.6**

**Notification Letter**

Name

Address

Address

Address

Postcode Date

Dear Housing Options/Housing Authority:

**RE: Applicant/Parent (ADD Names/s) – Referral/Notification to Housing Authority/Housing Options Service: Cessation of assistance to households supported under Section 17 of the Children Act 1989 and/or the National Assistance Act 1948 (formerly a ‘No Recourse to Public Funds’ case).**

This letter is provided to confirm that **(ADD Name/s)** have been issued with a reasonable notice period amounting to 28/56 days to vacate the accommodation provided to them at **(ADD Address)** by Hertfordshire Children’s Services on **(ADD Date to vacate)** [up to 56 days, minimum 28 days].

This household is currently provided with accommodated by Hertfordshire Children’s Services and/or have been receiving a weekly subsistence payment as they were deemed to have ‘No Recourse to Public Funds’ whilst their claim for leave to remain was being considered by the Home Office.

The Home Office have now granted **(ADD Leave to Remain Status - until - ADD date)**. This household is now entitled to claim public funds including benefits and access to social housing. This brings to an end to Children’s Services duty to provide assistance.

The household have asked to be referred to the housing authority for further assistance with housing. I enclose a completed referral/notification form agreed as part of the Hertfordshire Joint Housing Protocol, along with evidence of the household’s immigration status and ‘Notice to Quit’.

If you need any further information please contact on above contact details.

Yours sincerely

Name

Job title