**Appendix 3.7**

**Notification Letter**

Household Name

Address

Address

Address

Postcode Date

Dear **XX**

**RE: (ADD Applicant/Parent Name) – Cessation of assistance provided to households under Section 17 of the Children’s Act 1989 and/or the National Assistance Act 1948 (to formerly ‘No Recourse to Public Funds’ cases)**

Your household has been provided with accommodated and/or a weekly subsistence payment as a result of being deemed to have ‘No Recourse to Public Funds’ whilst your claim for leave to remain was being considered by the Home Office.

On **(ADD Date)** the Home Office granted you with **(ADD Leave to Remain Status until - ADD date)**. You are now entitled to claim public funds.

As a result Hertfordshire Children’s Services no longer have a duty to provide you with accommodation and/or financial support. This notification letter is provided to confirm that Hertfordshire Children’s Services duty is coming to an end and we are instructing you to vacate the accommodation within 28/56 days [up to 56 days, minimum 28 days]. You are required to leave the accommodation by **(ADD Date)**.

With your consent, we can refer you (notify housing) to the local housing authority where they will be able to provide you with advice on how you can find your own accommodation. This is likely to include options such as finding privately rented accommodation and joining the housing needs register (housing waiting list). In order to make a referral/notification, please sign the attached authorisation to share information form.

If you are not currently working, we also strongly advise that you make a claim for welfare benefits.

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

Yours sincerely

Social worker name

Job title