

Children and Families with No Recourse to Public Funds

Practice Guide

This document sets out how Children's Social Care and the No Resource to Public Funds (NRPF) team work together in order to ensure that children and families with NRPF are dealt with in a timely, cost effective and efficient manner that makes best use of the resources available to the council to provide the fairest outcome for families.

What is NRPF?

No Recourse to Public Funds (NRPF) is an immigration condition restricting access to public funds, including many mainstream benefits such as welfare and housing.

Despite the NRPF condition, families and individuals may have a right to financial support (accommodation and subsistence) from social services to avoid destitution or because of complex health needs.

In these cases, the local authority has a duty to support the accommodation and subsistence costs of residents with NRPF. These cases are often complex to identify, assess and resolve and unpredictable in terms of how much they cost and how long they last.

The council receives no funding to support this work and so Bradford has a dedicated NRPF team in order to manage how much we spend and to liaise with the Home Office to make sure that immigration queries are resolved quickly.

Detailed advice and guidance on NRPF is available from the No Recourse to Public Funds Network

www.nrpfnetwork.org.uk

Legal Basis for Providing Support

Eligibility for support can be complex and this is based on legislation and case law and the following eligibility criteria are based on the current position and not every person referred to the NRPF Team will be eligible for support:

Territorial Responsibility:

Section 17(1)(a) of the Children Act 1989 specifies that:

'It shall be the general duty of every local authority... to safeguard and promote the welfare of children within their area who are in need.'

The courts have considered how to interpret the phrase 'within their area' in cases involving families who have been found to be intentionally homeless under homelessness legislation, and have subsequently needed to be referred to social services for support under section 17 when housing duties have come to an end.

The leading judgment that considers the meaning of 'within their area' is *R (Stewart) v LB Wandsworth & Ors* (2001). The Court found that the duty to assess under section 17(1)(a) of the Children Act 1989 is triggered by the physical presence of a child in need in the local authority's

area; however, if appropriate, checks with a former local authority will need to be made to establish any role in the family moving to Bradford.

Threshold to Undertake an Assessment

Each Local Safeguarding Childrens Board is required to publish guidance and list factors that will require a child in need assessment to be carried out. The following are examples of factors which are likely to apply to a child in an NRPF household:

- The child regularly does not have adequate food, warmth, shelter or essential clothing
- When a parent's limited financial resources or having no recourse to public funds increases the vulnerability of the children to criminal activity e.g. illegal working
- When a parent is unable to provide for material needs, which negatively impacts on the child

The threshold for assessing a child in an NRPF household is therefore low; a child in need assessment is likely to be required for any family presenting on the basis that they do not have adequate accommodation and/ or sufficient income to meet their living needs because of their inability to access benefits or employment, or where the child's circumstances suggest this may be the case.

Destitution:

A person is destitute if:

- He does not have adequate accommodation or any means of obtaining it

Or:

- He has adequate accommodation or the means of obtaining it, but cannot meet his other essential living needs. S95(3) Immigration & Asylum Act 1999

To help assist in assessing destitution a pre-assessment screening tool will be completed and further action recommended as appropriate – see Appendix 1.

Emergency Support

Under section 17, a local authority has the power to provide emergency housing and/or financial support to a family when a child's welfare is at risk whilst assessments or enquiries are being carried out. The statutory guidance states:

'Whatever the timescale for assessment, where particular needs are identified at any stage of the assessment, social workers should not wait until the assessment reaches a conclusion before commissioning services to support the child and their family. In some cases, the needs of the child will mean that a quick assessment will be required.'

Additionally, refusing to provide support to a family who would otherwise be homeless and destitute would be a breach of Article 3 of the European Convention on Human Rights. To leave a family without accommodation or any financial support, when there is no alternative support available whilst assessments are being undertaken is likely to be unlawful.

Subsistence Allowance

Bradford Council provides a weekly subsistence payment to individuals and families who have no recourse to public funds and are eligible for social care support.

Bradford subsistence rates are cross checked with provisions for asylum seekers to meet essential living needs. This definition is considered to be equal to the provision of local authority NRPF support, and is intended to be short term emergency support whilst a person's immigration status is resolved. See Internal Guidance for current subsistence support rates at appendix 2.

Assistance in returning to another EEA State

Under the Withholding and Withdrawal of Support (Travel Assistance and Temporary Accommodation) Regulations 2002, (the Regulations 2002) the NRPF Team are able to assist with travel arrangements for EEA National families and families with refugee status in another EEA state.

The NRPF team can:

- Make all travel arrangements on their behalf
- Provide appropriate tickets or other documents allowing them to travel
- Ensure, as far as practicable, the tickets and other documents contain the name of the person travelling and that the name is not capable of being changed
- Ensure the method of travel is by the most cost effective means possible.
- Provide time-bound interim accommodation pending the return to country of origin.

Whilst cash payments will be provided for subsistence whilst making these arrangements, cash payments cannot be made for a person to make payment for their own travel or accommodation.

Failure to Travel

Failure to travel on any journey arranged without a reasonable excuse will result in the termination of accommodation and no further travel arrangements will be made. A "reasonable excuse" may be limited to failure to travel for the following reasons:

- If someone is saying that they are medically unfit to travel, evidence of this will be required from the individual's GP. If they are unable to provide the medical evidence they should inform explain why they are unfit to travel, why they are unable to provide medical evidence and the name of any doctor they may have seen.
- An individual tried to travel but were unable to do so due to failure of public transport or transport arranged for them. Any arrangements they make via family or friends as part of their travel arrangements are not included

If the family do not want to return to country of origin, there is no role for the NRPF Team. Childrens Services should follow their Child in Need processes if the family are destitute.

The following is the agreement of the working relationship between social care and NRPF.

Agreement between Children's Social Care and NRPF Team

1. The NRPF team and Children's Social Care will work closely together in the identification, assessment, support for families who are NRPF and require support under Section 17 of the Children's Act 1989.
2. Children's Social Care will get in touch with the NRPF team as soon as possible on receiving an NRPF enquiry
3. The two teams will work closely with Legal Services, if required, to fully understand the duties and powers the Council has, as well as the limits of that support, including in some cases supporting families to return to the parent's country of origin.
4. A family who is funded from the NRPF budget will be supported by Bradford Council under Section 17 of the Children's Act until such a time as the needs of the child can be met other than by financial support from the local authority.
5. In practice this means that where a referral has been made to the NRPF team:

CHILDREN'S SERVICES WILL	NRPF CASE MANAGER WILL
Keep the case open for assessment and review under s.17 of the Children Act 1989 to safeguard and promote children's welfare, even where the family is housed out of District and where the case has a named worker within the NRPF team.	Support accommodation and subsistence costs for families and dependents until a resolution as outlined above is achieved Liaise with the Home Office and legal representatives to resolve immigration issues and barriers

6. NRPF cases should be treated as a priority. They are financially costly to the council and can be resolved and a better outcome realised for the family and children if they are progressed quickly through the assessment process. As a guideline, timescales are given below:

CHILDREN'S SERVICES WILL	NRPF CASE MANAGER WILL
<ol style="list-style-type: none"> 1. Complete a Child in Need Assessment within 10 working days from referral unless agreed by Children's Services Team Manager that further time is necessary. 2. Complete the assessment as soon as possible and within the statutory period of 45 working days. 3. Once completed, send the assessment to the NRPF Case manager for review of immigration issues, BEFORE sending to Children's Services Team Manager for final authorisation. 4. Complete the Human Rights Assessment (if appropriate) within 28 working days from referral. 	Assist with any Human Rights Assessment (if appropriate) within 28 working days of referral

7. The NRPF team and Children's Services will work together to ensure that information on LCS and NRPF Connect are up to date. - NRPF Connect is a database between local authorities and the Home Office, which allows for the quicker progression and resolution of queries related to immigration status. The NRPF team manage this database and all correspondence with the Home Office related to immigration status should be via NRPF Connect

Children's Services will hold responsibility for cases on LCS and will create all contacts. If the NRPF team provide support a case **will not be closed** but instead will have a named NRPF Case Manager involvement logged for the duration of that support **and the record will be kept open on LCS for the duration of that support.**

8. The NRPF Manager will work together with the relevant operational manager to review the NRPF caseload, spend and upcoming case reviews in order to speed up resolution of cases and maximise the resources of the council.

How should I support a client with NRPF?

WHEN A FAMILY IS FIRST REFERRED OR IF A QUERY RELATED TO IMMIGRATION STATUS COMES TO LIGHT	
CHILDREN'S SERVICES SHOULD:	NRPF CASE MANAGER SHOULD
<p>Be aware of the kinds of families who could fall under the NRPF condition, including:</p> <ul style="list-style-type: none"> • Visa over stayers • Asylum seekers or refused asylum seeker • People on spousal or student visas • People with Leave to Remain with NRPF stamped on their visa • Zambrano Carers 	<p>Direct caseworkers to relevant advice and guidance at www.nrpfnetwork.org.uk</p> <p>Provide over the phone or email guidance on next steps: Mon-Fri 9am-4.30pm: ext.2917 Email – IAUDuty@bradford.gov.uk</p>
Get in touch with the NRPF team for advice and to flag the case as a potential client	
CHILDREN'S SERVICES SHOULD ORGANISE A JOINT MEETING WITH THE FAMILY AND NRPF TEAM TO DETERMINE IF THE COUNCIL HAS A DUTY TO ASSESS AND ASK THE FAMILY TO BRING ALONG RELEVANT DOCUMENTATION TO THIS MEETING.	
CHILDREN'S SERVICES SHOULD	NRPF CASE MANAGER SHOULD
<p>Seek to confirm whether the family appears to be destitute through Pre Assessment Tool (see appendix 1), to include a review of bank statements and letters from family and friends regarding previous support, assessing what alternative support networks are available to financially assist</p> <p>Seek to establish whether the child is a child in need.</p> <p>Seek to establish 'territorial responsibility' – are they the responsibility of Bradford whilst</p>	<p>Assist with the Pre Assessment Tool.</p> <p>Seek to confirm the immigration status of family through a paper review of documentation and create the family on NRPF Connect for Home Office Status Check</p> <p>In the case of a partner on a spousal visa fleeing domestic violence, encourage the partner to seek legal advice and apply to the Home Office under the DDV Concession.</p>

<p>recognising that they must not back away from a duty just because they believe it is the responsibility of another area.</p> <p>Assess if there are other potential concerns relating to the family, including: - Child protection and safeguarding - Private fostering arrangements - Risk of child trafficking.</p> <p>Make recommendations within the Pre Assessment Tool and arrange for these to be authorised by Team Manager.</p>	<p>Once the Pre Assessment Tool is finalised and signed off by Children's Services Team Manager:</p> <p>Arrange and provide emergency accommodation and subsistence payments whilst an assessment is undertaken</p> <p>Provide the family, copying in the social worker, with details of the level of support to be provided and the conditions under which the support is to be provided. (Conditions of Service Agreement)</p>
IF THEY DECIDE TO ASSESS	
CHILDREN'S SERVICES SHOULD:	NRPF CASE MANAGER SHOULD
<p>Complete a Child in Need Assessment.</p> <p>Determine if the family is caught by Schedule 3 exclusions to Section 17 support in the Nationality, Immigration and Asylum Act.</p> <p>If so and when appropriate, complete a Human Right's Assessment to ascertain if withdrawing or withholding services would be a breach of human or community treaty rights.</p> <p>Liaise with the NRPF team and, if necessary, Legal Services to make a decision within 24hours of the assessments being completed</p> <p>Allow the parent to comment on the completed assessment.</p>	<p>Assist to determine if the family is caught by Schedule 3 exclusions to Section 17 support in the Nationality, Immigration and Asylum Act.</p> <p>Assist Children's Social Care, when appropriate, with the Human Right's Assessment to ascertain if withdrawing or withholding services would be a breach of human or community treaty rights</p>
IF THE FAMILY IS NOT ELIGIBLE FOR SUPPORT	
CHILDREN'S SERVICES SHOULD	NRPF CASE MANAGER SHOULD
<p>Meet with the family to explain the decision Write to the family explaining the decision – signed off by the appropriate team manager</p>	<p>Depending on individual circumstances, provide up to a 14-day notice period until termination of support</p> <p>Work with the family to support assisted voluntary return to their country of origin or signpost them to further advice and support if appropriate.</p>

IF THE FAMILY IS ELIGIBLE FOR SUPPORT	
CHILDREN'S SERVICES SHOULD:	NRPF CASE MANAGER SHOULD:
<p>Write to the family confirming the decision and why support has been agreed.</p> <p>Ensure that the assessed needs of the child are being met through regular visits and multi-agency reviews conducted within timescales stated in the practice standards.</p> <p>Alongside an NRPF Case Manager, review the case bi-annually, including reassessing destitution - even where they are housed outside of the District</p>	<p>If not already in place, procure accommodation; provide the family, copying in the social worker, with details of the level of support to be provided and the conditions under which the support is to be provided (Conditions of Service Agreement). The CoS Agreement must be fully completed and signed by the relevant family members.</p> <p>Once completed the agreement must be uploaded into Civica.</p> <p>Provide subsistence payments at the assessed rates.</p> <p>Liaise with the Home Office and family every 4 weeks to support the progression of the case towards a resolution.</p> <p>Provide a progress report and attend 4 weekly Child in Need Reviews.</p>
	PREPAYMENT CARDS
	<p>Request the authorisation for providing a prepayment card.</p> <p>Once authorised pass the form onto admin for card creation.</p> <p>Once received, the card should be provided, along with T&C's and card holder to sign receipt.</p> <p>Review payment card transactions monthly to verify money is being used in accordance with expectations.</p>
ONCE THE CASE IS RESOLVED	
CHILDREN'S SERVICES SHOULD:	NRPF CASE MANAGER SHOULD:
<p>Review the case in order to understand if there are any remaining Child in Need or child protection issues.</p> <p>Write to the family to confirm the decision including the start of a 14-day notice period until NRPF support will finish.</p> <p>Hold an exit interview with the family.</p>	<p>In the case of being granted status, support the family to get documentation that will enable access to benefits and make referrals to the appropriate support (for housing, employment and any other services that they are now eligible for).</p>

Appendix 1

PRE ASSESSMENT SCREENING TOOL

1. DETAILS OF YOUR CURRENT HOUSEHOLD (PLEASE USE BLOCK CAPITALS)
APPLICANT 1

NAME	DATE OF BIRTH	NATIONALITY	
CONNECT ID		SIO No	

APPLICANT 2

NAME	DATE OF BIRTH	NATIONALITY

DEPENDANT CHILDREN:

[illegible]

REASON FOR REFERRAL:

DO YOU OR YOUR DEPENDANTS HAVE ANY HEALTH ISSUES?

[illegible]

PLEASE DESCRIBE WHEN YOU ENTERED THE UK, WHAT TYPE OF VISA WAS ISSUED AND ANY FURTHER APPLICATIONS SUBMITTED TO THE HOME OFFICE AND DECISIONS MADE.

STATUS CHECK INFORMATION FROM NRPF CONNECT

ORDINARY RESIDENCE

HOME ADDRESS INCLUDING POSTCODE AND DATE MOVED IN

HAVE YOU LIVED AT ANY OTHER ADDRESS? IF SO PLEASE PROVIDE DETAILS OF DATES MOVED IN AND OUT AND REASONS WHY

TELEPHONE NUMBER(S)

OTHER ADULTS LIVING WITHIN THE HOUSEHOLD (AGED 18 OR OVER)

FULL NAME	DATE OF BIRTH	RELATIONSHIP	IN EMPLOYMENT OR RECEIVING BENEFITS?

UNDER 18'S LIVING WITHIN HOUSEHOLD

FULL NAME	DATE OF BIRTH	RELATIONS HIP	NATIONALITY	BENEFITS BEING CLAIMED

OTHER DEPENDANTS LIVING ELSEWHERE

FULL NAME	DATE OF BIRTH	RELATIONSHIP	PLACE OF RESIDENCE	BENEFITS BEING CLAIMED

DESTITUTION TEST

2. DETAILS OF INCOME

HAVE YOU EVER BEEN EMPLOYED? YES/NO
IF EMPLOYED PLEASE PROVIDE DETAILS

NAME OF EMPLOYER	POSITION	FROM	TO	HOURS WORKED PER WEEK	WAGE	REASON FOR LEAVING

HAS YOUR SPOUSE /PARTNER EVER BEEN EMPLOYED? YES/NO
If YES, PLEASE PROVIDE DETAILS

NAME:

NAME OF EMPLOYER	POSITION	FROM	TO	HOURS WORKED PER WEEK	WAGE	REASON FOR LEAVING

HAVE ANY OTHER ADULTS LIVING IN YOUR HOUSEHOLD EVER WORKED YES/NO

IF YES PLEASE PROVIDE DETAILS

NAME:

NAME OF EMPLOYER	POSITION	FROM	TO	HOURS WORKED PER WEEK	WAGE	REASON FOR LEAVING

NAME:

NAME OF EMPLOYER	POSITION	FROM	TO	HOURS WORKED PER WEEK	WAGE	REASON FOR LEAVING

DETAILS OF INCOME

INCOME	APPLICANT 1	APPLICANT 2	ANY OTHER ADULT(S)
NET WAGES/SALARY			
CHILD BENEFIT			
CHILD TAX CREDIT			
WORKING TAX CREDIT			
INCOME SUPPORT			
RETIREMENT PENSION			
PRIVATE/OCCUPATIONAL PENSION			
JOB SEEKERS ALLOWANCE			
CARERS ALLOWANCE			
INCAPACITY BENEFIT/EMPLOYMENT SUPPORT ALLOWANCE			
DISABILITY LIVING ALLOWANCE			
MAINTAINANCE			
REDUNDANCY PAYMENTS			
MATERNINTY PAY			
PENSION CREDIT			
INCOME FROM PROPERTY			
ANY OTHER INCOME			
APPROX WEEKLY TOTAL			

HOW TO WORK OUT YOUR WEEKLY TOTAL

- PAID MONTHLY? TIMES THE MONTHLY INCOME BY 12 THEN DIVIDE IT BY 52
- PAID 4 WEEKLY? (SOME FORMS OF BENEFITS) DIVIDE THE AMOUT BY 4
- AMOUNT PAID ANNUALLY? DIVIDE BY 52

IF YOU HAVE ALREADY OR ARE PLANNING TO INCREASE OR DECREASE YOUR WORKING HOURS FOR ANY REASON OR CHANGE EMPLOYER PLEASE PROVIDE DETAILS OF THE CHANGES INCLUDING NEW HOURS, NEW HOURLY RATES

IF NEVER WORKED OR CLAIMED BENEFITS PLEASE EXPLAIN HOW YOU HAVE SUPPORTED YOURSELF AND ANY DEPENDANTS WHILST YOU HAVE BEEN IN THE UK

IF ANY OF THE ABOVE HAS BEEN PROVIDED BY FRIENDS FAMILY OR OTHERS PLEASE PROVIDE THEIR DETAILS, INCLUDING NAME ADDRESS RELATIONSHIP AND TELEPHONE NUMBER, THE TYPE OF SUPPORT THEY PROVIDED, (FINANCIAL /ACCOMMODATION) THE DATES THEY PROVIDED SUPPORT AND THE REASONS WHY THIS SUPPORT STOPPED OR IS GOING TO STOP.

PLEASE USE CONTINUATION SHEET IF YOU NEED TO PROVIDE FURTHER INFORMATION

3. DETAILS OF EXPENDITURE

HOUSEHOLD EXPENDITURE	APPLICANT 1	APPLICANT 2	ANY OTHER ADULT	CHILD(REN)
RENT/MORTGAGE				
BUILDING INSURANCE				
CONTENTS INSURANCE				
WATER RATES				
COUNCIL TAX				
GAS				
ELECTRIC				
FOOD (INCLUDING DINNER MONEY)				
CLOTHING				
CAR (INCL. TAX PETROL, INSURANCE, MAINTAINANCE)				
PUBLIC TRANSPORT BUS/TRAIN/TAXI ETC.				
TELEPHONE				
MOBILE TELEPHONE				
CHILD CARE				
HOLIDAYS				
ACTIVITIES				
CHILD SUPPORT COMMITMENTS				
PENSIONS				
OTHER INSURANCE				
PAYMENTS ON LOANS/DEBTS				
PAYMENTS INTO SAVINGS ACCOUNTS				
ANY OTHER EXPENDITURE				
WEEKLY TOTAL				

4. BANK ACCOUNTS

PLEASE PROVIDE STATEMENTS FOR THE PAST 6 MONTH FOR ALL ACCOUNTS

ALL BANK ACCOUNTS (SINGLE AND JOINT)	
NAME OF BANK/BUILDING SOCIETY	BALANCE OF ACCOUNT

ANY OTHER SAVINGS/INVESTMENTS	
IN POSESSION OF ANY MONEY	

5. LOANS AND CREDIT CARD BALANCES

LOANS				
NAME OF BANK	PUROPSE OF LOAN	LOAN AMOUNT	MONTHLY REPAYMENT	DATE DUE TO FINISH
CREDIT CARDS	CREDIT LIMIT	AMOUNT OWED	MONTHLY PAYMENTS	

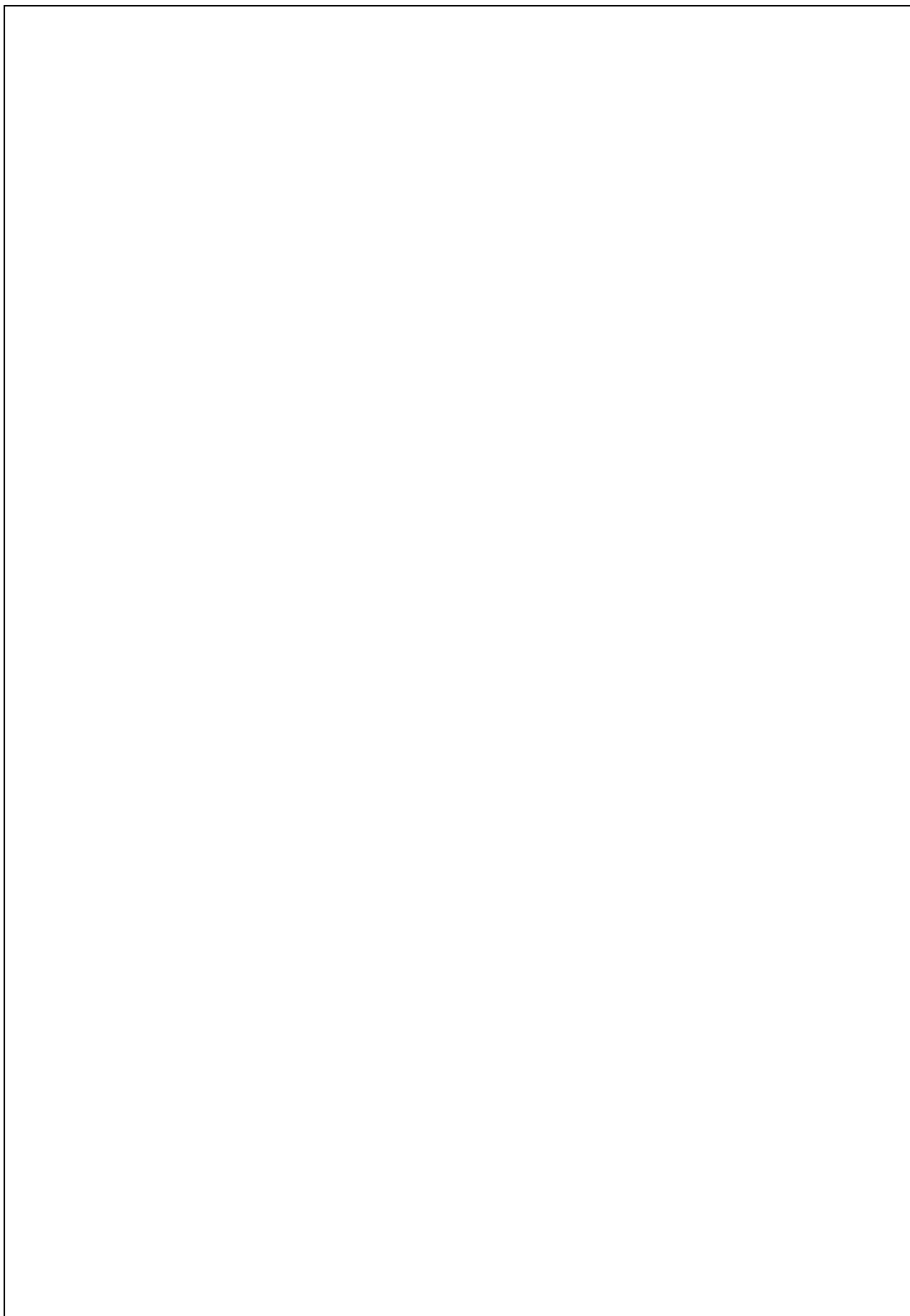
6. DISPOSABLE INCOME

	WEEKLY AMOUNT
TOTAL INCOME	
TOTAL EXPENDITURE	
DISPOSABLE INCOME	

CONTINUATION SHEET

PLEASE USE THIS TO PROVIDE ANY FURTHER INFORMATION

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DECLARATION

I/WE HEREBY DECLARE THAT THE INFORMATION GIVEN IN THIS FORM IS A TRUE STATEMENT OF MY CURRENT SITUATION, ALL MY BANK ACCOUNTS, INCOME, EXPENDITURE SAVINGS AND DEBTS AND THAT I/WE HAVE SHARED ALL THE RELEVANT DETAILS WITH THE WORKER NAMED BELOW FOR THE PURPOSES OF VERIFICATION. I UNDERSTAND THAT THE COUNCIL MAY SHARE THE INFORMATION I HAVE GIVEN WITH OTHER BODIES, INCLUDING TO PREVENT AND DETECT FRAUD. I ALSO AGREE THAT THE COUNCIL MAY SHARE ALL OF THE INFORMATION (INCLUDING MY PHYSICAL OR MENTAL HEALTH AS WELL AS ANY ASSESSED NEEDS I MAY HAVE) THAT I HAVE PROVIDED TO THE DEPARTMENT AND/OR WHICH THE DEPARTMENT OTHERWISE HOLDS ABOUT ME, WITH THE HOME OFFICE AND OTHER PARTIES INVOLVED IN THE PROVISION OF ANY SERVICES I MAY RECEIVE AS I AM CURRENTLY A PERSON SUBJECT TO IMMIGRATION CONTROL WITH NO RECOURSE TO PUBLIC FUNDS.

PLEASE SIGN BELOW
APPLICANT 1

SIGNATURE	
PRINT NAME	
DATE	

APPLICANT 2

SIGNATURE	
PRINT NAME	
DATE	

7. SOCIAL WORKER VERIFICATION
NAME OF SOCIAL WORKER

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I HAVE VERIFIED THE APPLICANTS BANK ACCOUNTS, INCOME, EXPENDITURE, SAVINGS AND DEBTS USING THE FOLLOWING EVIDENCE

8. SOCIAL WORKER COMMENTS AND RECOMMENDATIONS

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SOCIAL WORKER SIGNATURE

	DATE:
--	--------------

Manager's Comments (Interim support/Emergency payment, timescales, further information or evidence required etc.)

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MANAGER SIGNATURE

	DATE:
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Appendix 2:

Bradford NRPF Subsistence Rates Internal Guidance

Introduction

No Recourse to Public Funds (NRPF) is an immigration condition restricting access to public funds, including many mainstream benefits such as welfare and housing.

As a result of this restriction, families and individuals may have a right to financial support (accommodation and subsistence payments) from social care, following an assessment of their needs and individual circumstances, to avoid destitution or because complex health needs require the provision of accommodation. In these cases, the local authority has a duty to support the accommodation and subsistence costs of residents with NRPF.

This document explains what Bradford will pay to meet essential living needs.

What do NRPF clients receive?

	Weekly rates
Single Adult	£37.75
Lone Parent	£37.75
Couple	£75.50
Child rate for a family with one child	£37.75
Child rate for a family with 2+ children	£75.50
Nursing money	£5 (child under 1 year/ expectant mothers) £3 (child 1-3)
Maternity Grant	£150 (first child) £100 (each subsequent child)
Winter clothing allowance	One off payment equivalent to one week's subsistence

What will I receive?

If you are a...	Your basic weekly payment will be¹
Single adult	£37.75
Lone Parent plus one child	£75.50
Lone Parent plus 2 children	£113.75
Lone Parent plus 3 children	£151.00
Lone Parent plus 4 children	£188.75
Lone Parent plus 5 children	£226.50
Couple plus one child	£110.85
Couple plus 2 children	£147.80
Couple plus 3 children	£184.75
Couple plus 4 children	£221.70
Couple plus 5 children	£258.65

¹ These are the indicative rates which may be altered up or down based on the outcome of your assessment of needs and your individual circumstances.

How have we set these rates?

Bradford Council provides a weekly subsistence payment to individuals and families who have no recourse to public funds and are eligible for social care support.

Bradford subsistence rates are cross checked with provisions for asylum seekers to *meet essential living needs*. This definition is considered to be equal to the provision of local authority NRPF support, and is intended to be short term emergency support whilst a person's immigration status is resolved.

What should this money be used for?

This money is meant to cover essential living needs for yourself and (for family cases) your dependents. You should not save the money, or transfer it to other people. You should not set up direct debits or contracts (e.g. for a mobile phone) from this money.

If you receive any additional income you must inform your case manager of your change of circumstances. Failure to do this could result in a breach of the terms and conditions of your service and could lead to your service being withdrawn.

Exceptional circumstances and changes in circumstances

Subsistence rates can be reassessed on a case by case basis, when requested by the client at a meeting with their case manager. Some exceptions to the policy are outlined below:

- If you or your dependents have significant additional needs
- Subsistence payments may be lower than the amount above if you are in residential accommodation which provides for the majority of essential living needs
- Subsistence payments will be lower if you are in receipt of any other income – for example if in receipt of Child Benefit or Child Tax Credit this will be deducted from the subsistence payments.
- If care needs are being met through an alternative method in accordance with the Care Act 2014

If there is any change in circumstances the subsistence payment will be recalculated and updated. As explained in the conditions of service, it is the responsibility of the client to update their case manager if there is any change of circumstance.

The policy will be made available to all clients at the start of their service with the NRPF team or upon request at any time.

How are clients paid?

You will receive a pre-paid card which can be used like a bank card to pay by card anywhere that accepts cards. Your case manager will provide information on how to use the card when it is issued.

Utilities

Usually all bills are included in the accommodation provided. Your case manager will tell you if this is not the case. If they are not included, you should bring all bills into your case manager and the NRPF team will pay the bill, up to a weekly maximum based on your assessed individual needs. You will need to pay any remaining balance above your weekly maximum and the NRPF team will not cover any arrears due to non-payment.

Utility	Indicative Weekly Rate
Water	£10.60
Gas	£13.50
Electricity	£10.95

Additional Winter Fuel Payments:

You may get an additional fuel payment of £25 per week during cold weather.

You'll get a payment if the average temperature in Bradford is recorded as, or forecast to be, zero degrees Celsius or below for 7 consecutive days between 1st November and 31st March.

You may also receive an additional payment if you are of pensionable age or over.

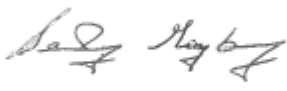
In order to save money on utilities, clients are encouraged to get water saving devices from Yorkshire Water and to seek advice on saving fuel from Citizens Advice.

Other support available

Clients are encouraged to apply for a bus pass where they are eligible to cover travel costs. This applies to those over 65 years of age and those with eligible disabilities.

Many organisations provide support to help Bradford Council residents to become more confident in dealing with money matters and your case manager can support you in accessing these if you would like help to manage your money.

Citizens Advice can provide information about how to deal with debt.

Guidance Authorised by	Print Name
	Bev Maybury – Strategic Director Health and Wellbeing.
Guidance Published	Guidance due to be reviewed
	A year from published or change in Asylum Support Rates