Adoption – Financial Support (24)

Financial Support Officer Adoption Business Support **ADM / Adoption Worker Duty Worker Team Manager** Comments To provide financial support to adopters through the administration and review of the scheme Adoption Decision establishes a child's eligibility for ongoing financial support 2 Following a child being linked to a 3 Financial Support Officer sends family, if the child is eligible for financial support, Family Finding edeclaration to family (only) Standard mail the Financial Support Officer Letter, on receipt of instruction from with the child/families details to send Family Finding out declaration Form 4a Undertake a financial assessment when forms and supporting 4b Receive notification that an documentation are returned in order 4c Assign worker to complete full If required refer to Team Manager to establish whether adoptors will assessment has taken place assessment qualify for financial support under the 4d Open Full Assessment and means test criteria assign to allocated worker if placement is at risk of disruption or 5 Adoption Worker to notify business the support needs are complex support that the placement has taken place - if the family qualifies set-up payments 6 Update Eclipse / where child is identified as eligible for on-going financial support (with start and end dates of the agreement) – review to ensure financial updates are sought in a timely manner 7 Send out letter / declaration form to relevant families 2 months in advance of payment anniversary requesting up to date financial information. 8 Progress chase if paperwork is not returned within two weeks

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Ensure

information is received

that

supporting