**To be Completed and returned by 12 noon on Thursday – for Accommodation Check**

***Notification by each Area regarding children who have a CP/CIN plan living in hotel or bed and breakfast accommodation inside/outside of the Birmingham Boundary***.

**Please use one line per ‘new’ family and all of the following criteria must be met:**

* **The family is receiving a service from BCT**
* **The family has a current homelessness application via BCC Housing**
* **The family has been placed in B&B/Hotel accommodation by BCC**

BCC Housing – Homelessness Service are not able to assist us otherwise – even when the families might be in real need e.g. placed by other agency who are funding, families with no recourse to public funds or families at risk of conviction. If families do not meet the criteria but have a housing ‘need’ they should contact Housing Options Service 0121 303 7410 – they maybe able to offer advice to assist with moving the case forward.

| **Date Completed** | **Area i.e. East, NWC or**  **South** | **CP or CIN** | **Social Worker and Team Manager Name** | **Child’s Name** – include each child who is on a plan and in the Hotel | **Eclipse Ref: DOB and Age** | **Parent Applicant** N**ame and DOB:** | **Address of Hotel** | **Brief Comments Describing:**  **Reason child is subject to a CP/CIN plan.**  **Reason family is homeless.**  **Any areas family cannot be rehoused in due to safety and school location if applicable.** | **Date to Hotel** |
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