Subject Line: (Child’s Name/s) / SG applicant a (Applicant Name/s).

Dear ……….

**RE: …………**

Thank you for your referral and viability assessment.

The case will be allocated to ………..  to undertake an SGO Assessment.

**I note the filing date is   …………..**

………… will call you to arrange a planning meeting. Once this has taken place you need to book another date in the diary toward the end of the assessment to jointly consider a support plan as it is a joint document and funded by BCP council for any financial arrangements (whether it is a negative or positive). The support plan will need to be signed off by your service manager prior to the report being filed with the court

**Please be aware there has been a change in processes. We will contact Art to request a financial assessment is sent to the SG applicants and it is then your responsibility to chase it has been sent and completed, prior to the SG assessment having been concluded.**

**We will require the details of that assessment for the report. (See Pathway planning for further details)**

**In addition can you ensure that  …………        is invited to all PPM’s and CIC meetings as it is crucial that we work closely together and keep each other updated on the progression of the case.**

Consent forms will be sent to the applicant for stat checks etc.

If you become aware of any court dates, could you please let …………   know in case she/he is needed to give evidence and this will enable her/him to plan accordingly in her/his diary. **Further down the line, we will also need to know the outcome of any final hearings from yourself or legal.**

Can you ensure the share file link is sent to………..    please.

If you have any queries please  let me know.

Kind regards