

# ADOPTION ALLOWANCES

## GUIDANCE FOR POST ADOPTION ORDER REQUESTS

### PLYMOUTH:

#### If the Adoption Order is within the first 3 years:

If the child was placed by Plymouth and it's within the first three years of the Adoption Order, and regardless of where they live, ASW need to:

**Step One** -Discuss the request with your manager and Mark Berry – Operational Manager.

**Step Two:** If management is in agreement, Team Manager to email Tim Usherwood. You will need to complete an assessment identifying the child's needs, how the allowance will support the parents to meet the child's needs and why financial support is needed. You will need to make sure that parents are claiming all entitled benefits and also how long the allowance is proposed for.

**Step Three:** If Tim is in agreement with the request, he will agree for a means tested financial form to be sent to parents. You need to email Cathy Curnow who manages the financial means tests for adoption allowances in Plymouth at [Catherine.Curnow@plymouth.gov.uk](mailto:Catherine.Curnow@plymouth.gov.uk). Parents need to complete the form and return to Plymouth.

Cathy will then email us if they are eligible for an allowance and how much.

**Step Four:** Once the support assessment/review and the means tested financial assessment has been completed, ASW manager will discuss the request with Tim. These meetings are held monthly (3<sup>rd</sup> Friday of the month) and Tim will make a recommendation and then send this to Service Head in Plymouth, Danielle Tweedie for a final decision. ASW will inform parents of the outcome. If an allowance is agreed, Plymouth will set up payments via Cathy's team ([Catherine.Curnow@plymouth.gov.uk](mailto:Catherine.Curnow@plymouth.gov.uk)).

#### If the Adoption Order is after 3 years:

If the family live in Plymouth but receive an allowance from another LA, this will remain the responsibility of the LA that placed the child at the time of the adoption.

If a family had an allowance from Plymouth, but it stopped and there has been a gap in payments, and they are making a new request, then it is the responsibility of the LA of where the family currently reside.

If the family do not get an allowance but live in Plymouth, and are requesting one, then please follow Steps 1 – 4 as shown above.

## DEVON

### If the Adoption Order is within the first 3 years:

If the child was placed by Devon and it's within the first three years of the Adoption Order, and regardless of where the family live, ASW need to:

**Step One** -Discuss the request with your manager who will inform Operational Manager, Mark Berry initially.

**Step Two:** If management is in agreement, you will need to complete an assessment identifying the child's needs, how the allowance will support the parents to meet the child's needs and why financial support is needed. You will need to make sure that parents are claiming all entitled benefits and also how long the allowance is proposed for.

You need to email this request to: [childsc.adoptionfinancereview-mailbox@devon.gov.uk](mailto:childsc.adoptionfinancereview-mailbox@devon.gov.uk) to ask that they send out a means tested financial assessment form to parents for them to complete and return.

This team (overseen by Jo Partridge, Fostering Business Support) will then email us if they are eligible and how much for.

**Step Three** : Once the support assessment/review and the means tested financial assessment has been completed, you need to book into the locality resource panel where the family live, which are held weekly.

You will need to complete a PERMANENCY PLANNING FORM WITHOUT LEGAL (see below) to secure a time slot and upload this to sharepoint.



Permanence  
Planning Meeting Fi

You will need to request access to sharepoint and can do this by emailing the correct mailbox which are stated below:

**North:** [Locality Panels - Permanence Panel Requests - All Documents \(sharepoint.com\)](#)

Email address: [denise.langley-mahon@devon.gov.uk](mailto:denise.langley-mahon@devon.gov.uk) or [Joelsy.Streatfield@devon.gov.uk](mailto:Joelsy.Streatfield@devon.gov.uk).

**South:** [Locality Panels - PERMANENCE PANEL REQUESTS - All Documents \(sharepoint.com\)](#)

Email address: [business.panelsouth-mailbox@devon.gov.uk](mailto:business.panelsouth-mailbox@devon.gov.uk)

**Exeter:** [Locality Panels - Permanence Panel Requests - All Documents \(sharepoint.com\)](#)

Email address: [yvonne.Bickley@devon.gov.uk](mailto:yvonne.Bickley@devon.gov.uk) or [Daniel.ratcliff@devon.gov.uk](mailto:Daniel.ratcliff@devon.gov.uk)

**Mid & East:** [Locality Panels - Permanence Panel Requests - All Documents \(sharepoint.com\)](#)

Email: [sharron.Palfrey@devon.gov.uk](mailto:sharron.Palfrey@devon.gov.uk) or [Gemma.ashmore@devon.gov.uk](mailto:Gemma.ashmore@devon.gov.uk)

***(please be aware there are set times/day whereby the paperwork will need to be submitted by, for you to attend the next panel – please check with the panel administrator via the above addresses to find out and to ask for access for the sharepoint site in order to upload the report).***

You will need to attend Panel along with your manager and if they are not available, another manager must attend. Panel will make a decision as to whether the request is agreed or not, and for how long. ASW will need to update parents on the outcome. If agreed, you need to complete a Notification of New Carer Allowance Form - see below and email this to: [childrensplacements-mailbox@devon.gov.uk](mailto:childrensplacements-mailbox@devon.gov.uk) and ask them to set up payments.



Notification\_of\_New\_Carer\_Finance\_Fo

### **If the Adoption Order is after 3 years:**

If the family live in Devon but receive an allowance from another LA, this will remain the responsibility of the LA that placed the child at the time of the adoption.

If a family had an allowance from Devon, but it stopped and there has been a gap in payments, and they are making a new request, then it is the responsibility of the LA of where the family currently live.

If the family do not get an allowance but live in Devon, and are requesting one, then please follow Steps 1 – 3 as shown above.

## TORBAY

### If the Adoption Order is within the first 3 years:

If the child was placed by Torbay and it's within the first three years of the Adoption Order, and regardless of where the family live, ASW need to:

**Step One** -Discuss the request with your manager, who will inform Operational Manager, Mark Berry initially.

**Step Two:** If your manager is in agreement, you will need to complete an assessment identifying the child's needs, how the allowance will support the parents to meet the child's needs and why financial support is needed. You will need to make sure that parents are claiming all entitled benefits and also how long the allowance is proposed for.

You need to send out a financial means test allowance form to the parents (see below) – for them to complete and return to Jayne.Pollard@tobay.gov.uk



Adopt RO SGO  
Financial Asseseme

Torbay will then email us if they are eligible and how much for.

**Step Three** : This will then be sent to Torbay Head of Service for Regulated Services for a decision. If agreed, Torbay will organise for payments to be set up.

### If the Adoption Order is after 3 years:

If the family live in Torbay but receive an allowance from another LA, this will remain the responsibility of the LA that placed the child at the time of the adoption.

If a family had an allowance from Torbay, but it stopped and there has been a gap in payments, and they are making a new request, then it is the responsibility of the LA of where the family currently live.

If the family do not get an allowance but live in Torbay, and are requesting one, then you will need to:

- 1 – Request a means test financial form is sent to the parents for them to complete and return.
- 2 – This goes to panel for a recommendation.



## SOMERSET

### If the Adoption Order is within the first 3 years:

If the child was placed by Somerset and it's within the first three years of the Adoption Order, and regardless of where they live, ASW need to:

**Step One** -Discuss the request with your manager and Operational Manager, Mark Berry initially.

**Step Two:** If your manager is in agreement, you will need to complete an assessment identifying the child's needs, how the allowance will support the parents to meet the child's needs and why financial support is needed. You will need to make sure that parents are claiming all entitled benefits and also how long the allowance is proposed for.

**Step three:** You then need to send a rationale for the allowance, to Lisa Walker (Adoption Service Development Officer from 1<sup>st</sup> November) [LMWalker@somerset.gov.uk](mailto:LMWalker@somerset.gov.uk). Lisa will look at the request, and if in agreement, she will forward to Deputy Director of Somerset Children Services for a decision. If the Deputy Director agrees, she will request that a means test financial assessment is sent to the family to complete and return – this will be via: [Jlarcombe@somerset.gov.uk](mailto:Jlarcombe@somerset.gov.uk).

### If the Adoption Order is after 3 years:

If the family live in Somerset but receive an allowance from another LA, this will remain the responsibility of the LA that placed the child at the time of the adoption.

If a family had an allowance from Somerset, but it stopped and there has been a gap in payments, and they are making a new request, then it is the responsibility of the LA of where the family currently live.

If the family do not get an allowance but live in Somerset, and are requesting one, then please follow Steps 1 – 3 as shown above.

### Other information:

For all adoption allowances, the LA will undertake **annual financial mean test allowance** reviews. Sometimes, this may go up or down depending on the family's financial circumstances and if requested the LA will explain the reason for this.

If an allowance is **due to end**, the LA will notify the family at least 28 days before the allowance is due to end. If they request an extension, you will need to follow the process above for the correct LA.

**USEFUL INFORMATION ON STATUTORY RESPONSIBILITY OF ADOPTION ALLOWANCES:** [The Adoption Support Services Regulations 2005 \(legislation.gov.uk\)](#)