



City of
Stoke-on-Trent

CHILDREN AND FAMILIES SERVICES INTERNAL MEMORANDUM

To: Finance
Ref:

From:
Tel No:
Ref:
Date

Special Guardianship Order		Child Arrangement Order	
Adoption Order		Placed for Adoption	
Name of Child			
Name of Carer			
Address of Carer			
Social Worker		Team	
Start Date of Allowance			
Type of Allowance (Please select)	Means Tested		Not Means Tested
			Non Standard
Allowance Amount (only applicable when it is non-standard)			
End Date of Allowance			
Lump Sum payment is to be made to the carer	Amount		Date
Strategic Manager Signature			
Date			