**Financial Request Form**

***(All questions are mandatory)***

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| **ACE Social Worker** |  |
| **Team Manager** |  |

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| **Name of child/ren** |  |
| **DOB / AGE** |  |
| **Legal Status** |  |

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| **Request** | Transport costs  *(18p per mile)* | YES / NO |
| Adoption order application costs  *(by exception where family are in receipt of a regular adoption allowance or have short term financial hardship)* | YES / NO |
| Accommodation costs during introductions  *(£130 per night)* | YES / NO |
| Furniture and equipment  *(maximum of £500 per child where family are eligible for a regular adoption allowance and are accepting the placement of a sibling group)* | YES / NO |
| Vehicle  *(existing vehicle will usually be part-exchanged to offset costs)* | YES / NO |
| Payment to cover an extended period of adoption leave | YES / NO |
| Property alterations and adaptations | YES / NO |
| Special circumstances to facilitate a placement | YES / NO |
| Adoption support ‘match fund’ payment | YES / NO |
| Legal costs – complex circumstances | YES / NO |
| Other | YES / NO |

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| **Amount requested**  Minimum 3 quotes, where appropriate |  |
| **Reason for Request**  [250 words max] |  |
| **Summary**  of child’s history and placement and how the payment will support the placement arrangements and/or continuation of the placement. |  |
| **Urgency of request** |  |
| **Views of the child’s social worker and line manager regarding this request** |  |

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| **ACE Social Worker:**  **Print Name and Signature:**  **Date:** |