

**Internal Financial Assessment / Allowance Procedure
for
Special Guardianship Order / Child Arrangement Order / Adoption
Order**



This document sets out the BCP internal finance department procedure when considering an application for a financial assessment.

1. The social worker for the applicant contacts ART finance (art.finance@bcpcouncil.gov.uk) requesting the Financial Assessment documentation is sent to the potential recipient. Name and email address of applicant is required.
2. The applicant is sent a Financial Assessment Form and BACs form to complete and return. All forms must be signed by the applicant and returned within four weeks from the date sent.
 - 2.1 The applicant must supply supporting documents, the requirements are shown on page 5 of the Financial Assessment Form.
3. The Financial Assessment Form and supporting documents are emailed to ART Finance by the applicant (art.finance@bcpcouncil.gov.uk).
4. ART Finance complete the Means Test calculation using the supporting evidence provided by the applicant.
5. There are 2 possible outcomes:
 - 5.1. The applicant receives state benefits, so the maximum (minus child benefit) is awarded.
 - 5.2. A means test is completed, and a weekly figure is awarded.
6. ART Finance notify the applicants' social worker of the outcome in writing, this information is presented at Court and a decision is made.
7. The social worker notifies ART Finance of the Court decision, providing a copy of the formal Agreement, which shows the amount awarded (transitional rate or means tested amount or other). The applicant becomes a recipient.
 - 7.1. Court may conclude that a means test isn't required because the Fostering Allowance amount is matched and will be paid for 2 years – this is known as a transitional rate.
8. The social worker amends the child's legal status on MOSAIC and links the child's record to the recipient record on MOSAIC.
9. ART Finance issue the Award Notification letter to the recipient, advising them of the weekly financial amount they will receive.
10. ART Finance add the financial award amount onto the recipient's record on MOSAIC. This is then authorised and paid every 2 weeks to the recipient.
11. MOSAIC notifies ART Finance when a new assessment is required, or the child moves age groups and the award amount therefore changes.