# **Holiday and Support Care Money Policy**

**OVERVIEW OF MILEAGE & ACTIVITY/INTERVENTION BUDGETS RATES**

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| **Mileage for Child-Related Travel & Training and Support** |
| 45p, along with expenses such as parking fees or public transportation costs (tram, bus, train tickets) |

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| **Activity Budget for Overnight Support/Holiday Care Lasting *up to* 2 Nights** |
| **0 to 10** | **11+** |
| £10 per the care period | £20 per the care period |

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| **Activity Budget for Overnight Support/Holiday Care Lasting *More than* 2 Nights** |
| **0 to 10** | **11+** |
| £21 per full week (or £3 per day pro-rata) | £49 per full week (or £7 per day pro-rata) |

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| **Activity Budget for *Regular* Day Care or *One-off* Day Care Lasting *More than 4 Hours*** |
| **0 to 10** | **11+** |
| £10 | £20 |

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| **Activity Budget for *Frequent* Day Care (3+ Days per Week)** |
| **0 to 10** | **11+** |
| £3 per day | £7 per day |

**OVERVIEW OF PAYMENTS FOR HOURS WORKED**



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## **MILEAGE**

### **Rate & Circumstances**

As a foster carer, you are eligible to claim mileage at a rate of 45p per mile, along with expenses such as parking fees or public transportation costs (tram, bus, train tickets) for both yourself and the child you are caring for. These claims can be made under the following circumstances:

1. **Child-Related Travel**: This includes any travel involving the child in your care, such as:
	* Transporting the child to and from their main carer, school, family time, or any activities. These activities could include local outings like visiting a playground, a café, swimming, or day trips to a theme park. They could also encompass longer trips to the countryside, seaside, or a nearby city.
	* Collecting or returning the child’s belongings.
	* Attending any introductions in advance of regular support or holiday care.
	* Attending Social Care meetings or any other meetings regarding the child to which you have been invited. Examples of such meetings include support care planning and review meetings, core groups meetings, child protection conferences, Children Looked After (CLA) reviews, Multi-Agency Psychological Support (MAPS) meetings, etc.
2. **Training and Support**: This involves any travel required for:
	* Attending face-to-face training sessions.
	* Participating in face-to-face support groups.
	* Meeting your mentor in a formal setting.

### **Claims Submission & Expectations**

You must submit your mileage claims by either emailing them or giving them in person to your fostering social worker. Please use the 'Mileage Claim - Expenses Form,' which can be accessed at [www.fosteringhandbook.com/sheffield/local\_resources.html](http://www.fosteringhandbook.com/sheffield/local_resources.html). Claims must be submitted within 2 months of the journey, and any relevant receipts or documentation (e.g., parking tickets, public transport tickets) should be attached to the form. Claims submitted more than 2 months after the journey may not be approved.

All claimed journeys should follow the shortest practical route. If a claimed journey significantly deviates from the shortest practical route, you may be asked to explain the difference.

If you are using a bus pass, you can claim a proportionate amount for the days you use it for fostering-related travel. For instance, if you have a weekly bus pass and use it for one day of fostering-related travel, you will be reimbursed for 1/7th of the cost.

Reimbursement for taxi fares is only possible under exceptional circumstances and must be pre-approved by your fostering social worker.

If you have any issues or queries regarding mileage claims, please discuss them with your fostering social worker before submitting the claim form.

## **ACTIVITY/INTERVENTION BUDGET**

### **Rates:**

**Budget for Periods of CARE LASTING NO MORE THAN 2 NIGHTS (e.g., Most Regular Weekend Support or Weekend Holiday Care)**

Children Aged 0-10: A budget of up to £10 per child per weekend visit can be claimed. This is meant to cover the cost of one adult and one child participating in activities like swimming or a play centre visit.

Children Aged 11-18: A budget of up to £20 per child per weekend visit can be claimed. This is designed to cover the cost of one adult and one child entry for activities like bowling or the cinema, including snacks.

**Budget for Periods of CARE LASTING MORE THAN 2 NIGHTS (e.g., Holiday and Support Care Lasting 3+ Days)**

Children Aged 0-10: A budget of up to £21 per child per full week (or £3 per day pro-rata depending on length of holiday care) can be claimed. This should cover the cost of 2-3 low-cost activities or one more expensive outing.

Children Aged 11-18: A budget of up to £49 per child per full week (or £7 per day pro-rata depending on length of holiday care) can be claimed. This should cover the cost of 2-3 low-cost activities or one more expensive outing.

**Budget for DAY CARE & INTRODUCTIONS WITH A CHILD**

If you are providing regular support care for a child but it is only for single day care periods (e.g., fortnightly or monthly Saturdays) or one-off day care lasting more than 4 hours, you may claim the activity budget as if it was a full support care weekend:

* Children Aged 0-10: Up to £10
* Children Aged 10-17: Up to £20

This budget also applies to the period of introductions with the child. In this case, you can use the budget towards your and the child's expenses, with the expectation that the child's main carer/parent pays for their own expenses.

If you are undertaking significant amounts of day care for a child (e.g., 3 days every week because the child is out of school), you can claim the activity budget as per the holiday care amounts:

* Children Aged 0-10: £3 per day
* Children Aged 10-17: £7 per day

This would allow for a paid activity on some of the days, but it would not be expected that this would occur every day.

### **Claims Submission & Expectations**

We encourage that whenever you agree to provide regular or one-off support care, you clarify the available budget for activities or interventions with your fostering social worker. We also recommend discussing your intended use of this budget with your fostering social worker during the planning phase or review of support care arrangements. This ensures that everyone involved, including you, your fostering social worker, and the child's social worker, are aligned with the expectations.

For those offering regular care, there is a degree of flexibility in budget utilisation. You may decide to underspend or not use the budget at all on certain occasions, saving it for a pricier activity in the future, such as a trip to a theme park during the 6-week holidays. If this is your strategy, ensure to clearly state it on the expenses form.

The activity/intervention budget is designed to cover costs associated with the child's entry to an activity or the combined expense for the child and adult. The budget can also offset the cost of any meals or snacks out, up to the specified amount.

We encourage you to involve the child in planning any activities and strongly support the inclusion of free activities whenever possible. It is important to encourage the child’s participation in activities that are beneficial and enriching, like visiting an animal farm, play ground or going bowling. We kindly request that you prioritise these types of activities over outings that involve fast food, and so on.

To submit your activity/intervention budget claims, you can either email them or give them in person to your fostering social worker. Use the 'Mileage Claim - Expenses Form,' accessible at [www.fosteringhandbook.com/sheffield/local\_resources.html](http://www.fosteringhandbook.com/sheffield/local_resources.html). Include any relevant receipts or documents (e.g., entry tickets) in your claims, and make sure to submit them within two months of the budget being used. Be aware that claims submitted more than two months after the expenditure might not be approved.

In case of emergencies where an unforeseen expense is necessary and you are unable to contact your fostering social worker or their team manager beforehand, please keep all receipts and provide a detailed explanation when submitting your claim. Please understand that such instances will be reviewed on a case-by-case basis and approval is not guaranteed.

## **HOURS WORKED**

### **Rates**

**HOLIDAY AND SUPPORT CARE PAYMENT**

This payment applies to overnight support care for children who do not qualify for short breaks (see below). The majority of children needing holiday and support care belong to this group. As a 'standard payment', unless otherwise directed by your fostering social worker, you will be compensated with this payment. The rate below is for a week and you will receive it pro rata per night.



**SHORT BREAKS FOR DISABLED CHILDREN SCHEME**

This provision offers an overnight support payment for children with disabilities, approved by a disability panel or Support Care Team. The rate of £637 applies per week, and you will receive this payment on a pro-rata basis for each night. Furthermore, if the care provided falls under the category of a waking night, an additional payment of £105 will be included on a pro-rata basis. Your fostering social worker will inform you what qualifies as a waking night.

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**DAY CARE**

This payment is applicable to day care situations, i.e., when you are caring for a child during the day without an overnight stay. The ‘Short Break’ rate applies to children with disabilities if a disability panel or Support Care Team determines their eligibility for short breaks. A default hourly rate of £4.50 is applicable to children who do not qualify for the short break rate. In certain circumstances, such as when you are caring for children with more complex needs or children aged over 10 who require significant periods of day care (2-3 days per week), you may be eligible for double the Day Care rate, which amounts to £9. Unless informed otherwise, you will receive £4.50 per hour.



### **Definition of Work Hours:**

Payments for overnight support care, holiday care, and short breaks are made on a pro-rata basis per night or for 24 hours, whichever is longer. Additional hours are compensated at the day care rate. For instance, if you collect a child in your care at 10:00 on a Saturday and their primary carer collects them at 18:00 the next day, you will receive one day's payment for overnight care - 10:00 on Saturday to 10:00 on Sunday - plus the remaining 8 hours at the day care rate.

You can claim for all agreed-upon hours involving the child, which includes:

* Time spent with the child (e.g., introductory meetings with the child).
* Time spent caring for the child.
* Travel time (to meet or care for the child, attend their meetings, collect their belongings etc.)
* Time spent in meetings regarding the child you were invited to (e.g., support care planning and review meetings, core groups meetings, child protection conferences, Children Looked After (CLA) reviews, Multi-Agency Psychological Support (MAPS) meetings, etc.)

### **Claims Submission Guidelines & Expectations**

To submit your claim for the hours worked, please send an email to your fostering social worker or the Support Care Team at SupportTeamInbox@sheffield.gov.uk, providing the following details:

* The child’s initials;
* Dates and hours worked along with a brief explanation of the tasks performed during these hours.

For example:

Set off to collect EM from her main carers at 16:00 on 15/06/2023 and returned her to her main carer at 18:00 on 16/06/2023.

Claims must be submitted within 2 months of the care provided. Claims submitted more than 2 months after the journey may not be approved.

## **ADDITIONAL EXPENSES**

Any other costs that may arise should be brought to the attention of your fostering social worker prior to incurring the expenditure. These costs must be mutually agreed upon by them and their team manager.

As part of your preparation for fostering, you should have already received an equipment grant of up to £400 per child for those over 3 years of age, or £750 per child for those under 3 years of age. If you discover a need for additional equipment that was not initially anticipated, please consult your fostering social worker to determine if reimbursement is possible. There may be remaining funds from your allocated grant, or arrangements can be made to refund you based on the specific circumstances of the child.

In emergency situations, if there is a need to purchase clothing, we will consider refunding these expenses. However, we kindly request that you only purchase essential clothing necessary for the duration of your care and make arrangements to ensure appropriate clothing is provided in the future. Please avoid unnecessary or extravagant spending.

## **PROVIDING TASK OR OOH PLACEMENT**

The financial guidelines for Task and Out Of Hours (OOH) placements differ. If you are considering taking on such a placement, please ensure that you are aware of the payment details and potential expense claims beforehand.

Please note, for these specific types of placements, there is no separate provision for an activity/intervention budget. You will be expected to manage and cover these costs using your allotted weekly allowance.

Additionally, the policy regarding travel expense claims is different - please refer to the 'Travel Cost Expenses Claims Guidance for Foster Carers' policy, accessible at [www.fosteringhandbook.com/sheffield/local\_resources.html](https://www.fosteringhandbook.com/sheffield/local_resources.html).

## **PAYMENT DAYS**

To find out the specific payment days, please refer to the 'Payment Dates and Deadlines 2023' document located in the 'Local Resources - Finances & Money' section of the Sheffield Foster Carers Handbook [www.fosteringhandbook.com/sheffield/local\_resources.html](http://www.fosteringhandbook.com/sheffield/local_resources.html). The payment day corresponds to the date when your claim was submitted to the council's finance department by your fostering social worker. We will make every effort to ensure your claim is submitted promptly.

## **PAYMENT ENQUIRIES**

If you have any inquiries regarding payments, please contact your fostering social worker or CYP\_StrategicSupportProvider@sheffield.gov.uk.