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| **Title** | **Letter to Care Leavers who are no longer receiving a service from the Care Leavers Team regarding Council Tax Exemption.** |
| **Purpose** | **To support practitioners in securing council tax exemption for care leavers and to provide information to care leavers on the process.** |
| **Updated by** | **Siobhan Walsh** |
| **Approved by** | **Siobhan Walsh** |
| **Date** | **31.10.24** |
| **Version number** | **2** |
| **Status** | **Final** |
| **Review frequency** | **Every 2 years** |
| **Next review date** | **October 2026** |

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| **Surrey Care Leaver’s Service** |
| **Surrey Care Leaver’s Service, Quadrant Court,**  **35 Guildford Road,**  **Woking, Surrey**  **GU22 7QQ** |
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| **duty.deskleavingcare@surreycc.gov.uk** |
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| Date |
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Dear XXX,

We hope this letter finds you well.

We are writing to inform you that Surrey County Council have reviewed how we can support Care Leavers in paying Council Tax. From the financial year **2023/2024** all Surrey Care Leavers whether open or closed to the service, are eligible for council tax exemption until their 25th birthday. This means you will either make a small contribution to council tax or not be required to pay anything until after your 25th birthday, otherwise known as “exemption”.

The amount of exemption you receive will depend on your circumstances and whether you are living in or outside of Surrey.

* Surrey Care Leaver living on their own in a Surrey District or Borough – 100% exemption
* Surrey Care Leaver living in a shared household in a Surrey District or Borough – 100% exemption on your contribution to council tax
* Surrey Care Leaver living in their own accommodation outside of Surrey – 75% exemption. You will also be able to apply for the 25% single occupancy discount in the area you are living in and your PA can arrange for Surrey to financially support the remaining 75%.
* Surrey Care Leaver living in a shared household and outside of Surrey – 75% exemption on your contribution to council tax

Please contact the Care Leaver’s Service by telephone or email to speak to a duty personal adviser who will support you to arrange your discount when you receive your council tax bill and for any further assistance in accessing this.

Contact duty on xxxx

Kind Regards

XXXXXXX