

DEPARTMENT OF HEALTH AND SOCIAL CARE

Financial Assessment Form for consideration of payment of an Adoption/SGO/Kinship Allowance or a One Off payment to support a Kinship Arrangement

Before completing this form, please ensure you have read and understood the policy and guidance information at the end of the form.

Personal Details						
Allowance applied for <i>tick which applies</i>						
Adoption		Residence		Special Guardianship		Other (state)

	Applicant 1	Applicant 2
Name		
Address		
Telephone H		
Telephone M		
Email		
Marital Status		

Details of child/ren to whom application relates				
	Name	DOB	Relationship to applicant	School
1				
2				
3				

Other members of the household			
	Name	DOB/Age	Relationship to applicant
1			
2			
3			

If this request is for a one-off payment (e.g. for support with legal costs or purchase of furniture etc to accommodate the child within your household) please proceed to the section marked 'One off Payments' (page 5).

For those applying for a regular payment:

If you or your partner are getting Employed Person's Allowance, Income Support or Income-based Jobseeker's Allowance please sign the declaration below and **proceed to page 4**, complete sections on child's financial resources, Declaration and Data Protection and submit.

I/we confirm that I am/we are currently getting Employed Person's Allowance, Income Support or Income-based Jobseeker's Allowance* and that the above child(ren) lives/live with me/us or is to be placed with me/us on(date)

Applicant 1 Signature: _____ Date: _____

Applicant 2 Signature: _____ Date: _____

* ~~strike through~~ the benefits you are not getting

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Your Income

We require you to provide proof of your income as follows:

If you work for an employer, please supply us with your wage or salary statements for the last 3 months of your employment (if you are paid monthly) or for the last 8 weeks (if you are paid weekly). If you are self-employed, please supply us with a statement of your accounts prepared for the Assessor of Income Tax for the most recent year of submission.

If you receive bank or building society interest, please provide us with a copy of your statements for the last 3 months. If you receive investment income (e.g., share dividends or stock interest) please provide us with your last income statement.

Please tell us about all your income in the table below. But if you are getting Employed Person's Allowance, Income Support or Income-based Jobseeker's Allowance you don't need to fill in the table below.

Where a question in the table below is not applicable please state "N/A".

Type of income	Amount of your income		Amount of your partner's income	
	Weekly	Monthly/year	Weekly	Monthly/year
Net salary or wage (net of Tax, NI and Pension contribution)				
Self-employed net profit				
Ltd business salary				
Pensions				
Allowances Please see full range of social security benefits below [†] please state				
Benefits please state				
Income from rents/lodgers				
Allowances/maintenance as a result of divorce or separation				
Child benefit				
Income from investments/savings				
Annuities				
Savings (Bank/Building Society Balance)				
Value of second or subsequent homes				
Other income				
TOTAL				

[†] See guidance document

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Declaration 1	I/we declare, I/we do not have savings and investments (including equity in a second home) in excess of £100,000.
Declaration 2	I/we declare the details stated are a true and accurate account of the household income.
Signature	
Signature	
Date	

Your financial commitments and outgoings

Commitments and outgoings	Applicant 1		Applicant 2	
	Weekly	Monthly/year	Weekly	Monthly/year
Mortgage repayment/ interest payment				
Rent				
Rates				
Contributions to a Personal Pension Plan. <i>(Allowable if the applicant is not a member of a company pension scheme)</i>				
Life assurance premiums. (Up to a total of 10% of net income).				
Household insurances. <i>(where not included in mortgage repayments)</i>				
Any commitments under a Court Order <i>(Including any payments made under a Separation or Maintenance Order)</i>				
Loan repayments <i>(excluding credit card debts)</i>				
Additional expenses <i>not covered in the above which are related to the placement</i> <i>NB: the personal allowance will take account of all usual household expenses.</i>				
TOTAL				

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The financial resources of the child/ren placed or to be placed:

	Child 1	Child 2	Child 3
Benefits (DLA) etc			
Investments/trusts/compensation			
Other (e.g. maintenance)			
TOTAL			

<p>Any additional information relevant to this application. For Adoption Allowance applications – state the additional needs of the child</p>	
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Declaration by Applicant/s

Declaration	I/we declare the details stated are a true and accurate to the best of my/our knowledge and request assessment for the payment of an allowance.
Signature	
Signature	
Date	

Data Protection

So that we can verify what social security benefits you are getting please read and sign the following declaration and ask your partner to do the same (if relevant).

I/we agree that the Treasury may provide information to the Department of Health and Social Care about the social security benefits which I/we are receiving to establish what my/our income is for the purposes of this financial assessment.

Your signature: _____ Date: _____

Your partner's signature: _____ Date: _____

The Department reserves the right to make a one off payment rather than a regular payment if it determines that is appropriate to the circumstances described in this application.

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One Off Payment Application

Purpose of the request for one off payment: (e.g. for Legal Fees to make application for SGO/RO; purchase of furniture; contact expenses)	
Amount Requested:	
Please provide estimate (or invoice) relating to the costs subject of this application	

Declaration by Applicant/s

Declaration	I/we declare that I/we do not have savings in excess of £13,000
Signature	
Signature	
Date	

Please supply the last 3 months Summary Sheet page of all Bank Accounts held in the name of the applicants detailing the balance held within the account/s to evidence this declaration.

Please note that the level of funding required and amount of savings above £13,000 will be taken into consideration and a contribution towards the sum applied for may be made.

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FOR OFFICE USE ONLY

Assessment Calculation

Total income (- disregarded benefits)	
Less total expenditure	
Less personal allowances adults (twice income support level)	
Less child allowance (DHSC Fostering Service age related allowance)	
RESIDUAL INCOME (+/-)	

Decision	
No payment/allowance	
Payment of a one-off lump sum	
Periodic payments to meet an occasional expense (e.g., costs of facilitating direct contact arrangements)	
Payment of a regular allowance	
Signed:	
Date:	
Title/role :	
Date of Review:	

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Guidance to accompany the Financial Assessment Form for Kinship Allowances

- A kinship allowance is only payable if at least one of the specific criteria for the payment of an allowance is met and the financial circumstances of the family are such that they are eligible to receive an allowance.
- The carers agree to enter into a written agreement with the Department of Health and Social Care
- If an allowance is agreed, the financial situation has to be reviewed each year and a new financial assessment form completed each year.
- The information given is declared true and accurate by the carers. If subsequently the Department of Health and Social Care discovers it is inaccurate the allowance will cease with immediate effect and the Department of Health and Social Care may seek to recover monies paid as a result of false information being given.
- Applicants must apply for any state benefits or allowances that they may be entitled to either with respects to general household income or specifically for the child being cared for.

The Financial Assessment

The financial assessment will take account of the total income and will weigh against the family's total outgoings, including any costs relating to the child who is the subject of the request.

The sum left when total commitments are subtracted from total income is called the Residual Income and will dictate whether an allowance is payable, and at what rate.

Income

All income must be declared, including:-

- Net wages or salaries from an employer (for both partners in the case of couples). Net of Income Tax, National Insurance and any contributions to a company pension scheme. Overtime and other earnings should be included.
- An average should be taken, over 3 months for monthly-paid, or 8 weeks for weekly paid. (Proof of income is required in the form of the most recent payslips.)
- Net Profits, for self-employed/Ltd company persons. An Assessor of Income Tax approved statement of net profits for the previous tax year is required. (A statement of expected profits for the current year may be asked for, and may be used to assess current income for the year if it is expected to be substantially different from the previous year, or if a full year's tax statement is not available, i.e. new business)
- All benefits and allowances, including Jobseeker's Allowance, Income Support, Employed Person's Allowance, Disability Living Allowance, Incapacity Benefit and any Adoption or Fostering allowances received for any child(ren) in the family must be declared.
- Child Benefit should be claimed from the date that the child for whom the Allowance is being claimed, was placed on a permanent basis (regardless as to whether or not an Order has been granted at this stage)
- All state and private pensions (including those paid for disabilities)
- Any maintenance payments must be declared and will be classed as income.
- Income from investments and annuities.

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- Income from savings and assets totalling less than £13,000 will be disregarded for the purpose of the assessment. Income from savings or investments of between £13,000 and £100,000 will be included in the financial assessment. An allowance would not usually be payable where savings and assets (not including primary residence) total more than £100,000.
- Income from lodgers, tenants, sub-tenants or rental income.
- Any additional income from any source not mentioned above must be declared.

List of Allowances (Social Security)

- i. income support;
- ii. jobseeker's allowance;
- iii. employed person's allowance
- iv. attendance allowance;
- v. disability living allowance;
- vi. incapacity benefit;
- vii. maternity allowance;
- viii. paternity allowance;
- ix. adoption allowance;
- x. widowed mother's allowance;
- xi. widow's pension;
- xii. widowed parent's allowance;
- xiii. bereavement allowance;
- xiv. State retirement pension
- xv. severe disablement allowance;
- xvi. carer's allowance;
- xvii. guardian's allowance;
- xviii. industrial injuries benefit
- xix. child benefit (you should claim child benefit from the date that the child for whom the Allowance is being claimed is placed with you permanently (regardless of whether or an Order has been granted)
- xx. pension supplement;
- xxi. a retirement pension premium.

Personal Allowances

Standard personal allowance adjustments are calculated on the income support rates set down by the Treasury for adults as single people or couples,

The personal allowance rate for this calculation for adults will be twice the Income Support rate as laid down by the Treasury. The rates are set to take into account all the usual household expenses not separately detailed as commitments defined below.

The personal allowance rate used for each dependent child is an amount equivalent to the rate that the IOM Fostering Service sets down as being the total costs incurred in bringing up a child in his/her own home.

For the purpose of calculating Allowances, a dependent child is deemed to be a child who is aged 16 or under, or a young person who is aged 16 – 18 who is still receiving full-time education and who has his/her home with the family.

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If you are already in receipt of Income Support or Employed Persons Allowance, you must inform Social Security of the additional child(ren) in your family and advise on this form of any additional payment received that directly relates to the child(ren) that is the subject of this claim. We will take this into account when calculating the allowance payable to you.

Commitments

- Mortgage repayments, including interest and principal and endowment premiums.
- Rent, after deduction of Housing Benefit if received.
- Rates.
- Contributions to a Personal Pension Plan. (Allowable if the applicant is not a member of a company pension scheme),
- Life assurance premiums (up to a total of 10% of net income).
- Household insurances (both buildings - where not included in mortgage repayments - and contents insurance).
- Any commitments under a Court Order (including any payments made under a Separation or Maintenance Order).
- Loan repayments (excluding credit card debts)
- Exceptional Family Expenses - if there are any additional expenses not covered in the above which are related to the placement, can be declared. Each case will be considered on its own merits and some discretion may be applied.

Financial Resources of the Child

- If the child to whom the allowance applies receives a Disability Living Allowance, it must be declared, but it will be disregarded in the income calculation.
- Where the child has additional needs and there are extra costs inherent in caring for the child it is assumed that applications for the payment of disability allowances – including where appropriate mobility allowance will be made.
- Any lump sum payment or trust fund held in the child's name must be declared, along with any regular payments received in respect of the child. Regular payments may be offset against the personal allowance for the child.

Method of Assessment

The residual income of the family will be calculated by taking the difference between the total family income and the sum of the personal allowances and commitments that are allowable.

- A positive residual income will result in no allowance being payable.
- A negative residual income will result in a full (or partial) allowance being paid up to the maximum allowance payable [equivalent to the IOM Fostering Service's recommended allowance for a child of that age.
- Any family in receipt of Income Support, Jobseeker's Allowance or Employed Persons Allowance will receive the full allowance appropriate to the child's age less the Income Support or Employed Persons Allowance payable in respect of the child.
- An allowance may be paid as a lump sum contribution or a regular payment.
- Payment will be subject to annual re-assessment of financial position.
- Child Benefit will be deducted from any Allowance awarded.