Royal Greenwich Children’s Services

Service Delivery Procedures

Special Guardianship Order Allowances

(Revised March 2019)
Special Guardianship Order Allowances

I  Legal Framework

1.1 Part 2 of the Adoption and Children Act 2002 provided the legal framework for special guardianship under the Children Act 1989. Section 115(1) of the 2002 Act inserted new sections 14A-G into the Children Act 1989. The new sections provide for:

- Who may apply for a special guardianship order
- The circumstances in which a special guardianship order may be made
- The nature and effect of special guardianship orders
- Support services for those affected by special guardianship.

1.2 The Special Guardianship provisions became available from 30 December 2005. Applications for special guardianship orders may relate to children not previously known to the service, as well as those who are known or looked after.

1.3 A special guardianship order is an order appointing a person or persons to be a child’s special guardian. Applications may be individual or joint. Joint applicants do not need to be married. Special Guardians must be 18 or over.

The following persons may apply:

- Any guardian of the child
- Where the child is in the care of a local authority, any person who has the consent of the local authority
- A local authority foster carer or relative with whom the child has lived for one year immediately preceding the application (even if the Local Authority does not consent)
- Anyone who holds a Residence Order/Child Arrangements Order with respect to the child or who has the consent of all those in whose favour a Residence Order/Child Arrangements Order is in force
- Anyone with whom the child has lived for a period of at least three years (though this period need not necessarily be continuous) out of the last five years
- Anyone who has the consent of all those with parental responsibility for the child
- Any person, including the child, who has the leave of the court to apply.
1.4 A Special Guardian has parental responsibility for the child and may exercise that parental responsibility to the exclusion of all others with parental responsibility, apart from another special guardian. In some situations all those with parental responsibility must give consent, for example:

- The change of child’s surname,
- Removing the child from the UK for longer than three months.

Alternatively the court can give leave.

1.5 Where a child is subject to a Care Order the Local Authority will automatically be a respondent in any application for a Special Guardianship Order and has the right to be a party to the proceedings. Where a child is not known to us we may be asked to complete an assessment and report for the court.

1.6 The making of a Special Guardianship Order with respect to a child who is subject to a Care order has the effect of discharging the Care Order.

1.7 Local authorities are required to make arrangements for provision of special guardianship support services. These include counselling, advice, information and such other services (including financial support) as prescribed in the Regulations. The Regulations also provide for the assessment of needs for special guardianship support services, and the planning and the reviewing of those support services.

2 **Special Guardianship Order Applications: The Local Authority’s role where the child is looked after**

2.1 For Looked After Children, a Special Guardianship Order can provide the framework for permanence to secure childhood outside the public care system. Every statutory looked after child review should consider whether there is any suitable person who could apply for a Special Guardianship Order.

2.2 Where there is an application for a Special Guardianship Order with respect to a looked after child, the Local Authority will need to determine its position with respect to the application, with full consideration of the needs of the child and how they can best be met.

2.3 Consideration will include issues of permanency. Particularly, consideration needs to be given to the type of order to be considered: Adoption, Special Guardianship or Child Arrangements Order.

2.4 It is for the Court to determine whether the order should be made. Where the child is being looked after by Royal Greenwich, the Court will take into account the Local Authority’s plans for the child’s future.

2.5 The initial recommendation to consider an SGO will be made by the child’s Independent Reviewing Officer, in discussion with the social worker and other professionals as appropriate. This may be at a formal review meeting or separately.
2.6 Where a Special Guardianship Order is being considered, then the situation should be presented to the Service Leader for discussion and decision about whether criteria are met, practical and support arrangements. A brief report should be completed (see Appendix 4). Consideration will be given to the appropriateness of the order itself and an in principle decision about allowances.

2.7 The final agreement to support a Special Guardianship Order application is made from a looked after child’s review meeting. Relevant enquiries by the allocated social worker would need to be completed before the review and the appropriateness of a Special Guardianship Order application (as opposed to an alternative order) have been discussed as above. (See Flow chart, Appendix 1 for summary of the process.) The views of the child, parents, carers and others with parental responsibility, and any other person whose wishes and feelings the Local Authority considers relevant (for example carers) must be taken into account during the decision making process.

2.8 Where a Special Guardianship Order applicant is a foster carer, including family and friends carers, the views of the fostering supervising social worker and their team leader (or of the Independent Fostering Agency) need to be taken into account.

2.9 The grounds for not supporting a Special Guardianship Order application are likely to relate to evidence based concerns about the safety or likely significant impairment of a child’s welfare should the child be made the subject of a Special Guardianship Order, or the more appropriate use of an alternative order, particularly Adoption.

3 Financial Support

3.1 Royal Borough of Greenwich (RBG) has a scheme of payments to those families who qualify, who provide substitute care of children through a range of legal options, i.e. foster care, family and friends fostering, child arrangements orders (formerly residence orders), special guardianship and adoption.

3.2 The key principle is that a fair core allowance should be set for all placement types. This is the amount which the Council agrees is the sum required to bring up a child. The Council has adopted the national core allowance figure (London rate) recommended by Central Government in their National Minimum Fostering Allowance (NMFA) which sets a clear benchmark for payments. This will ensure that there is no prejudice to meeting the child’s needs with the type of order made, so that carers are not encouraged to choose one type of order over another for financial reasons.

3.3 Payments to persons other than Local Authority foster carers unless statutorily prescribed are discretionary and subject to means-testing.

3.4 Royal Greenwich has adopted the pan-London Protocol for Special Guardianship Financial Support (Dec.2012). This provides a standardised approach to financial support for special guardians in accordance with the Special Guardianship Guidance and Regulations (2005)*. (See Appendix 2)

* [Revised February 2016]
3.5 Such support is payable **only** where the Local Authority consider that it is **necessary and appropriate**.

3.6 This support can include:

- SG Allowances (periodic payments paid monthly)
- Contribution to settling in grant upto a maximum amount stipulated
- Legal advice – one off paid at the CLS ‘legal help’ rates
- Legal fees for representation in court - paid at the CLS Public funding rate upto a maximum amount stipulated
- Contact expenses
- Exceptional payments.
[Details are contained at Appendix 2.]

**NB. These payments are not automatic and will not apply in all cases. Each will be dependent upon individual circumstances and need – and must be agreed in principle by the Service Leader before any expectation is given to the prospective Special Guardian(s).**

3.7 In all circumstances an allowance will only be payable where the decision is that it would not be possible for a child to be placed with particular adults under a Special Guardianship Order, unless an allowance is paid. This will be based on a social worker assessment endorsed by their team leader and Service Leader.

3.8 The Special Guardianship Order allowance would normally be payable from the time the Special Guardianship Order is made by the Court.

3.9 In calculating the precise level of allowance that will be paid there needs to be an assessment of the needs of the child, and an assessment of the family’s financial circumstances including any income in the child’s own rights (Appendix 3). The results of these should be recorded on the means-test forms.

3.10 The amount of allowance payable should be calculated at the commencement of any assessment for a Special Guardianship Order, as part of the overall support assessment to take into account the needs of the child and family.

3.11 There will be an annual review of all allowances on the anniversary of their commencement. The Administrator will send a questionnaire to the family asking for details of their current circumstances. People receiving the allowance must return the questionnaire within the time scale specified or their allowance is likely to be suspended. Only if the financial and needs criteria for paying an allowance still apply will payments be continued for a further year.

3.12 The Special Guardianship Order allowance is paid according to the child’s age and needs and the family’s means (see Appendix 3).

3.13 Where an allowance is awarded it will be paid net of Child Benefit and any other monies that can be received in respect of the child(ren), eg. Tax Credits.
3.14 The applicable NMFA rates in relation to age band will apply for any subsequent means-tested reviews of allowances payable.

3.15 An enhanced allowance/exceptional payment may be paid in certain circumstances. The enhanced allowance must be agreed by the Senior Assistant Director (CSC). In these circumstances it will be means tested.

3.16 NB. The social worker must ensure that the prospective Special Guardians have been made aware and fully understand the basis of any financial support that may be awarded and that this is subject to regular review and means test.
Appendix One
Special Guardianship / Child Arrangements Order Practice Guidance

Review chaired by IRO - decision that both adoption and rehabilitation are ruled out as Permanence Plans. Other options may be SGO, CAO, long term fostering with family and friends or mainstream foster carers.

Where recommendation is SGO/CAO outcome and supported by SW team, then presentation to Service Leader (with brief report/care plan – see appendix 4) for an in principle agreement and initial consideration of financial support.

IF PERMANENCE PLAN AGREED:
Planning meeting to be held, chaired by TL and relevant professionals to attend (and SSW where applicable). Discussion to focus on needs of the child, circumstances of carers and detailed financial implications.

IF NOT AGREED:
1. Where additional information required, this to be gathered and then re-presented to Service Leader.
2. Where no agreement then IRO to be informed, to consider possible representation process to Head of Service or request an early Review.

Assessment progressed.
Draft Support Services Plan including financial support and any one-off payments (following consultation with Fostering Service) to be put in writing for approval by Service Leader

Support Services Plan including financial and any ongoing support to be agreed with carers. Any differences over financial support to be referred to Service Leader for final approval.

Plan to be shared with IRO and endorsed by TL.

SGO / CAO made in court.
The Fostering SGO/CAO administrator informed and sent all financial paperwork (if not already sent) to commence payments.
Appendix Two

PROTOCOL FOR SPECIAL GUARDIANSHIP
FINANCIAL SUPPORT

This Protocol has been written and agreed following a consultation process between all the Local Authority signatories with the aim of providing a standardised approach to financial support for special guardians in accordance with the Special Guardianship Regulations 2005 (‘the Regulations’) and the DfES Special Guardianship Guidance (‘the guidance’).

It is written in six parts:
1. The regulatory framework.
2. The principles underpinning the payment of Special Guardianship allowances and financial support.
3. Conditions of support and cessation of support.
4. Requests for financial assistance and assessments.
5. Non-periodic financial support.
6. Periodic monthly allowances.

1. The Special Guardianship Regulations 2005* and the DfES guidance to the Regulations

1.1. The Regulations, supported by the guidance, govern the processes by which local authorities exercise their discretion in determining requests for special guardianship support services, including financial support. This protocol relates to financial support only.

1.2. Carers who are proposing to care for a child under a Special Guardianship Order or who are caring for a child under a Special Guardianship order can request an assessment for support, including financial support, under the Special Guardianship Regulations 2005.

1.3. According to regulation 6 of the 2005 Regulations, financial support may be paid to a special guardian or prospective special guardian –
   a. To facilitate arrangements for a person to become the special guardian of a child where the local authority consider such arrangements to be beneficial to the child’s welfare; or
   b. To support the continuation of such arrangements after a special guardianship order is made.

* [as amended by The Special Guardianship (Amendment) Regulations 2016 – effective as from 29/02/2016]
1.4. Such support is payable only in the following circumstances-
   a. Where the Local Authority consider that it is necessary to ensure that the special guardian or prospective special guardian can look after the child;
   b. Where the Local Authority consider that the child needs special care which requires a greater expenditure of resources than would otherwise be the case because of his illness, disability, emotional or behavioural difficulties or the consequences of his past abuse or neglect;
   c. Where the Local Authority consider that it is appropriate to contribute to any legal costs, including court fees, of a special guardian or prospective special guardian, as the case may be, associated with -
      i. the making of a special guardianship order or any application to vary or discharge such an order;
      ii. an application for an order under section 8 of the Children Act 1989;
      iii. an order for financial provision to be made to or for the benefit of the child.

2. The principles underpinning the payment of Special Guardianship allowances and financial support:

2.1. No child should be unfairly disadvantaged.

2.2. People should be treated equally and fairly.

2.3. Allowances and grants are paid for the child. Any extra payments are to cover the specific needs of the child e.g. for protection, safety, etc. Support services should not be seen in isolation from mainstream services and it is important to ensure that families are assisted in accessing mainstream services. Special Guardians should be helped to access their entitlements to tax credits and social security benefits. Efforts will be made by the Local Authority to obtain financial support from the child’s parents where appropriate.

2.4. It is recognised that a foster carer might be able to provide permanency which is in a foster child’s best interests, but be deterred from applying for Special Guardianship because of the loss of the fostering allowance and any reward (fee) being paid in respect of the child. This protocol seeks to address that concern by ensuring, consistently with paragraph 42 of the Guidance, that a former foster carer has a period of financial stability upon becoming Special Guardian to a former foster child.
3. Conditions of support and cessation of support

3.1. The special guardian must agree to the conditions listed in regulation 10(1) of the 2005 Regulations and must comply with them. S/he must notify the Local Authority of any change of circumstances and must complete and return the annual statement. Failure to do so may result in payment being suspended or terminated and recovery of any payments made. Additional conditions on the provision of support may be imposed by the Local Authority as considered appropriate in the circumstances.

3.2. The Local Authority will review the payment of financial support on receipt of the annual statement each year and, if it proposes to reduce or terminate the support or revise the plan, it will notify the special guardian of the decision and will allow a period of 28 days in which the special guardian may make representations, which will then be considered by the Local Authority and a final decision made.

3.3. The payment will cease when any of the events listed in regulation 9 occur, that is, if the child ceases to live with the Special Guardian, ceases full time education or training and commences employment, qualifies for universal credit, income support, jobseekers allowance or employment support allowance in his own right or becomes 18 (unless s/he is remaining in full time education or training, in which case the allowance may continue until the end of Year 13 of the course or training he is then undertaking).

4. Requests for financial assistance and assessments

4.1. If a request for financial assistance is made by a prospective special guardian of a child who is looked after by the Local Authority or a special guardian of a child who was looked after immediately before the making of the special guardianship order, (or such child or the child’s parents) then an assessment will be carried out (This is required by regulation 11(1) of the 2005 Regulations).

4.2. Requests for financial support from other persons (not falling within 4.1 above) will be considered, but unless the Local Authority is satisfied that there are exceptional circumstances, a financial assessment, including a means test, will not be conducted. It is not possible to specify the sort of circumstances which might be regarded as exceptional because case by case consideration is required. However, by way of example, if the Local Authority is satisfied, having regard to its history of involvement with the child, that the child would (on the balance of probabilities) have become looked after had the Special Guardian not stepped in to care for them, the Local Authority might consider that to amount to an exceptional circumstance warranting a financial assessment for support.
4.3. In the event that the Local Authority decides not to conduct a financial assessment, it will notify the applicant of the reasons for the decision and allow him/her a reasonable period within which to make representations, which will then be considered by the Local Authority. The final decision will be made, and the person requesting assessment notified of it, within a reasonable period of receipt of their representations (regulation 11(2) and 11(3)). The Local Authority will ordinarily consider 28 days to be a reasonable period both for the making of representations and notification of the Authority’s decision, however, this period may be extended in the exercise of the Authority’s discretion.

5. Non-periodic financial support

5.1. Contribution to settling in grant – This may be awarded where the Local Authority considers appropriate further to an assessment of the needs of the child joining a new family under a special guardianship order. Reference will be made to a list of Basic Requirements for children of different ages held by the Local Authority. The price of items needed will be based on the price of equivalent items in the Argos or Mothercare catalogues. The grant is not paid if the child was in foster care and the foster carers have applied to be that child’s special guardians, unless there are exceptional circumstances which would justify such a grant being made. Where awarded the grant is paid up to a usual maximum per child of £500. This may be exceeded in exceptional cases.

5.2. Legal Advice – Financial support may be available for this, unless the prospective Special Guardian has access to free legal representation, and if so, is paid at the CLS “legal help” rates. It is only paid for children known to the Local Authority prior to the application being made (i.e. Children Looked After, or designated Children in Need subject to child protection plans), where the Local Authority supports the making of the SGO, unless there are exceptional circumstances and where -

I. The Local Authority considers that the carer or prospective special guardian requires legal advice about the different care arrangements that could be made for the subject child and supports the child being placed or remaining in his/her care; and

II. Where he/she is not eligible for legal help or any other financial assistance for example under an insurance policy; and

III. The Local Authority considers that his/her financial circumstances are such that it would not be reasonable to expect him/her to pay his/her own fees.

This is payable up to the Local Authority’s agreed limit for the initial consultation of £350. The solicitor instructed should be a member of the Law Society’s Children Panel, unless otherwise agreed by the Local Authority in advance. Itemised bills will be required.
5.3. Legal fees for representation in court –
   a) To make an application for a Special Guardianship order. These are only paid where:
      I. The application relates to a child who is Looked After or who was looked after prior to being cared for by the prospective special guardian, or would have been had the special guardian not stepped in; and
      II. The Local Authority supports the application; and
      III. The Local Authority considers that the prospective special guardian requires separate representation; and
      IV. Where he/she is not eligible for public funding or any other financial assistance for example under an insurance policy; and
      V. The Local Authority considers that his/ her financial circumstances are such that it would not be reasonable to expect him/ her to pay his/her own fees.

Legal fees are paid at the CLS Public funding rate, up to a maximum of £3000 save for exceptional circumstances. The solicitor instructed should be a member of the Law Society’s Children Panel, unless otherwise agreed by the Local Authority in advance. Itemised bills will be required.

b) Applications for payment of legal fees to defend contact and other applications or to make applications for orders (e.g. non-molestation orders and prohibited steps orders during the currency of a special guardianship order)

Advice and representation in respect of any proposed applications will be subject to the criteria listed above and the Local Authority’s assessment of the merits of the case.

Non-periodic financial support may, where it is considered appropriate by the Local Authority, be paid without an assessment of the means of the Special Guardian (and/ or child).

6. Periodic monthly allowances

6.1. These allowances are linked to the Local Authority’s fostering allowances and are based on the needs of the child. They are not generally paid, unless the child is (or was immediately before the Special Guardianship order was made) a looked after child. However, in exceptional circumstances where the child is not and was not looked after, the allowance may be payable.

6.2. The allowance is paid to foster carers (including friends and family carers) following the making of a Special Guardianship order in respect of a previously fostered child. Where foster carers are already receiving a fostering allowance for a child for whom they have applied to be special guardians, the Local Authority will maintain
their level of allowance after the order is made but subject to deduction of benefits which the former foster carer can, as a Special Guardian, claim in respect of the child such as child benefit, tax credits, etc. Any allowance must be subject to means testing and an annual assessment by the Local Authority (save as specified below in paragraph 6.3).

6.3. The Local Authority has a discretion not to means test in relation to a former looked after child who needs special care which requires a greater expenditure of resources than would otherwise be the case because of his illness, disability, emotional or behavioural difficulties or the consequences of past abuse or neglect (see regulation 6(2)(b) read together with regulation 13(5)(a)(iii)). The Local Authority also has a discretion to disregard means where it is considering payment to a former foster carer (who received a fee when fostering) of an element to reflect lost remuneration as part of the allowance.

6.4. Payment in respect of a child’s special needs will generally be subject to a full assessment of that child’s needs and the special guardian’s financial circumstances. Payments will only be made for the child after all other alternatives in terms of benefits, grants and services have been explored - and the level of the child’s needs will be reviewed annually.

6.5. Special Guardianship financial support is payable to the special guardian to care for the child and meet his/her assessed needs, irrespective of where the special guardian is living i.e. including abroad. However, if the special guardian moves abroad from the UK, or is already living abroad when the child moves to their care, the level of allowance may be altered to take into account comparative costs of living in the country of residence. This will be assessed by reference to a comparison between the cost of a “basket” of everyday items such as groceries and clothing, housing costs and utility costs in the UK and the cost of the same or comparable items in the country of residence of the child.

6.6. Where a foster carer was in receipt of a fostering fee, and becomes Special Guardian to the previously fostered child, they will generally continue to receive the fee (remuneration) element as part of the Special Guardianship Allowance, less Child Benefit and Child Tax Credits, etc., in order to maintain their level of income. The Local Authority may where it considers appropriate approve the payment of the fee element without means testing. The fee element ceases to be payable after the expiry of two years from the making of the special guardianship order, unless the Local Authority considers its continuation to be necessary, having regard to the exceptional needs of the child or any other exceptional circumstances. Where the foster carer was approved by an Independent Fostering Provider, the allowance and fee payment may be negotiated.
individually as there may be significant disparity between the allowance and fee paid to a Local Authority foster carer and that which has been received from an Independent Fostering Provider.

6.7. The allowance provides for birthdays, festivals, holidays and school uniform and separate additional payments in respect of these items will not be made.

6.8. Contact expenses: It is recognised that there may be a need for contact to be maintained between the child and his/her birth family or other persons after the special guardianship order is made. The principle employed by the Local Authority is that the special guardian is expected to be able to manage contact themselves or is working towards taking responsibility for this within a reasonable timeframe. The Local Authority may, however, where it considers appropriate, make payment of contact expenses without assessment of the means of the special guardian. The payment of expenses in respect of contact will be based on an assessment of the child’s needs, the circumstances of the individuals involved and the nature of the contact arrangements. Such support, when agreed, must be recorded in the Special Guardianship support plan and is subject to at least annual review. If contact supervision is needed, this should be based on a risk assessment by the Local Authority.

6.9. The Local Authority will use an agreed Means Test to assess eligibility for allowances in all circumstances in which it is required, or decides, to means test in respect of Special Guardianship financial support applications, and to calculate the proportion of the full allowance payable (on a sliding scale according to the special guardian’s means).

6.10. Eligibility for the allowance, and the proportion payable to a particular special guardian, are subject to review every year to take account of both the changing needs and circumstances of the child and special guardian. The Means Test will be applied annually or on receipt of notification of a change in circumstances prior to the annual review.

6.11. The level of the full Special Guardianship allowance will be reviewed annually by each Local Authority.
**Special Guardianship Allowance**

Family Details & Declaration of Income / Financial Annual Review.

To be completed by the (prospective) special guardian(s)

[Please complete using block capitals]

**NB. The Special Guardianship Allowance is calculated based on the needs of the child, it is therefore important that you complete this form accurately and that all relevant information is included - Thank you.**

<table>
<thead>
<tr>
<th>Child(ren)’s Details (Those subject to Special Guardianship)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name:</td>
</tr>
<tr>
<td>Date of Birth:</td>
</tr>
<tr>
<td>Full Name:</td>
</tr>
<tr>
<td>Date of Birth:</td>
</tr>
<tr>
<td>Full Name:</td>
</tr>
<tr>
<td>Date of Birth:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1st Special Guardian’s Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name:</td>
</tr>
<tr>
<td>Date of Birth:</td>
</tr>
<tr>
<td>Home Tel:</td>
</tr>
<tr>
<td>Mobile:</td>
</tr>
<tr>
<td>E-Mail:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Special Guardian’s Details <em>If applicable.</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name:</td>
</tr>
<tr>
<td>Date of Birth:</td>
</tr>
<tr>
<td>Home Tel:</td>
</tr>
<tr>
<td>Mobile:</td>
</tr>
<tr>
<td>E-Mail:</td>
</tr>
</tbody>
</table>
### Other Dependants Details

Please provide the following information for all dependants living with you - continue on a blank sheet of paper if required and attach to this document before submitting.

**Full Name:**
**Date of Birth:** DD / MM / YYYY
**Their relationship to you:**

**Full Name:**
**Date of Birth:** DD / MM / YYYY
**Their relationship to you:**

---

### Monthly Household Income

Please only complete where applicable to you. Please continue on a blank sheet of paper if you run out of space and attach to this document before submitting.

Where it states W/M/A, this reflects the frequency that monies are received, Weekly, Monthly or Annually. Please ensure that you circle the relevant letter to prevent incorrect calculations and show amounts under the £ column(s).

<table>
<thead>
<tr>
<th>Pay</th>
<th>1st Special Guardian</th>
<th>£</th>
<th>2nd Special Guardian</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic net pay</td>
<td>W / M / A</td>
<td></td>
<td>W / M / A</td>
<td></td>
</tr>
<tr>
<td>Drawings if self employed</td>
<td>W / M / A</td>
<td></td>
<td>W / M / A</td>
<td></td>
</tr>
</tbody>
</table>

**Benefits and pensions**

<table>
<thead>
<tr>
<th>Benefit</th>
<th>1st Special Guardian</th>
<th>2nd Special Guardian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment &amp; Support Allowance (ESA)</td>
<td>W / M / A</td>
<td>W / M / A</td>
</tr>
<tr>
<td>Income Support</td>
<td>W / M / A</td>
<td>W / M / A</td>
</tr>
<tr>
<td>Child Benefit</td>
<td>W / M / A</td>
<td>W / M / A</td>
</tr>
<tr>
<td>Child Tax Credit</td>
<td>W / M / A</td>
<td>W / M / A</td>
</tr>
<tr>
<td>Working tax credit</td>
<td>W / M / A</td>
<td>W / M / A</td>
</tr>
</tbody>
</table>
### All pension payments being received including DWP

| W / M / A | W / M / A |

### Carer Allowance (CA)

| W / M / A | W / M / A |

### Personal Independence Payment (PIP)

| W / M / A | W / M / A |

### Other (please specify)

| W / M / A | W / M / A |

---

### Other sources of income

<table>
<thead>
<tr>
<th>Income from capital, savings and investments - net monthly interest</th>
<th>W / M / A</th>
<th>W / M / A</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Income from boarders/lodgers including own adult children</th>
<th>W / M / A</th>
<th>W / M / A</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Income from properties</th>
<th>W / M / A</th>
<th>W / M / A</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Carers fee received for caring for other children ie. adoption or special guardian</th>
<th>W / M / A</th>
<th>W / M / A</th>
</tr>
</thead>
</table>

### Other (please specify)

<table>
<thead>
<tr>
<th>W / M / A</th>
<th>W / M / A</th>
</tr>
</thead>
</table>

---

### Comments

*Please inform us of anything that you feel is relevant to this application / review of your financial circumstances that has not already been addressed above.*
**Declaration**  [to be signed by both parties where applicable]

I / we declare that to the best of my / our knowledge the information supplied is a full and accurate account of my / our financial circumstances. I / we understand that giving false information may jeopardise any financial support awarded. I / we acknowledge the responsibility to report immediately should the child(ren) move from our care.

<table>
<thead>
<tr>
<th>1st Applicants Signature:</th>
<th>2nd Applicants Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date:    DD / MM / YYYY       Date:    DD / MM / YYYY
I agree that I am accepting a SGO or Adoption or CAO allowance from The Royal Borough of Greenwich.
I also agree to:-
A. Repay any sum I might receive to which I am not entitled
B. Advise Children's Services of any changes to my bank / building society account / address immediately.

CARERS BANK DETAILS

Your Bank or Building Society Name.

Your Bank Address

Account in the name of

Your home address

Bank-B/S Account Number                     Bank-B/S Sort Code

Print your full name: .................................................................

Your Signature: ................................................................. Date: .........................

-------------------------------------------------------------------------------------------------------------------------------------------

Office Use Only.     Verified by:
Designation:                                      Date:

Supplier Ref:

Appendix Four

REPORT FORMAT

REPORT FOR SPECIAL GUARDIANSHIP AGREEMENT IN PRINCIPLE BY SERVICE LEADER  (see Appendix 1)

ITEM NO: 6 (Appendix A)
The report must be no more than 2 pages long. It can be an existing report (eg. care plan) if it has all the relevant information.

Basic Details of Child(ren), Family and proposed Special Guardian(s)

Significant Events leading to the current Care Plan (bullet points from the chronology)

Date, Recommendation and those attending Planning Meeting/LAC Review (if LAC)

Views of Child, Parents, Carers + IRO (if LAC), and Guardian if court proceedings

Reasons for Care Plan (why not rehabilitation, other family placement or adoption, and why specifically SGO or CAO?)

Proposed Support (including: finance; contact – siblings, parents & others; and any other needs)