



**Pathways Leaving Care Service
18 -25 Transition to Adulthood
Financial Policy
2023/2024**

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1. Introduction

- 1.1 Calderdale Council strives to ensure young people leaving care receive the best possible support as they plan for adult life. As Corporate Parents, we want to ensure our young people are clear about their financial entitlements, feel supported and know how and where to get advice and assistance.

2. Notes on Implementation

- 2.1 Unless otherwise stated, all the allowances referred to in this policy are for young people aged 18-21 years old. Please see Section 16 for allowances available to care leavers aged 21 – 25 years old.
- 2.2 The headings used throughout this document are taken from the Children (Leaving Care) Act 2000, Guidance and Planning Transition to Adulthood for Care Leavers Guidance & Regulations 2010, revised 2015.
- 2.3 Additional payments outside the statutory allowances must be based on an **assessment of need** as per the Finance Panel application form submitted to the Finance Panel. Young people aged 21 and over should have a 'Needs Led Pathway Plan' if there is a concern over recurring financial needs.

The plan must highlight any attached conditions, how payments will be made, the frequency of payments, when they will be reviewed and when they will cease. The social worker or personal advisor will take responsibility for this.

- 2.4 It is expected that where possible all young people should have a National Insurance Number and relevant identity documents (passport, birth certificate) with photographic evidence to ensure they can register for housing, bank accounts and claim welfare benefits if required, by the time they reach 18 (the guidance states these should be in place by the age of 16).
- 2.5 Payment of all allowances should be made to a young person directly into their bank account (this should be set up with a young person by the age of 16). For unaccompanied asylum-seeking children who may be ineligible to open a bank account, a credit union account should be set up
- 2.6 Unaccompanied Asylum-Seeking Children are entitled to the same allowances as other "looked after" children / care leavers until they receive their leave to remain.
- 2.7 Wherever possible VAT should be reclaimed on all purchases. A VAT receipt is required for all purchases where applicable.
- 2.8 It is a statutory requirement that allowances are index-linked, reviewed annually, and are aligned with welfare benefit increases.

3. Categories of Care Leaver

3.1 ELIGIBLE:

- you are 16 or 17 years old
- you are currently a child "looked after" and
- you have been looked after for a period of 13 weeks (or periods amounting to 13 weeks) or more which began after you reached 14 and continued to at least one day following your 16th birthday

3.2 RELEVANT:

- You were an “eligible” child, but you are no longer “looked after”.
- You are currently 16 or 17 years old.

3.3 FORMER RELEVANT:

- You are aged between 18 & 21 years old
- You were (before your 18th birthday) an “eligible” or “relevant” child.
- If you are between 21 – 25 years old and you continue in full-time education/training, you will remain a “former relevant” child until the end of the agreed programme.

3.4 QUALIFYING:

- You are at least 16 years old, but under 21 years old.
- You were “looked after” prior to having a Special Guardianship Order, which remained in place until you were 18 years old.
- You were subject to a private fostering agreement.
- You were successfully “returned home” to a person with parental responsibility for at least 6 months (aged 16/17) and you were previously “eligible” or “relevant”.
- You were “looked after” for less than 13 weeks between the ages of 14 to 18 but were looked after for at least 24 hours aged 16 and 17.
- Young people aged 16, and under 21, who were looked after in a series of pre-planned short breaks.

Young People in this category qualify for advice and assistance following an assessment of need and may qualify for financial assistance.

4. Qualifying Young People

4.1 Section 24a & 24b (advice and assistance) of the Children Act 1989 (as amended by the Planning Transitions to Adulthood for Care Leavers 2010 Guidance and Care Leavers (England) Regulations 2010, covers provisions for “Qualifying young people”.

4.2 **When is a Young Person “Qualifying”? (see section 3.4)**

- 4.3 **Practical & Financial Support to Qualifying Young People:** Calderdale Council has a responsibility to provide practical and financial support/assistance to “Qualifying” young people aged over 16. If the young person is under 18 an assessment will be carried out by a **qualified social worker** to assess level of need and produce a needs-led plan outlining the support and financial assistance requested. This will be referred to the Care Leavers Finance Panel to approve the level of support/financial assistance if the request relates to leaving care services. If the initial contact comes through the Pathway’s duty line, the matter will be sent through to the CLA Duty team to ensure the right advice and support is offered.
- 4.4 Pathways Advisors should assist Qualifying young people aged over 18 years, to maximise financial support available from employment, welfare benefits and education allowances/opportunities. If assistance including financial support is required, a needs assessment will be conducted and a needs led pathway plan will outline the support required. Financial decisions will be approved by the Care Leavers Finance Panel.
- 4.5 **Care Order Revocation/Discharge**
Where an ‘Eligible’ child has lived with a person with parental responsibility for at least 6 months and they cease to be looked after, due to the revocation/discharge of the Care Order, or Interim Care Order, they become a ‘Qualifying’ child (a Qualifying child is a 16- to 21/24-year-old subject to Section 24 of the Children Act 1989). The 6 month period living with parents /person with parental responsibility that is required to be deemed a Qualifying child, can include time both prior to and after the revocation of the Care Order, start and end dates need to be clearly recorded.
- 4.6 Welfare benefit legislation relating to ‘Qualifying’ children sets out that both parents and children are entitled to welfare benefits/tax credits/universal credit.
- 4.7 “Qualifying” child status does not have any impact on either the child, or parents benefit or tax credit entitlements. Once a child is deemed to be a ‘Qualifying’ child the majority, if not all, of the leaving care financial support being provided should cease. The primary responsibility for meeting a ‘Qualifying’ child’s financial needs rests with the parent/person with parental responsibility. However, if there is no adult exercising parental responsibility, then the assessment of need should identify financial support proposals and these would be considered at finance panel.
- 4.8 **Qualifying Children who were subject to an SGO:** The young person must be aged over 16 to request support from Pathways; Pathways will complete a needs assessment to assess what financial support may be required and this will be considered by the Care Leavers Finance Panel. Financial support will only be provided to young people who were previously “looked after” by Calderdale Council. Formerly ‘looked after’ qualifying care leavers who remain with a Special Guardian over age 18, are entitled to access the Staying Put policy arrangements.

- 4.9 For young people aged under 18, all practical and financial support will be provided as outlined in the SGO support plan, for under 18's any variation of this should be agreed within a review of the SGO support plan. **Please refer to the Calderdale Special Guardianship Policy**
- 4.10 **Qualifying Young People & Vacation Support:** Calderdale Council has a duty to provide vacation accommodation to “qualifying” young people aged between 16-25 or provide the means to secure it when the young person is in residential further education or higher education, following a request from the young person a needs assessment will be completed, reviewed, and approved by the Care Leavers Finance Panel.

5. Young People in Custody

- 5.1 Financial support for young people who are detained in custody is governed by the rules of the establishment they are detained in. In general, young people are expected to undertake education or training and are provided with “pocket money” for engaging in these activities. Additionally, they will often be provided with clothing, or are able to bring clothing with them. As such they will not be provided with any allowances while detained.
- 5.2 In exceptional circumstances where education, training or work opportunities are not available or appropriate and no pocket money or remuneration scheme exists, young people can be provided with a £20.00 per month allowance. This will be based on a needs assessment and will consider anything which may cause them to be placed in a vulnerable financial position. This will need to be clearly written into the pathway plan and will need authorisation by the Care Leavers Finance Panel.
- 5.3 Any additional, one off, financial requests will need a needs assessment and the request will be heard at finance panel.

6. Young People Supported by Adult Social Care

- 6.1 Young people that are supported by Adults Services (this includes young people in Shared Lives and residential settings) are entitled to all allowances that other ‘former relevant’ care leavers can access, (please refer to relevant sections of this policy).
- 6.2 The Setting up Home Allowance is not transferable, if a young person does not need to access the Setting up Home Allowance but does require other equipment, this needs to be considered separately and presented to the Care Leavers Finance Panel
- 6.3 When exploring additional financial allowances, individual circumstances of that young person will be considered jointly with the Adult social worker. Most young people over the age of 18 will contribute towards their care so extra allowances may have an impact on this.

- 6.4 Financial responsibility for care leavers aged over 18 years old who have a disability transfer to Adult Social Care following completion of statutory education. Young people with a disability should not be disadvantaged by the Leaving Care Financial Policy, the Adult Services Financial Policy, or the benefits system. Young people with a disability have differing entitlements from these options/policies and the Pathways Advisor must seek clarity and work jointly with the Adult Social Worker to agree which elements of the individual policies override the other and best meet the requirements of the young person.

7. Unaccompanied Asylum-Seeking Children

- 7.1 Unaccompanied Asylum-Seeking Children (UASC) are referred to within the Children Act 1989 and the provision laid out in the Care Planning, Placement and Case Review Guidance and Regulations 2010 (16/17 year olds) and the Planning Transition to Adulthood for Care Leavers Guidance 2010 and the Care Leavers (England) Regulations 2010, in the same way as all other looked after children. In addition, they will have been awarded an immigration status or have an asylum application that is being processed. Immigration statuses can be:
- accepted as a refugee,
 - granted exceptional leave to remain
 - a) humanitarian protection or b) discretionary leave;
 - granted indefinite leave to remain
 - refused leave to remain.
- 7.2 Social Workers & Pathway Advisors must ensure all UASC apply to extend their leave to remain and submit applications to UK Visas and Immigration at least 6 weeks before their leave expires. If this task can be completed prior to the young person's 18th birthday they will be eligible to claim benefits on their 18th birthday.
- 7.3 Young people awaiting an asylum decision will have no recourse to public funds and will be provided with the following payments
- Living Allowance: £67.20. per week
 - Accommodation costs will be met by Calderdale Council. If young people do not have recourse to public funds when they reach their 18th birthday Calderdale Council will remain responsible for meeting accommodation costs and should use the local housing benefit rate as a guide to reasonable rent payments.
 - Council tax: If young people reach their 18th birthday and have no recourse to public funds, council tax bills will be met by Calderdale Council; this will be commensurate with the level of council tax support the young person would otherwise be entitled to if a reduction liability cannot be considered under council tax legislation. This is likely to be a proportion of the council tax liability and the young person would be expected to meet any short fall. This needs to be clearly highlighted in the pathway plan. The Pathway Advisor needs to ensure that they have contacted Council Tax Dept. and made appropriate arrangements for

payment. This should be reviewed when young person receives recourse to public funds as they will then become liable for all council tax payments. It is vitally important that the Pathway's advisor checks council tax liability to ensure the young person does not experience debt as a result of non-payment.

- 7.4 When young people have an immigration status that means they have permission to work and/or recourse to public funds; they will seek employment, education, training or claim benefits. Former relevant care leavers will have the same entitlements as other care leavers with some exceptions; young people awaiting their asylum decision or granted exceptional leave to remain may not be entitled to the 16-19 Education Bursary, where this is the case, Calderdale Council will provide an Education Top Up (see section below).
- 7.5 UASC and Higher Education: Where young people have limited leave to remain or are appealing an adverse decision, they are eligible for the **Calderdale Higher Education Bursary/Maintenance Allowance/Accommodation Grant** (see section 17) for higher education courses that end in the academic year prior to their status expiring.
- 7.6 **The Higher Education Bursary/Maintenance Allowance/Accommodation Grant** will be offered if the UASC meets the following criteria:
 - They have been offered a place on a higher education programme
 - Student Finance England have awarded them a maintenance loan
 - They are considered a "home" student.
- 7.7 Where a young person has not been granted leave to remain for the duration of their further education course, upon an assessment of need a financial application should be completed to highlight the young person's financial needs to enable them to engage in higher education. All decisions are approved by the Care Leavers Finance Panel.
- 7.8 Calderdale Council will work with education/training providers to ensure that young people who have limited leave to remain have access to purposeful activities such a short courses and training/voluntary opportunities.
- 7.9 **UASC- Appeal Rights Exhausted:** Young people who have exhausted all avenues and rights regarding appealing an adverse asylum decision and /or are unable to extend their exceptional leave to remain; and/or lose access to public funds and the right to appeal are deemed "appeal rights exhausted" (ARE). The young person may receive a "removals direction notice".
- 7.10 Where young people lose access to welfare benefits due to ARE, Calderdale Council will provide allowance equivalent to benefits and pay accommodation costs until the young person reaches 21 years or is removed from the UK (whichever comes sooner). The provision of allowance/accommodation costs is conditional to the young person remaining engaged with the Pathways service and participating in pathway planning process.

If a young person reaches 21 and is ARE but has not received a 'removal directions notice', a Human Rights Assessment will be completed by the Pathways Advisor and signed off / agreed by the Practice Manager or Team Manager, with the final decision to being made by the Service Manager

regarding providing on-going financial support. NRPF Practice Guidance can be found [here](#) and a template for completion is at appendix 2.

- 7.11 **Schedule 3, Nationality, Immigration and Asylum Act 2002:** Pathway Advisors should understand that the young person's immigration status may affect their eligibility for leaving care services after they turn 18 because of the provision laid out in schedule 3. This is relevant for young people who are "unlawfully present in the UK" which includes those that have been refused asylum and have not applied for an extension of further discretionary leave to remain or have applied for an extension, but all appeals have been refused.
- 7.12 Liaison with a Legal Advisor will be required to establish whether a Schedule 3 applies in a particular case as refusal of asylum does not necessarily indicate that a young person is "unlawfully present in the UK". In these cases, young people can generally only be supported to the extent necessary to avoid a breach of their human rights (European Convention of Human Rights).
- 7.13 **Translation/Interpreting Costs:** To support Unaccompanied Asylum-Seeking Young People in making asylum applications, there may be additional costs in relation to the use of translators/interpreters. These costs will be met by CMBC.
- 7.14 There may be translation/interpreting costs attached to having documents "legalised" by the Legislation Office. All requests for financial support will be based on an application to the Care Leavers Financial Panel. Applications to panel should include a quote for the costs with an outline of why this service is being requested. It is recommended that the solicitor provide a summary for translating rather than providing all legal documents.

For more information contact the Legislation Office on 0370 000 2244

8. Benefit Gap Payments

- 8.1 When a young person reaches 18 years old, they become responsible for their living and accommodation costs.
- 8.2 If a young person will be claiming welfare benefits from their 18th birthday, the claim process can be started 2 weeks prior to their 18th birthday. To claim Universal Credit (or other benefits, dependant on circumstances), the young person will need to present supporting information and proof of identity (these should be in place by time young person is 16 years old).
- 8.3 Based on an assessment of need, CMBC will provide up to 4 weeks benefits gap payment (equivalent of living allowance) until the young person is in receipt of their first Universal Credit payment. This should be reviewed on a week-by-week basis, with Pathways Advisors checking the progress of the claim.
- 8.4 The young person should be advised not to take an advance payment of Universal Credit as this will be deducted from on-going weekly payments and can create hardship. If an advance payment has been given, then benefit gap payments from CMBC will cease immediately and no further benefit gap payments will be provided.

- 8.5 If the young person has dependents or disabilities which means they would suffer hardship by only receiving the benefit gap payment (see table below), then additional funds can be considered. The needs assessment would need to reflect this and approval by the Care Leavers Finance Panel will need to be in place a minimum of 4 weeks before the young person reaches 18 years old.
- 8.6 If benefits are not in place after the initial 4 weeks and the DWP cannot provide any additional financial support, an emergency payment should be requested. Please see **Emergency Payments**.
- 8.7 Where young people will be moving into an independent tenancy, they can also claim the “tenancy top-up” which should be set up separately to the benefit gap payment.

8.8 Benefit Gap Payments

Amount	Payment	Circumstances
67.2010.00	Benefit Gap Payment Tenancy Top Up	Independent Tenancy Adult Social Care (but responsible for food & utilities)
67.20	Benefit Gap Payment	Semi-Independent Tenancy Supported Lodgings Staying Put
35.00	Benefit Gap Payment	Hospital
0.00	n/a	Living with Parents

9. Claiming Benefits

- 9.1 Former relevant young people can claim the following benefits and payments depending on their circumstances and Pathway Advisors should seek to have benefit claims in place by young person’s 18th birthday.
- 9.2 **Universal Credit (UC):** UC has been rolled out across Calderdale for new claimants and has replaced:
- income based Job Seekers Allowance
 - income related employment and support allowance
 - income support
 - working tax credits
 - child tax credits
 - housing benefit
- 9.3 The main changes to UC are that payments are made monthly and any housing costs (rent payments) are paid directly to the person and not the rent account. There is an option for vulnerable people to request a fortnightly payment and to have the rent paid directly to the landlord, this is called an **Alternative Payment Arrangement** and needs to be requested.
- 9.4 Young people who are receiving a “legacy” benefit will not need to immediately apply for UC but will move onto it later depending on their circumstances.
- 9.5 Young people can claim UC from 18 years old depending on their circumstances e.g. they are studying; lone parent; have health issues or

disabilities (this list is not exhaustive). Pathway Planning is vital to ensure the young person is supported to do this in a timely manner.

- 9.6 The basic amount of UC for a single person is £292.11 (2023/2024); their work “conditionality” will be dependent upon their circumstances and their work coach.
- 9.7 If a young person is claiming UC as a full-time student (in excess of 12 hours contact time) – this excludes higher education - they will need to provide UC with a learner agreement from the college and there should be a no-work conditionality.
- 9.8 If a young person is sick or has a disability and is unable to work, they will need to provide a fit note and any work conditionality will be determined by the work coach. UC will be paid at different levels but starts at £292.11 (2023/2024).
- 9.9 A young person with a disability can claim Personal Independent Payments (PIP) for care and mobility needs. It is not affected by other income or savings, care status or accommodation (unless the claimant is in hospital or residential accommodation).
- 9.10 From the age of 18, young people are eligible to claim housing benefit/UC housing costs and Council Tax Support. UC for housing costs is generally paid when young people live in social housing (council or housing association accommodation). For young people living in privately rented accommodation the amount is based on the local housing allowance rate for their circumstances. Where young people live in certain “supported accommodation” they may receive help with their housing costs via housing benefit.
- 9.11 Young people leaving care are exempt from the Shared Accommodation Rate of LHA up to their 22nd birthday. Single young people aged 16-35 are only eligible for housing benefit up to the LHA Shared Accommodation Rate.
- 9.12 From April 2013, Council Tax Benefit has been replaced by a Council Tax Support Scheme that reflects individual local authority priorities and will be administered through local rules.
- 9.13 S.23 and S.24 leaving care payments are not counted as income for benefit purposes and therefore do not affect benefits.
- 9.14 Financial provision for former relevant young people who have a disability transfers to Adult Care Services when they complete statutory education; their Statement of Special Educational Needs & Disabilities ends. Young People with disabilities should not be disadvantaged by the Pathways Leaving Care Financial Policy, the Adult Service Financial Policy, or the benefits system.
- 9.15 Young people with disabilities have different entitlements from all these options and clarity must be sought as to which elements of each policy replace the others. Young people leaving care who also have a disability should have their financial needs met primarily by the benefits system if they are not in work.

10. Birthday and Christmas/Festival Payments

- 10.1 **Birthday Payments** are available to all young people up to the age of 21; however they will **only** be paid to young people who remain in contact with the Pathways Leaving Care Service (or a relevant support service) and are actively engaged in the pathway planning process.
- 10.2 Depending on an assessment of need, the birthday allowance can be given directly to the young person or used to purchase a gift. Alternatively, the allowance can be given to a former foster carer/keyworker/Pathways Advisor to purchase a gift(s) or contribute towards the cost of a celebration, but this should be agreed with the young person.
- All young people should receive a birthday card.
- 10.3 **Christmas/Festival Payments:** are available to all young people up to the age of 21, however they will **only** be paid to young people who remain in contact with the Pathways Leaving Care Service (or a relevant support service) and are actively engaged in the pathway planning process.
- 10.4 Depending on an assessment of need the Christmas/festival allowance can be given directly to the young person or used to purchase a gift. Alternatively, the allowance can be given to a former foster carer/keyworker/Pathways Advisor to purchase a gift(s) or contribute towards the cost of a celebration.
- 10.5 Young people who are non-Christians will be given a choice as to when their festival allowances are to be provided. If they do not have a preference, the allowance should be made available at Christmas to ensure that they receive their entitlement. Additionally, they should be offered the choice of having a proportion of their allowance at their festival of choice and a proportion at Christmas.
- 10.6 Where young people are in **hospital**, consultation should take place with a named worker, to ensure regulations are adhered to and the young person is not placed in a vulnerable financial position by receiving birthday or Christmas/festival allowance.
- 10.7 Where young people are in **custody**, consultation should take place with a named worker, to ensure regulations are adhered to and the young person is not placed in a vulnerable financial position by receiving birthday or Christmas/festival payments. Only half the amount of birthday and Christmas/festival allowance should be provided to the young person whilst in custody; the remaining half should be made available via guided spend on release from custody. The amount to be made available to the young person should be clearly recorded on the pathway plan.
- 10.8 Birthday and Christmas/festival allowances are not paid beyond 21st birthday.

Birthday Allowance	19 th Birthday	£150.00
Birthday Allowance	20 th Birthday	£100.00
Birthday Allowance	21 st Birthday	£ 50.00
Christmas/Festival Allowance	19 years old	£150.00
Christmas/Festival Allowance	20 years old	£100.00
Christmas/Festival Allowance	21 years old	£ 50.00

11. Setting Up Home Allowance

- 11.1 Setting up Home Allowance is available to all former relevant care leavers; however, they will **only** be paid to young people who remain in contact with the Pathways Leaving Care Service (or a relevant support service) and are actively engaged in the pathway planning process.
- 11.2 Setting up Home Allowance will be reviewed annually; the current rate is £3,000 for all new applications from 1st April 2023.
- 11.3 The Setting up Home Allowance should **only** be used to purchase household items or for services as outlined below in: "Setting up Home Allowance Spending Guide". The initial spend should be for the young person's first permanent home or for items that are transferable (e.g., white goods). Any requests to access Setting up Home Allowance before the age of 18 should be agreed by the Care Leavers Finance Panel.
- 11.4 Young People will be supported by their Pathways Advisor to purchase goods either via online spend or by guided spend and should not be given money to purchase these goods on their own.
- 11.5 In some circumstances a previous foster carer/family member may request to purchase items for a young person. On receiving receipts, the money can be reimbursed/transferred to the carer/family member. All original receipts must be provided and retained within the service.
- 11.6 VAT must be claimed on all purchases, therefore original receipts must be retained within the service.
- 11.7 Repeat items will not be purchased from Setting up Home Allowance, if a request is made for a repeat item, this needs to be agreed by the Care Leaver Finance Panel.
- 11.8 If Setting up Home Allowance is not used by the time a young person is exiting the service at 21 years due to remaining on a programme of education or due to being in custody/hospital, the allowance may be accessed anytime until the young person's 25th birthday. The final Pathway Plan (at 21st birthday) should clearly state the amount remaining and items already purchased. The Pathway Plan should indicate the timescale for obtaining goods/or for how long the Setting up Home Allowance should be retained.
- 11.9 The Setting Up Home Allowance should always be spent collaboratively between the young person and the Pathways Advisor with original receipts retained for audit, VAT and in case of defective items. Please see below for a spending guide.

Setting up Home Allowance Goods/Services Spending Guide

All prices provided are guides only, we aim to help you source quality goods for low prices to ensure your SUHA covers everything you need'

Services	Approximate Cost	Guide
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First TV Licence	£159	First annual TV Licence paid by CMBC Subsequent TV Licence to paid for by young person
Contents Insurance	£80.00	To support first year of young person in independent living (Pathways Advisor to check level of cover) Please check with social landlords e.g., https://www.togetherhousing.co.uk/do-you-have-contents-insurance
Broadband Connection and first year cost		Comparison/Quotes from providers should be sought and agreed with Pathways Advisor/Team Manager
Health & Safety Check	£45.00	Depending on type of tenancy, young people should be encouraged to book a home safety check through the fire service who can provide: <ul style="list-style-type: none"> • X 2 smoke detectors • X 1 carbon monoxide detector • Door security chain • Chubb lock • Fire blanket • First aid kit
Removal & Transport Costs		Comparison/Quotes from providers should be sought and agreed with Pathways Advisor/Team Manager
Cooker and Washing Machine Connection		Comparison/Quotes from providers should be sought and agreed with Pathways Advisor/Team Manager
<i>The items below should be purchased considering 'best value' for money and it is recommended that young people are supported to 'shop around'. Use companies such as Argos or Appliance World as a benchmark for competitive pricing.</i>		
Goods		
Living Room		
Sofa		
TV		
Coffee Table		
Curtains/Blind		
Curtain Poles		
Lamp		
Cushions		
Rug		
Goods		
Bedroom		
Bed Frame and Mattress		
Duvet Set		
Lamp		

Wardrobe
Chest of Drawers
Curtains/Blind
Curtain Pole
Goods Kitchen
Cooker
Washer
Fridge/Freezer
Kettle & Toaster Set
Pan Set
Oven trays/Tins
Dinner Service (plates, dishes, cups)
Bin & Washing up Set (Bowl, drainer)
Iron
Ironing Board
Curtains/Blind
Goods Bathroom
Laundry Basket
Bathmat
Towels
Curtains/Blind

- 11.10 Appliance World in Halifax offers a discount for young people using our service, please ensure that all invoices are sent to CMBC Finance Department and include the CASS no, name of young person and name of Pathways Advisor.
- 11.11 **Temporary Accommodation & TV:** If a young person is moving into temporary accommodation which is furnished but does not have a TV, based on assessment of need, CMBC can provide a TV up to the value of £150.00 and a TV licence. Approval can be given by the Team Manager.
- 11.12 **Deposit & Rent in Advance** applies to all young people. If young people cannot access social housing or have been waiting for social housing for a long time (6 months +), then the Pathways Advisor can refer to Housing to request they support the young person with the first month's rent and a deposit (utilising the homeless prevention fund or a discretionary housing payment), for a private rental property. If this is not agreed, Pathways may be able to provide financial assistance and requests should go to finance panel. The rent deposit and first month's rent should be a maximum of £650 each. If rent and deposit is over £650, there would need to be an application to finance panel and a report of exceptional circumstances.
- 11.13 To apply for a rent deposit from either route, the Pathways Advisor will complete an assessment of need, this will include evidence that the young person has completed independence skills work or pre-tenancy training and is "tenancy ready". If agreed, the money is to be placed in a Rent Deposit Scheme and reimbursed back to Calderdale upon ending the tenancy (or put

into a bond scheme for a further property). Approval for rent deposits will be via the Care Leavers Finance Panel.

- 11.14 When a young person is moving into their first independent tenancy, there may be some delays in transferring Universal Credit Housing Costs, where this is the case, CMBC may cover the costs of rent payments for a maximum of 2 weeks in order that rent arrears are not accrued. Housing Costs will be backdated by Universal Credit; therefore the young person will need to agree to repay these funds to CMBC on receipt of housing benefit. Pathway Advisor's will need to complete a needs assessment and seek approval from the Care Leavers Finance Panel.
- 11.15 **Young Parents:** If a young person is pregnant or has a child, they can request to spend up to £200.00 to purchase furniture, carpets etc to prepare a room for the birth of their baby. Items such as cot/pram and other baby items are covered by the maternity grant and will not be agreed. Requests should be based on needs assessment with approval from the Care Leavers Finance Panel.

12. Further Education/Training

- 12.1 **16-19 Education Bursary:** Young people who are undertaking a full-time education or training programme (minimum of 12 hours direct contact time) or an agreed activity in preparation for education, training or employment are guaranteed to receive the 16-19 Bursary of £1,200 per year, this is usually paid at £30.00 per week for 40 weeks (academic year) directly from their education/training provider. Colleges/training providers may offer discretionary support to older care leavers. Pathways will provide a letter to education/training providers confirming the care leaver status of young people. Young people cannot claim education top-up payments if they are in receipt of the 16-19 Education Bursary.
- 12.2 **CMBC Education/Training Top Up Payments:** Young people who are **not** entitled to the 16-19 Bursary, due to their age or their immigration status and cannot claim discretionary payments from their education/training provider and are engaged in a **full-time** education or training course (minimum of 12 hours direct contact time) will receive a CMBC Education Top Up of £30.00 per week.
- 12.3 Young people who are not entitled to the 16-19 Bursary, due to their age or their immigration status and cannot claim discretionary payments from their education/training provider and are engaged in a **part-time** education or training course (less than 12 hours direct contact time) will receive a CMBC Education Top Up of £15.00 per week. The activity must be approved by a team manager and be set out in the young person's pathway plan.
- 12.4 Young people undertaking an apprenticeship will receive an Education Top Up of £20.00 per week dependent on the apprenticeship/level of income (see 13.5).
- 12.5 Young people engaged in a full or part-time programme of higher education will **not** receive the education/training Top Up.
- 12.6 **Tenancy Top Up Payments:** Young people who are aged between 18 – 25 years old and engaged in a programme of full or part-time further or higher

education **and** are living independently will receive a tenancy top up of **£10.00 per week**.

- 12.7 The “Top Up” payments are subject to young people maintaining 85% attendance/engagement and or having satisfactory reports from their education/training provider and Pathways Advisor on their attendance and progress. In practice, this will often be at the end of the half term. If attendance/engagement drops then the “top ups” may be paid weekly.
- 12.8 Young People with an Adult Social Worker will only receive the top up payments if they are in accommodation where they have to provide their own food and pay utilities and if there is a financial barrier to them accessing education/training or an agreed activity. This will be written into the pathway plan.
- 12.9 Education/Training and Tenancy top up payments will be paid over the half-term, Easter, and Christmas holidays, but **NOT** during the summer holidays.

13 Apprenticeships/Traineeships/Employment

- 13.1 **Apprenticeships:** Most apprenticeships are classed as employment with a study component. These types of apprenticeships are generally secured by young people gaining employment with a company or organisation that is a registered apprenticeship provider. The young person is employed but will study towards:
 - National Vocational Qualification (NVQ)
 - Technical Certificate
 - Functional Skills (maths, English)
 - Personal Learning and Thinking Skills (PLTS)
 - Employment Rights & Responsibilities Workbook (ERR)
- 13.2 For apprentices aged 16 – 18 or aged 19 in their first year of an apprenticeship, the minimum wage rate is £5.28 per hour. All other apprenticeships are paid at the national minimum wage for their age range, please see <https://www.gov.uk/national-minimum-wage-rates>
- 13.3 As the apprenticeship is considered “employment” young people will be eligible for a range of welfare benefits including universal credit, housing element and tax credits (dependent on their circumstances).
- 13.4 **Traineeships & Programme Led Apprenticeships:** These types of programmes are provided by a training provider or college, with work experience provided at the college/training provider base and are therefore deemed “education/training” rather than employment. Young people may be eligible for welfare benefits depending on their age and circumstances and entitled to financial support from Calderdale Council (see above).
- 13.5 Where a young person is undertaking an apprenticeship which pays less than minimum wage, then an Education/Training/Tenancy top up may be made depending on an assessment of income and expenditure. Approval is via the Care Leavers Finance Panel.

- 13.6 **Employment:** For those in employment earning less than the minimum wage, an extra amount may be paid to support with rent/council tax payments once young person has applied for any benefits that they may be entitled to, depending on an assessment of income/expenditure. Approval is needed from the Care Leavers Finance Panel.

14. Individual Advice & Support

- 14.1 The Care Leavers Finance Panel will review and approve discretionary financial requests that are not currently in the policy or that require a needs assessment prior to decision. Any discretionary payments should be clearly identified in the pathway plan.

14.2 Key Documents

CMBC will financially support all young people aged between 16 – 21 years old to acquire the following key documents:

- 1 x Birth Certificate
- 1 x Passport Application **or** 1 x renewal including passport photographs
- 1 x Provisional Driving Licence

- 14.3 **UASC:** Based on a requirement to travel, CMBC will purchase a travel document for Unaccompanied Asylum-Seeking Children. The amount will be dependent upon the document required (can be up to £280.00 for a certificate of travel). Financial support will be based on a need's assessment with approval from the Care Leavers Finance Panel.

14.4 Citizenship/Naturalisations Applications

The Home Office have the discretion not to grant citizenship for young people who entered the UK illegally and have not resided in the UK for minimum 10 years. Once applications have been submitted, the costs are not refundable. Requests for financial support with such applications will be based on a need's assessment with approval from the Care Leaver Finance Panel. Young people will be expected to provide minimum 50% of the cost.

- 14.5 Young people who have not been subject to immigration control e.g. EU Citizens may not be entitled to Legal Aid and may face legal costs. CMBC may consider financial support for such applications, decisions will be based on a need's assessment with approval from the Care Leaver Finance Panel. Young people will be expected to provide minimum 50% of the costs associated with gaining citizenships. However, if young people were a looked after child with Calderdale for 5 or more years, full costs can be provided. Applications would need to go to finance panel.

- 14.6 In order to be granted citizenship or indefinite leave to remain some young people may have to prove their English language skills via IELTS and/or pass the Life in the UK test, which may involve undertaking individual study supported by the Life in the UK book. Financial assistance will be based on a need's assessment with approval from the Care Leaver Finance Panel. Young people will be expected to provide minimum 50% of the costs

- 14.7 For any of the above payments to be considered, young people must be in contact with the Pathways Service and actively engaged in the pathway planning process.
- 14.8 **Emergency Payments/Hardship Payments:** Where young people present to the service in hardship or in need of an emergency payment the following steps should be taken before requesting payment:
- All avenues for DWP support should be explored and exhausted e.g. hardship payment or short-term benefit advance.
 - Check how many times a hardship payment has been requested in the last 6 months
- 14.9 Support can be given for food, utilities, and travel (day ticket). The office has a stock of Bus Travel Vouchers which can be exchanged for a bus ticket. This is broken down as follows:
- Food: £15.00
 - Gas/Electric £20.00
 - Travel Issue bus ticket
- 14.10 The Pathways Advisor should add credit to the gas/electric to young person's key card and not issue cash.
- 14.11 This package can only be accessed 3 times in a 6-month period. If the young person is still assessed as being in need, the Pathways Advisor should refer to a local food bank and /or support the young person to access Local Welfare Assistance and/or other charitable organisations (see page 30).
- 14.12 Where a young person requests an emergency payment on more than one occasion, their Pathway Plan will require an immediate amendment to include an agreed piece of work to re-assess young person needs. The initial stages of this work should take place within two weeks of receiving the request.
- 14.13 When a young person requests an emergency payment the Pathways Advisor should explore options for EET or referrals to other relevant agencies to support the young person to maximise their income.
- 14.14 **Winter Fuel Allowance:** In the first and second winter of independent living, when young people become responsible for their utility bills, young people can request support with utility bills. A £60.00 utility allowance can be provided, this will be paid in instalments of £20.00 between December and March and should be paid directly to the utility provider or added to the young person's card/key. If this is not possible the young person can request direct payment which will be approved by the Care Leavers Finance Panel.
- 14.15 **Exceptional Needs Payment:** Exceptional needs payments are not for emergency/hardship or everyday living expenses but relate to an exceptional circumstance e.g. costs relating to a bereavement as an example and all requests should be approved by the Care Leavers Finance Panel. If the request is urgent the Team Manager can authorise up to £100.00.
- 14.16 **Introduction to Driving (Lessons)**
- CMBC will provide funding for:

- one provisional driving licence (see Key Documents above)
 - one theory test
 - one practical test
 - cost of 10 x 1-hour car driving lessons
- 14.17 Driving lesson costs are conditional: the young person must evidence the funds to book 10 lessons or have evidence that they have already paid for 10 lessons. When Pathways is in receipt of this evidence, CMBC will fund 10 lessons or reimburse for the lessons already paid. The instructor should be able to provide a VAT receipt and have an ADI (Approved Driving Instructor) number.
- 14.18 **Intensive Driving Course:** alternatively, if the young person wishes to book an intensive driving course and can evidence they have the funds to cover the remainder of the costs, CMBC will provide a lump sum of £350.00 to be paid to the approved driving instructor. The instructor should be able to provide a VAT receipt and have an ADI (Approved Driving Instructor) number. Please see above comment
- 14.19 CMBC will pay for one practical driving test (see above) however this is dependent on an approved driving school recommending that the young person is ready to take the test.
- 14.20 **Interview Clothes:** Pathways Advisors should in the first instance assess if support is available from DWP. If DWP support is not available, then based on an assessment of need, young people who require interview clothes/shoes can be provided with a one-off payment of up to £75.00. This will not be given as cash and should be guided spend or internet purchase.
- 14.21 **Health:** Pathways will assist young people to access services to meet their health and development needs via the looked after children provision and via universal health services using NHS HC1 Form. Pathways may be able to provide financial assistance towards unexpected health costs, including emergency dental treatment, based on an assessment of need, and agreed by the Care Leavers Finance Panel.
- 14.22 **Leisure Activities:** As part of the Corporate Parenting Offer, all young people aged between 16 -25 can access the CMBC Leisure Pass entitling them to free access to swimming pools, gyms, and fitness facilities. Pathway Advisors can complete referral form to request passes – see Appendix 1, page 31. Young people can request additional financial support for leisure equipment or for access to facilities not available through their leisure pass. This will be based on a needs assessment and approved by the Care Leavers Finance Panel.
- 14.23 **Cultural, Religious and Special Needs:** Where appropriate and depending on an assessment of need, Pathways will consider funding services in relation to a young person's cultural, religious, or special needs. Approval via the Care Leaver Finance Panel.
- 14.24. **Child Care Costs – up to age 25:** Lone parents who wish to return to education, start a traineeship /apprenticeship or take up employment opportunities will be assisted to identify funds from universal services to cover or contribute to childcare costs. Pathways Advisors should signpost young

people to the Care to Learn Fund, Sure Start, HMRC (childcare costs via working tax credits), Job Centre Flexible Support Fund or individual colleges/training providers.

- 14.25 If all options have been explored and no financial support can be obtained via universal services and no family support is available (e.g. lone parent) then CMBC may consider some financial assistance towards childcare costs, this would be based on an assessment of need with approval from the Care Leavers Finance Panel.
- 14.26 **Maternity/Paternity Grant:** When benefit entitlement has been established the young person may be able to claim the Sure Start Maternity Grant of £500.00 which is available from the DWP. This may be payable prior to the birth of the baby. This is only available for the first child or if there is no other child living with claimant.
- 14.27 Asylum seeking lone parents who are not eligible to claim the Sure Start Maternity Grant or young people with a subsequent child can request financial support. All requests will be based on a needs assessment and agreed by the Care Leavers Finance Panel.
- 14.28 **Gifts for New Babies:** A voucher or gift to the value of £20.00 should be purchased by the Pathways Advisor when a young person has a new baby. If both parents are open to the service, the gift/voucher will only be purchased once.
- 14.29 **Sustenance:** Pathways Advisors can purchase refreshments to enable a 1:1 session to be inclusive. The sustenance allowance is for the young person's refreshments only. Refreshments for staff should be processed by the standard staff sustenance route (via iTrent) and are subject to the conditions of the CMBC Expenses Policy.
- 14.30. **Consultation with Young People:** Expenses and remuneration related to enabling young people to participate in consultation exercises will be paid via gift voucher. Team Manager to agree the amount in advance.
- 14.31 **Young People attending Care Leavers Groups:** Bus tickets and/or remuneration for travel expenses will be issued to support young people to travel /attend groups.

15. Criminal Compensation Payments

- 15.1 The rules on Criminal Injuries Compensation Award (CICA) payments have recently changed and allow a young person a 52 week 'grace period' regarding eligibility for benefit entitlement after receipt of the award. The following guidance should be followed:
- 15.2 Universal Credit, Housing Benefit, Income Support, JSA, ESA legislation set out that a CICA payment is disregarded in terms of calculating benefit entitlement for the first 52 weeks following receipt of the award.
- 15.3 Young people who receive a CICA payment should be assisted to seek independent financial advice regarding establishing a Discretionary Trust Fund; additionally young people should be made aware of the implications of the CICA payment for any benefit claim they may make after the 52-week

disregard period. Young People should be supported to visit the Citizens' Advice Bureau and choose an independent solicitor and Financial Advisor to explore opportunities to use their award in a positive manner.

- 15.4 Generally young people will receive their CICA payment on their 18th birthday. If young people establish a Discretionary Fund prior to or within 52 weeks of receiving their payment, they continue to be eligible for benefits. Establishing a Discretionary Trust Fund results in their award payment being "tied up" until they reach the age of 21.
- 15.5 If a CICA payment is less than £6,000, within one year of receiving the payment it will not affect benefit claim. If the award is between £6,000 and £16,000, within a year of receipt of the award, it will result in a reduced benefit payment and an award of over £16,000 will disqualify a young person from receiving benefits.
- 15.6 Strict benefit rules apply regarding spending the award after the 52-week grace period, consideration should be given to the DWP rules on the inappropriate disposal of 'capital'. It is important that young people are given independent advice regarding the CICA payments and that Pathway Advisors are not responsible for choosing who gives financial advice.
- 15.7 Where a young person has been awarded a sum in compensation for a criminal injury, Calderdale Council are required to disregard that capital entirely.

16. Financial Assistance and Support: Young People Aged 21–25

- 16.1 Calderdale Council are committed to assisting and supporting young people to maximise their potential through education and training opportunities. Financial support will only be considered for costs associated with education, training, and employment. Please note the Individual Advice & Support budget is **NOT** available to young people aged between 21-25 years old.
- 16.2 Where young people aged over 21 wish to resume or commence education or training/apprenticeship they may be entitled to Universal Credit. Where this is not the case, funding through Calderdale Council will be considered. All financial support will be based on a needs assessment and the young person's motivation/ability/commitment to undertake, sustain, and complete a programme of education/ training/ apprenticeship.
- 16.3 As young people are likely to be on low income, Pathway Advisors should support them to apply for reduced rates of Universal credit; make timely applications for discretionary learner support funds and ensure that the college is aware they are a care leaver and places them in a priority group. www.gov.uk/discretionary-learner-support-overview
- 16.4 Where young people aged between 21-25 wish to undertake a programme of education but are prevented due to a financial barrier such as travel costs; Pathways can fund (for instance, a weekly bus pass). This would be based on a needs assessment and the pathway plan should document that all other alternatives for funding have been exhausted. Additionally, funding would need to be approved by the Care Leavers Financial Panel.

- 16.5 Funding for short courses will only be considered as a one-off to support young people into a specific area of employment and approval will be needed from the Care Leavers Finance Panel.

17. Young People and Higher Education

- 17.1 **General Information:** Care Leavers considering attending university should check with individual universities, for information about support (including financial support) that is available, to assist in the decision-making process re first, second, third choices on UCAS applications. Student support services should be able to provide information on both the practical and financial support that may be available.
- 17.2 Many universities are now accredited under the “Buttle Trust Quality Mark Award Scheme”; this acknowledges and highlights additional support that universities’ provide to young people leaving care.
- 17.3 Information about additional support to care leavers can be found via the Fair Access Agreements that each institution is required to have. Information can be found on the individual universities’ website or via :
- <https://www.officeforstudnets.org.uk>
 - The Who Cares Trust (Higher Education Handbook)
www.becomecharity.org.uk/
 - The North Class – Care Experienced North England University Guide
 - www.gohigherwestyorkshire.ac.uk/care-leavers/information/
 - Go Higher West Yorkshire - information and advice
- 17.4 **Types of Course:** There are different types of degree courses available to undergraduates, for example
- Bachelor’s Degree
 - Foundation Degree
- 17.5 Students can usually access student finance towards tuition fees and a maintenance loan as both are classed as higher education. Pathways Advisors should always check this directly with the University.
- 17.6 Some universities offer a “Foundation Course” which is intended for those who did not achieve the qualifications they needed to embark directly onto an undergraduate degree course. This is classed as “**further education**” and students cannot access a maintenance loan through student finance. Students may be able to access an “Advanced Learner Loan” to cover their course fees. Foundation years are **NOT** part of a degree but can help students achieve the qualification that will enable them to progress to a degree course. Pathways Advisors should ensure written confirmation from the educational establishment regarding the Foundation Course.
- www.ucas.com/undergrate/what-and-where-study/choosing-course-foundation-degrees
- www.gov.uk/advanced-learner-loan

- 17.7 Higher National Certificate (HNC) and Higher National Diploma (HND) courses **are defined as higher education courses** and often attract a bursary or grant. This should be clarified with the university/college.
- 17.8 **Student Finance:** The levels of fees, loans, grants, and bursaries for higher education students changes each academic year. The most accurate and up to date information is available at www.gov.uk/student-finance
- 17.9 **Tuition Fees and Tuition Fee Loans:** Tuition Fee Loans are provided by Student Finance England and are paid directly to the university to cover the full cost of the course.
- 17.10 From September 2022, the maximum tuition fees and tuition fee loan per year are:
- **£9250.00** new full-time students
 - **£6935.00** new part-time students
- 17.11 Students may be able to get a Tuition Fee Loan if their part-time course has a “course intensity” (measure of how much of the course students complete each year compared to an equivalent full-time course) of 25% or more. Pathway Advisors should check directly with the university or college.
- 17.12 **Maintenance Loans:** The maintenance loan is provided by Student Finance England and is paid directly to the student, usually in 3 instalments and is intended to support with living costs:
- Rent
 - Utility bills
 - Food
 - Equipment
 - Books
- 17.13 The maximum maintenance loan for 2023/2024 per academic year is:
- **£13,022.00** Students studying in London
 - **£9,978.00** Students studying outside London
 - **£8,400.00** Students living at home
 - **£11,427.00** Students spending a year of a UK course studying abroad
- 17.14 Some students may be able to claim a grant to cover travel expenses if they usually live in the UK but study away from home.
- 17.15 **Loan Repayment:** The monthly repayments are linked to a person’s income and the interest charged is line with the retail price index (RPI). After 30 years any outstanding loans are likely to be written off if not repaid.

If you have a Plan 1 student loan

You’ll only repay when your income is over £388 a week, £1,682 a month or £20,195 a year (before tax and other deductions).

If you have a Plan 2 student loan

You'll only repay when your income is over £524 a week, £2,274 a month or £27,295 a year (before tax and other deductions).

If you have a Plan 4 student loan

You'll only repay when your income is over £487 a week, £2,114 a month or £25,375 a year (before tax and other deductions).

Please see: [Student finance for undergraduates: New full-time students - GOV.UK \(www.gov.uk\)](https://www.gov.uk/student-finance/undergraduates/new-full-time-students)

If you're on a Postgraduate Loan repayment plan

If you took out a Masters Loan or a Doctoral Loan, you'll only repay when your income is over £403 a week, £1,750 a month or £21,000 a year (before tax and other deductions).

Please see: [Repaying your student loan: How much you repay - GOV.UK \(www.gov.uk\)](https://www.gov.uk/repaying-your-student-loan/how-much-you-repay)

17.16 Support from Universities: In addition to the financial support provided by Student Finance England, most higher education institutions will offer their own financial support, with its own eligibility criteria and awards are usually limited to a number of students, these can include:

- Bursaries
- Scholarships
- Fee Waivers

17.17 Bursaries and scholarships do not generally have to be repaid and fee waivers are applied to all or part of the course fees. Pathway Advisors should check with the individual institutions.

17.18 [Propel | Home](https://propel.org.uk) (propel.org.uk) is a source of information for young people considering higher education and which bursaries/scholarships are available.

17.19 University and College Hardship Funds: these funds have replaced the Access to Learning Fund. If the young person is experiencing financial hardship, they should in the first instance be supported to contact the university/college to find out if they are eligible for any additional funds.

17.20 If they are eligible, the amount awarded will be decided by the university/college. It can be paid in one lump sum or in instalments. Usually, students are not expected to repay the money, but in some cases it can be offered as a "loan" and therefore must be repaid. The Pathways Advisor should support the young person to contact their student services department it is likely they will need the young person to produce:

- Copy of their letter from Student Finance England showing how much student finance they will receive
- Bank Statements

- Budget Sheet documenting outgoings
- Tenancy agreement documenting rent payments

17.21 Unite Foundations Scholarship: Unite Foundation scholarship – is a charity organisation that offers accommodation support to care leaver, care experienced and estranged students. Unite offer accommodation support directly with their accommodation providers and do not provide bursaries/grants directly to young people. Please see below links for some more information regarding their scholarship opportunities as well as two flyers :

Website – [Unite Foundation + our scholarship = This is us. \(thisisusatuni.org\)](https://thisisusatuni.org)

Scholarship Page – [Unite Foundation Scholarship = Unite Foundation \(thisisusatuni.org\)](https://thisisusatuni.org)

New Student Application Guidance – [2023-24-Foundation-Applicant-Guidance.pdf \(thisisusatuni.org\)](https://thisisusatuni.org)

Application Form – [Unite Foundation Scholarship Scheme2023/24 Application Form \(tfaforms.com\)](https://tfaforms.com)

This Is Us Community - [This is our community = Unite Foundation \(thisisusatuni.org\)](https://thisisusatuni.org)

 [Unite_Foundation_New_Applicant_Digital.pdf](#)

 [Unite_Foundation_Existing_Student_Digital.pdf](#)

17.22 Welfare Benefits: Most young people entering higher education are ineligible for welfare benefits. Certain limited groups of young people such as lone parents; sick and disabled young people may remain or be eligible for welfare benefits while studying. If a young person is entitled to welfare benefits, they are not eligible for the Calderdale Council Accommodation and Living Expenses Grant (see below)

17.23 Lone parents and Sick and Disabled students who are in receipt of welfare benefits should check with the Department of Work & Pensions (DWP) regarding the rules re student finance. Being in receipt of student finance may cause disqualifications for welfare benefits. Generally, these groups will be required by the DWP to take out student loans and apply for the Special Support Grant. Their level of welfare benefit will be calculated by considering the loans and grants as income whether applied for or not. Pathway Advisors can request that CMBC replace the deducted amount of welfare benefit, this would be approved by the Care Leavers Finance Panel. If benefits are replaced the young person would **not** receive other support apart from the Governments Higher Education Bursary (C&YP) of £2000.00 which is provided as part of the Higher Education & Maintenance Allowance (see below).

17.24 Childcare Grant: Lone parents may be eligible for the government childcare grant of up to: (based on 2023/2024 rates)

- £188.90 per week for one child
- £323.85 per week for more than one child and/or

- [Childcare Grant: What you'll get - GOV.UK \(www.gov.uk\)](https://www.gov.uk/childcare-grant)

17.25 **Parents Learning Allowance** (based on 2023/2024 rates)

- Up to £1896.00 per year
- [Parents' Learning Allowance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/parents-learning-allowance)

17.26 **Disabled Students Allowance:** Grants available to help meet extra course costs students can incur as a direct result of a disability, mental health condition or a specific learning difficulty. This allowance is aimed at helping students with a disability to study on an equal basis as other students. Full or part time and postgraduate students can apply. The amount awarded does not depend on household income. This allowance will be paid in addition to the standard student finance package and does not have to be repaid. The allowance is intended to support with:

- Specialist equipment for studying e.g. software packages
- Non-medical assistant e.g. note taker/reader
- Extra travel costs as you may incur
- Other costs e.g. buying tapes, buying books in braille

Eligibility criteria to claim the allowance:

- Full-time student on a course that lasts at least one year including distance learning
- Part-time student on a course that last at least one year and that does not take more than twice the usual time to complete as an equivalent full-time course – this can include Open University or other distance learning courses.

17.27 To apply for Disabled Students Allowance, the student and the course programme must be eligible. Please ensure you check this with the university before applying. Further information is available at: [Help if you're a student with a learning difficulty, health problem or disability: Disabled Students' Allowance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/help-if-youre-a-student-with-a-learning-difficulty-health-problem-or-disability-disabled-students-allowance)

17.28 **Students with Adult Dependents:** may be able to claim Adult Dependents Grant: (based on 2022/2023 rates)

- (up to) £3,354

18. Calderdale Council Higher Education Financial Support

18.1 All undergraduate courses **must** commence before a young person's 25th birthday to qualify for financial support. Financial support can continue beyond 25th birthday to enable the young person to complete their course. In all cases the young person must fully engage with their Pathways Advisor to qualify for financial support from Calderdale Council.

18.2 **Calderdale Higher Education Bursary & Maintenance Allowance:** Calderdale Council will provide a payment of £200.00 when they start their course, this will be provided before the first term commences. The young person needs to evidence 85% attendance for the term with all outstanding work completed (this figure is a benchmark and consideration should be given

to exceptional circumstances). Following confirmation of this, the young person will receive subsequent payments of £200.00 at the end of the autumn, spring and summer terms. These payments consist of the Care Leavers Higher Education Bursary (this is the government bursary of £2000.00) and additional payments to support young people with their everyday living expenses and equipment costs.

Total received would be £800.00 per year (3 years = £2400.00)

18.3 Accommodation: The Higher Education Term Time & Vacation Grant is payable:

- if the young person is living in university halls of residence (first year) then the grant will be set at this rate.
- If the young person opts to stay in private university halls of residence (which cost more) then they will only receive the same rate as the university halls of residence: therefore the amount payable will be the cheaper option.
- If the young person opts not to stay in halls of residence for the first year, second and subsequent year, the rate of accommodation grant will be set at the single room rate local housing allowance (LHA) for the area in which they reside.

18.4 The actual amount received will be variable depending on the cost of their accommodation. Payments will be paid weekly, monthly, or termly and are dependent on continued attendance. Young people **do not** receive the money as a lump sum.

18.5 To support young people in their first year of study, Calderdale Council will pay directly for three terms of university halls of residence and provide a summer accommodation allowance at the end of the academic year.

18.6 Where young people are **not** living in Halls of Residence and are responsible for paying utility bills, they can receive £10.00 per week Tenancy Top Up payment.

18.7 If a young person has to study abroad for a year as part of their course, then dependent on an assessment of need, the maximum accommodation grant will be £150.00 per week.

18.8 If a young person lives with a partner as part of a couple, Calderdale Council will support accommodation costs to half of the single room rate LHA rate for the area in which they reside.

18.9 If a young person takes a paid internship/employment as part of the course, any financial support will be considered based on assessment of need and will only be provided for those on a low wage where benefit entitlements does not apply (e.g. they would be entitled to benefits but they are treated as a full-time student). Pathways Advisors should seek advice from the DWP.

18.10 Accommodation costs can be paid for up to 4 weeks after the completion of the course and should be factored into costings/requests at the start of the final academic year.

18.11 All finance requests for university accommodation will be approved at the Care Leavers Finance Panel.

18.12. **Travel Allowance:** Calderdale Council will support young people to get to their university accommodation at the start of the academic year; provide support to return to vacation accommodation. This is intended for young people in their first year of university (based outside of Yorkshire). The allowance will be provided at the following points:

- Start of the academic year /travel to university
- Christmas vacation (return trip)
- Easter vacation (return trip)
- Summer vacation (single trip)

The amount payable will be based on equivalent to coach travel and a completed needs assessment.

18.13. **Laptop/Computer Grant:** Dependent on an assessment of need and course requirements young people will be provided with a one-off payment of £250.00 to purchase a computer/laptop/software package at the start of the programme. Prior to this, the Pathways Advisor should check whether the young person is eligible for the government laptop scheme that was introduced during the Covid-19 pandemic.

18.14 **The Payment Process:** The frequency and amount of all payments and method of payment will be set out in the pathway plan. As a general principle and in order to assist young people in their first year at university, Calderdale will pay directly for three terms of university halls of residence and provide a summer accommodation allowance, arrangements for paying the remaining amount should be set out in the pathway plan.

18.15 All payments are subject to young people agreeing to the following arrangements:

- Maintaining regular and ongoing contact with their Pathways Advisor by phone, email and one to one meetings.
- Attending all pre-arranged meetings with Pathways and agreement to undertake/complete all actions and agreed tasks.
- To identify a suitable contact with the university staff/support service to take part in joint meetings to ensure educational goals and targets are met and appropriate practical, education, pastoral and financial support is being provided.
- To agree to regular liaison between the university and Pathways to monitor progress, attendance and attainment.
- To inform Pathways of any change of circumstances including contact and course details as soon as possible.
- Young People should inform Pathways if they are not achieving at least 40% pass rate at any stage of the course. If a young person is unable to continue with the course the financial support from Pathways will be reviewed based on individual circumstances and a decision from the Care Leavers Financial panel will be needed.

- Pathways will support a young person for the length of the course, when studying in higher education. This may include 3 years to complete an undergraduate degree and then one year to complete a postgraduate course if young person remains in education / or if aged over 25 years old the course is completed.

18.16 Postgraduate Courses: Calderdale Council will assist young people to identify financial support and resources to undertake postgraduate courses. Generally, vocational post graduate courses are funded by secondment from an employer or by individual universities providing a bursary to over course/tuition fees. Additional funding for postgraduate courses would be based on a need's assessment with decision/approval from the Care Leavers Finance Panel.

19. Traineeships & Apprenticeships (21- 25 years)

- 19.1 Apprenticeships:** Most apprenticeships are classed as employment with a study component. If the apprenticeship is considered "employment" young people will be eligible for a range of welfare benefits and would not be entitled to the 21- 25 care leaver financial entitlements as set out in this policy.
- 19.2 Traineeships & Programme Led Apprenticeships:** These types of programmes are provided by a training provider or college, with work experience provided at the college/training provider base and are therefore deemed "education/training" rather than employment. Young people aged between 22-25 may not be able to access benefits (unless they are parents or have a disability) depending on their age and circumstances. Requests for financial support will be based on a needs assessment and approved by the Care Leavers Finance Panel.
- 19.3** Requests for financial support will be based on an assessment of financial circumstances, in the first instance young people will be provided with practical support to help them access education, training or benefits rather than the provision of direct payments. The level of practical and financial support should be clearly set out within the pathway plan and highlight any conditions to the support being provided.

20. Resources/Useful Contact Details.

20.1 To search for grants please visit website: [Get Support - Turn2us](#)

20.2 Organisations that may be able to offer financial assistance:

The Care Leavers Foundation:

http://www.thecareleaversfoundation.org/About_Grants

Capstone Carer Leavers Trust:

<http://www.capstonecareleavertrust.org/home>

British Gas Trust Fund:

<http://www.britishgasenergytrust.org.uk/>

N Power Energy Fund:www.npowerenergyfund.com/

Yorkshire Water Community Trust:

<https://www.yorkshirewater.com/watersure>

Giving World (acts as a free Gumtree) – apply online:

<https://www.givingworld.org.uk/>

Samantha Sykes Foundation:

<https://samanthasykesfoundation.com/?nowprocket=1>

Calderdale Local Welfare Assistance Scheme:

<https://www.calderdale.gov.uk/v2/residents/council-tax-and-benefits/benefits/local-welfare-assistance>

20.3 Calderdale Local Food Banks:

Gathering Place/Ebenezer: Phone: 01422 647390 or 07593 820411, Ebenezer Methodist Church, St James Road, Halifax. HX1 1YS.

- Gathering Place (hot food take away) on Tuesday, Thursday and Fridays from 12.30pm to 1.30pm.
- Food Parcel Collection Service - Ebenezer on Saturdays from 10am to 12noon (1 adult per collection).

Brighouse: Phone: 07540 306496, Commercial Street, Brighouse. HD6 1AQ, Email: foodbank@brighousecmc.org

- Open on Fridays 1pm to 3pm.

Todmorden: St Marys Church, Todmorden. OL14 7BD, Website: [Todmorden Food Drop In](#).

- Open on Saturdays from 9.30am to 12pm.

Elland: Phone: 01422 364620, Southgate Methodist Church, Langdale St, Elland. HX5 0JL.

- Open on Saturdays from 10.15am to 11.45am.

The Outback Take Away Lunch Club: The Outback Kitchen, Lightowler Road, Halifax. HX1 5NB.

- Free hot food every Tuesday to take away (for local people in need) from 12 noon until 2pm.

St Augustine's Centre: Hanson Lane, Halifax. HX1 5PG.

- Open on Mondays and Thursdays for hot meal take-aways from 12.30pm.

New Beginnings Church: Note: Professional referrals only.

Contact: Email: hello@nbcc.life.

Calder Community Cares Food Share Scheme: 07903 452788; Email: foodshare@caldercares.org.uk.

- The scheme covers Todmorden, Hebden Bridge and Mytholmroyd and works in partnership with The Co-op and Aldi.

- Free food (usually bread, rolls, pastries, salad and veg) distributed daily to those who have registered with the scheme.

Halifax Community Fridge (at Madni Mosque): 07551 711506, 117 - 131 Gibbet Street, Halifax. HX1 5LE.

- Operates daily from 12noon to 3pm.

20.4 **Credit Union:** Calderdale Credit Union www.calderdalecreditunion.co.uk

20.5 **Goods Suppliers:**

Appliance World Halifax: <https://www.applianceworldonline.com>

20.6 **No Recourse to Public Funds Network:** www.nrpfnetwork.org.uk

Appendix 1



Leisure Pass CMC
Health Centres Spec

Appendix 2



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