

# Setting Up Home Allowance (SUHA)

Information for Staff and Carers



From April 2020

## **Methods of ordering goods**

Consider the best option for the young person to receive their items in a timely manner. Some of the different methods of ordering are listed below:

- Online
- Over the phone
- SAP Purchase Order
- In store (NB orders which include knives as these cannot be ordered online)
- Preloaded payment cards
- Vouchers (Asda, Tesco, Argos and Love to Shop)

## **Filling out a Finance Service Request Form (FSRF)**

- When filling out a Finance Service Request Form (FSRF) for the young person, in the finance details tab, select 'payment to CLA' then 'purchase card' or other method of payment. If purchase card is selected, state whether you require Brokerage to use their card or not.
- In the 'payment details' section, make sure to include the young person's mobile number, address and best availability date for delivery, with a full list of the item numbers, and the name of the stores you would like the items to be purchased from.
- Brokerage are not authorised to provide more than £100.00 in cash. If you are requesting cash to be spent on SUHA items, supervised spend is advised, and this must be stated on the FSRF form.

- Please note, when requesting a starter pack for the young person, all items needed must be listed and equal up to £50.00. The starter pack is intended for basic items when the young person first moves into their accommodation.
- You are now able to see how much is left in the young person's Setting-Up Home Allowance (SUHA) account via LCS. In order to do this follow these steps: Go to Young Person's name, go to the forms menu and select the draft form for SUHA.
- In general, up to £500.00 can be used whilst the young person is living in semi-independent accommodation.
- The entitlement extends to age 25, or until the education/training course being undertaken on their 25th birthday is completed.

### **Delivery**

It is worth advising the young person to consider delivery dates and charges. Ordering online at stores like Ikea should be avoided, as they can take an excessive amount of time to deliver items. Best available delivery date should be checked before sending in a finance service request on LCS.

### **Budgeting**

Consider making a checklist with the young person, exploring what items they need and going through it with them. The plan could consist of a list of local stores and websites that the young person should consider purchasing at to save money, a list of essential items, and their priority with an estimated amount of how much they should be spending on each item. See Young Persons leaflet for budgeting tips and essential items.

## **Rates from April 2020**

### **Total of £2137.00 to include:**

Starter Pack (e.g.: Light bulbs, washing up liquid, cutlery and crockery) - £50.00

Health and Safety Pack (Door chain, fire blanket, first aid kit) - £50.00

TV Licence - £157.50

The above rates leave £1879.50 to spend on any other home items that may be needed. For example: a bed, cooker, washing machine etc.

### **VAT**

Please remember that if items are purchased by HCC on behalf of the young person (with the young person making the choice of which items), they may not have to pay VAT and therefore this will result in the SUHA being up to 20% bigger. Items bought by the young person will be reimbursed, but the VAT will be charged against their SUHA.