**APPENDIX 7**

# ‘FINANCIAL ASSESSMENT FORM’

**Income:**

|  |  |
| --- | --- |
| **Item**  | **Amount (£)**  |
| Clothing allowance  |   |
| Pocket money  |   |
| 16-19 Bursary Scheme  |   |
| Traineeship allowance  |   |
| Modern Apprenticeship Allowance  |   |
| Earnings (part and full-time)  |   |
| Other  |   |
| Sub-total 1  |   |

|  |  |
| --- | --- |
| Less fares related to work/training/study  |   |
| Sub-total 2  |   |

Deduct ‘Subtotal 2’ from ‘Subtotal 1’ to produce ‘Total’

|  |  |
| --- | --- |
| **Total**  |   |

If ‘Total’ is over £85.50, one third of the surplus amount is the young person’s contribution. This will be deducted from the pocket money and clothing allowance until it exceeds these amounts. When this occurs the pocket money and clothing allowance will cease the social worker or placement supervising social worker will collect the amount of contribution exceeding pocket money and clothing allowance.

This form will need to be completed by the young person living in foster care (16 and 17-year olds) with their foster carer or personal advisor.

## Young People should be provided with information about the reduction and contributions process

Young people should be issued with a ‘Contributions Notice’ setting out the following:

1. The level of reduction of their allowance/s
2. The level of their contribution
3. When the reduction or contribution will commence
4. How the reduction will be made or how the contribution will be collected
5. What the young person can do if their circumstances change
6. What the young person can do if they do not agree with the assessed reduction or contribution.