

NEXT STEP FINANCE POLICY

Young People (working) under 18yrs

	Weekly Allowance	Savings	Wages	Incentive (see note below)
Hostel	£57.90 (if no service charge £8.00 saved)	£8.00	£100	nil
Independent living	£57.90	£20.00	£100	nil
Children's Home	nil	Nil	£100	£30
Foster Care	nil	Nil	£100	£30
16+ framework e.g Bedspace	£57.90 (if no service charge £8.00 saved)	£5	£100	nil
Lodgings	£57.90	£5	£100	nil
With Family	£26.90 (see note 2)	Nil	£100	nil

Suggested practice models

Hostels - Young People living in hostels and working, to only receive the equivalent of £37.90 per week. Then save the remaining £20 per week plus savings of £8.00 per week.

Independent Living - Young People living independently, should receive the equivalent of £37.90 per week on top of their wages. Then save the remaining £20 per week plus their weekly saving of £8.00 per week.

Children's Home - Young People living in children homes will receive their wages and save their incentive.

Foster Care - Young People in foster care will receive their wages and save their incentive or they can save a fraction of it and receive the rest.

16+ framework and Lodgings - Young People in these types of placements will receive £30 per week from their allowance. The difference of £27.90 per week will be saved on top of their weekly saving of £5.00 per week.

With Family - Young People living with family will receive £16.90 per week on top of their wages and save £10.00 per week.

The finance group had decided that in principle all Young People that are working should only receive £37.90 per week instead of their full Weekly Allowance, and save the difference.

NOTE:

1. Once a young person's income reaches £150 per week this will become a cap (including allowances and incentives).

This means that once a young person's weekly income reaches £150 the local authority will not provide further incentive monies.

2. Incentives during educational vacation periods will only continue for those in full independence and attending full time college/university. (This does not include those within the 16+ framework).

NOTE 2: Those at home under 18

For young people placed at home and under 18 their parents can claim Child Benefit and dependent upon circumstances other entitlements including Child Tax Credit.

For young people who are already placed at home at point of transfer to Next step and under 18 they will not receive a weekly allowance.

For those who return home on a full time basis their allowance will be £26.90 per week.

There may be circumstances when the allowance entitlement will require further discussion and negotiation. This will need to be discussed with a Service Manager.

Young People working over 18yrs

	Weekly Allowance	Savings	Wages	Incentive (see note below)
Hostel	Nil	Nil	£100	£30 up to aged 19 £20 aged 19 – 20 £15 aged 20-21
Independent living	Nil	Nil	£100	£30 up to aged 20 £20 aged 19 – 20 £15 aged 20-21
Community Care Allowance	Nil	Nil	£100	£30 up to aged 19 £20 aged 19 – 20 £15 aged 20-21
Lodgings	Nil	Nil	£100	£30 up to aged 19 £20 aged

				19 – 20 £15 aged 20-21
With Family	Nil	Nil	£100	£30 up to aged 19 £20 aged 19 – 20 £15 aged 20-21

For this group of Young People, how much they save is up to the Young Person and the worker.

Discretionary Incentive

Young people must sign the incentive agreement to allow their worker to contact their training establishment or employer. This will allow a mechanism to monitor their attendance.

Those under 19 years will get £30 weekly incentive, those aged between 19 and 20 years receive £20 incentive. Those aged between 20 and 21 years will receive a £15 incentive.

Those over 21 years do not qualify for local authority incentive.

If the employer or training establishment already provides incentive, a local authority incentive will not apply.

Young people 18 years and over engaging with a **Salford Futures** Traineeship or Work Experience programme will be entitled to a £40 weekly incentive (subject to full attendance).

NOTE:

1. Once a young person's income reaches £150 per week this will become a cap (including allowances and incentives).

This means that once a young person's weekly income reaches £150 the local authority will not provide further incentive monies.

2. Incentives during educational vacation periods will only continue for those in full independence and attending full time college/university. (This does not include those within the 16+ framework).

Working Hours

Working = 20hrs + = Full time = £30/£20/£15 per week incentive dependent upon age and independence status.

Less than 20hrs = Part time = £6/£4/£3 per day.

Training Courses = 16hrs+ = Full time = £30/£20/£15 per week incentive dependent upon age and independence status.

University = Full Time = £15 per week

Voluntary, Short Courses e.g. Princes Trust, Fairbridge, etc
Young People participating in this group of training or voluntary work will be entitled to £30/£20/£15 per week incentive dependent upon age and independence status.

This will be calculated at the rate of £6/£4/£3 per day.

A day will be anything over 4hrs.

If they are doing less than 4hrs per day, this needs to be discussed with a manager, who will decided what is appropriate.

Education

Since 1st April 2012 if a Young Person starts a course before they are 21yrs they will be entitled to DWP benefits.

Any requests for funding for this group of Young People for further education courses, when benefits are unavailable, need to be presented as a 'business plan'. All options will have been explored and the decision to fund the Young Person needs to be agreed with the Head of Service (Phil Varghese).

If a Young Person is working and in education and in receipt of a bursary, they are not eligible for a local authority incentive.

Workers need to ensure that unaccompanied Young People are able to claim a bursary from the education establishment depending on their circumstances.

Support for those in Higher Education (university)

If you meet the eligibility criteria, you could be entitled to the following:

- A local authority bursary of £2000 (In Salford this is often saved until the completion of your higher education studies. Earlier access to the bursary can be negotiated with your worker and can be used at any time throughout your course to help your progression)
- Help with accommodation costs*
- A weekly allowance (equivalent to the JSA rate plus £15 incentive, currently a total of £72.90)*
- A computer & internet access (if you don't already have these)
- A named Social Worker or Aftercare Worker to support you
- Access to university grants and bursary (if available)
- The Local Authority will encourage and support all post graduation applications, pending agreement from the Head of LAC Services. (There is an expectation the £2000

bursary will be a contribution to the overall cost of such courses)

- Incentive £15 per week

Furthermore, we will try to negotiate access to a place in university halls of residence for you (including outside term time) & an individual package of support from the university itself.

(Please note: * Financial support will vary according to other sources of income available and subject to change).

Unaccompanied Asylum Seekers - Triple Planning

	Weekly Allowance	Savings	Service Charge	Incentive (see note below)
Hostel/Lane End	£57.90 (if no service charge £8.00 saved)	£8.00	Nil	£30 up to aged 19 £20 aged 19 – 20 £15 aged 20 -21
Independent living	£57.90	£8.00	Nil	£30 up to aged 19 £20 aged 19 – 20 £15 aged 20 -21
Bedspace/Lodgings	£57.90 (if no service charge £8.00 saved)	£5.00	Nil	£30 up to aged 19 £20 aged 19 – 20 £15 aged 20 -21
Childrens Home	Nil	Nil	Nil	£30 up to aged 19

				£20 aged 19 – 20 £15 aged 20 -21
Family Placement	Nil	Nil	Nil	£30 up to aged 19 £20 aged 19 – 20 £15 aged 20 -21

It was decided that Young People that are Unaccompanied Asylum Seekers should save at least £10/wk in order to facilitate their triple planning arrangements.

NOTE:

1. Once a young person’s income reaches £150 per week this will become a cap (including allowances and incentives).

This means that once a young person’s weekly income reaches £150 the local authority will not provide further incentive monies.

2. Incentives during educational vacation periods will only continue for those in full independence and attending full time college/university. (This does not include those within the 16+ framework).

Under 18yrs Mums

Under 18year old pregnant young women can only claim benefits under certain circumstances (e.g. Estrangement, please seek advice). They are eligible for welfare food vouchers and

milk tokens on production of Maternity B1 form. They need to see their midwife for this.

Surestart centres also provide free healthy start vitamins for expectant mothers.

Expectant mothers are eligible for a £5.00 per week healthy start voucher (From 10 weeks pregnant).

In some cases this may not be applicable and consideration for fruit money from Next Step will be discussed; this will be provided in a voucher form.

If there is evidence this is being abused this voucher will be withdrawn.

Sure Start Maternity Grant

The young person can claim 10 weeks of expecting a baby or within 12 weeks of the birth. Please complete the DWP SF100 form to instigate the process. So they would need to register the birth as soon as possible after birth.

Post birth, the young mum will receive:

Income Support
Child tax Credit and Child benefit
Maternity grant = £500

Before the benefits have been processed, on a discretionary loan basis Next Step will assist for up to 2 weeks:

(This will require Head of Service approval)

Weekly Allowance	= £57.90 per week
Subsistence	= £50 per week
Total	= £106.90 per week for 2 weeks

This will continue as long as the Young Person has registered the baby and that all the claims have been instigated.

Once the benefits and DWP arrears have been paid, their weekly allowance will stop with Next Step and loan returned, but arrears will continue to accrue depending on their living circumstance as described above.

Over 18yrs Mums

Over 18years mums can claim a Sure Start Maternity grant 10 weeks before their due date provided they are on DWP benefits.

If Young Person is on JSA, they will need to apply for Income Support. If already on Income Support they need to complete a Maternity B1 form to DWP.

If the Young mum is in college and receiving Weekly Allowance from Next Step, they can go over to Income Support 11wks before their due date. They will need to show their Maternity B1 form as proof to DWP.

If Young Person is working, they would need to seek specialist advice.

If Young Person is in a relationship, other factors are considered and they would need to seek specialist advice.

If Young Person is in receipt of Employment Support Allowance, they would have no access to the Maternity Grant.

Young People in Army

If a Young Person is under 18 years and in the Army, we would save their allowance.

Accommodation

Deposits will be better tracked in order to ensure that we are getting as many of them back. Workers should encourage the use of the deposit/bond Scheme which is local government managed and so long as the name of the person to receive the deposit on return is that of someone at the Next Step, the money can only be repaid to the business unit.

Setting up home allowance / Leaving Care Grant

As from 1st April 2013 those who have not accessed their setting up home allowance are entitled to £2000.

(For those who have accessed the legacy leaving care grant the original figure of £1200 will remain the same)

For those unable to access the Sure Start Maternity grant are able to approach their worker about the Next Step grant totalling £400 for the first baby.

The setting up home allowance is required to last until they are 21 years old. Workers need to plan in order to make sure that the Young Person has some money to fall back on in case a move fails or they need to move again before they are 21 yrs.

Any money not used by the young person's 21st birthday will return to the Next Step funds. In exceptional circumstances and with agreement with the Next Step Service Manager it may be necessary to request leaving care monies to be held and withdrawn after their 21st birthday.

Birthday and Christmas/Eid Allowances

All Young People 18 years and under will be entitled to a birthday allowance. The current rate is £178 for the birthday.

The young person is also entitled to either a Christmas or Eid allowance. The current rate is £178 for the celebration or this can be divided if the young person celebrates both festivities.

18th birthday

Young person is entitled to £178.

- The worker will then spend half of the £178 with the Young Person.
- The remaining half will be given to the Young Person.
- The worker will have £16 for each Young Person turning 18 years for a present.

The worker can then spend up to £16 for a meal with the Young Person on their 18th Birthday.

21st Birthday

The Young Person will be entitled to up to £40 which will be for the worker to get a decent present and meal with the Young Person.

Other Birthdays

Under 18yrs - The young people receive £178 of which the Worker spends half the money with the Young Person and the other half is given to the Young Person.

Over 18yrs - Worker gets £10 for a present and may spend up to £5 for a meal for the young person.

Christmas Present

Young People over 18yrs will get £15 each
Young People under 18yrs will get £10 each

Young People placed in residential (excluding Lane end) or Foster care will get £5.00 each.

Workers will try to get a present for the Young People so that especially those who are not expecting much at Christmas will have a present to open.

D. L. A.

Young People who are eligible to receive D.L.A are 99% of the time entitled to receive Employment Support Allowance (ESA).

Because some Young People coming over to us are already on D.L.A, there was discussion on whether this should be a point of discussion during a transfer meeting. This would then give the worker an idea of what grounds that this was applied and would also be a good prompt for the worker to proceed with the ESA application.

Due to this allowance being misused in the past by Young People, there was discussion as to the possibility of having this money paid to Next Step so that workers can have control of how it was spent. This would be around arranging extra activities for the Young Person that would help develop their skills.

This can be made possible by providing proof to the DWP that the Young People is not able to manage their money. Only then would they pay the money to Next Step. This would be paid directly into their savings account via finance.

Weekly Allowance and Savings

Young People on D.L.A will carry on receiving a weekly allowance from Next Step until their ESA starts. Once the Young Person is on the ESA, their weekly allowance and savings will cease at Next Step.

Young People on D.L.A can discuss with their workers how their weekly allowance will be used and saved.

Workers need to be aware that once the ESA starts, the Young Person will not be eligible to any social fund e.g. Maternity Grant or discretionary grant from the DWP.

Also Young People on lower rate D.L.A. might struggle to qualify for ESA. In this case, their weekly allowance will continue to be paid. There needs to be some discussion with the young person about saving some of their weekly allowance.

Prison

Under 18 years

Currently, Young People under 18yrs save £14 per week while in prison. Of this, £10 per week is sent to them, depending on their needs.

Over 18 years

Young People over 18yrs are entitled to £10 per month until their 21st birthday or before they reach 25 in some form of education and require support following an assessment.

Phil Varghese

Updated January 2018.