



Foster Care Payments Information and Guidance

Financial Year 2024/25

6 April 2024-31 March 2025



Norfolk County Council

norfolk
fostering





Contents

1. Fostering Allowance Rates for Carers	3
2. Allowances for carers of young people aged 16/17 who have completed Year 11	6
3. Short Term Break Scheme for Children with Disabilities	9
4. PACE Bed Allowances	9
5. Enhanced Emergency Foster Carer Allowances (EEFC)	9
6. Enhanced Foster Carer Scheme (EFT)	10
7. Pocket Money and Personal Allowances for children and young people	10
8. Looked after Children Savings Scheme	11
9. Payment for additional expenses incurred by carers in caring for a child	12
10. Payments for other expenses incurred by carers	19
11. Staying put arrangements for young adults over 18	20
12. Recognition scheme	22
13. New Roads Foster Carers	22
14. Allegations	22
15. Recovering payments	23



1. Fostering Allowance Rates for Carers

Total amounts payable per WEEK from 06.04.24 are combined by type of placement and two age categories.

The payment structure focuses on payments defined by the need of the child as set out by their Valuing Care assessment tool and on the carer's capacity to meet the individual needs of the children.

A foster carer can have a combination of types of placements.

The categories for payments are as follows:

- **Standard:** corresponds to the following needs identified in the Valuing Care assessment tool: **Band A and B, no more than 2 areas in Band C, nothing in Band D;**
- **Enhanced:** corresponds to the following needs identified in the Valuing Care assessment tool: **Band C in 3 areas or more and/or no more than one band D;**
- **Complex:** corresponds to the following needs identified in the Valuing Care assessment tool: **Band D in 2 or more areas;**
- **Parent/Child** Where the parent is over 18, a flat rate will be paid. Where parent is under 18 and is a Looked After Child in their own right, 2 placement fees will be paid based on the Valuing Care assessments.



Connected Carers:

- Temporarily approved connected carers will be paid the child Basic Maintenance Allowance, regardless of length of placement;
- Fully approved connected carers will be paid according to Valuing Care Score of the child(ren).

Linked Families will be paid a flat overnight rate based on Enhanced fee and flat rate for day care and additional night carer payment (max 7 hours in 24 hour period).

Age of child	Temporarily approved connected carers	Standard	Enhanced	Complex	Parent and Child
0-10	£0	£227	£343	£672	£672
11-17	£0	£227	£343	£672	£721

Age of child	Basic maintenance allowance	Combined total Standard	Combined total Enhanced	Combined total Complex	Combined total Parent & Child
0-10	£187	£414	£530	£859	£966
11-17	£249	£476	£592	£859	£966

Payments will continue to be made fortnightly.

The Basic Maintenance Allowance includes the element for the Holiday Allowance calculation. The Holiday Allowance is not included for Respite Carers as the Allowance has already been paid.



Rates per week:

Allowance	0-11	11-17
Basic maintenance allowance with holiday allowances	£194	£259
Holiday Allowance	£7	£10
Basic maintenance allowance without holiday allowance	£187	£249

For London based carers, the basic allowance is:

Allowance	0-11	11-17
Basic maintenance allowance	£289	£217
Holiday Allowance	£11	£8

Some children may be eligible for Disability Living Allowance or Personal Independence Payments if over 16, additionally, if over 16, they may also be eligible for Employment Support Allowance. This could be considered as part of the Placement Plan.

The Basic Maintenance Allowance is designed to cover the costs incurred in caring for a child. The table below gives the proportion of the allowance likely to be needed for the 'average' child for clothing, etc. Note this is for guidance only and the proportion will vary according to the child's needs. The Holiday Allowance has been removed from the percentage calculation.



Age of child	0-4	5-10	11-15	16 in Year 11	16+
Clothing, Personal and Activities *	28%	34%	36%	43%	See page 4
Transport **	15%	15%	15%	15%	See page 4

* Includes pocket money. See rates on "Pocket Money and Personal Allowances for children and young people" on page 10 for more information.

** 'Normal' transport only. Not including exceptional transport costs.

2. Allowances for carers of young people aged 16/17 who have completed Year 11

To ensure appropriate preparation for a young person's transition from care to independent living, young people who have completed year 11 will move towards greater financial independence.

Allowances for Care Leavers

All finance arrangements including allowances, must be set out in the young person's Pathway Plan. Where appropriate, the Pathway Plan should also identify contingency arrangements for changes in circumstances (including, for example, arrangements if the young person receives a benefit sanction).

Eligible children

Foster care: It is essential that young people who have a care plan to move to independence begin to experience money management at an early stage. The default position will be that in the September following the end of year 11, a staged process will begin. This is illustrated in the table below:

Personal allowance level	Amount paid to young person each month	What the young person provides	What the carer provides
Minimal*	£15	Money for 'socialisation' (e.g. contribution to mobile phone, magazines tec)	Accommodation Utilities Transport Food Clothing Activities
Standard	£30**	Socialisation Clothing/toiletries Activities	Accommodation Utilities Transport Food
Higher	£67.20**	Socialisation Clothing/toiletries Activities Transport Food Contribution towards accommodation and utilities	Accommodation Utilities

* Where the Social Worker (SW) or Personal Adviser (PA) identifies significant evidence that making direct payment to the young person is not in their best interests, this must be explained to them, and reasons clearly written in the Pathway Plan. This must be reviewed at subsequent Statutory Reviews, or sooner if appropriate.

** These amounts will be revised annually.

The young person must be supported by their PA and the foster carer to develop their financial capability. In addition to identifying actions which will develop the young person's financial capability, the Pathway Plan should identify how and when the young person will move to preparing their own food, etc, and move on to the higher-level allowance.



Impact on Carer

Carer no longer provides, pocket money, toiletries, and bus fares.

Carer has £15/£30/£67.20 per week deducted from their payment depending on the amount directly paid to the young person.

Any money the young person earns through part-time/weekend work is disregarded (including summer work between academic years). Young people should be encouraged to learn the work ethic and to save.

Young Person in Education or Training Aged 16-19

A young person in education or training aged 16-19 may be entitled to funds under the 16-19 Bursary. Students may receive a maximum bursary of £1200 a year at the discretion of their school, college or training provider. [Visit the GOV.UK website for details on the 16 to 19 Bursary Fund.](#)

The young person/carer/worker should contact the school, college or training provider for more details and to find out how to apply.

Young person in full time employment (excluding Apprenticeships)

The young person's contribution to their keep will be calculated in the following way:

Their net earnings (up to £121.05* per week) deducted by the minimum protected allowance of £67.20 per week and the resulting amount divided in half, so as an example:

- $(£121.05 - £67.20) / 2 = £26.92$. This means in this example the young person will contribute £26.92 to their former foster carer for keep.

The amount of keep calculated to be paid by the young person to their former foster carer will be deducted from the overall payment made to the former foster carer by Norfolk County Council.

It should also be remembered that the former foster carer for the young person will no longer provide pocket money, toiletries, bus fares, etc., and so payments to the former foster carer will consequently also be reduced by £67.20 per week in lieu of these items.

***NB Any net earnings above £121.05 per week will not be taken into account by Norfolk County Council when calculating keep, so the amount will never be more than £30.00.**

Tax Relief for Carers

[For information on tax relief for Carers, visit the website GOV.UK website.](#)

3. Short Term Break Scheme for Children with Disabilities

- Flat rate of £123 per night for all carers;
- Flat rate of £78 per night if 2:1 care is needed; this is for the second carer.
- One hourly rate of £10.20 per hour for day care- Day care provision limited to 10 hours per day.
- Mandatory training and Child focused specialist training can also be claimed at the hourly rate of £10.20 an hour.

4. PACE Bed Allowances

Foster Carers approved as PACE Carers will receive a retained allowance of **£250.00 per week (pro rata)** in accordance with the County Duty EFC/PACE Rota.

Such payments are made on the basis that the PACE carer accepts with immediate notice the placement of a child subject to PACE. When the child is placed, the carer will receive the equivalent of the enhanced payment pro rata.

E.g.: for example, if a carer is on the duty rota for a week: Monday evening to Monday morning, the carer will receive £250 retainer plus the payment pro rata for the equivalent of Enhanced category.

5. Enhanced Emergency Foster Carer Allowances (EEFC)

Approved Emergency Foster Carers will receive a retained allowance of £250.00 per week (pro rata) for the weeks that they are on call and part of the County Emergency Foster Care Duty Rota. The emergency carers should be able to offer an Emergency bed to any child requiring a placement. This is different from the Out of Hours emergency rota.

Emergency Foster Carers will provide placements for children and young people with immediate notice and provide such placements for a period of up to 6 working days. In addition, to the weekly retainer – upon the placement of a child/young person (if the child does not have a Valuing Care form), the Emergency Foster Carer will receive a payment equivalent to the Enhanced payment until the Valuing Care is completed. Should the child already have a Valuing care score, the payment will be made in accordance with the level reflected in the Valuing Care form.

A disturbance fee of £25 will only be paid to those on the Out of Hours rota who are NOT PACE or Emergency Foster Carers as they are already paid a retainer.

6. Enhanced Foster Carer Scheme (EFT)

Approved Enhanced Foster Carers (step down from residential settings of children who have had multiple placement breakdowns) will receive a retainer (£250/week) paid at the point the match being formally agreed.

The equivalent of the Complex placement category is paid for 1 year at which point the allowance will be stepped down and the payment will be set up in accordance with the Valuing Care assessment.

7. Pocket Money and Personal Allowances for children and young people

Pocket money for the child is included in the basic allowances. **This is the minimum amount that should be paid.** Pocket money should be paid from the 1st week that a child comes into care and recorded at the placement planning meeting (this does not apply for respite, short breaks and emergency foster carers), which is held within 5 days of placement. A copy of the placement arrangements meeting should be shared with foster carers and providers, so all are clear of the expectation for the payments of pocket money and savings. It is acknowledged that in exceptional circumstances it may not be appropriate to give children and young people money directly due to safeguarding concerns about how this will be used, for example; drugs, financial exploitation by peers or other adults. If there is a concern about this, then it is imperative that the foster carer discusses this with the child or young person's social worker and a suitable alternative arrangement agreed and recorded at their placement arrangement meeting and child in care reviews as part of their care plan.

It is expected that each child and young person should have a bank account and a separate regular savings account set up in their name and carers should help the child and young person to make small savings each week or month from their pocket money. Norfolk County Council expects that carers should still provide toiletries, clothing and an agreed minimum mobile phone top up for older children and young people in their care. This should be agreed as part of the day-to-day arrangements for the child or young person, for example; £10.00 a month for mobile phone top up. This should come from the carer's maintenance allowance. If a child or young person wishes to spend more on a phone, extra toiletries, make up or clothing, etc., then this can be purchased from their own pocket money or savings.



The amounts payable are:

Age of Child	Amount per Week
Under 5 years	Under 5 years at carers discretion
5-11	£5
11-15	£8
16/17	£10

8. Looked after Children Savings Scheme

Long-term savings

There are two types of saving schemes set up by the central government for children and young people who are in care until they are 18. These are the Child Trust Fund and Junior ISA schemes. Both schemes are to help children and young people with the expenses of becoming independent, such as: setting up their own home, moving to supported lodgings, or staying put and remaining with their foster carers. If a child was born between 01/09/2002 and 03/01/2011 then they will have a Child Trust Fund. For all other children born after those dates, they will have a Junior ISA account. The share foundation are the government agency that facilitates both these schemes for children and young people in care. Norfolk County Council work with the share foundation to ensure these accounts are established. This happens when a child or young person has been in care for a minimum of 12-months. These accounts have a minimum amount of £200.00 paid into them from the central government and are set up to enable children and young people in care to have long-term savings. These savings accounts can be paid into by the child or young person, carer, provider, Corporate Parent and family members, throughout their time in care and are not accessible by the child or young person until they reach the age of 18-years old.

Where the above accounts are not yet set up, it is expected that all carers set up a regular savings account alongside an individual bank account for children and young people in their care. For some children and young people in Norfolk County Council's care there may be difficulties in setting up savings account, for example; unaccompanied asylum-seeking children, where their immigration status is still unresolved. In these cases, carers will need to discuss and agree how and where they will save the young person's money, this should be recorded in the Child in Care review.

The long-term savings scheme is designed to ensure that all Looked After Children are in receipt of savings when they leave a Norfolk Fostering Service placement. This will provide them with a sum to support them when they are setting up their first independent tenancy, when they commence a Further or Higher Education course at College or University, or to help them with their first big purchase such as a car or bike.

Every foster carer(s) should save a minimum of **£5** savings per week/per child (except respite, short break and emergency/PACE foster carers) which is sourced from the Basic Maintenance Allowance.

Personal allowances for over 16s:

- **Young Person in Employment (but not in an Apprenticeship)**
Young people in employment will be expected to contribute towards their keep. Contributions are 'capped' at first £121.05 per week of young person's net income. See example on page 3.
- **Young Person seeking employment or suffering ill health (signed off by G.P.)**
When a young person is unemployed or is unable to follow normal employment through sickness or for some other reason, the £67.20 allowance will be paid. Any benefits, which the young person is entitled to claim, will be taken into account to determine the amount of the basic allowance payable.

9. Payment for additional expenses incurred by carers in caring for a child

- Carers must obtain agreement for additional expenses in advance of expenditure.
- Expenses claims must be made **within 3 months** of the expenditure.
- Funding should be discussed at the Placement Planning meetings and reviewed as part of the Statutory Review process for the child.
- Receipts should be provided.

Initial Fostering Allowance

Initial expenditure at first placement, based on the individual child's needs in order to bring their clothing and personal possessions up to a reasonable level (up to the equivalent of 1 week's basic allowance). This can include school uniform and, in the case of babies, an initial supply of nappies. This allowance is available via the carer's supervisor for expenditure incurred within the first month of placement to allow for an accurate assessment of needs.

It is expected that once a child has been initially equipped with clothing, school uniform, nappies, etc., that these will be maintained at a reasonable level from the normal fortnightly allowances.



Birthday Allowance

An amount equivalent to one week's basic allowance appropriate to the child's age will be paid in addition to the normal fortnightly assessed payments. This allowance is paid automatically to Foster Carers to cover presents and related costs.

Christmas/Religious Festival Allowance

An amount equivalent to one week's basic allowance appropriate to the child's age (up to maximum of 16yrs 'in school' rate for YPs aged 16+), will be paid in addition to the normal fortnightly assessed payments. This allowance is paid automatically to Foster Carers by County Hall to cover presents and related costs.

Holiday Allowance

An amount equivalent to two weeks basic allowance appropriate to the child's age (up to maximum of 16yrs 'in school' rate for YPs aged 16+) is included in the Basic Maintenance Allowance calculation. This has been calculated on a pro-rata basis for the year (i.e. spread out over the 52 weeks).

For Young People on Care Orders but living in the community, an Expenditure Request Form will need to be raised to ensure payment of entitlement. This is 2 weeks basic maintenance allowance less the pro rata allowance.

If foster carers are taking young people on holiday outside of the UK it is recommended that they have travel insurance in place to cover any health emergencies as these will not be covered by Children's Services.

Cost of Holidays by Schools, Youth Groups, Scouts, etc.

The cost of holidays with school, youth groups, etc., may be claimed in addition to the normal fortnightly assessed payments and holiday payments.

NB Only one Children's Services educational organised holiday abroad will be paid for in any three-year period, unless there are special circumstances approved by the Assistant Director for Corporate Parenting.



Childcare for Children Excluded from School

Childcare payments can be made to standard categories (not enhanced or complex) for children temporarily excluded from school for whom carers provide additional supervision and a structured programme of activities. This payment may be made to the carers with whom the child is placed or to other carers. As such payments are expenses rather than a sessional payment for work undertaken (see below), they are exempt from tax. This is only happening when the carer is required to take time off work.

The rate is £6 per hour per child for a maximum of 10 hours a day (2 sessions per day up to 5 hours each) and should be claimed via the carer's supervisor. Associated receipts should be attached.

Payments for Other Related Childcare

Where childcare is needed to enable a carer to have a break from a particularly demanding placement or to attend a meeting related to the child where no other options are available, another carer, or adult friend/relation, may be found to provide childcare. The carer, or adult friend/relation, offering childcare will receive expenses at £6 per hour for each child up to a maximum of 10 hours a day (2 sessions per day up to 5 hours each). This should be approved in advance and claimed via the carer's supervisor using the **portal**.

NCC approved childminders should be used where there is no one available that knows the child. Details can be obtained from the Customer Service Centre on 0344 800 8020. [Foster Carers can search for NCC approved childminders on our childminders webpage.](#)

Exceptional Travel and Fares

The basic fortnightly allowance incorporates an element for travelling expenses (see table on page 3) and it is anticipated that this should be sufficient to cover the normal travelling expenses incurred in looking after a child. However, where exceptional travelling expenses are incurred, they may be claimed as an additional allowance. This is paid at the NCC Mileage Rate of 45p per mile (this may vary in-year as it is based on the HMRC Mileage rate). Examples of travel that is NOT exceptional and therefore not acceptable to claim for include:

- School trips under 2 miles for children aged under 8 yrs. old or 3 miles for those aged 8 or over;
- School Activities e.g. After-school clubs, disco's, etc.;
- Hobbies e.g. Clubs, horse riding, Scouts/Guides, ballet, etc.;
- Doctors, A&E trips and Dentists appointments (claims can be made for dentist trips over 20 miles each way);
- Holiday/Day Trip Activities e.g. swimming, theme parks, bowling, etc.;
- Visits to friends;
- Eating out.

Whether a journey is considered exceptional will depend on the reason for the journey, rather than its cost.

Where a carer has multiple children in their care and need to claim for the same journey, the travelled miles should be split between the children (follow the provider portal-ContrOCC instructions for completing the travel claim form).

Travel Claim should be submitted via the provider portal, as a minimum, on a monthly basis and by the 31st March in order that all the costs can be accounted for in the appropriate financial year. This is in accordance with NCC Financial Regulations. **We shall not be able to pay claims older than 3 months.**

Exceptional School Transport Costs

Travel/fares to school are covered by the basic fortnightly allowances. However, in exceptional cases this may be claimed. As a guide, the national statutory regulations concerning children travelling to their school stipulate the following distances as being reasonable in expecting families to be able to get their children to school without the help of the Local Authority:

- If the child is under 8, Norfolk's rule is that, wherever possible, a carer should be expected to get their child to school at their expense up to two miles, a total of 20 miles per week.
- If the child is aged 8 years or over they are expected, again wherever possible, to get their child to school up to three miles distance, a total of 30 miles per week.
- For approved school transport that exceeds the mileage allowance above, carers will deduct the two miles respective three miles distance from their claim.

All Exceptional School Transport costs must be agreed as a part of the placement plan for the child and the claim form should be submitted to the Foster Carer's Supervising Social Worker via the provider portal (same as stated above for exceptional travel and fares). It is expected that at the end of the first term children will transfer to the school local to the foster carer, unless there are exceptional circumstances, and this is agreed according to the transport policy.

Children Temporarily Away From the Foster Home

1. When, as part of a planned introduction or assessment or extended contact with family members (either home or to another carer), a child is temporarily not in placement full time (child still returning to placement), the carer must continue to receive the full entitlement. In these circumstances **the payments section** needs to be informed by the authorising Team Manager following authorisation from the Responsible Budget Officer. This should be reviewed on a 4 weekly basis.
2. When a child is admitted to hospital the full allowance can be paid for the first four weeks and then at the discretion of the Assistant Director of Corporate Parenting.
3. Where foster carers can no longer care for a child due to the carer's serious ill health, they will be paid the full allowance for 2 weeks and a retainer (£250/week) for 2 weeks.



Transition/Contact Expenses

Where carers are required to enable contact with family members (or prospective adopters/special guardians) of a child placed with them, they can claim **reasonable** and **necessary** expenditure incurred **provided this has been agreed in advance** with the child's social worker and/or is included in the placement plan. Foster carers cannot claim expenses for those who are in contact with the child. Receipts should be obtained wherever practical, but not at the risk of causing embarrassment to the child. Mileage will also be claimed for family time sessions.

In respect of meals, refreshments the following rates apply:

NB These rates are the maximum claimable per person and must be accompanied with a receipt for the appropriate amount:

- Breakfast £7.00
- Lunch £9.00
- Tea £4.00
- Evening meal £11.00

Claims cannot be made for the consumption of alcohol.

Where a foster carer continues to visit an adoptive/Special Guardianship family after a transition has taken place, the foster carers supervising social worker can agree a payment to the foster carers of the standard fee for up to 2 weeks. This must be agreed by the Head of the Fostering Service and Head of Social Work.

Spectacles

The necessary cost of providing spectacles for the child will be met in full. It will be assumed, however, that full advantage is taken of the vouchers available under the National Health Service schemes.

Household Expenses Exclusions

No household expenses may be claimed for (including internet access). It is expected that these expenses would come from the Basic Maintenance Allowance.



Life Story

A life story 'book' is usually prepared with the child by a social worker, foster carer and/or adoptive parent or permanent foster carer. The book includes the recording of significant information and events for a child to refer to when they are older or as they grow up, such as a description of their birth family, where they were born, significant people in their lives, and their care history.

Foster carers will also work with the child in respect of their ongoing life story as part of My Norfolk Story, this work will be agreed with the child's social worker and the team around the child.

Any claim for costs associated with a child's Life Story should receive prior approval from a Fostering Manager and up to a maximum of £75.00 per annum. Receipts should be submitted with the claim form.

Respite care

When a child is placed for respite in order to give the main carer a break, the main carer will receive the fee plus 25% of the basic allowance. This will not be longer than two weeks at a time unless stipulated in the Placement Plan and authorised by the Head of the Fostering service.

Prom Payments

With agreement at the placement planning meeting a discretionary payment of up to £100 may be made towards the cost of prom clothing. This must be agreed before foster carers can make the claim and receipts must be provided.

Insurance

Foster carers have a responsibility to inform their insurance company that they are fostering for the local authority. Where items are damaged, [please refer to the Insurance for foster carers guidance document on our webpage.](#)

10. Payments for other expenses incurred by carers

Equipment

The costs of providing essential equipment, to enable the foster carer to safely care for children, will be met by the Norfolk Fostering Service. Equipment will normally be purchased direct by the Norfolk Fostering Team and loaned to the carer household. However, with the prior agreement of the Fostering Team Manager, carers may be asked to purchase some necessary items themselves. Receipts should be submitted to the carer's supervisor who will arrange for reimbursement of agreed expenditure.

Please refer to the Equipment policy, any additional equipment needs to be agreed by the Head of Fostering.

For temporarily approved connected foster carers any equipment will need to be approved by the Head of Fostering and Head of Social Work.

When there is an ongoing need for PPE due to a child's health needs this will be purchased by Norfolk Fostering Service.

Attendance at Foster Carer Training courses

Childcare costs (including where a child is looked after by adult family/friends) and travelling expenses incurred by carers in attending foster carer training courses will be reimbursed. This is reimbursed at the standard rate the Service Provider charges up to a maximum of £6 per hour.

Mileage rate: **45p per mile** (this may vary in-year as it is based on the HMRC Mileage rate).

Sessional Payments

Can be paid to carers undertaking a variety of work including:

- Membership of Foster Panels;
- Acting as the foster carer representative on foster carer training/recruitment events;
- Membership of formally established working groups.



These payments are regarded as earnings and therefore taxable. **These claims will be processed via the NCC Oracle system.**

The travel element is not taxable and is paid via claim form through the payments section as per other claims.

Rate payable:

- £11.44 per hour;
- Travel costs at standard mileage rate (45p per mile – this may vary in-year as it is based on the HMRC Mileage rate);
- Carers will be paid £14.45 per hour plus 45p per mile for co-presenting training courses.

If additional childcare costs are incurred these will be reimbursed at the standard rate the Service Provider charges up to a maximum of £6 per hour.

11. Staying put arrangements for young adults over 18

In keeping with the aims and objectives of the Children (Leaving Care) Act 2000, it is possible, in certain circumstances, for former relevant children to continue to live with their accredited carers beyond the age of 18 as part of a 'Staying Put Arrangement'.

All Staying Put Arrangements, including financial arrangements must be made in line with Norfolk's Staying Put Policy. Any arrangements which are not in line with this policy cannot be Staying Put Arrangements and cannot access Staying Put budgets.

Where Staying Put is identified as an option, it must be fully considered as part of the Pathway Planning process and where agreed, details (including financial arrangements) must be clearly stated in the young person's Pathway Plan.

For further information on the NCC Staying Put Policy [visit our Children's Services Procedures webpage.](#)



Financial arrangements

Arrangements must be agreed and set up in line with the objectives in the young person's Pathway Plan. Payments can only be made to the foster carer until the young person reaches the age of 21.

Generally, the maximum a carer will receive is £250 per week less Housing Benefit and £10 for utilities contributions. However, if the young adults' needs are assessed as complex, with the agreement of an Assistant Director, more can be paid.

NCC will pay the carer the appropriate fee level minus the rent liability for the young person (which is set at the one-bedroom self-contained Local Housing Allowance) and £10pw utilities.

The carer's payment must always include a contribution from the young person i.e. claim from housing benefit, income earned or a combination of both. (All young adults over 18 who remain living with foster carers must claim housing benefit if they are able to do so).

The taxation implications for carers may differ from those applied when they are caring for a young person aged under 18. Tax issues remain the responsibility of the carer. The Tax Office can be contacted on 0300 200 3300 or for details of other relevant tax numbers call 0844 474 0101. [For further helpful information on taxation visit the HMRC website.](#)

Before final agreement, the young person's social worker should produce a statement showing the various funding sources and amounts, which make up the amount that the carer is due and clarify arrangements for payment.

University

During term time, foster carers will receive £100 per week while the young person is away at University.

During holiday periods carers will receive the normal staying put arrangement when the young person has returned home.

12. Recognition scheme

Whilst we have plans to support carers to provide trauma informed, effective care to teenagers, and further development for those who seek to care for children with disabilities and teenagers (14 plus), it is important to provide further incentive to encourage carers to accept placements within this group. It is also important to recognise carers and their children

These are:

- Annual birthday voucher for carers' own children – £10;
- Every 5 years of service – certificate of thanks + £10 Amazon voucher;
- 25 years of service – celebratory hamper.

For those over 14 and children with a Complex Valuing care (definition found on page 2 of this document):

- 3 months of placement – voucher for family activity, max. value £100;
- 1 year of placement – £500;
- Annual going forward – £500.

13. New Roads Foster Carers

This type of foster caring was launched in June 2021.

While foster carers have children in their care, they will receive the complex rate of payment pro rata. If the child remains in placement for over a year, the payment will be stepped down to the payment determined by the Valuing Care Assessment.

This type of fostering will include relief work undertaken for the New Roads Hubs which will be paid at the sessional rate for Residential Workers.

14. Allegations

Where a child has been removed after an allegation and an investigation is continuing the foster carer will receive their full fostering payment for 2 weeks from the date of removal of the child. This will be followed by the payment of a retainer fee (£250/week) until the date of the final LADO Meeting or for 6 months, whichever is earlier.

15. Recovering payments

Because payments are sent during the course of a fortnightly pay period and children may leave foster carers before the date to which the payment has been calculated, an overpayment of allowances may arise.

The definition of an overpayment is where a carer is paid an amount in excess of their Service Agreement.

If a carer continues to receive payments after reporting that a child has left their care, then they must contact The Payments Team immediately. Any overpayments must be repaid in full. Ending of placements must be reported to the child's Social Worker and Payments Team of Norfolk County Council via the Portal/emails.

In these circumstances, recovery is affected by deduction from the next payment, if possible, but otherwise repayment is required.

The system will attempt to recover the total overpayment from the next payment due, or where the overpayment amount exceeds normal payments for that period, from subsequent weeks until the overpayment has been recovered.

In certain circumstances, alternative recovery arrangements can be made subject to the agreement of the carer's supervising Social Worker and Team Manager. Any requests to vary or negotiate overpayments will be assessed on a case-by-case basis according to circumstances. Any final decision will be the responsibility of the Payments Manager. Where there are no further placements planned, then an invoice will be issued.

If foster carers receive allowances to which they are not entitled, they should notify the Exchequer Services (Foster Payments Section).

Payments are not permissible from local offices.

When a young person remains in placement over the age of 18, their carers are no longer acting as foster carers. The financial arrangements for carers in these circumstances are set out in Section 9 of this paper.

- **NCC Foster Care** (01603) 306338
(24/7: Emergencies only outside office hours)
- **Foster Payments Section**
Foster Care (01603) 222156
Leaving Care (01603) 222120
- **Norfolk Tax Office** 0345 300 3900



Contact details

Email is preferred option of contact:

- csfinancepayments@norfolk.gov.uk for general payment enquiries
- childrens.provportal@norfolk.gov.uk for provider portal queries only

Telephone:

01603 638177 - Surname A-F

01603 679340 - Surname G-H

01603 222156 - Surname I-O

01603 222120 - Surname P-Z

Post

Exchequer Services (Foster Payments Section)
County Hall Annexe
Ground Floor
Martineau Lane
Norwich
NR1 2UE

norfolk
fostering



Norfolk County Council
