

	<b>Fostering Policy</b>
<b>Title:</b>	DLA Guidelines Policy for Foster Parents
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Document History				
Version	Date	Changes	Reason	Author
4	Jan 2016	Yes	Logo only, no changes to policy.	RD
5	Jan 2017	Yes	Minor changes	JDD

It is important that where a child or young person is eligible, Disability Living Allowance is claimed to ensure the child's additional needs are being fully met. However, for foster children it is essential that this process is transparent in order to safeguard both the child and the foster parent.

When a child joins By the Bridge the planning meeting will identify if DLA is already being claimed or if the child may be eligible for this.

- When a foster parent joins By the Bridge from another organisation, they must declare if they or the child are in receipt of DLA and follow these guidelines.
- Where DLA has previously been claimed, foster parents are required to give details of how this money has been spent together with accounts of any money saved.

Where the recommendation is to make an application for DLA for the child/young person the child's social worker should clarify in writing:

- Who will apply for the DLA?
- If the child/young person can claim in their own right or if the foster parent is to apply for appointee status.
- According to their age and level of understanding, a child/young person must be made aware that they are in receipt of DLA and have a say in how this is used

If application for DLA is successful: Where it is agreed that the foster parent can access this money for specific expenditure appropriate to the child's needs, this must be clearly detailed in writing and signed by both the child's social worker/parent and the foster parent. The foster parent will also:

- Set up a separate bank/building society account for funds to be paid into.
- Keep clear records of expenditure as agreed in care planning.
- Maintain a log/record for all expenditure, including full details when it has not been possible to obtain a receipt. Make receipts and log record available to their link worker/Manager and also each LAC review.
- When a child moves foster homes within By the Bridge, DLA arrangements will be transferred to the new foster parent. When a child leaves the care of By the Bridge, all money will be transferred to an account as directed by the child's local authority.

Review of DLA – agreed expenditure for child in receipt of DLA will be reviewed through the child's LAC review process.