

ADAPTATION TO PROPERTY OR HOUSE MOVES PROCESS FLOWCHART

APPLICATION PROCESS

Request made by NCC carer for adaptation or house move to increase capacity or provide a child-specific placement

Application
Rejected

Approved

Application considered by Fostering Service Manager. Carer seeks 3 building quotes or provides details of suitable alternative properties

Supervising social worker and carer complete Carer's Adaptations Application Form

Supervising social worker ensures Financial Assessment is completed by carer if over £2,501

FUNDING APPROVAL

NCC Carer's Adaptations Application considered by Fostering Service Manager

Rejected

Approved

Internal Fostering Budget

Capital Budget

Funding does not exceed £2,500

Funding exceeds £2,501
Proposal for Capital Budget

Complete business case for Capital Budget

Group Manager presents business case to CFS
Service Director

Rejected

Business case presented at CAMG

Approved

Signed off in accordance with the
Financial Regulations

Rejected

Approved

APPLICATION APPROVAL

CFS Service Director checks the application
and approves

CFS Service Director checks the business case
and approves the application

Supervising social worker informs the carer in writing of approval
Financial Assistance Agreement signed and Legal Charge drawn up

PAYMENT

Payments are made to carer/s in accordance with the payment schedule

MONITORING

Building work or house move proceeds

Supervising social worker monitors progress - informs Legal & Fostering Service Manager if the carer
commitment breaks down

If at point of breakdown Legal services engaged