

Please see the below process for supportive foster care.

1. FP to complete SFC (supportive foster care) request form with all details of SFC, dates, times etc. If you don't know who your YP (young persons) SFP (supportive foster parent) is speak to your SSW for guidance.
2. SFC goes in 24-hour blocks and is per night. For example, 2pm Saturday 31st December - 2pm Sunday 1st of January = 1 night.
3. Please use YP initials on all forms, not full names or nickname.
4. Send completed form to me (Mel) and cc your SSW in on the email.
5. Do not approach supportive foster parents prior to sending in the request form.
6. Once the SFC is approved I will inform you and add to the calendar, you will receive a calendar invite via email. If you accept this it will add it to your Mosaic calendar, and you can keep a record of your SFC.
7. If this is your YP first SFC with a supportive foster parent, you will need to arrange introductions with them, and the SFP. All contact information will be given to you by myself.
8. Foster Parents will need to complete a Supportive Foster Care placement plan, prior to the YP going on SFC. Your SSW will send this to you for completion. This will be sent to the SFP, so they have all the information they need on the YP.
9. Dropping off and collection of YP - The general rule for this is that the FP and SFP do a journey each, so either the drop off or collection, there is always the option of meeting halfway if it is a significant distance to travel.
10. Activities for the YP should be agreed between the FP and SFP, prior to the SFC and money given to the SFP to cover the YP cost.
11. YP daily allowance of £12, will be paid directly to the SFP by Cheryl, and deducted from the FP weekly fee.
12. If you are using your Support Network for SFC, you will still need to put in a request form so we can log this on the calendar. You will need to submit a claim for the SFC, you will then receive a payment and will pay your support network.
13. SFP need to complete a SFC claim form after the SFC and send to their SSW, along with their expense form. This needs to be done as soon after the SFC as possible.
14. SFP will need to complete daily diary recordings on e-care for the YP they are supporting. Please ask me (Mel) if you need a YP person allocating to your e-care user.
15. SFC allowance runs from the 1st of December - 30th of November each year.
16. Please book your SFC at least 2 weeks prior to the date you need (unless an emergency). We advise to book peak times well in advance to avoid disappointment and suggest spacing your SFC throughout the year.

I have attached new versions of the FP expense forms, SFP expense forms, SFCrequest forms, and SFC claim forms. Please download and save these to your device and delete the old versions.

If you have any questions or need any help with this please email me, and I will be happy to help.