

CONFIRMATION OF PLACEMENT (COMMUNITY ASSESSMENT)

PLEASE NOTE: It is IMPERATIVE that this form is returned to us, fully completed BEFORE the commencement of the placement.

FAMILY DETAILS:

Name of Parent(s):

Date(s) of Birth:

Details of Child(ren):

Date(s) of Birth:

Length of Agreed Placement: weeks

Type of Assessment: **Community Assessment**

Agreed Weekly Fee: per week

Service Assessment Cost: **£750**

Please Note: Community Assessment fees are charged on a weekly basis, Monday to Sunday. If an assessment ends unexpectedly during the middle of a week, the remaining week plus an extra week's fees will be charged.

ADDITIONAL FEES PAYABLE:

The above fee excludes supervised contact over and above what is included in the service assessment. Attendance of our staff at court is also chargeable as follows:

Supervised Contact	<p>£76.00 per hour – Case Manager £61.00 per hour – Family Assessment Worker</p> <p>An extra half an hour per session will be charged for associated administration costs.</p> <p><i>Please note: The entire fee will be charged whether or not the client attends</i></p>
Court Attendance	<p>£112.00 per hour plus travel time Associated travel expenses will be charged at cost (Paid by Local Authority Legal Services)</p>
Court Reports	<p>Additional reports required other than those agreed in the service assessment will be charged at £77 per hour.</p>
Interpretation & Translation of Documentation Fees	<p>The cost of the translation of documentation, interpreting services and arrangements thereof are the responsibility of the Local Authority. Should it be necessary for Browning House to arrange these services they will be recharged at cost.</p>
Family Travel costs	<p>The cost for travel to and from the contact venue and the arrangements are the responsibility of the Local Authority.</p>



LOCAL AUTHORITY SOCIAL CARE DETAILS:

Referral Office / Department Name.....

Address

Telephone Number

Referring Social Worker Name

I confirm that by my signature that I am authorised by my employer to sign on their behalf and that funding for this placement has been authorised.

Signature

Date Funding Approved:

Purchase Order Number:

We also need the address of your finance department, please provide the full address, postcode and telephone number. Please also include an email address so that we can send invoices electronically.

Invoice Address

.....

Telephone Number

Email Address@.....