THINK FAMILY PERSONALISATION BUDGET

The Think Family Personalisation Fund is in place to support the Think Family approach and meet the needs of families where TF outcomes cannot be met by mainstream services. Funding may be available to support meeting outcomes within Family Support Plans whether or not CCC staff are part of the Team Around the Family.

Who can apply for the funding?

- Any Lead professional.

When can a Lead Professional apply for funding?

- A Lead Professional will need to remain involved with the family for the duration of the purchase or the provision of the service being funded.
- There is a whole family assessment and a family plan in place and being implemented

What can it be spent on?

- Where there are identified gaps in service provision
- Where it encourages engagement of the family in working with professionals to resolve their needs.
- To reward and encourage progress – for example, purchasing a positive activity for a young person who has reached an attendance goal
- To address a specific unmet need which is required to help the family make progress – for example funding a skip to enable a family to clear out their home which is currently considered to be unhygienic or not safe

What won’t the funding cover?

- Therapeutic intervention or counselling
- Costs that should be met by existing services, e.g. education which should be part of a child or young person’s school timetable or translation and interpreting services.
- Where there are alternative sources of money, e.g. Children Social Care Section 17 funding.
- Long term arrangement, for example, for long term transport costs, as this does not promote sustainability.

How much money is available?

The fund is capped and when spent will be closed. There is a maximum total spend on one family of £1,000.

How do I request funding?

All funding requests must be made using the Personalisation Budget Request Form on the Think Family website and sent to your CCC Early Help District:

- South Cambs: Districtearlyhelpteam.southcambs@cambridgeshire.gov.uk
- East Cambs: Districtearlyhelpteam.eastcambs@cambridgeshire.gov.uk
- Cambridge City: Districtearlyhelpteam.cambridgectomy@cambridgeshire.gov.uk
- March, Chatteris and Whittlesey: Districtearlyhelpteam.march@cambridgeshire.gov.uk
- Wisbeach District: Districtearlyhelpteam.wisbech@cambridgeshire.gov.uk
- Huntingdon and St Ives: Districtearlyhelpteam.huntingdon@cambridgeshire.gov.uk
- St. Neots and RSY District: Districtearlyhelpteam.stneots@cambridgeshire.gov.uk
What do I need to know when submitting an application?

When completing the PB Request Form you will need to be able to evidence, either in the Family Plan or using the ‘supporting evidence’ section of the PB Request Form the following:

- Your plan reflects the needs of all family members
- The family can't afford to purchase the item themselves,
- The purchase supports the achievement of the outcomes in the family's support plan
- The family will not make progress against the relevant desired outcomes without the purchase
- Your plan has clear measurable outcomes identified from the Outcomes Framework (see separate guidance).
- The outcomes achieved through the purchase can be sustained once the service / item provided through the funding has stopped
- What other funding sources you have considered for this purchase
- Why the purchase cannot be made by the family or how much they may be able to contribute towards it. A contribution from the family can encourage their buy in to the outcomes intended.
- Why this is the best timing to make the purchase. A purchase could be linked to goals being reached rather than getting them beforehand.
- If there any risks associated with the purchase and if there are how you have mitigated them.
- You or the family have accessed quotes for the service/item and provided this.

Direct Payment to the family

If this is requested, the Lead Professional must also evidence

- All other options of payment have been investigated but are not possible and the reason why
- How the Lead Professional will seek proof that the money has been used for what it was intended for (i.e. receipts)
- What risk mitigation has been put in place (i.e. staggered payments)
- What the consequences will be if the money is not used as intended

What happens once I have submitted my request?

Once you have submitted your request it will be reviewed along with the evidence provided. If there are any queries or questions about the request, these will be raised in a timely manner.

How long will it take before I know if my request has been approved?

We will need to review the request and ensure compliance with Cambridgeshire County Council (CCC) financial procedures. Please allow 10 to 15 working days for a request to be fully processed. Once a decision has been made this will be communicated via email.

How are products / services purchased?

You will be asked to contact the Early Help District business support administrator using the generic District email addresses to discuss this.

Additional Information is available on the CCC Think Family website