

Hertfordshire Personalised Commissioning 2019 - 2020

Personalised Commissioning

Funding is available from April 2019 through to March 2020 to help families who have been identified through the Families First Assessment (FFA) process as having a need that cannot be addressed solely through existing services or alternative funding options.

Personalised Commissioning can be applied for to purchase goods or services which meet a need identified in the FFA and to support the child, young person or family to achieve the outcomes in the Team Around the Family (TAF) Action Plan.

Types of services may include, but are not limited to: Healthy lifestyles, practical help to support families, afterschool and holiday activities for children and young people.

In order to apply for funding, you **must** undertake the FFA process for the family .

A funding application can then be submitted for the services or goods that are tailored to the family's needs.

Applications must be clearly linked to a need in the family plan. Applications that do not meet the above criteria will not be accepted.

Scope of Personalised Commissioning

Personalised Commissioning is designed to meet the needs of families as part of early intervention. Therefore, Personalised Commissioning **cannot** be used to purchase services for children with more complex needs requiring statutory or specialist targeted intervention. Funding is usually up to **£500** per application.

Applying for Funding

The Application form can be found in **Forms** on the Hertfordshire Early Help Module (EHM) system.

Funding can be applied for once you have completed a families first assessment if the need is deemed to be immediate and is clearly evidenced, or after you have held a TAF meeting and completed an action plan. All applications must be made within 2 weeks of completing the assessment or action plan and submitted 1 week before the decision date.

Children, young people, parents, and carers should always be partners in the process of deciding which services should be purchased to best support them. Their participation is integral to the FFA process, and subsequent interventions. Only the Key Worker is eligible to make an application for Personalised Commissioning Funding.

Completing the Application Form

- All fields **must** be fully completed
- The Key Worker is responsible for obtaining explicit consent from parents, carers or young people to apply for funding.
- Consent to share information must be obtained, and this must be indicated on the application form
- The needs of the family identified on the application form **must** be clearly evidenced and documented in the FFA or the most recent Action plan.
- The impact of the service or provision requested must be clearly documented on the application form and evident in the FFA or Action plan.
- Successful applicants will be required to feedback the impact the funding has had within 4 weeks of the item being purchased or service being completed.

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What cannot be funded?

Activities that take place during school hours e.g. swimming /music lessons, equipment that is solely for in school use as an aid to learning e.g. iPad. Household repairs when it is the responsibility of the registered social landlord to repair the property, travel costs/travel – only in exceptional circumstances where the Action Plan has identified particular transport needs for a time limited period and there are no other means of funding, will transport costs be considered for funding.

There is an expectation that all possible means of funding for accessing the required services, goods, or equipment have been explored before applying for PC funding. For example: The Key Worker should explore other charitable funding sources, local community services such as free social activities, recycled furniture and local charity shops before making an application for funding. **Pupil premium** funding should be accessed if a child or young person has access to free school meals. Services for children with an EHCP in place should be accessed through the plan.

Personalised Commissioning should not be viewed as a sustainable resource, therefore continuous funding of a service is not possible .

What can be purchased?

Any service, goods items or equipment which meets a need identified in the FFA

Examples of services:

- Emergency child care/nursery place (time limited)

Examples of Activities:

- Leisure activities/clubs
- School holiday activities
- Youth activities/workshops

Examples of Equipment:

- Sensory equipment
- Play equipment
- Bicycles

Please note that services/items must not be purchased or started until the Key Worker has received the decision letter confirming approval of funding. We will not fund retrospectively.

It is the responsibility of the Key Worker to ensure that all services providers have (where relevant) an up-to date DBS certificate and public liability Insurance. All counsellors must

Decision Dates

17 th April 2019	15 th May 2019
19 th June 2019	10 th July 2019
21 st August 2019	18 th September 2019
16 th October 2019	20 th November 2019
11 th December 2019	15 th January 2020
19 th February 2020	4 th March 2020

Following the monthly decision meeting, the Key Workers applying through EHM will receive an email.

Successful applicants will be provided with further information in regards to payment and service provision within two working days of the decision.

The letter will be uploaded into documents on the system used for submitting the application form (EHM) If the child, young person or family does not engage with the service provided, Please email: personalisedcommissioning@hertfordshire.gov.uk

If the application is not successful the application will be declined and will show a clear explanation of why the application has been declined.



**Families
First**

Early help. brighter futures