

Completing the monthly return

The monthly return of looked after children is made up of two parts:

- **Local authority details and certificate (form CTF15)**
- **Child's details (form CTF15(Child))**

Complete one form for each child. Please number these consecutively, starting from '1' for the first child.

Copies of the return are available from our website only www.hmrc.gov.uk/ctf/la-info.htm

If you have difficulty obtaining the return contact the Child Trust Fund Office on **0191 224 7073**.

Alternative formats

You may send us the information requested on forms CTF15 and CTF15(Child) in alternative format.

More information about this may be found on our website.

Local Authority unique identifier

Please make sure that you quote your unique identifier on every page you send to us. If you do not do this, we will not be able to use the information given and will have to return the form to you.

If you are not sure what your unique identifier is, go to www.hmrc.gov.uk/ctf/la-info.htm and see Annex A of:

- *Guidance for local authorities in England and Wales*
- *Guidance for local authorities in Scotland, or*
- *Guidance for Health and Social Service Trusts in Northern Ireland.*

How to complete form CTF15(Child)

Please note, for Northern Ireland, 'local authority' means 'Health and Social Services Trust'.

1 Child's surname

2 Child's first name(s)

We will check to see whether we already have a record for this child. Please enter the child's name as it appears on the birth certificate, where available.

3 Is the child male or female?

Put an 'X' in relevant box.

4 Child's date of birth

Enter the child's date of birth in *DD MM YYYY* format. For example, enter 3 May 2009 as 03 05 2009.

5 Home Office reference

This applies only to children who have a time limit on their stay in the UK. Enter the Home Office reference number you would normally use to apply for funding for the child.

6 Date child was first looked after by this authority

Enter the date the child first became looked after by this authority. Use *DD MM YYYY* format.

7 Was the child looked after on their 7th birthday?

Children receive a further Child Trust Fund payment if they are looked after on their 7th birthday. Put an 'X' in relevant box. If the child is under age 7, or was not looked after on their 7th birthday, put an 'X' in the 'No' box.

8 Is this the first time you have reported this child?

Put an 'X' in relevant box.

9 Different names

We will check to see whether we have a record for this child using these names.

10 Child has died

If the child has died please enter the date of death in *DD MM YYYY* format then go straight to question 14 and enter the contact details of the personal representative. You do not need to answer questions 11, 12 or 13.

11 Birth parent's details

In many cases, the birth mother will have applied for Child Benefit for the child in the past. We will use this information to make sure that the child has only one Child Trust Fund account. We will write to this person if their details are entered at question 14 unless you have told us not to write to them.

12 Appropriate person with parental responsibility

If there is an appropriate person with parental responsibility, please enter their name and address at question 14. We will write to this person giving details of the child's Child Trust Fund account, unless you put an 'X' in the box at question 14 to tell us not to write to them.

The term 'parental responsibility' is used within the meaning of section 3(9) Child Trust Funds Act 2004. In Scotland, read 'parental responsibility' as 'parental responsibilities'.

Only a person with parental responsibility for a child can manage that child's Child Trust Fund account. (Where such a person is not known to us, we may ask the Official Solicitor to manage the account.) Please refer to the notes about 'Parental responsibility' on page 2.

Further information is available at Part 5 of your *Guidance for Looked After Children*.

Important

If a child's circumstances change and they no longer have an appropriate person with parental responsibility you should tell us, as soon as you can, on the next monthly return.

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How to complete form CTF15(Child) *continued*

13 No appropriate person with parental responsibility

If there is no-one, please tell us which of the six conditions listed under 'Parental responsibility' below apply. We will pass this information to the Official Solicitor (in Scotland, Accountant of Court). The Official Solicitor will write to the child at the address you give at question 14.

Please refer to the notes about 'Parental responsibility' below. Further information is available at Part 5 of your *Guidance for Looked After Children*.

14 Contact details

We will usually write to this person giving details of the child's Child Trust Fund account. If it would not be appropriate for us to do so, please put an 'X' in the box to tell us not to write to them.

Parental responsibility

Parental responsibility is usually held by the child's mother and the majority of looked after children will have someone with parental responsibility, even if they are not currently living with them. Only a person with parental responsibility for a child can manage that child's Child Trust Fund account.

However, there are a few circumstances where there is either

- no one with parental responsibility (for example, with no legal guardian), or
- there is someone with parental responsibility but it would be **inappropriate** for that person to manage the account (for example, where contact has been restricted because of abuse).

In these cases, the Official Solicitor will manage the child's CTF account. In doing so, the Official Solicitor will try to take into account and respect any cultural or religious upbringing or wishes of the child.

For a child to be treated as having no one or no one appropriate with parental responsibility, they have to be looked after by a local authority and at least one of the following conditions must apply.

Condition 1

applies where there is no person, or no person other than the local authority, who has parental responsibility for the child.

Condition 2

applies where it is part of the care plan for the child that

- (a) the child will live indefinitely away from home (or his former home), and
- (b) the child will not have face to face contact with any parent having parental responsibility for the child.

Condition 3

applies where an order has been made

- under section 34(4) of the Children Act 1989, or article 53(4) of the Children (Northern Ireland) Order 1995, authorising the local authority to refuse to allow contact between the child and any person with parental responsibility, or
- in Scotland, a supervision requirement made with a condition regulating contact under section 70(5)(b) of the Children (Scotland) Act 1995 that the child shall have no contact

Additional information

Put an 'X' in the box to tell us that you have sent additional information. On any additional information sheet include:

- your unique identifier
- the CTF15(Child) number
- details of any cultural or religious wishes or beliefs of the child that may affect the type of Child Trust Fund account opened.

We will pass any relevant information to the Official Solicitor.

with a person with parental responsibilities, and there is no other individual with parental responsibility for the child to act as registered contact.

Condition 4

applies where the Court of Protection (in Scotland, Sheriff) has

- (a) appointed a receiver (in Scotland, guardian appointed under section 58 of the Adults with Incapacity (Scotland) Act 2000) for a person with parental responsibility for the child, or
- (b) determined that such a person is a patient for the purposes of Part 7 of the Mental Health Act 1983 (in Scotland, incapable for the purposes of the Adults with Incapacity (Scotland) Act 2000), and there is no other individual with parental responsibility for the child to act as registered contact.

Condition 5

applies where the child has been lost or abandoned, and there is no prospect for the foreseeable future of reunification of the child with a parent having parental responsibility for the child. In this Condition, 'lost or abandoned'

- (a) in England and Wales, has the meaning in section 20(1)(b) of the Children Act 1989,
- (b) in Northern Ireland, has the meaning in Article 21(1)(b) of the Children (Northern Ireland) Order 1995, and
- (c) in Scotland, has the meaning in section 25(1)(b) of the Children (Scotland) Act 1995.

Condition 6

applies where

- (a) in England and Wales, an adoption agency or local authority has been authorised to place the child for adoption under section 19, or by a placement order under section 21, of the Adoption and Children Act 2002.
- (b) in Northern Ireland, an Order has been made under section 17 or 18 of the Adoption (Northern Ireland) Order 1987 to free the child for adoption.

If you need further help to complete the monthly return please phone the Child Trust Fund Office on 0191 224 7073 .